To: Mesa Regal Tennis Club

From Pat McWherter

RE: Food and Coffee Procedures

I think our new shed is working very well. We have a lot of new members involved with making coffee etc. I wanted to share a brief list of procedures which may make our lives a bit easier.

1. Cal-Am set up three separate electric outlets along the shed counter, each on a separate breaker. Please brew the coffee in the shed. (We had problems last year when we brewed coffee out on the deck). When players begin to show up, set up the tables and put the brewers out. The brewers are not heavy but be very careful moving them.
2. We are slowly getting back to having more people in the skybox watching matches. But we are throwing out quit a bit of coffee. For now, please brew 30—40 cups regular and 25-30 cups de-caf. We can adjust as the year progresses. Using the coffee filters reduces the amount of grounds in the coffee.
3. When making hot water, use the brewing apparatus. This helps the brewer to recognize when the water us uniformly hot.
4. At cleanup, dump the grounds into the round garbage bin. Make sure there is a plastic bag installed.
5. After cleanup, please turn off the light breaker switch at the fuse box. This is temporary until a new, not so bright outside light is installed. A neighbor complained that it is too bright against their windows at night.
6. Vegetable and Fruit trays are optional at this time and up to your team. Please coordinate between the ladies and men teams. A refrigerator is on order. When we receive it, the executive committee will be discussing a return of rolls or donuts.
7. CAPTAINS: make sure you assign people for pre-play wipe down of tables and chairs and after play cleanup.
8. DO NOT PUT GARBAGE INTO THE RECYCLE BINS! (Plastic wrappers, Styrofoam, coffee cups and miscellaneous paper are not recyclables). We have two trash bins. Use them.
9. Our emergency wheelchair along with our crutches are stored below the skybox and can be accessed using your ball machine key.
10. The first aid kit is stored in the skybox cabinets and should be placed on court 2 during the matches.

Thank everyone for you help with these items. Overall things are working very well around the Skybox. Thank everyone for pitching in.