

Early Pickup Check

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Theo is boxing a repaired espresso machine at the appliance shop when the front counter calls back about an early customer pickup. The work order shows the brew switch was replaced, the drip tray was cleaned, and the machine is already wrapped. The pickup cart is beside the parts washer, but the final check boxes are still blank on the tag. The counter can hold the customer for 15 minutes while Theo finishes only what can be checked properly. The supervisor wants the machine handed over only after Theo names any check that did not get done.

Add the estimates and decide whether all tasks fit in the time available.

TASK	MINUTES
Plug in the machine and run one rinse cycle to confirm water moves through the group head.	
Check the drip tray, portafilter, and cord for loose parts or leftover cleaner.	
Match the wrapped machine and loose accessories to the pickup tag.	
Wipe the outside and rewrap the cord so it will not snag during loading.	
Tell the counter which checks are complete and which one is still open.	

Time available: 15 minutes

Think about it: Which unfinished check would matter most to name before the pickup leaves, and why?