How to keep your weekly office fruit baskets running smoothly

A practical ordering checklist for busy facilities teams

Managing the weekly office fruit order might seem straightforward, but anyone who has handled it knows that a small slip can ripple through the week. Miss the cut-off time, forget to adjust for a bank holiday, or overlook a team member's dietary preference, and suddenly the kitchen feels less welcoming. A simple checklist takes the guesswork out of the process and keeps the fruit supply consistent, fresh, and appreciated by everyone.

The goal is not to overcomplicate things. Facilities teams already juggle cleaning schedules, meeting room bookings, and maintenance requests. Adding a fruit ordering routine that practically runs itself frees up headspace for other priorities. Below is a weekly checklist built around the realities of workplace fruit delivery, with reasoning for each step so you can adapt it to your own setup.

Monday morning: confirm the delivery day and order window

Most fruit delivery services operate on a fixed weekly schedule. Some deliver on Tuesday, others on Thursday. The first thing each week is to confirm the next delivery day and the deadline for placing changes. If your supplier uses a weekly cut-off, note it in your calendar or shared task list. This small habit prevents the frustration of realising at 10am on Thursday that the order already closed on Wednesday at 4pm.

It also helps to check whether any public holidays or building closures fall in the coming week. A Monday bank holiday might shift deliveries by a day, and the order window might move too. Flagging this early means you can adjust the quantity or delay a delivery without waste.

Tuesday: review what worked and what didn't from last week

Before placing the new order, take a quick look at how the previous week's fruit was received. Were the bananas gone by Wednesday while the apples sat untouched? Did anyone mention that the oranges were too sour? A short chat with the person who restocks the kitchen or a glance at the empty bowls can tell you a lot.

This review does not need to be formal. A mental note or a quick message in the team chat is enough. The point is to adjust the next order to match actual consumption. Over time, this feedback loop reduces waste and keeps the offering varied enough that people don't get bored. It also shows the team that their preferences are being heard, which boosts the perceived value of the fruit provision.

Wednesday: check portion planning against team size and attendance

One of the trickiest parts of ordering office fruit is matching the quantity to the number of people who will actually be in the office. A standard weekly office fruit basket might be designed for a team of twenty, but if half the team is working remotely or on annual leave, you end up with surplus that spoils before it can be eaten.

Take a moment on Wednesday to check the office attendance for the coming week. Many teams now use shared calendars or desk booking systems that show who will be present each day. If you notice a dip in attendance, reduce the order size accordingly. Conversely, if a project deadline means the whole team will be in every day, you might want to increase the portion or add a few extra items.

Portion planning also involves thinking about variety. A single type of fruit, no matter how popular, can become monotonous. A mix of familiar favourites and seasonal options keeps interest high. If your supplier offers a range of boxes, this is the moment to decide whether to stick with the standard mix or switch to something more adventurous for a week.

Thursday: place the order and confirm storage space

By Thursday the order should be submitted, ideally before the supplier's cut-off. This is also the time to think about storage. Fresh fruit has a short shelf life, and improper storage can turn a good delivery into a sad pile of bruised produce within a day.

Check that the kitchen or pantry has enough clean, cool space for the delivery. Bananas should not sit in direct sunlight. Apples and pears do best in a cool, dark spot. If your usual storage area is cramped, consider whether you can clear a shelf or use a spare counter. A little forethought here prevents the delivery driver from leaving crates in a corridor because there is nowhere to put them.

If you order from a provider like Global F/V, the delivery will typically arrive in sturdy boxes that stack neatly. Even so, having a designated area ready makes the unpacking process faster and keeps the fruit in better condition. It also signals to the delivery team that your site is organised, which can lead to smoother interactions over time.

Friday: receive the delivery and set up the display

Delivery day is where the planning pays off. When the fruit arrives, check the order against what was requested. It is much easier to flag a missing item or a damaged box right away than to realise it on Monday. Most suppliers appreciate being told the same day if something is wrong.

Set up the fruit display in a clean, accessible spot. A simple shallow bowl or a tiered stand works well. Wash any fruit that needs it, and arrange the items so that the most popular ones are easy to grab. If your office has a shared kitchen, consider placing a small sign that says “Help yourself” or “This week’s fruit courtesy of the facilities team.” It adds a nice touch without being pushy.

After the display is ready, take a moment to update your records for the following week. Note any items that were left over and any that ran out quickly. This note will feed into Tuesday’s review and make the next cycle even smoother.

Managing order changes and monthly invoicing

Even with a solid weekly routine, circumstances change. A surprise team meeting might require extra fruit for a client visit. A supplier might introduce a new seasonal product that your team wants to try. A flexible order system that allows you to make changes up to the cut-off is a real asset.

Keep a note of your supplier’s policy on order changes. Some require 48 hours notice, others are more lenient. Knowing this saves you from last-minute scrambling. It also helps when you need to skip a delivery entirely, for example during a holiday week when the office is closed.

Monthly invoicing is another area where a checklist mindset helps. At the end of each month, review the invoices against the orders you placed. Check that the quantities and prices match what was agreed. If there are discrepancies, raise them promptly. Good record keeping makes this process painless and ensures your budget stays on track.

Keeping the routine sustainable

A weekly office fruit ordering checklist is only useful if it is easy to follow. The best checklists are short, focused, and tied to specific days of the week. They should not add to your workload but rather reduce the mental effort required to keep the fruit flowing.

Consider sharing the checklist with a colleague who can cover for you when you are away. A shared document or a recurring task in your project management tool works well. The goal is to make the system resilient, so that a single person’s absence does not derail the fruit supply for the whole office.

Finally, remember that the fruit you order is a small but visible part of the workplace culture. People notice when it is fresh, varied, and well presented. They also notice when it is missing or past its best. A consistent routine backed by a simple checklist ensures that the weekly office fruit baskets remain a positive highlight of the work week, not a source of frustration.