



DAILY CLEANING



GRINDER

TASK	M	T	W	T	F	S	S
1. Remove hopper and beans inside grinder, empty the remaining beans into coffee bag and seal. Run out any remaining beans inside grinder.	☐	☐	☐	☐	☐	☐	☐
2. Give the inside of the hopper a quick light steam with the steam wand. Wipe the hopper dry with a clean dry cloth. Leave the hopper off the grinder overnight.	☐	☐	☐	☐	☐	☐	☐
3. Brush out the chute, doser and inlet. No water inside the grinder.	☐	☐	☐	☐	☐	☐	☐



ESPRESSO MACHINE

TASK	M	T	W	T	F	S	S
1. Fill a jug or milk pitcher with warm water and milk system cleaner at label dose (500 ml to 50 ml). Submerge steam wand tips and thermometers.	☐	☐	☐	☐	☐	☐	☐
2. Soak while cleaning the group heads.	☐	☐	☐	☐	☐	☐	☐
3. Fit the blind filter. Backflush with clean water, 5+ cycles or auto cycle.	☐	☐	☐	☐	☐	☐	☐
4. Add detergent to blind filter. Backflush again, 5+ cycles or auto cycle. Let stand 5 min, only if manual permits, never longer	☐	☐	☐	☐	☐	☐	☐
5. Remove portafilter. Brush shower screen and group gasket.	☐	☐	☐	☐	☐	☐	☐
6. Run group head, rinse portafilter and blind filter.	☐	☐	☐	☐	☐	☐	☐
7. Refit portafilter with blind filter. Backflush with clean water until no foam or residue.	☐	☐	☐	☐	☐	☐	☐
8. Repeat steps 3 to 7 on every group head.	☐	☐	☐	☐	☐	☐	☐
9. Remove baskets, leaving spouts in place. Soak baskets and steel portafilter body for 5 to 10 minutes, keeping grips out. Rinse and wipe.	☐	☐	☐	☐	☐	☐	☐
10. Rinse, purge and wipe steam wands.	☐	☐	☐	☐	☐	☐	☐
11. Remove drip and cup trays. Wash, check drain runs freely, dry and refit, or empty container if unplumbed.	☐	☐	☐	☐	☐	☐	☐
12. Remove cups from machine top. Wipe all body panels and customer-facing surfaces.	☐	☐	☐	☐	☐	☐	☐
13. Send all three cloths for washing.	☐	☐	☐	☐	☐	☐	☐

NOTES



CLEANING TIPS

HOW TO BACKFLUSH

1. Fit the blind filter or rubber stopper.
2. Brew 5 seconds on, 5 seconds off. Repeat 5 times minimum. **OR** Use the auto cycle.
3. Run clean water, then detergent, then clean water until foam clears.
4. Repeat on every group head.

THE 3-CLOTH SYSTEM

CLOTH 1: Steam wands only.

CLOTH 2: Group handles and portafilters.

CLOTH 3: Drip tray and counter.

1. Keep cloth 1 clean and damp through service.
2. All three go for washing at close.
3. Fresh set out every morning.

FIVE THINGS NEVER TO DO

1. No detergent, milk cleaner or milk left in overnight.
2. No soaking portafilter handles, plastic, wood or rubber. Steel only.
3. No water on the grinder or burrs. Brush, vacuum or blow only.
4. No abrasive pads or powders on hoppers, plastics or painted panels.
5. No mixing products. Use food-safe cleaner only, at label dose.



EVERY OPEN

TASK	M	T	W	T	F	S	S
1. Check the water supply is open.	☐	☐	☐	☐	☐	☐	☐
2. Refit the bean hopper.	☐	☐	☐	☐	☐	☐	☐
3. Fill the hopper with fresh beans.	☐	☐	☐	☐	☐	☐	☐
4. Purge each steam wand for 3 to 5 seconds.	☐	☐	☐	☐	☐	☐	☐
5. Flush each group head for 3 to 5 seconds.	☐	☐	☐	☐	☐	☐	☐
6. Grind and discard the first dose (small).	☐	☐	☐	☐	☐	☐	☐
7. Check grind, dose and shot time.	☐	☐	☐	☐	☐	☐	☐
8. Check boiler and pump pressure.	☐	☐	☐	☐	☐	☐	☐
9. Lay out three clean cloths (refer to 3-Cloth System on p.2).	☐	☐	☐	☐	☐	☐	☐
10. Empty the drip tray if required.	☐	☐	☐	☐	☐	☐	☐



DURING SERVICE

TASK	M	T	W	T	F	S	S
1. Wipe the wand with cloth 1 and purge immediately after every jug of milk. Milk sets on a hot wand within minutes.	☐	☐	☐	☐	☐	☐	☐
2. Knock out and rinse the portafilter between shots.	☐	☐	☐	☐	☐	☐	☐
3. Never leave a wet puck sitting in the basket.	☐	☐	☐	☐	☐	☐	☐
4. Flush the group briefly before each shot, with the portafilter removed.	☐	☐	☐	☐	☐	☐	☐
5. Empty the drip tray and knock box as needed.	☐	☐	☐	☐	☐	☐	☐
6. Keep the counter and the top of the machine clear and wiped.	☐	☐	☐	☐	☐	☐	☐

WEEKLY CLEANING



GRINDER

TASK	DATE
1. Run grinder cleaner through the grinder at the dose on the label.	
2. Set the grinder to a medium setting while running the cleaner.	
3. Purge with coffee beans and discard until no cleaner dust appears.	
4. Vacuum or blow out the chute, doser and inlet.	
5. Look through the grinder throat and check the burrs for heavy buildup or glazing.	
6. Report anything unusual.	
7. Last day of the week: wash the hopper and lid in warm water with a little mild washing-up liquid.	
8. Rinse thoroughly and dry completely.	
9. Leave the hopper off the grinder over the shutdown. Important: No abrasive powder, no backflush powder, no scouring pads on the hopper	



ESPRESSO MACHINE

TASK	DATE
1. Remove the shower screens and dispersion blocks.	
2. Soak them in cleaning solution for 15 to 30 minutes.	
3. Brush, rinse and refit.	
4. Check the screens and gaskets for wear, cracking, dents or leaks.	
5. Make up a warm milk system cleaner solution.	
6. Soak the steam wands, milk jugs, thermometers and any milk utensils for at least 15 minutes.	
7. Purge, rinse with clean water and wipe clean.	
8. Hold each steam tip to the light and confirm all holes are open and the steam pattern is even.	
9. Report a blocked or uneven tip.	
10. Flush the drip tray drain and waste line with hot water.	
11. Clean the milk fridge.	
12. Wipe the body panels and cup warmer.	
13. Wipe behind and underneath the machine.	



CHECK & REPLACE WHEN NEEDED

	DATE
• Water filter: Replace at rated litres or date, whichever comes first.	
• Group gaskets / shower screens: Replace when hard, cracked, leaking or dented.	
• Steam tips: Replace if holes stay blocked or spray is uneven.	
• Burrs: Replace per manufacturer's hours or kilograms.	
• Technician service: Book to manufacturer's interval.	