espresso machine cleaning schedule

Tick each task when done. Use cleaning products according to their instructions. Hang this sheet next to the machine.

Week starting _____ Person responsible _____

Machine model _____ Filter cartridge replacement date _____

daily, at the end of the day

task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Backflush with detergent on every group	☐	☐	☐	☐	☐	☐	☐
Backflush with clean water on every group	☐	☐	☐	☐	☐	☐	☐
Portafilters and baskets soaked, then rinsed	☐	☐	☐	☐	☐	☐	☐
Group gaskets brushed clean	☐	☐	☐	☐	☐	☐	☐
Drip tray and grate washed	☐	☐	☐	☐	☐	☐	☐
Steam wands cleaned with milk cleaner and purged	☐	☐	☐	☐	☐	☐	☐
Knock box emptied and washed	☐	☐	☐	☐	☐	☐	☐
Counter and casing wiped	☐	☐	☐	☐	☐	☐	☐
Grinders: hopper and chute wiped	☐	☐	☐	☐	☐	☐	☐

during the day (checks)

task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Group flushed before every coffee	☐	☐	☐	☐	☐	☐	☐
Steam wand wiped and purged after every milk	☐	☐	☐	☐	☐	☐	☐
Separate cloths for steam wands and portafilters	☐	☐	☐	☐	☐	☐	☐

once a week

- ☐ Group shower screens cleaned (if no service tools needed)
- ☐ Grinders cleaned according to the manual
- ☐ Gaskets checked, worn ones reported for replacement
- ☐ Steam wand tips thoroughly cleaned
- ☐ Panels, casing and cup tray washed

periodically (owner and service)

- ☐ Water filter cartridge replaced on time
- ☐ Group gaskets replaced at the service
- ☐ Scheduled service under the service plan
- ☐ Change in coffee taste or scale: report to service

Indicative schedule based on Colbergcoffee practice. Service and support: +48 883 239 480.

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