

COFFEE & ESPRESSO CLEANING CHART

Component Part	After Use	Nightly Cleaning	Weekly Cleaning
Coffee Grinder		Use a damp cloth to wipe down the exterior panels. Shine panels with stainless steel or glass cleaner and a paper towel.	
Grinder Hoppers	Wipe with clean, damp cloth prior to refilling with new coffee beans.		
Brew Baskets	Rinse out coffee grinds.		Remove filter holder and soak the basket and filter holder in Coffee Equipment Cleaner. Scrub away any remaining residue then rinse clean.
Exterior Panels on Brewers		Use a clean, damp cloth to wipe down the exterior panels. Shine panels with stainless steel or glass cleaner and a paper towel.	
Panels Around Sprayheads	Wipe down when switching from a nonflavored to a flavored coffee.	Wipe down areas surrounding sprayhead with a clean, damp cloth.	
Sprayheads		Soak in Coffee Equipment Cleaner for 2 minutes to remove coffee residue. Rinse clean prior to reinstalling.	
Airpots	Discard and re-brew any coffee older than 2 hours.	Brew one Coffee Equipment Cleaner pouch directly into pot and allow cleaner to sit inside the airpot for two minutes. Remove the cleaner and fill the pot with hot water to complete the rinsing process and heat the pot overnight. Exterior should be free of water spots.	
Coffee Shuttles	Discard and re-brew any coffee older than 2 hours.	Brew two Coffee Equipment Cleaner pouches directly into the pot and allow cleaner to sit inside the pot for two minutes. Open the faucet to remove the cleaner then fill the pot with hot water to complete the rinsing process and heat the pot overnight. Exterior should be free of water spots.	Unscrew the faucet on the coffee pot and remove the rubber seat cup. Soak seat cup in Coffee Equipment Cleaner then scrub clean if necessary.

COFFEE & ESPRESSO CLEANING CHART continued

Component Part	After Use	Nightly Cleaning	Weekly Cleaning
Iced Tea Dispensers		Brew one Coffee Equipment Cleaner pouch directly into dispenser. Allow cleaner to sit inside dispenser for two minutes. Rinse clean.	Unscrew the faucet on the coffee pot and remove the rubber seat cup. Soak seat cup in Coffee Equipment Cleaner then scrub clean if necessary.
Cold Brew Vessel & Insert	Clean with Clearly Cold cleaner, then sanitize using Complete Café.		Unscrew the faucet on the cold brew vessel and remove the rubber seat cup. Soak seat cup in Clearly Cold cleaner for 2 minutes, then rinse clean.
Espresso Machine		Run a complete cleaning cycle after closing. Use the long-handled brush to remove grounds from inside of machine. Use the proper espresso machine cleaner recommended for your machine make and model.	
Steam Wand	Wipe the steam wand immediately after each use, then purge to flush completely.	Soak wand in a mixture of hot water and steam wand cleaner for 5 minutes. Remove residue on wand by scrubbing with a damp cloth. Unscrew the tip of the wand (if applicable) and soak in hot water. Unclog the holes using a small brush.	
Espresso Tray & Grate		Scrub in warm, soapy water. Use espresso cleaner to remove any discoloration that is not removed by scrubbing.	
Espresso Shot Glasses	Rinse with hot water between each use.	Soak in espresso cleaner and scrub clean if necessary. Rinse after cleaning.	
Milk Steaming Pitchers	Milk pitchers should be emptied out and sanitized at least every two hours.	All milk pitchers should be cleaned with Rinza steam wand cleaner then run through a sanitizer on a nightly basis.	
Syrup Pumps			Remove pumps from bottles and pump hot water through to remove sugar build up.

COFFEE & ESPRESSO CLEANING CHART continued

Component Part	After Use	Nightly Cleaning	Weekly Cleaning
Blender		Use a clean, damp cloth to wipe down the exterior. Clean noise shield with a damp cloth and shine using glass cleaner and a paper towel. Wipe down the rubber sound dampening pad but do not submerge in water or sanitizer. Submerging will cause the pad to lose its shape.	
Blender Pitchers	Rinse out the pitcher with water after each use. Sanitize pitchers every two hours.	Wash, rinse and sanitize all blender pitchers nightly. Do not run blender pitchers through a dishwasher or automatic sanitizer as the polycarbonate material may crack over time.	

Notes:

- All brewed coffee equipment such as airpots, shuttles, carafes, brew baskets and other coffee accessories should be cleaned with Coffee Equipment Cleaner only.
- Bleach should never be used on any coffee or espresso equipment.
- Do not run blender pitchers, grinder hoppers or lids, espresso drip tray and grill, gaskets, plastic whipped cream parts, or airpots through the dishwasher/sanitizing machine.
- All coffee brewers should be left on overnight to avoid lengthy start up times in the morning.