



## COFFEE GRINDER AND BREWER DAILY MAINTENANCE CHECKLIST

Grinder Cleaning	Empty and Clean the Hopper: Remove all beans and wipe the hopper with a dry cloth to prevent oil buildup. Never use water to avoid damage	
	Wipe the Grinder Exterior: Use a damp, lint-free cloth to clean the grinder's surface.	
	Run Grinder Empty: Grind out any remaining beans to eliminate stale coffee grounds	
	Brush Burrs and Chute: Use a coffee grinder cleaning brush or vacuum to remove excess grounds.	
	Inspect Burrs: Check for dull or chipped burrs that could affect grind consistency.	
Brewer Cleaning	Rinse Brew Basket: Empty spent coffee grounds and rinse the brew basket thoroughly.	
	Clean Sprayhead and Brewer Exterior: Wipe with a damp cloth to remove coffee residue.	
	Flush with Clean Water: Run a brewing cycle with water only to remove oils and buildup.	
	Refill the Water Reservoir: For manual-fill coffee brewers, ensure the water reservoir is clean and topped up.	
	Sanitize Coffee Servers: Wash airpots, thermal servers, or carafes with hot, soapy water to maintain cleanliness and coffee flavor topped up.	



## COFFEE GRINDER AND BREWER MONTHLY MAINTENANCE CHECKLIST

Grinder Maintenance	Remove and Soak Burrs: Detach burrs (if possible) and soak in warm, soapy water to remove oils and residue. Dry completely before reassembling.	
	Check Burr Alignment and Wear: Replace burrs if worn or misaligned to maintain grind consistency.	
	Lubricate Moving Parts: Use food-safe lubricant on applicable components as specified in the grinder's manual.	
	Tighten Screws and Fasteners: Ensure all screws and fasteners are secure to prevent operational issues.	
Brewer Maintenance	Deep Descale: Use a manufacturer-recommended coffee machine cleaner like Urnex to thoroughly descale the brewer and remove mineral buildup.	
	Inspect Electrical Components: Check the coffee brewer's power cord, plug, and connections for wear or damage.	
	Clean Internal Water Reservoir: If accessible, clean the reservoir to ensure fresh-tasting coffee.	
	Inspect the Heating Element: Examine for corrosion or buildup and clean or replace as needed to maintain optimal brewing temperatures.	



## COFFEE GRINDER AND BREWER WEEKLY MAINTENANCE CHECKLIST

Grinder Maintenance	Deep Clean the Hopper: Remove and wash it with warm, soapy water. Dry thoroughly before reinstalling to prevent moisture damage.	
	Run Grinder Cleaning Pellets: Use grinder cleaning tablets (e.g., Grindz) to eliminate coffee oils and fine residues from the burrs.	
	Check Grinder Calibration Settings: Adjust for precise grind size to ensure consistent coffee extraction.	
	Inspect Power Cord and Plug: Look for frays or damage to prevent electrical issues.	
Brewer Maintenance	Soak Sprayhead in Descaling Solution: Unscrew and soak the sprayhead to dissolve mineral deposits.	
	Clean All Removable Coffee Brewer Parts: Wash baskets, filter holders, and other removable components with warm, soapy water.	
	Inspect Water Lines and Fittings: Check for leaks or buildup that could affect water flow.	
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	Perform Light Descaling: Use a mild coffee descaling solution to treat early signs of mineral buildup.	