

## COFFEE MACHINE

### How to clean the coffee machine

- Take off the removable metal trays and clean with HOT & SOAPY WATER
- Clean underneath the trays with the same water and make sure all coffee remnants are removed
- Take off the solid metal tray and clean all around it including underneath and inside
- Take out the tray from the coffee beans dispenser and dispose of any coffee which has been used
- Take out the brown pole which is inside as this allows you to clean more thoroughly.

- **MAKE SURE YOU CLEAN THE COFFEE MACHINE AND SURROUNDING AREA THOROUGHLY DAILY**
- **DO NOT PUT AND DIRTY CERMAIC BACK, RE CLEAN AND POLISH.**

### How to clean the coffee handle

- Clean the inside of the hot water dispenser by using the red brush to remove any excess coffee grounds
- Use the lip of the Coffee insert to remove the coffee filter which is in the handle
- Place the solid cleaning insert into the coffee handle (this is the insert which blocks any water from being filtered through)
- Put some of the coffee machine cleaner (Calcium buildup remover) in the handle
- Slide the handle into place and let run for about 20 seconds, this allows for the water to build up and send water up into the machine so it cleans properly
- Repeat this for both handles and both water dispensers
- Once clean take off the lids and place all elements of the handles in a bucket full of water with about 10 grams of the cleaning product.

### How to clean the milk foaming handles

- Fill up a tall glass with hot water
- Place the handles in the glass and allow the water to run by lifting the level up as if you were trying to foam the water
- Allow the handles to rest in the hot water for a while
- Once rested take off the head of the handles by unscrewing them and place them in the bucket prepared earlier to clean the handles.

### Quiz on Coffee Machine and Handle Cleaning:

1. Coffee Machine Trays: What is the recommended cleaning method for removable metal trays on the coffee machine?
  - a) Cold water and soap
  - b) Hot and soapy water
  - c) No need for cleaning trays
  - d) Wipe with a dry cloth
1. Cleaning Coffee Machine Interior: How should you clean underneath the trays to ensure all coffee remnants are removed?
  - a) Dry brushing
  - b) Cold water soak
  - c) Using the same hot and soapy water
  - d) Ignoring the interior cleaning
2. Coffee Handle Maintenance: What should be done to the brown pole inside the coffee handle during cleaning?
  - a) Ignore it
  - b) Clean more thoroughly around it
  - c) Remove and dispose of it
  - d) Use it for brewing coffee
3. Hot Water Dispenser Cleaning: Which tool should be used to clean the inside of the hot water dispenser?
  - a) Red brush
  - b) Metal tray
  - c) Paper towel
  - d) Dishcloth
4. Coffee Handle Cleaning Process: What step is crucial to allow water to build up and send water into the machine for proper cleaning?
  - a) Quick rinse
  - b) Placing the handle in a bucket
  - c) Running for 20 seconds
  - d) Avoiding water usage
5. Milk Foaming Handle Cleaning: How should you clean the milk foaming handles?
  - a) Ignore them
  - b) Place in cold water
  - c) Foam hot water in a glass
  - d) Unscrew and place in a bucket with cleaning product
6. Lid Cleaning: What should be done once the coffee handles are clean?
  - a) Discard them
  - b) Place in a bucket with cleaning product
  - c) Wipe with a dry cloth
  - d) Ignore lid cleaning

