



Coffee Technicians Guild

Extended Storage Procedure Checklist V1.0 (English)

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Note: This checklist is provided as general information only. Local water quality, manufacturer-specific machine differences and length of shutdown will dictate exact measures that must be taken. Please defer to manufacturers' recommendations and instructions from your local equipment/service provider(s). Any repair or maintenance procedures on equipment still under warranty MUST be carried out by an authorized technician.

1. General Information

When shutting down your cafe for extended periods of time (3-4 weeks or more), coffee equipment can deteriorate if left unattended unless proper measures are taken. This can result in bacterial contamination, flooding, and component failure; as well as unnecessary power consumption. The following is a general checklist of steps you can take to reduce damage, idling costs, and startup delays upon recommissioning. We strongly recommend hiring a coffee equipment technician to reopen your cafe, as some steps will involve opening the panels and working inside the equipment where dangerous live electricity is present. A properly trained and qualified technician can also repair or replace any components that have failed during storage, especially important with older equipment; and a factory authorized technician can perform this work on newer machines without compromising your warranty protection. In the case of water conditioning systems (e.g. RO-based systems) it may be necessary to involve the servicing dealer to guarantee product water quality upon recommissioning. Contact your service provider if you are in any doubt.

2. Espresso Machines (Traditional)

	Maintenance Task Description	✓
1.	Perform deep backflushing (1tsp cleaner, 5secs on, 30 secs off, 5x/group) ¹	
2.	Soak portafilters and baskets in solution for 20mins and rinse thoroughly ²	
3.	Scrub steam wands clean with soft cloth and water or milk cleaner (no abrasives)	
4.	Wipe down exterior surfaces with ammonia-based disinfectant cleaner ³	
5.	Remove and wash drip tray grille and pan with soap and water	
6.	Clean out drain cup of any solids with hot water and plastic brush (if accessible)	
7.	Run 2L/1gallon scalding water through drain cup and hose	
8.	Turn off the main power switch (Consult user guide/mfr. website for location)	
9.	Shut off water supply and unplug OR shut off breaker	
	Technician-level tasks	
1.	Drain boiler(s) (Where applicable - some boilers can't be drained onsite)	
	Startup tasks	
1.	(If boilers drained) Call technician to properly refill and bleed, if applicable	
2.	Perform preventive maintenance (PM) service (Technician recommended)	
3.	Perform water conditioning system startup (See checklist below)	
4.	Turn on water supply and plug in OR turn on circuit breaker	
5.	Turn on main power switch (Position 1 or no-heat to fill boiler before position 2) ⁴	
6.	Run approx. 1L/1quart through each brew group into pitcher and discard	
7.	Run approx. 10L/3gallon through hot water spout into pitcher and discard (If steam boiler could not be drained)	

¹ Backflushing manually and leaving the groups to soak for 30secs or longer can break down deeply embedded residue more effectively.

² Backflushing detergent mixed with scalding water at a concentration high enough to cause foaming is an effective cleaner.

³ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> provides a list of US EPA approved cleaners.

⁴ Some units have a 0-1-2 power switch, 1 being no-heat for boiler filling. Ensure boilers are full before moving to position 2.

3. Coffee Grinders

	Maintenance Task Description	✓
1.	Close hopper gate + remove (May be held in with a screw)	
2.	Dump out beans + clean hopper with degreasing solution	
3.	Reinstall hopper + close gate, grind all remaining coffee from throat	
4.	Vacuum all residue from throat and spout, shut off and unplug	
	Startup tasks	
1.	Plug in and turn on grinder	
2.	Run level capful of grinder cleaning pellets through blades, chase with beans	

4. Water Filters/Softeners

	Maintenance Task Description	✓
	Cartridge Filters, Weak Acid Cation (WAC) filters (BWT, Brita, Claris etc.)	
1.	Shut off water supply connection at inlet	
2.	Unscrew cartridge housing, drain + discard element (plain cartridge filters only)	
	Water Softeners (point-of-use manual regeneration)	
1.	Shut off water supply connection at inlet	
2.	Open drain and regeneration taps, drain housing	
	Startup tasks	
1.	Replace element (std. cartridge OR WAC filter if beyond mfr. recommended idle)	
2.	Regenerate resin with coarse-grain salt (point-of-use water softeners only)	
3.	Flush mfr. recommended amount of water through new filter before reconnecting	

5. Espresso Machines (Bean-to-Cup/Superautomatic/One-Touch)

	Maintenance Task Description	✓
1.	Perform automatic cleaning procedure (Consult user guide/mfr. website)	
2.	Remove and soak removable brew group in cleaning solution for 20mins and rinse thoroughly (if applicable) ¹	
3.	Clean milk frother/storage system with approved cleaner/procedure	
4.	Wipe down exterior surfaces with ammonia-based disinfecting cleaner ²	
5.	Remove and wash drip tray grille and pan with soap and water	
6.	Clean out drain cup of any solids with hot water and plastic brush (if applicable)	
7.	Run 2L scalding water through drain cup and hose (if applicable)	
8.	Turn off main power switch (Consult user guide/mfr. website for location)	
9.	Shut off water supply and unplug OR shut off breaker	
10.	Refer to Grinders checklist for integrated coffee grinders	
	Technician-level tasks	
1.	Drain boiler(s) (Where applicable - some boilers can't be drained onsite)	
	Startup tasks	
1.	(If boilers drained) Call technician to properly refill, if applicable	
2.	Perform preventive maintenance (PM) service (Technician recommended)	
3.	Perform water conditioning system startup (See applicable checklist)	
4.	Turn on water supply and plug in OR turn on circuit breaker	
5.	Turn on main power switch (Position 1 or no-heat to fill boiler before position 2) ³	
6.	Run approx. 10 shots through each brew group into pitcher and discard	
7.	Run approx. 5L/2gallon through hot water spout into pitcher and discard (If steam boiler could not be drained) (if applicable)	

¹Cleaning pellets mixed with scalding water at a concentration high enough to cause foaming is an effective cleaner.

²<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> provides a list of US EPA approved cleaners.

³Some units have a 0-1-2 power switch, 1 being no-heat for boiler filling. Ensure boilers are full before moving to position 2.

6. RO Water Systems (Consult with provider)

	Maintenance Task Description	✓
1.	Shut off water supply connection at inlet	
2.	Drain surge tank/reservoir of reserve product water	
3.	Relieve residual pressure from cartridges/membrane(s)	
4.	Unscrew cartridge housings, drain + discard element (particulate + carbon stages)	
	Call RO Technician for recommissioning and recalibration	

7. References

1. LMUSA Solutions, La Marzocco USA LLC
2. Astoria USA/General Espresso(GEEC), BWT Water + more Products
3. Legends Workshop/Latté 911
4. Homage Coffee Service Specialists
5. Coffee Technicians' Guild
6. US. Environmental Protection Agency