

IMPORTANT: Assign a dedicated certified crew to perform the daily cleaning tasks on the Melitta CT8 machine solely focused on the cleaning cycle from start to finish. If serving **250 beverages or more per day**, the recommendation is to perform **two cleanings per day**.

Manager to draw a Latte from each milk type and complete a quality taste test to ensure Gold Standard Quality once cleaning cycle is complete, then sign off on the daily tracking sheet.



Only use the correct cleaning products for this machine. Cleaning products need to be stored in a designated area away from all production areas when not in use.

Why: To ensure proper operation of the machine as well as optimal drink quality

Time required: 35 minutes (5 to prepare and 30 minutes to complete cleaning cycle)

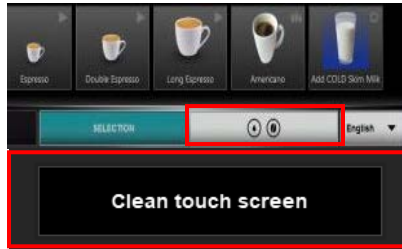
Time of day: Between 2AM – 6AM or determine best time based on your restaurant conditions. For restaurants with high Specialty Beverage demand, the recommendation is to complete 2 cleanings per day.

Hazard icons: Chemicals Electricity Hot Surfaces Hot Liquids/Steam

Tools and Cleaning Supplies						
						
Outlet/splash guard	Cleaning Container	Combi-Cleaning tablets	AMC Delimer Cleaning Tablets	McDonald's Glass cleaner	Sanitizer-Soaked Towel	Paper Towel

Step 1 - Gather tools and supplies and lock screen

- Gather cleaning supplies and tools
- Communicate with the Shift Manager and team that the machine is in cleaning mode
- Press the tab for the cleaning menu
- Press **'Clean touch screen'** to lock the screen.
- Clean screen with glass cleaner and a paper towel.



Step 3 - Reinstall bean hoppers –

- Place the bean hopper(s) on the machine and turn handle clockwise to lock in place



Important: Dry thoroughly with paper towel before reinstalling

Step 2 - Remove bean hoppers and drip grate


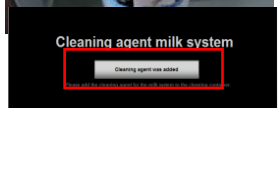

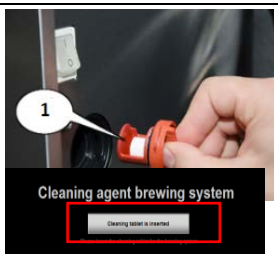


- Unlock the bean hoppers and close the bottom opening by turning the handle **counter clockwise**.
- Lift bean hopper straight up with both hands. Place remaining beans in a sealed container
- Lift up drip grate from the drip tray and take bean hopper and tray to the 3-compartment sink
- Wash, rinse and sanitize and **allow to air dry before reinstalling**.



Step 4 – Clean drip tray and reinstall drip tray

- Wipe down drip tray with a sanitizer bar towel and reinstall drip grate



<p>Step 5 – Unlock touch screen</p> <ul style="list-style-type: none"> Unlock screen by touching the numbers in sequence “1,2,3,4” 		<p>Step 12 – Cleaning detergent milk system</p> <ul style="list-style-type: none"> Place two cleaning tablets into the cleaning pitcher. Ensure pitcher is clean and free of debris. Press “Cleaning tablet was added” to proceed to next steps <p>NOTE: Do not add water to dissolve the tablets. This process will take place during the cleaning cycle</p>	
<p>Step 6 – Place splash guard on machine</p> <ul style="list-style-type: none"> Place splash guard over the outlet <p> Hot Liquids/Steam</p>		<p> Chemicals</p>	
<p>Step 7 – Starting the cleaning cycle</p> <ul style="list-style-type: none"> Press the tab for the cleaning menu then Press “Clean Full System” or switch machine off at the end of the cleaning cycle by pressing “Clean and switch off full system” 		<p>Step 13 – Cleaning agent brewing system</p> <ul style="list-style-type: none"> Open unit door and remove tablet retainer Place one cleaning tablet in the tablet retainer and turn a quarter of a turn clockwise and lock in place Press “Cleaning tablet is inserted” to start the cleaning process <p>Note: This process will take approx. 13 minutes before prompted for next step.</p> <p> Chemicals  Hot Liquids/Steam</p>	
<p>Step 8 – Run the Cleaning Cycle</p> <ul style="list-style-type: none"> Press “Next” to start the process <p>Note: Once the cleaning process starts it cannot be cancelled</p>		<p>Step 14 - AMC delimer to clean milk system – Complete ONLY on MONDAY & THURSDAY</p> <ul style="list-style-type: none"> When prompted add 1 packet of AMC delimer into the cleaning pitcher instead of 2 cleaning tablets Press “Cleaning AMC was added” <p>Note: This process will take approximately 7 minutes to complete.</p> <p> Chemicals  Hot Liquids/Steam</p>	
<p>Step 9 – Empty the waste drawer</p> <ul style="list-style-type: none"> Press to open the (1) waste drawer door and pull out the (2) waste drawer. Empty and wash the waste drawer With a sanitizer bar towel wipe inside of the machine and put drawer back in place. Close door and press “Close” prompt on the screen 			
<p>Step 10- Disconnect milk lines and remove baskets</p> <ul style="list-style-type: none"> Disconnect milk lines and remove milk baskets and place milk baskets in the walk-in refrigerator 			
<p>Step 11 – Milk lines and cleaning pitcher</p> <ul style="list-style-type: none"> Place milk lines in the cleaning pitcher and ensure the lines are properly positioned at the bottom of the pitcher <p>Note: Ensure cleaning pitcher is rinsed and free of debris prior to placing milk lines in the cleaning pitcher</p>		<p>Step 15 – Remove cleaning pitcher</p> <ul style="list-style-type: none"> Remove milk lines from the cleaning container Remove cleaning pitcher and discard remaining water in the back sink Wipe the inside of the milk cooler with a clean sanitizer-soaked bar towel 	

Step 16 – Reconnect milk lines

- Gather milk baskets from the walk-in refrigerator
- Wipe milk line elbows with a clean **sanitized soaked towel**
- Reconnect milk lines and **follow prompts on the screen**



Step 18 – Action by Manager (Verification and Taste Test)

- Verify cleaning and milk lines are reconnected and milk line clamp is open
- **Draw a latte, taste, and ensure it meets Gold Standard Quality and Taste**
- **Sign off on the daily cleaning sheet**
- Communicate with all staff that beverages can be served

Step 17 – Surfaces

- Remove splash guard
- With a sanitizer-soaked bar towel wipe bottom of the pour spout to remove any coffee and milk build-up
- Wipe down all surfaces and allow to air dry

