




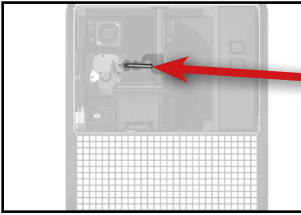
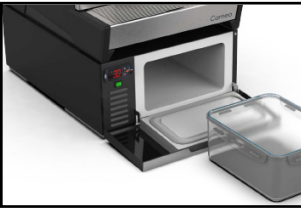

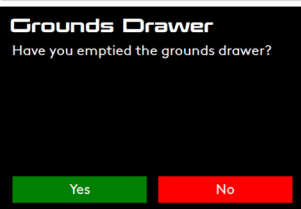
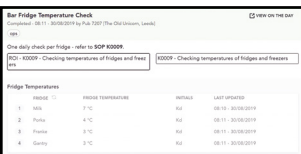


Cloth	Blue
PPE	• Disposable gloves • Safety glasses  
Chemicals	• Coffee machine cleaning balls • Milk cleaning tablets • Sanitiser • Washing-up liquid • Glass cleaner • Sterile probe wipes • Sanitiser (Powder) • Quash lipstick remover kit
Reference	• Safety policies • COSHH manual • Risk assessment manual • DMLB • SOP B0040 – Use and cleaning of the coffee cup dishwasher • SOP B0057 – Setting up and cleaning the self-service coffee station • SOP B0061 – Coffee grounds and bar fruit recycling • SOP K0006 – How to use a temperature probe • SOP OF0002 – Use of disposable cloths
Equipment	• Blue roll • Day dots • Cleaning container • Food temperature probe • Coffee grounds caddy • Clean plastic lidded containers • Green scourer • Stainless steel bucket
Model reference	 <ul style="list-style-type: none"> • Eversys Cameo (milk fridge styles may vary)

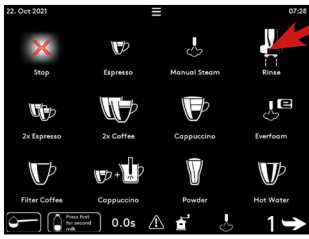



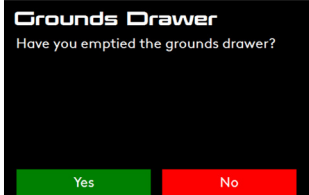
Step 1



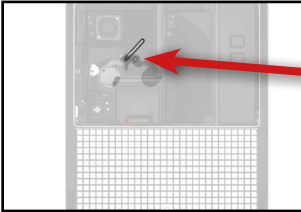



Daily use of the coffee machine

- Ensure that the machine is switched on.
- Lift the drip tray and remove the grounds drawer.
- The on/off button is inside the machine to the left, and is illuminated when the machine is switched on.
- Replace the grounds drawer, making sure it is inserted on to the rails correctly and pushed all the way into position.
- Lower the drip tray back into position.
- If the machine is in standby mode, press and hold the standby button on the screen for 3 seconds.
- Press the rinse button to initialise the machine.
- Once the machine is ready, dispense a single espresso (this can go directly down the drain) prior to using the machine.

Step 2		Filling the bean hoppers <ul style="list-style-type: none"> • Lift the lid from the hoppers. • Ensure that the hoppers are locked in place, with the hopper release pointing to the right. These have sensors on them to detect if they are closed properly. • Fill the hoppers with the desired amount of beans. • Replace the lid on the hoppers. • When prompted, enter the password 'manager' to return the machine to service. • Do not put anything down the small hopper lid, this is for pre-ground coffee only.
Step 3		Filling the milk <ul style="list-style-type: none"> • Open the door to the milk compartment (styles may vary). • Remove the milk container, check the end of tube filters for any blockages or residue, and fill with cold milk. • Slide the milk container back into position, ensuring that the milk tube lays on the bottom of the milk container. • Ensure that any spillages are cleared up immediately. • Close the door. • When prompted, enter the password 'manager' to return the machine to service.
Step 4	 	Emptying the grounds drawer <ul style="list-style-type: none"> • When prompted, lift the drip tray. • Remove the grounds drawer and discard the contents in a coffee grounds caddy. Refer to SOP B0061 - Coffee grounds recycling. • Wipe the grounds drawer with blue roll and then replace it. Make sure grounds draw is properly inserted before lowering the drip tray • Lower the drip tray back into position and press the 'Yes' on the screen to confirm the grounds drawer has been emptied. • When prompted, enter the password 'manager' to return the machine to service.
Step 5		<ul style="list-style-type: none"> • Using a temperature probe, record the temperature of the milk in the bar fridge temp check section of the DMLB. • If the milk is found to be warmer than +8°C (+5°C in ROI), it must be removed from the machine and disposed of immediately. • If the milk compartment continually fails to hold temperature, a call out must be raised via the property maintenance system.
Step 6	 	End of night cleaning <ul style="list-style-type: none"> • Remove the lid of the cleaning dispenser and check that there are no blocked or broken cleaning balls. • If handling coffee cleaning balls, disposable gloves and safety glasses must be worn. • If necessary, remove the blocked or broken cleaning balls, and clean and dry the dispenser, • If required, refill the dispenser with coffee cleaning balls. Do not use any cleaning balls which are broken. Dispose of these in a general waste bin.

Step 7		<ul style="list-style-type: none"> Press and hold the rinse button for 3 seconds to start the cleaning cycle procedure. Press 'Yes' when the 'Cleaning?' prompt is displayed and follow the prompted cleaning steps.
Step 8		<ul style="list-style-type: none"> Remove the grounds drawer and discard the contents in a coffee grounds caddy. Refer to SOP B0061 - Coffee grounds recycling. Replace the grounds drawer. Press 'Continue'.
Step 9	 <p>Warning</p> <p>W-037</p> <p>The milk system has been cleaned without detergent (reminder 4). Please use 'EverClean'!</p> <p>After reminder 4 the coffee machine will be blocked!</p>	<ul style="list-style-type: none"> Before removing the milk container from the machine, press 'Continue' to push any milk in the pipe back into the container. Remove the milk container. Decant any remaining milk from the milk container into a clean, lidded container. Apply a day dot (24 hours) and store in a suitable fridge. Clean the milk container with hot soapy water. Rinse with fresh water and allow to air dry. Using a blue cloth sprayed with sanitiser, wipe the all surfaces inside the fridge. Whilst wearing disposable gloves and safety glasses, place 1 milk cleaning tablet into the empty cleaning container. Do not put anything down the small hopper lid. This is not in use. If this happens, report it to the duty manager immediately. Place the milk tubes inside the cleaning container, ensuring that it correctly lays at the bottom of the container. Place the cleaning container inside the fridge. Press 'Continue' and check the machine fills up the container with water. Close the door. If the machine has not been cleaned with Eversys cleaning materials, an error message will show. After 4 times the machine will lock out and prevent use.
Step 10		<ul style="list-style-type: none"> The cleaning cycle will take approximately 18 minutes to complete. Once the cycle has finished, empty the contents of the milk cleaning container down the sink. Clean the milk cleaning container with warm soapy water. Rinse and allow to air dry before storing safely. Wipe the milk tubes using a clean blue cloth sprayed with sanitiser. Press 'Continue'.
Step 11		<ul style="list-style-type: none"> Remove the grounds drawer and empty the contents down the sink. Take care as the grounds drawer will be full with water. Clean the grounds drawer with warm soapy water. Dry the grounds drawer with blue roll before replacing. Press the 'Yes' on the screen to confirm the grounds drawer has been emptied.

Step 12		<ul style="list-style-type: none"> • Switch off the machine at the main power switch underneath machine. • Slightly tilt the coffee spouts outlet and gently pull to remove it. These are secured in place with magnets. • Carefully clean the coffee outlet with warm soapy water. • Rinse the before replacing back onto the machine.
Step 13		<ul style="list-style-type: none"> • Remove the grid from the drip tray and clean in warm soapy water. • Wipe out the inside of the drip tray using a clean blue cloth sprayed with sanitiser. • Allow the grid to air dry before replacing.
Step 14		<ul style="list-style-type: none"> • Every Sunday night, clean the hoppers. Clean with blue roll and sanitiser. Do not use water. • When the machine is switched off, turn the locking mechanism anti-clockwise to release the hoppers. This will click into place. • Lift the hopper assemblies off the machine and empty them into clean containers. Ensure that coffee beans and decaf coffee beans are placed into separate containers. Line up both containers before opening the hopper door as they are connected. • Ensure that the hoppers are completely dry. • Replace the hopper assembly onto the machine. • Turn the locking devices mechanism clockwise to secure the hoppers. This should click into place. • Refill the hoppers with coffee beans or decaf coffee beans as required and replace the lids. Make sure the coffee and decaf are filled into the correct hoppers.
Step 15		<p>Using a cloth sprayed with sanitiser, clean the following areas on and around the machine:</p> <ul style="list-style-type: none"> • All exterior panels including the screen. • The top of the machine, and around the hopper lids. • The drip tray area directly underneath the machine. <p>• Using blue roll sprayed with the glass cleaner, polish the front of the machine.</p>

**Step
16****Cleaning coffee cups:**

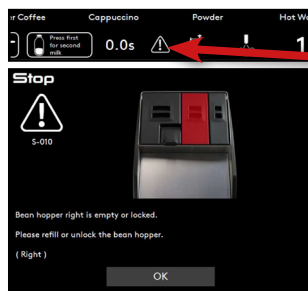
- Coffee cups must be washed in the designated coffee cup dishwasher if available. Refer to SOP B0040 – Use and cleaning of the coffee cup dishwasher.
- If a designated coffee cup washer is not available, all coffee cups must be washed in the kitchen dishwasher.
- Check all crockery is clean and not chipped prior to use.
- Ensure all crockery is free from liquid and debris prior to placing into the machine.
- Lipstick must be removed using a designated crockery Quash lipstick remover kit.

If staining is noted on mugs:

- Using a green scourer and hot soapy water, scrub the inside of the mugs, ensuring that all staining is removed.

If staining remains:

- Wearing rubber gloves and safety glasses, fill a stainless steel bucket with powdered sanitiser solution and warm water. The dilution rate is 6g of powdered sanitiser per litre of warm water.
- Place the stained mugs into the bucket, ensuring that they are fully covered by the liquid.
- Leave to soak for a minimum of 20 minutes.
- Remove the mugs from the sanitiser solution, and using a green scourer, scrub the inside of the mugs, ensuring that all staining is removed.
- Rinse the mugs under clean running cold water to remove any sanitiser residue.
- Before using the mugs for service, wash them using the coffee cup dishwasher (if available) or kitchen dishwasher.

**Step
17****Troubleshooting:**

- If any errors occur press warning symbol at the bottom of the screen to display the error message. Report any errors to the duty manager.
- Follow the display message(s) to solve the problem and press 'OK' when done.
- Repeat the process until the warning sign disappears.
- For any warning messages that cannot be resolved, or for any other issues, raise a call out via the property maintenance system.

**Step
18**

- Ensure that hand contact points are sanitised at regular intervals during service and at the end of the day.
- Report any maintenance issues via the property maintenance system.
- As part of the annual PPM, a year's supply of coffee cleaning balls and milk cleaning tablets will be left on site. If additional coffee cleaning balls and milk cleaning tablets are required, these can be ordered via the property maintenance system, supply only order.
- Do not store any of the coffee machine cleaning chemicals in the self-service coffee station cupboards. These must be stored back of house.
- Do not use a green scourer or any abrasive materials for cleaning the coffee machine.
- Do not clean cups or in the glasswasher. Do not clean any parts of the coffee machine in the glasswasher or dishwasher.
- Ensure that warning and allergen stickers are clearly displayed on the front of the coffee machine.
- Customers under the age of 16 are not permitted to use the coffee machine or hot water boiler.