



RESOURCE LIBRARY - STEWARDING  
Cleaning Coffee Urns 清洁咖啡机

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**Standard:**

Coffee urns must be cleaned daily and de-scaled at least once a fortnight.

**Procedures:**

1. Daily

- Disconnect heating Power.
- Drain off unused coffee in container at the end of the night.
- Attention coffee urns are very hot.
- Clean interior with solution of hot water.
- Rinse thoroughly with clean water at least twice.
- Check cleanness carefully.
- Wipe and clean exterior with a clean wet rag, wipe dry and apply stainless steel polish only to outside of coffee urns.

2. Fortnightly

- Disconnect heating Power.
- Drain off unused coffee in container at the end of the night.
- Attention coffee urns are very hot.
- Fill coffee urns with solution of hot water and one cups of coffee machine cleaner.
- Leave to soak for 15 min then use scourer pad clean interior of coffee urns if necessary.
- Draining off solution in container, the solution water can be for other using.
- Rinse thoroughly with clean water at least 3 times.
- Check cleanness carefully.
- Wipe and clean exterior with a clean wet rag, wipe dry and apply stainless steel polish only to outside of coffee urns.

**-End-**

**标准:**

咖啡机要每天清洗，每两周至少除垢一次。

**程序:**

1. 每天

- 切断加热电源。
- 夜班结束后将未用完的咖啡到入一容器中。
- 注意咖啡机非常热。
- 用热水和正确的清洁剂清洗壶内。
- 用清水至少冲洗两次。
- 仔细检查是否已清洁和冲洗干净。
- 用干净的湿布清洁咖啡壶外部，然后擦干并用不锈钢光亮剂给咖啡壶外部上光。

2. 每两周

- 切断加热电源。
- 夜班结束后将未用完的咖啡倒入一容器中。
- 注意咖啡机非常热。
- 倒入热水和适量的咖啡机清洁剂溶液。
- 浸泡15分钟，如必要可用百洁布清洁咖啡机内部。
- 将浸泡用的药水倒入一容器中，此药水作为其它用途。
- 彻底冲洗至少三次。
- 仔细检查是否已清洁和冲洗干净。
- 用干净的湿布清洁咖啡壶外部，然后擦干并用不锈钢光亮剂给咖啡壶外部上光。

**-完-**