

Coffee Machine Maintenance Checklist

Print and post near your machine. Tick each item at the correct interval. Date the sheet when started — replace after 6 months.

DAILY — AFTER EVERY SESSION

■ Rinse portafilter / basket under warm water	■ Run group head flush cycle (10 sec, no coffee)
■ Purge steam wand 3 sec into cloth after steaming	■ Wipe steam wand exterior immediately after use
■ Empty drip tray if overflow indicator shows	■ Wipe machine exterior with damp cloth

WEEKLY

■ Rinse water reservoir with warm water	■ Backflush with water only (blind basket, 5 cycles)
■ Inspect group head gasket for cracks or hardening	■ Check drip tray — empty and rinse
■ Wipe steam tip exterior with damp cloth	■ Confirm water reservoir float moves freely

MONTHLY

■ Backflush with Cafiza / Puly Caff (espresso machines)	■ Clear entry needle with 0.9mm wire or tool (pod machines)
■ Clear exit needle — same procedure as entry needle	■ Remove and soak shower screen in Cafiza solution
■ Remove and soak steam tip — clear bore with toothpick	■ Wash water reservoir with mild soap — rinse 3× thoroughly
■ Remove K-Cup holder / filter basket — full soak and scrub	■ Wipe gasket seat in group head with damp cloth
■ Run grinder cleaning (rice or Grindz) — grinder machines	■ Check OPV pressure with blind basket test (espresso)

DESCALING — PER WATER HARDNESS SCHEDULE

- Descaling interval depends on your water hardness — NOT a fixed calendar date. Use coffeefixmanual.pages.dev/tools/descaling-calculator.html to find your correct interval. Do not skip descaling — scale accumulation shortens machine life and degrades brew temperature.

Water Hardness	Interval (Espresso)	Interval (Pod / Drip)
Soft (0–3.5 GPG / 0–60 ppm)	Every 4–6 months	Every 4–6 months
Moderate (3.5–7 GPG / 60–120 ppm)	Every 2–3 months	Every 2–3 months
Hard (7–10.5 GPG / 120–180 ppm)	Every 6–8 weeks	Every 6–8 weeks
Very Hard (10.5+ GPG / 180+ ppm)	Every 3–4 weeks	Every 3–4 weeks

EVERY 12–18 MONTHS

■ Replace group head gasket (espresso machines)	■ Replace shower screen if perforations are damaged
■ Inspect and replace steam valve O-rings if dripping	■ Replace water reservoir if discolored or cracked
■ Verify OPV pressure setting — re-adjust if needed	■ Full deep clean: all removable parts soaked overnight

DESCALING SOLUTION REFERENCE

Machine Type	Citric Acid Concentration	Flush Cycles Required
Espresso (Breville, Gaggia stainless)	2g per 100ml water	2–3 full tanks
Gaggia Classic Pro (brass boiler)	1.5g per 100ml max	2 full tanks
Pod / Keurig	2g per 100ml water	2 full tanks
Nespresso (plastic internals)	1g per 100ml max	1 full tank (mode)
Moka Pot (aluminium)	1.5g per 100ml	Soak + rinse ×3