

# Your Maintenance Checklist



Running a successful coffee roastery includes more than just selecting the best beans and mastering the art of roasting. **With this checklist, you'll take key preventative steps to maintain your roastery and optimize your production process!**

## Every 6-8 hours:

- Wipe down your roaster and all other surfaces.
- Empty and clean out the chaff collector every 2 hours or 10 roasts (or based on the amount of batches the manufacturer has suggested depending on roast size and frequency).
- Check all utility connections (gas, water, electrical).
- Clean out holes in the cooling tray with a roller tool.
- Sweep/vacuum and mop the roastery floor.

## Every 3-5 days:

- Clean and vacuum under the cooling tray and under the burner compartment.
- Inspect the burners and clean any accumulated residue.
- Lubricate moving parts and access points as necessary (where applicable) on the roaster. Use only high temperature, food grade grease.
- Blow out all motors with compressed air to remove dust and vacuum motors to remove any residual dust and mess afterwards.
- Conduct visual inspections of all equipment for loose bolts, worn-out parts, or any signs of abnormal wear. Inspect and test fire suppression nozzles, if available.

## Every 4 weeks:

- Clean and degrease all surfaces of the roaster as necessary.
- Remove and completely clean all ducts on the roaster and cooling tray.
- Reassemble and wrap all joints in foil.
- Remove and completely clean the impeller fan on the exhaust at the back of the roaster.
- Remove and completely clean the impeller fan on the cooling tray. Inspect, scrape, and brush down all internal walls that can be accessed on the chaff collector.
- Remove and completely clean the top and bottom of the cooling tray screen and interior of the cooling bin. This includes all surfaces within the cooling bin, any grease or oil as well as build up, and the surface of the gear motor.
- Inspect and replace any filters in the ventilation system.
- Review and update maintenance logs for each piece of equipment.
- Schedule any necessary repairs or replacements based on the records.

## Annual Tasks:

- Schedule a comprehensive deep clean of the entire roastery, including hard-to-reach areas.
  - Inspect the condition of thermocouples and connections.
  - Remove cover and inspect drum bearings in front and back of the roaster.
  - Clean and re-grease as necessary.
  - Check fluid levels in gear motors if serviceable and if there are any indications of leakage. Refill as necessary.
  - Consider professional cleaning services for specialized equipment.
  - Conduct a thorough safety inspection of gas lines, electrical connections, and other potential hazards.
  - Ensure that safety features on the roaster are tested and are in working order.
  - Conduct refresher training sessions on equipment maintenance procedures.
  - Review and update standard operating procedures (SOPs) based on any equipment changes.
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