**Coffee Machine Maintenance Checklist**

### **1. Header Section**

* **Company/Household Name**: [Insert Name]
* **Machine Model/Serial Number**: [Insert Model/Serial Number]
* **Date of Inspection**: [Insert Date]
* **Inspector/Technician Name**: [Insert Name]
* **Location**: [Insert Location]

### **2. Visual Inspection**

| **Checklist Item** | **Status (Yes/No/NA)** | **Notes/Comments** |
| --- | --- | --- |
| Exterior Cleanliness (Body, Control Panel) | [ ] Yes [ ] No [ ] NA | [Notes] |
| Power Cord Condition | [ ] Yes [ ] No [ ] NA | [Notes] |
| Leaks or Water Spills | [ ] Yes [ ] No [ ] NA | [Notes] |
| Nozzle and Steam Wand Condition | [ ] Yes [ ] No [ ] NA | [Notes] |
| Control Buttons/Display Functionality | [ ] Yes [ ] No [ ] NA | [Notes] |

### **3. Cleaning and Hygiene**

| **Checklist Item** | **Status (Yes/No/NA)** | **Notes/Comments** |
| --- | --- | --- |
| Cleaning the Water Tank | [ ] Yes [ ] No [ ] NA | [Notes] |
| Cleaning the Brew Group | [ ] Yes [ ] No [ ] NA | [Notes] |
| Cleaning and Descaling | [ ] Yes [ ] No [ ] NA | [Notes] |
| Cleaning the Milk Frother | [ ] Yes [ ] No [ ] NA | [Notes] |
| Removal of Coffee Residue | [ ] Yes [ ] No [ ] NA | [Notes] |

### **4. Mechanical & Electrical Components Check**

| **Checklist Item** | **Status (Yes/No/NA)** | **Notes/Comments** |
| --- | --- | --- |
| Pump and Heating System | [ ] Yes [ ] No [ ] NA | [Notes] |
| Grinder Functionality | [ ] Yes [ ] No [ ] NA | [Notes] |
| Steam Pressure | [ ] Yes [ ] No [ ] NA | [Notes] |
| Safety Valves | [ ] Yes [ ] No [ ] NA | [Notes] |

### **5. Final Assessment**

* **Machine Status**: [ ] Good [ ] Requires Repair [ ] Critical Issue
* **Inspector’s Signature**: [Insert Name/Signature]