

There are two ways of being a member of the espresso team. Be a *coffee funder* (pay for it). Or be on *coffee duty* (work for it). Or both.

Coffee funders

- Berk
- Arne

Duty: contact the coffee shop at Torsgatan, <http://www.kaffecompagniet.se/>, so they have your information for invoicing.

Coffee duty schedule

Jan	Szilard
Feb	Petter
Mar	Arne
Apr	Viveca
May	Christian B
Jun	Bjorn
Jul	-- vacation/common duty --
Aug	Petter
Sep	Szilard
Oct	Viveca
Nov	Christian B
Dec	Bjorn

Duty 1: Provide coffee & accessories

- <http://www.kaffecompagniet.se/>. As regulars, we get a sizeable discount, 10% or more, just refer to the “KTH people from the KI campus” :)
- Buy coffee (and machine cleaning powder if out, also make sure there is a backup gasket if you replaced it) and stash it the cupboard (see notes below)

- Pay by invoice by providing the billing information of one of the coffee funders (see section above).

Duty 2: Clean machine

1. Use a pair of gloves (they are in the closet next to the kitchen toward the sofa area, not where the tech stuff is).
2. Remove the filters from the portafilters.
3. Soak filters + portafilters in hot water + ½ tbsp detergent (“Clean Express”, see fig below).
4. Add ½ -1 tbsp of detergent to the “blind” (= no filter holes) portafilter.
5. Attach the blind portafilter to where you usually put the portafilter (the “group head”).
6. Flush the machine by pulling the handle. Water and detergent will flush back into the machine because of the blind filter. Keep flushing for ~20 s.
7. Release handle and remove portafilter. It will be foamy.
8. While doing 7, 8 you can polish the other parts of the machine ^_^
9. Repeat the flush and release (steps 6, 7) as long as there is detergent left.
10. Check that the water coming out of the machine is crystal clear e.g. by flushing a bit of water on a white plate.
11. Pour of the detergent water of the portafilters, rinse with fresh water and rub the parts with a piece of paper.

Important: clean out everything you have used together with detergent and that someone might want to use for eating (spoons, plastic bucket for soaking) with *boiling* water or put it in the dish washer.

DONE!

We occasionally also descale the tank/boiler and pipes. For that we use the decalcifying powder that's in the coffee cupboard (see picture below). Given that the water is not too hard, this is done ~twice a year, the procedure is simple: just follow the steps described here: <https://www.seattlecoffeegear.com/service/tech-tips/descaling-home-espresso-machine>

	
Decalcifying powder	Espresso machine detergent

Daily duties

- Cleaning the machine on a monthly basis is very infrequent, so we need everyone to keep the machine tidy:
 - Never use dishwasher detergent on the machine parts that the coffee runs through (group head, portafilter);
 - Never leave the portafilter with coffee in the machine;
 - Always flush thoroughly after brewing: lift the lever for 5-10 sec after having removed the portafilter;
 - Please do not wash your grind down the drip tray, the coffee and residues accumulate and tend to cause clogs;
 - Use the blind portafilter without any cleaning powder to black-flush as often as possible (preferably at least once daily); this dislodges the residues that would otherwise accumulate in the group head.

- The espresso beans are kept in the cupboard west side of the corridor; *when you open the last bag notify the person on duty.* (Note that we typically keep an emergency bag in our cupboards, so if it's completely out, ask a manager looking person for that.)

Useful notes

The espresso machine is set on timer to be powered on during weekdays (only!) between 0700-2000 hours. If you want to use it during other hours, use the 'OK' button to toggle the digital timer between modes; on-program-off. Don't forget to put it back in program-mode after the caffeine has kicked in!

For the correct start-up procedure, refer to the rocket manual which should be found in one of the hallway cupboards closest to the kitchen. It's recommended reading anyways, and always -- be careful to check water level!