



Equipment Isolation Guide

Bean to Cup Coffee Equipment

Shut Down Guide

- Empty all the fresh milk from the machine's fridge unit (if applicable).
- Empty all the coffee beans from the machine's hopper(s).
- Empty all the powdered milk, granulated coffee or chocolate powder from the machine's canisters.
- Remove any excess coffee beans from the grinder by use of a vacuum/h Hoover if possible.
- Alternatively, continually vend for a coffee or espresso until the grinder is empty or the machine displays a 'refill bean hopper' message.
- Carry out the daily/automated cleaning cycle.
- Remove, clean and disinfect all dispense nozzles, mixing bowls and accessible tubing.
- Remove, clean and disinfect all drip trays, grounds containers and milk containers.
- Clean and disinfect all external areas of the coffee machine.
- Clean and dry out the internals of any fridges attached to the machine.
- Remember to ensure that the fridge door is left slightly ajar after cleaning.
- Turn off the water supply to the machines.
- Disconnect any electrical supply and switch off main power to the machine.

Boot Up Guide

- Turn on the machine's water supply.
- Reconnect the power and switch on the machine.
- Let the machine fill, heat and stabilise.
- Refit all the relevant mixing bowls, grounds drawers, milk containers and dispense nozzles.
- Carry out a thorough daily cleaning cycle.
- Dispense at least 3 espressos or black coffees, 3 cappuccino or lattes and chocolate drinks to test all the product options.

Bulk Brew Coffee Equipment

Shut Down Guide

- Carry out a thorough daily cleaning cycle.
- Remove, clean and disinfect all coffee urns and brew baskets.
- Remove, clean and disinfect all drip trays.
- Clean and disinfect all external areas of the coffee machine.
- Turn off water supply to the coffee machine.





- Drain all the water from the hot water tap until the flow of water diminishes.
- Switch off the electrical supply to the machine immediately after draining to prevent any damage to the machine's internal inlet valves.

Boot Up Guide

- Turn on the machines water supply.
- Reconnect the power and switch on the machine.
- Let the machine fill, heat and stabilise.
- Refit all the brew baskets and urns.
- Carry out a thorough daily cleaning cycle.
- Carry out a brew of at least 2 litres into an empty urn and discard the water that's produced.
- Displace 2 litres of water from the hot water tap and discard the water.

Traditional Coffee Machines

Shut Down Guide

- Carry out a thorough daily cleaning cycle on the machine.
- Switch off the machine by its own independent power switch.
- Open the steam arm to drain all steam pressure from the machine (if possible, depending on machine model).
- Simultaneously, open the hot water tap to drain water from the machine (if possible, depending on machine model)
- Remove, clean and disinfect all group handles
- Remove, clean and disinfect the drip tray.
- Clean and disinfect all external areas of the coffee machine
- Turn off water supply to the coffee machine.
- Switch off and isolate the electrical supply to the machine.

Boot Up Guide

- Turn on the machines water supply.
- Reconnect the power and switch on the machine.
- Let the machine fill, heat and stabilise.
- Carry out a thorough cleaning cycle.
- Dispense at least 3 espresso's through the machine to ensure that the machine is operating satisfactorily.





Traditional Coffee Grinders

Shut Down Guide

- Remove and empty grinder hopper.
- Grind off all remaining coffee beans and discard the ground coffee.
- Switch off the machine by its own independent power switch.
- Remove, clean and disinfect all group handles.
- Remove, clean and disinfect the drip tray.
- Clean and disinfect all external areas of the grinder.

Boot Up Guide

- Refill the hopper with fresh beans.
- Switch on the grinder.
- Grind off at least 3 double espresso's and discard.
- Grind off a fourth double espresso and test through your traditional machine to ensure that the drinks are satisfactory.

Soluble Product Equipment

Shut Down Guide

- Empty all the powdered and granulated powder from the machine's canisters.
- Remove, clean and disinfect all dispense nozzles, mixing bowls and accessible tubing.
- Remove, clean and disinfect all drip trays.
- Clean and disinfect all external areas of the machine.
- Turn off water supply to the machine.
- Switch off and isolate the electrical supply to the machine.

Boot Up Guide

- Turn on the machine's water supply.
- Reconnect the power and switch on the machine.
- Let the machine heat and stabilise.
- Refit all mixing bowls, dispense nozzles and tubing.
- Carry out a thorough daily cleaning cycle.
- Dispense at least 3 different drink options to establish that the machine is operating as expected.





Hot Water Boilers

Shut Down Guide

- Turn off water supply to the machine.
- Drain all the water from the hot water tap until the flow of water diminishes.
- Remember to switch off the electrical supply to the machine immediately after draining to prevent any damage to the machine's internal inlet valves.
- Remove, clean and disinfect the drip tray.
- Clean and disinfect all areas of the machine.

Boot Up Guide

- Turn on the machines water supply.
- Reconnect the power and switch on the machine.
- Let the machine heat and stabilise.
- Dispense at least 1 litre of water and ensure that the boiler refills and heats satisfactorily

Juice Machines

Shut Down Guide

- Remove and empty all juice containers.
- Clean and disinfect all juice containers.
- Turn off water supply to the machine.
- Remove, clean and disinfect the drip tray.
- Clean and disinfect all areas of the machine.

Boot Up Guide

- Turn on the machines water supply.
- Reconnect the power and switch on the machine.
- Let the machine chill and stabilise.
- Dispense at least 3 cups of each juice product to ensure that the drink options are correct.

