

### **Temporary Closure Procedure- Hot Beverage Equipment**

As the country prepares for the challenges of the coming weeks and months ahead, we're aware that you may need to switch off your coffee machines while businesses and workplaces are temporarily closed.

In order to protect your coffee machine, prevent any bacterial growth and mitigate any potential problems after it has been left standing for some time, Galgorm Group recommends the following precautionary steps:

**Please ensure that all the below steps are completed thoroughly prior to closure of your premises.**

#### **Standalone Coffee Grinder**

1. Please ensure mains power is turned off before starting.
2. Empty hoppers and discard any beans, then clean hopper with a dry cloth.
3. Once the hopper is clean and empty, place back in situ and lock into place.
4. Switch the grinder back on.
5. Run off six double espressos to ensure there are no beans left in the grinder.
6. Once completely clear and you can hear burrs spinning, switch the power off at the mains.
7. Remove knock out drawer, clean fully and return once dry.

#### **Traditional Coffee Machine**

1. Initiate and complete full cleaning cycle -
  - a. Follow the usual daily cleaning procedure.
  - b. Ensure you use de-tan powder in each of the group heads.
2. Clean and disinfect all areas of the machine, paying attention to drip trays, brew spouts and any other areas where coffee or milk comes into contact with the machine.
3. Switch off power to the machine.
4. Disconnect all power connections or isolate at the switch if your coffee machine is hardwired.
5. Turn off mains water supply.

### **Automatic Coffee Machine**

1. Empty all milk and coffee beans out of your coffee machine.
2. Press for an espresso several times until 'bean hopper empty' message appears.
3. Initiate and complete full cleaning cycle -
  - a. Follow the usual daily cleaning procedure.
  - b. Ensure to use correct cleaning tablets / liquid.
4. Clean and disinfect all areas of the machine, paying attention to dispense head, drip trays, and any other areas where coffee or milk comes into contact with the machine.
5. Ensure you empty and clean milk fridge fully, particularly the fridge seals, and leave door open.
6. Switch off power to the machine and fridge.
  
7. Disconnect all power connections or isolate at the switch if your coffee machine is hardwired.
8. Turn off mains water supply.

### **Hot Water Boiler**

1. Switch off power to the machine.
2. Disconnect all power connections or isolate at the switch if your coffee machine is hardwired.
3. Turn off mains water supply.

### On reopening of your premises

#### Water Filter

As your water filter may have not been used for several weeks, please follow the below steps to ensure your coffee machine is not damaged.

1. Your filter needs to be flushed into a bucket using the grey flush hose and flush tap as shown below:



2. Please use these guidelines for flushing filters:
  - a. Purity 600 – 60 litres
  - b. Purity 1200 – 120 litres
  - c. C50 – 20 Litres

#### Coffee Machine & Grinder

1. Turn water supply back on at the mains.
2. Ensure filter has been flushed (see above guidelines).
3. Reconnect or switch on mains power supply.
4. Complete full cleaning cycle again.
5. Fill equipment with fresh beans / milk
6. Ensure fresh water has filled coffee machine before proceeding.
7. Dispense three double espressos / Americanos and three Lattes to ensure the grinder blades are dosing correct amount of coffee and milk / water and the steam systems are clear and working correctly.

During these unprecedented times, our number one priority is the welfare and safety of our employees, customers and the communities we work within. Galgorm Group continue to work as an essential service during these times supporting our customers in the NHS, Education Authority, private healthcare facilities and retail sectors. Should you have any queries regarding these procedures please email [sales@galgormgroup.com](mailto:sales@galgormgroup.com) where we will endeavor to respond to your query ASAP.