

Procedure for closing & re-instating Drinks / Snack machines



Closing a Drinks Machine

- 1) Remove all ingredients
- 2) Wash out cannisters and leave to air dry
- 3) Drain down the machine and turn off the water supply
- 4) Remove all dispense head pipework take away from site clean and leave to air dry as there is a risk of excessive biofilm growth leading to bits of unsightly biofilm in drinks.
- 5) Deep clean the machine and dry all contact parts, whippers etc.
- 6) Make sure under the dispense head area is thoroughly cleaned
- 7) Take meter readings and remove cash.
- 8) Decide on whether to empty or remove the coin mechanism in case of vandalism.
- 9) Close the machine and clean the front and cup station area
- 10) Last thing, wipe over with an alcohol-based wipe turn off power and water supplies

Re-instating a Drinks Machine

Drinks machines that have been shut down for some weeks should go through a deep clean procedure before being put back into operation. This is particularly the case if machines were not switched off.

Bean cannisters should be emptied if not already done and beans discarded due to flavour being lost in open storage, and cannisters cleaned. The grinder should also be emptied.

1. Replace inlet hose if machine down for over 3 months
2. Turn on power and water supplies
3. Follow guidance from filter supplier on whether it should be replaced and carry out flushing routine
4. Clean all contact parts and put pipework back in place
5. The mixing bowls should be cleaned, the ingredients checked and canisters emptied if required. Then brushed out and the augers removed and brushed off or replaced while the originals are taken back to base for washing and replaced.
6. The tubing removed from drinks machines can be replaced once it has been cleaned and dried. If it was not possible to shut the machine down properly the tubing may need to be replaced.
- 7. If a drinks machine has been shut down without being cleaned it is vital that it is not just started up and used. This is a serious food poisoning risk. In this situation it is important that the tubing is either cleaned through at a high temperature or replaced. Cleaning in a bucket on site will not do.**
8. Once the site has said that the water supply has been flushed through, the inlet hose should be flushed through before connecting the filter.
9. When temperature is reached flush out the machine 5-6 times
10. Check ingredients quality and top up or replace as required.
11. If the canisters are washed it is essential that they are completely dry before they are

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replaced.

12. Top up or replace coin mechanism if emptied
13. Check the machine for drink quality as it may need 2 tests per drink
14. Check for leaks
15. Clean front of machine and test with coins before leaving
16. Wipe over keypad and delivery area with an alcohol-based wipe

Operators are advised to contact their clients so that they are aware machines should not just be switched back on.

- Point of use water machines will need similar treatment. The filter supplier will advise whether the filter needs replacing or not.

Closing a Snacks Machine

- 1) (a) Check all sell by dates to make sure at least 4 months left if machine staying on; all crisps will probably need to be removed.
(b) If complete shutdown all products should be removed
- 2) Stocktake machine in both cases
- 3) Remove cash
- 4) Decide on whether to empty or remove the coin mechanism in case of vandalism.
- 5) Clean machine and close door if complete shutdown turn off machine.
- 6) Wipe keypad and dispense tray with an alcohol wipe

Re-instating Snack Machine

- 1) Turn on machine if not being used
- 2) Wipe out shelving
- 3) Put in stock and stocktake even if machine was used to check for any pilfering
- 4) Top up or replace coin mechanism if emptied
- 5) Check correct temperature
- 6) Close door wipe over and leave working.
- 7) Test with coins to make sure working ok
- 8) Wipe keypad and dispense draw with an alcohol-based wipe

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For self-operated sites

In-Cup Machines: HOT & COLD – Refer to manufacturers' user guide for instructions.

- 1) With the machine switched Off, the Operator needs to drain the hot tank and insert plug back into the drain hose.
- 2) For short spells, the cold water system only needs to be flushed, however if the machine is left switched off for any considerable amount of time, then a service call is advised for an engineer to attend to sanitise and flush the whole cold water system from the isolation valve and inlet hose to the dispense nozzle, replace the inlet hose and water filter.
- 3) **Re-instating a Drinks Machine** - Switch on the machine and it will refill automatically and re-heat within 5-10mins.
- 4) Wipe all external doors areas with an alcohol-based wipe

Sachet/Capsule Machines – Refer to manufacturers' user guide for instructions.

- 1) With the machine switched Off, the Operator needs to drain the cold tank, and insert plug back into the drain hose.
- 2) **Re-instating a Drinks Machine** - Switch on the machine and it will refill automatically and re-heat within 5 mins.
- 3) Flush hot water through the system either by using the Hot Water button or by vending a minimum of 6 drinks.
- 4) If the machine is left switched off for any considerable amount of time, then a service call is advised for an engineer to attend to replace the inlet hose and water filter.
- 5) Wipe over all the external door areas with an alcohol-based wipe.

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