



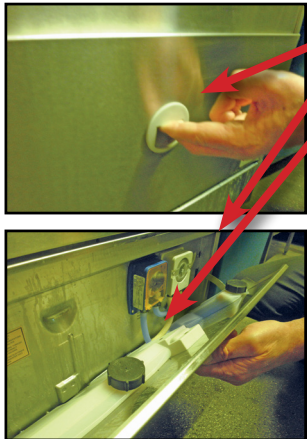

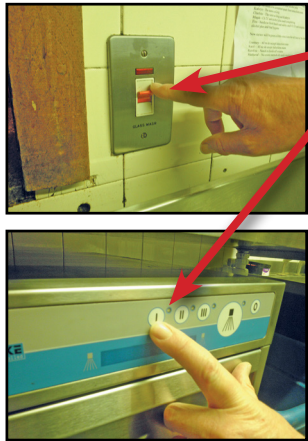



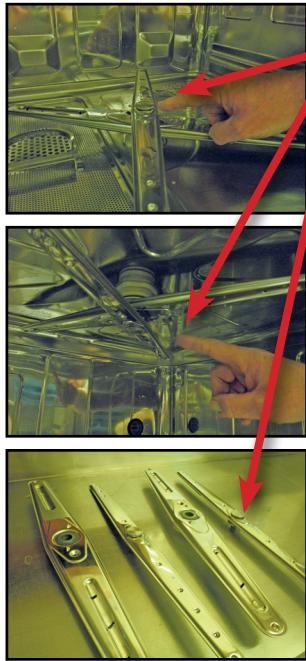


Cloth	Blue
PPE	• Disposable gloves • Rubber gloves • Safety glasses  
Chemicals	• JDW dishwash detergent • JDW dishwash rinse aid • Sanitiser • Sanitiser (Powder) • Pre-wash lipstick remover
Reference	• Safety policies • COSHH manual • Risk assessment manual • DMLB • SOP OF0003 - Dealing with a spillage
Equipment	• Quash lipstick remover kit • Green scourers • Label - Coffee cups only (for the front of the machine)
Model reference	 FV40.2G-GiO glasswash machine (set up for coffee crockery washing at 80°C)

Step 1		<ul style="list-style-type: none"> • Only dishwash detergent and dishwash rinse aid are to be used in the designated coffee cup dishwasher. • The coffee cup dishwasher must be clearly labelled. • Do not put any ashtrays, glassware or liquor dispense equipment in the designated coffee cup dishwasher. • Inspect the coffee cup dishwash machine daily to ensure all internal and external areas are spotlessly clean. • If cleanliness issues are noted, the machine must not be used until a full clean has been completed.
Step 2		Start of day: <ul style="list-style-type: none"> • Energy Management - only switch on the machine when needed. • Before switching the machine on, check the chemical containers are full. • Lift the handle upwards and outwards and allow the lower door to open. • The blue container is for the dishwash rinse aid. • The white container is for the dishwash detergent. • Chemicals must be topped up to 80% fill level only, just to the indent on the container. • An information code 'Info 520/521' will be displayed on the front panel if detergent level is low. • An error code 'ERR 502' will be displayed on the front panel if detergent has run out and the machine will stop working.
Step 3		<ul style="list-style-type: none"> • For dishwash detergent, remove the black screw cap on the white container. • Insert the plastic funnel (supplied by the manufacturer). • Wearing gloves and safety glasses, carefully pour the dishwash detergent into the funnel until the container is 80% full (just to the indent on the container). • Replace the cap on the dishwash detergent and return it to the storage area. • Remove the plastic funnel and rinse under warm running water. • Replace the cap on the white detergent container. • Repeat the process for the dishwash rinse aid to top up the blue container. • Close the door by lifting the handle upwards, push in and release. Ensure the door is secure. • Always check the container label to ensure the correct chemical is used.

Step 4		<ul style="list-style-type: none"> • Once the chemicals are topped up the machine is ready to switch on. • Switch on at the wall socket. • Press and release Button 1. • The light will flash and will continue flashing until the machine is full and at the correct operating temperature. • The machine temperatures are pre-set at +60°C for the wash tank and +80°C to +82°C for the final rinse. • Display temperatures may fluctuate during operation. • Buttons 1, 2 & 3 are pre-set, timed cycles. Cycle 2 must be used during normal operation. Cycle 3 must be used for heavy soiling. Cycle 1 must only be used at peak times.
Step 5		<ul style="list-style-type: none"> • Prior to loading a basket, ensure all liquid and debris has been removed from the cups. • If heavy soiling or dried-on debris is noted, pre-rinse the cups in warm water and use a green scourer to remove the soiling. • Load the tray with the cups placed open side down. • For energy saving, ensure a full load on each wash. Take care not to over fill. • Load the basket into the designated coffee cup dishwasher. Close the door and press the large spray button to activate the machine.
Step 6		<ul style="list-style-type: none"> • When the cycle has finished, remove the basket from the machine and store in a trolley. • Allow the cups to air dry fully before use or before storing.
Step 7		<p>End of night closedown procedure:</p> <ul style="list-style-type: none"> • Switch the machine off by pressing the '0' button. • Press the large spray button to activate the automatic drain and self rinse cycle. The light will flash. • The light will continue flashing until the machine has automatically emptied, rinsed with fresh water and drained down (approx 3 - 4 minutes). • When the light stops flashing, switch the machine off at the wall socket.

**Step
8**

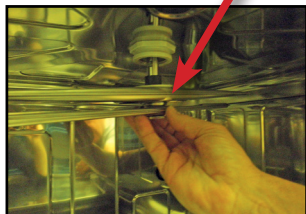
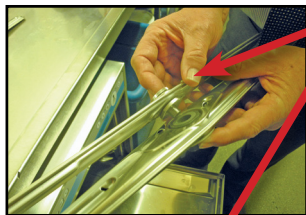
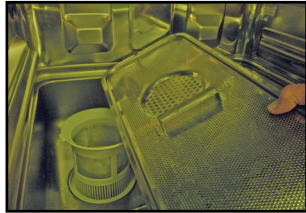
- Open the door.
- Loosen the retaining screws by turning anti-clockwise to remove the bottom and top wash/rinse arms.
- The retaining screws will stay attached to the smaller wash/rinse arms.
- Do not attempt to fully remove the retaining screws.
- Rinse the wash/rinse arms in warm running water. Ensure **ALL** debris is removed from the holes.
- Drain off the water and place the wash/rinse arms to one side.

**Step
9**

- Remove the large flat filter located on the lower left hand side of the internal cabinet.
- Keep the filter level when removing to prevent debris falling into the wash tank.
- Dispose of debris in the appropriate waste bin.
- Remove the secondary filter.
- Do not remove the inner dome filter cap from the secondary filter.
- Rinse the filters in warm running water to ensure all debris is removed.
- Drain off the water and place the filters to one side.

**Step
10**

- Using a clean blue cloth, wipe out the interior of the machine including the roof and sides, corners and base.
- Take care to ensure there is no broken crockery in the base of the machine.
- Any broken crockery must be disposed of in the designated broken crockery bin or placed directly into an external general waste bin.
- Clean all rims, edges and corners of the machine inside and out. Pay particular attention to the inside hinge on the base of the door and the rims inside and outside the door frame.
- A small bottle brush can be used for cleaning hard to reach areas.
- Clean the area around the sump and wash arm support and dry using blue roll to remove all residual water.
- Clean the internal vent located on the back wall of the machine.

**Step
11**

Reassemble in reverse order:

- Secondary filter - rest the socket in place and do not twist.
- Position the flat filter over the top of the secondary filter.

- To refit the wash/rinse arms, take one large and one small wash/rinse arm, hold the wash arms together, position onto the centre housing at the top of the machine. Turn the retaining screw clockwise to fix in place. Do not over tighten.
- Repeat the process for replacing the bottom wash/rinse arms.
- Using a blue cloth and sanitiser clean all external areas of the machine paying particular attention to hand contact points.
- Once cleaned and reassembled, leave the door open to allow the machine to air dry overnight.

**Step
12**

Maintaining cup cleanliness:

- Check all crockery is clean and not chipped prior to use.
- Ensure all crockery is free from liquid and debris prior to placing into the machine.
- Lipstick must be removed using a designated crockery Quash lipstick remover kit.

If staining is noted on mugs:

- Using a green scourer and hot soapy water, scrub the inside of the mugs, ensuring that all staining is removed.

If staining remains:

- Wearing rubber gloves and safety glasses, fill a stainless steel bucket with powdered sanitiser solution and warm water. The dilution rate is 6g of powdered sanitiser per litre of warm water.
- Place the stained mugs into the bucket, ensuring that they are fully covered by the liquid.
- Leave to soak for a minimum of 20 minutes.
- Remove the mugs from the sanitiser solution, and using a green scourer, scrub the inside of the mugs, ensuring that all staining is removed.
- Rinse the mugs under clean running cold water to remove any sanitiser residue.
- Before using the mugs for service, wash them using the coffee cup dishwasher.

**Step
13**

- Do not soak any parts in water overnight.
- Do not put any ashtrays, glassware or liquor dispense equipment in the designated coffee cup dishwasher.
- Change the coffee cup machine water in line with the DMLB frequency.
- Clean up any spillages and dry with blue roll.
- When refilling chemicals wear appropriate PPE - safety glasses and gloves.
- Do not allow dishwash detergent to run dry as this will prevent the machine from operating.
- Ensure all crockery is free from debris prior to placing into the machine.
- Lipstick must be removed using the Quash lipstick remover kit.
- Report all maintenance issues via the property maintenance system.
- If crockery cleanliness deteriorates, review the frequency of the PPM for the filter change.