



## Clean and Maintain Hot Cappuccino Dispenser

Effective Date: August 25, 2015

Last Reviewed by Owner: August 25, 2015

**Purpose:** The SOP provides Site Staff with action items for cleaning and maintaining the hot cappuccino dispensers at sites. The Beverage Quick Reference Guide for Safe and Quality Products is also included.

✓	ACTION	NOTES
<b>GENERAL CLEANING – As necessary throughout the day</b>		
<input type="checkbox"/>	Turn power switch OFF	
<input type="checkbox"/>	Remove drip tray with grill	
<input type="checkbox"/>	Wash tray and grill in sink	With powdered Cascade
<input type="checkbox"/>	Air dry tray and grill	
<input type="checkbox"/>	Return drip tray and grill to dispenser	
<input type="checkbox"/>	Wipe down the exterior of the dispenser	
<input type="checkbox"/>	Turn power switch ON	

<b>CLEAN CAPPUCCINO WHIPPER CHAMBERS - 24 Hour Procedure</b>		
<input type="checkbox"/>	Turn power switch OFF	
<input type="checkbox"/>	Pull out drip tray and grill	Place all interior parts into drip tray.
<input type="checkbox"/>	Pull Dispenser Cap forward and twist clockwise at same time to remove	Place in drip tray.
<input type="checkbox"/>	Grab and pull mixing bowl out of mixing bowl socket	Place in drip tray.
<input type="checkbox"/>	Grab and twist whipping chamber clockwise and pull it off mounting plate	Place in drip tray.
<input type="checkbox"/>	Pull whipper blade off motor shaft	Place in drip tray.  Notice the flat keyway on the shaft and the matching keyway inside the whipper blade shaft. <b>It is important that these two keyways are lined up when re-assembling the components.</b>



<input type="checkbox"/>	Twist mounting place clockwise and pull it off motor shaft	Place in drip tray.
<input type="checkbox"/>	Slip off o-ring from whipper changer mounting plate	Place in drip tray.
<input type="checkbox"/>	Wash parts, tray and grill in sink	With powdered Cascade
<input type="checkbox"/>	Prepare sanitizing solution (following instructions below). Sanitize hot cappuccino parts.	
<input type="checkbox"/>	Allow parts to AIR DRY	If parts are returned to the machine wet, product will clump inside the whipper chamber.
<input type="checkbox"/>	Re-assemble whipper chamber	Ensure that the mounting plate is snapped into place; ensure o-ring is placed into o-ring seat securely
<input type="checkbox"/>	Return drip tray and grill to dispenser	
<input type="checkbox"/>	Turn power switch ON	

FLUSHING THE WHIPPER CHAMBER - 24 Hour Procedure		
<input type="checkbox"/>	Open cabinet door	
<input type="checkbox"/>	Turn rinse switch to ON	
<input type="checkbox"/>	Close cabinet door	
<input type="checkbox"/>	Place a container under each dispenser nozzle	
<input type="checkbox"/>	Push dispensing switches	Manual Dispensing Machines: PUSH and HOLD the dispense buttons for 10 seconds
<input type="checkbox"/>	Open cabinet door	
<input type="checkbox"/>	Turn rinse switch to OFF	

CLEAN THE HOPPERS – Monthly Procedure		
*** To ensure food safety, hoppers must be cleaned minimally once every 30 days. As you approach the 30 day mark, run down the product inside the hopper as any product inside will need to be discarded. OR Wash hoppers once they are emptied through regular Guest use.		
<input type="checkbox"/>	Turn power switch OFF	
<input type="checkbox"/>	Open cabinet door	
<input type="checkbox"/>	Raise top cabinet lid	



<input type="checkbox"/>	Take hopper out of cabinet	
<input type="checkbox"/>	Pull off elbow chute and remove hopper cover	
<input type="checkbox"/>	Unscrew auger gear CW while holding auger steady inside hopper	
<input type="checkbox"/>	Take out auger, agitator wheel, and spring	
<input type="checkbox"/>	Wash auger, agitator wheel, and spring	With powdered Cascade
<input type="checkbox"/>	Rinse each item thoroughly	
<input type="checkbox"/>	Allow parts to AIR DRY	If parts are returned to the machine wet, product will clump inside the whipper chamber.
<input type="checkbox"/>	Re-assemble hopper	
<input type="checkbox"/>	Turn power switch ON	

FILL THE HOPPERS – When necessary		
<input type="checkbox"/>	Open cabinet door	
<input type="checkbox"/>	Raise top cabinet lid	
<input type="checkbox"/>	Remove hopper and fill with correct product	
<input type="checkbox"/>	Re-position hopper in hopper compartment	Ensure hopper is properly seated
<input type="checkbox"/>	Flush each whipper container using procedure above	

PREPARE SANITIZING SOLUTION		
<input type="checkbox"/>	Ensure parts are fully clean before sanitizing	Follow above cleaning procedures
<input type="checkbox"/>	Pour 8 litres of water at room temperature (21° - 32°C, or 70° - 90°F) into large clean container	<b>Must</b> use luke warm water or sanitizing solution will not work
<input type="checkbox"/>	Add 1 pump Avmor Sani Stuff	
<input type="checkbox"/>	Use a PH test strip to determine that it is 200 parts per million (ppm). These strips are available through PPFD (Quat Testing Strips – Sanitizer Strips; Product Code 101500)	<b>Sanitizing solution must be 200 ppm, no more, no less.</b> It is very important not to be over 200 ppm as it could be harmful to Guests. If you are under 200 ppm you will not be able to properly sanitize.
<input type="checkbox"/>	Place parts in sanitizing solution	



<input type="checkbox"/>	DO NOT rinse sanitized parts	
<input type="checkbox"/>	Drain sanitized parts, allow to air dry	NEVER WIPE DRY SANITIZED PARTS
<input type="checkbox"/>	Reassemble hot cappuccino machine	

## Beverage Quick Reference Guide for Safe and Quality Products

Hot Cappuccino Machine – Critical to Safe and Quality Product



- Is the unit clean underneath? No powder, dust, etc.
- Is the unit clean on top? No powder, dust, etc.
- Verify that the mixing chamber has been cleaned and is free of powder build up.
- Open unit door and verify that nozzles are clean.
- Verify that all flavours are available to guest and have a lid on container.
- Are approved soap and sanitizer on site for cleaning? Avmour all sites or Johnson Diversy in sites with an A&W.