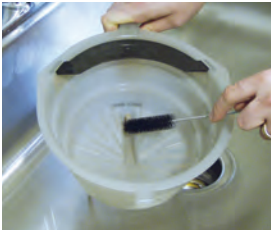


ITB

DAILY CLEANING INSTRUCTIONS

BREWER

**STEP 1**

Once a day, clean and sanitize both of the brew funnels, funnel tip and screen assembly.

**STEP 2**

Wipe the sprayhead panel clean with a damp cloth. Wipe down the entire outside surface of the brewer with a clean damp cloth.

TEA RESERVOIR

**STEP 1**

Once a day, turn the faucet in a counterclockwise direction and remove the faucet from the dispenser. Unscrew the faucet cap from the faucet body and disassemble all faucet parts.

**STEP 2**

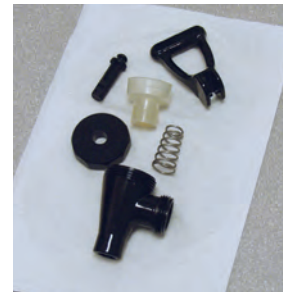
Transfer these parts to a three compartment sink for cleaning. Fill the first sink with a soap solution using a mild detergent, the second sink is used for clean rinse, and the third sink with a sanitizer solution (75°F warm chlorine solution of at least 50-100 ppm).

**STEP 3**

Use a bristle brush (BOM #00674.0000) to thoroughly scrub the faucet body.

**STEP 4**

Allow the parts to soak in a sanitizer solution for a minimum of ten minutes.

**STEP 5**

Remove the faucet parts from the sanitizer solution and rinse thoroughly. Allow parts to air dry over night.

**STEP 6**

Thoroughly clean the entire inside surface of the dispenser and the faucet shank using a small brush (BOM #00674.0000) mild detergent and water solution. Thoroughly rinse the dispenser with clean water.

**STEP 7**

Prepare a sanitizer solution in a clean bucket (1/4 gallon). Use a commercial sanitizer that has 50-100 ppm of available chlorine with a concentration level of at least 3% available chlorine (KAY-5 Sanitizer). Follow the mixing instructions to ensure 100 ppm of available chlorine.

**STEP 8**

Pour a small amount of sanitizer solution into the dispenser. Use a bristle brush (BOM #00674.0000) to clean all the way through the faucet shank. Repeat several times.

**STEP 9**

Thoroughly rinse the dispenser with clean water. Allow the dispenser to air dry over night

**STEP 10**

Assemble the faucet components and attach the faucet to the dispenser turning clockwise.

DO NOT KEEP BREWED BEVERAGES OVERNIGHT

ITB

WEEKLY CLEANING INSTRUCTIONS

BREWER

**STEP 1**

Once a week, remove the sprayhead.

**STEP 2**

Remove and thoroughly rinse the sprayhead. The holes must be open and clear of any mineral deposits.

**STEP 3**

Use the long end of sprayhead cleaning tool to clean the sprayhead outlet fitting.

**STEP 4**

Re-install the sprayhead.

TEA RESERVOIR

**STEP 1**

Once a week, fill the dispenser with a chlorine solution (75°F warm chlorine solution of at least 50-100 ppm).

**STEP 2**

Draw a small amount (2 oz.) of presoak through the faucet making contact with the faucet components. Allow the dispenser to soak overnight. The next morning, perform the daily cleaning procedures on the faucet and dispenser.

MONTHLY CLEANING INSTRUCTIONS

TEA RESERVOIR

**STEP 1**

Once a month, replace the faucet seat cup (B.O.M. #00600.0000). Discard the old seat cup.

**STEP 2**

The faucet assembly (B.O.M. #03260.0001) can be ordered for replacement.

DO NOT KEEP BREWED BEVERAGES OVERNIGHT