**DISPENSER CLEANING / SANITIZING PROCEDURES**

### DAILY

**Cleaning the Dispensing Valves**

1. Wash hands with soap and water.
2. Prepare 2.5 gallons Kay-5® or chlorine-based sanitizer solution in a dedicated bucket. See packet for instructions and necessary precautions.
3. Remove nozzles and diffusers from dispensing valves.
4. Clean in Kay-5® or chlorine-based sanitizer solution with a dedicated brush and let them air dry.
5. Reinstall all nozzles and diffusers in correct position and reconnect syrup and water lines to correct Bag-in-Boxes.

**Cleaning the Drip Pan**

1. Pour 1/2 gallon of the Kay-5® or chlorine-based sanitizer solution over cup rest and down drip pan drain.
2. Remove rack. Wipe down drip pan inside/outside with a clean cloth towel and sanitizer solution. Let them air dry and reinstall nozzle.

**Cleaning the Dispenser**

1. Wash hands with soap and water.
2. Prepare 2.5 gallons Kay-5® or chlorine-based sanitizer solution in a dedicated bucket. See packet for instructions and necessary precautions.
3. Disconnect syrup line from Bag-in-Box.
4. Clean in Kay-5® or chlorine-based sanitizer solution with a dedicated brush and let them air dry.
5. Reinstall all nozzles and diffusers in correct position.

**WEEKLY**

**Cleaning the Syrup Connectors**

1. Wash hands with soap and water.
2. Prepare 2.5 gallons Kay-5® or chlorine-based sanitizer solution in a dedicated bucket. See packet for instructions and necessary precautions.
3. Disconnect syrup line from Bag-in-Box.
4. Soak connectors in a dedicated bucket of Kay-5® or chlorine-based sanitizer solution for at least 3 minutes. It’s OK to soak multiple connections at the same time if they are marked with a flavor label.
5. Make BB connector a couple of times and reconnect syrup lines to connect BB-endpieces.

**MONTHLY**

**Cleaning the Inside of the Ice Bins**

1. Wash hands with soap and water.
2. Prepare 2.5 gallons Kay-5® or chlorine-based sanitizer solution in a dedicated bucket. See packet for instructions and necessary precautions.
3. Empty ice bin and pour in 2/2 gallon of Kay-5® or chlorine-based sanitizer solution.
4. Remove nozzles/diffusers from dispensing valves. Diffusers from dispensing valves) with a dedicated brush.
5. Check water filters to ensure they are current.

**Ice Combo**

1. Wash hands with soap and water.
2. Prepare 2.5 gallons Kay-5® or chlorine-based sanitizer solution in a dedicated bucket. See packet for instructions and necessary precautions.
3. Remove rack. Wipe down ice bin and pour in 1/2 gallon of Kay-5® or chlorine-based sanitizer solution.
4. Empty ice bin and pour in a 1/2 gallon of Kay-5® or chlorine-based sanitizer solution.
5. Reinstall all nozzles and diffusers in correct position and reconnect syrup and water lines to correct Bag-in-Boxes.

**Counter Electric**

1. Check water filters to ensure they are current.
2. Maintain product labels for valves... and syrup lines.

**IMPORTANT - Material Handling Info**

- Use only dedicated ice buckets/scoops when handling beverage ice. Store Properly.
- Do NOT store items in ice bin of drop-in dispensers as this could cause contamination.
- Keep the ice bin closed when not in use.
- Cups, lids and straws must be properly stored and handled to prevent contamination.
- Do NOT use soap, bleach, detergent, steel wool, scouring pads or abrasives when cleaning dispensers or components.

Call 1-800-241-COKE (2653) for assistance. Coca-Cola Customer Representatives are available 24/7.