



1.5 GALLON BREWER QUICK REFERENCE GUIDE

OPENING PROCEDURES

- Turn on brewer if turned off at night
- Remove sprayhead(s) from cleaning solution, rinse and insert into brewer
- Check the "Best By" dates on all coffee bags and discard all expired coffee
- Brew iced tea and iced coffee (if applicable)
- Drain the water from all coffee pots
- Label coffee pots
- Brew coffees of the day starting with the most popular coffee
- Stock sugars and sugar substitutes, napkins, stir sticks, lids, and cup sleeves
- Stock Bewley's hot teas
- Fill dairy pitchers (nonfat / skim, half & half, lowfat, etc)
- Ensure garbage cans are empty

BREWING PROCEDURES

- ① Open the appropriate frac pack for your desired batch size and pour the coffee into a paper filter

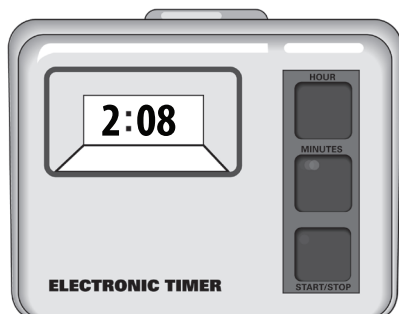
Full Batch	8 oz pack
One Gallon	5.75 oz pack

- ② Insert the paper filter into the appropriate brew basket (Flavored or Non-Flavored)
- ③ Insert the brew basket into the brewer
- ④ Place a clean, labeled coffee pot under the brew basket
- ⑤ Push the "START" button on the brewer. If the brewer has a green "READY" light, make sure that it is on prior to brewing. When brewing half batches, remember to switch the brewer into half batch mode prior to brewing
- ⑥ Set a coffee timer for 2 hours 8 minutes after you press the "START" button
- ⑦ After brewing is complete, discard the filter and grinds from the brew basket, then rinse out the brew basket
- ⑧ Close the coffee pot lid, then transfer the coffee pot and timer to the serving area

COFFEE SHELF LIFE & HOLDING TIMES

Pack type	Unopened shelf life	Opened shelf life
Pre-ground frac packs	5 months from production. Both the production and expiration dates are stamped on every bag	Use immediately

- Timers should be set for 2 hours 8 minutes as soon as brewing begins
- Coffee must be re-brewed after 2 hours 8 minutes



CLOSING PROCEDURES

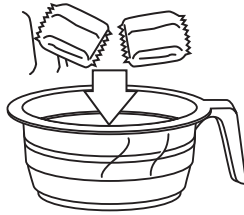
- Discard all brewed coffee
- Clean coffee pots with coffee equipment cleaner (blue cleaner)
- Remove shuttle seatcups and soak in coffee equipment cleaner once a week
- Fill all coffee pots with hot water overnight
- Remove sprayhead from brewer and soak in coffee equipment cleaner
- Clean area around sprayhead(s) with a damp towel
- Clean all exterior panels of the brewer
- Discard unused milk from pitchers
- Wash and sanitize dairy pitchers and store in a refrigerator overnight
- Wash all drip trays
- Stock Bewley's hot tea
- Stock sugars and sugar substitutes, napkins, stir sticks, lids, and cup sleeves
- Empty garbage cans
- Wipe down all counters and cabinet doors



DAILY COFFEE SHUTTLE CLEANING

Insert 2 cleaning pouches into the brew basket. (No filter required)

1



Inserte 2 sobres de limpiador en la canasta de hacer el café. (No necesita filtro)

Place a dirty coffee pot under the brew basket, then brew one batch of cleaner into the pot.

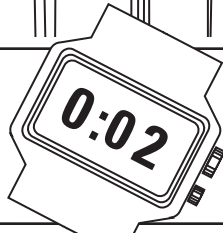
2



Coloque el dispensador que va a limpiar debajo de la canasta de hacer el café, entonces empiece un nuevo ciclo de agua.

Allow the cleaner to soak inside the pot for 2 minutes.

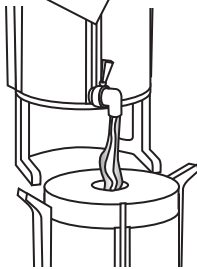
3



Deje que el limpiador trabaje dentro del dispensador por un período de 2 minutos.

Using the faucet on the coffee pot, drain the cleaner into the next dirty coffee pot. Repeat steps 3-4 until all the pots have been cleaned.

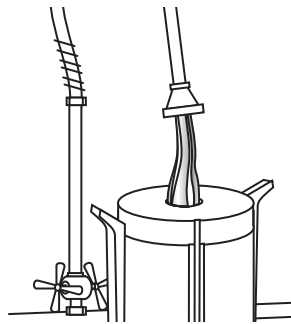
4



Transfiera el contenido de un dispensador a otro. Hasta que todos los dispensadores de café se hallan limpiado, repita los pasos 3 – 4.

Rinse out the inside of the coffee pot with water.

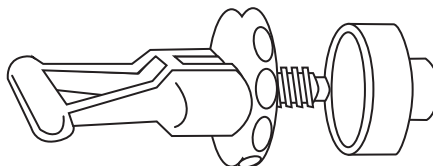
5



Enjuague completamente el dispensador de café con agua limpia.

Once a week: Remove the rubber seat cup and wipe away any coffee oils.

6



Una vez por semana remueva el tapón plástico dentro de la llave del dispensador de café, limpie cualquier residuo de aceite que pueda tener.