



2.2 LITER AIRPOT 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 with magnetic labels
- Brew coffees of the day starting with the most popular coffee
- Stock Bewley's hot teas (if applicable)
- Stock sugars and sugar substitutes, napkins, stir sticks, lids, and cup sleeves
- Ensure creamers are available for customer use
- Ensure garbage cans are empty

BREWING PROCEDURES

- ① Open one frac pack and pour contents into a paper filter
- 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 airpot under the brew basket
- ⑤ Push the "START" button on the brewer. If the brewer has a green "READY" light, make sure the light is on prior to brewing
- ⑥ Set a coffee timer for 2 hours after pressing the "START" button and attach it to the coffee pot
- ⑦ After brewing is complete, discard the filter and grinds from the brew basket and rinse out the brew basket
- ⑧ Close the airpot lid and transfer the airpot and timer to the serving area

COFFEE SHELF LIFE & HOLDING TIMES

Pack type	Unopened shelf life	Opened shelf life
Pre-ground frac packs	90 days from production. Both the production and expiration dates are stamped on every bag	Use immediately

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

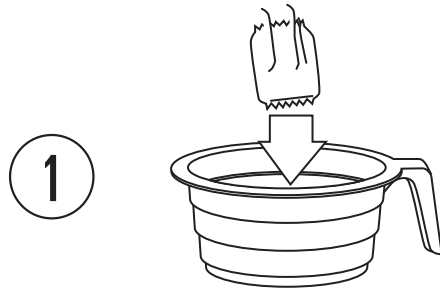


CLOSING PROCEDURES

- Discard all brewed coffee
- Clean coffee pots with coffee equipment cleaner (blue cleaner)
- 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
- Check creamer levels and replace if necessary
- Wash all drip trays
- Stock Bewley's hot tea (if applicable)
- Stock sugars and sugar substitutes, napkins, stir sticks, cups, lids, and cup sleeves
- Empty garbage cans
- Wipe down all counters and cabinet doors



DAILY AIRPOT CLEANING



Insert 1 cleaning pouch into the brew basket.
(No filter required)

Inserte 1 sobres de limpiador en la canasta de hacer el café.
(No necesita filtro)



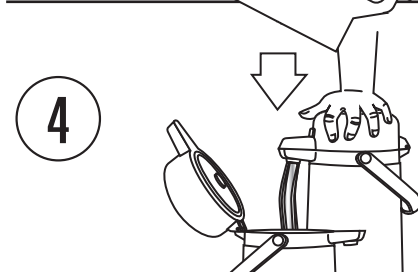
Place a coffee pot under the brew basket, then brew one batch of cleaner into the pot.

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



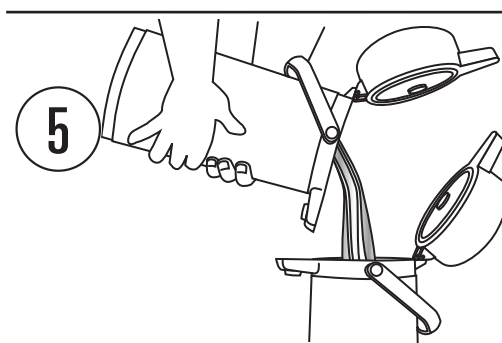
Allow the cleaner to soak inside the pot for 2 minutes.

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



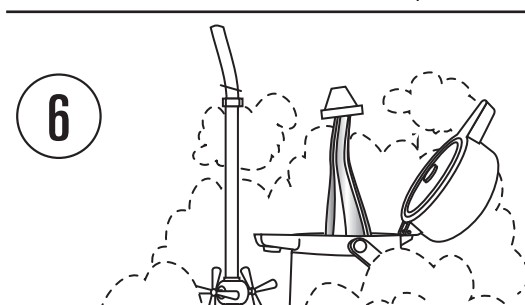
Close the coffee pot and pump the lid 5 times into the next dirty pot.

Cierre el dispensador de aire y presione la tapadera 5 veces para limpiar la varilla interior. Vacíe el contenido en el próximo dispensador sucio.



Empty the remaining cleaner into the next dirty coffee pot. Repeat steps 3-5 until all pots have been cleaned.

Transfiera el contenido de limpieza al próximo dispensador que va a limpiar. Hasta que todos los dispensadores de café se hallan limpiado, repita los pasos 3 – 5.



Fill the coffee pot with hot water overnight to ensure hot coffee the next day.

Después que halla terminado de limpiar el dispensador de café. Llénelo con agua caliente y déjelo lleno por el resto de la noche, así el próximo día estará listo para usar.