

FEA Equipment and Systems Preservation Guidance

We are well aware of the effect the Covid-19 outbreak is having on our industry. If you are in a position and it is safe to do so, there are some key measures you should be taking to protect your equipment. These measures will prolong the on-going life of the machine and ensure it is safe to use again in the future.

Warewashing:

Dishwashers:

- If machine has internal dosing equipment is in use, purge chemical lines with water. When handling chemicals please follow safety guidelines and use the correct PPE.
- Clear any debris.
- Remove and clean filters.
- Replace filters.
- Drain the machine.
- Ensure that the machine is cleaned out thoroughly, remove and clean spray arms and filters.
- Turn off water and electrical supplies to the machine.
- PROP THE DOORS PARTIALLY AJAR this will reduce the likelihood of bacteria growth. HOWEVER, if there is the possibility of ingress from dust, insects, pests, etc. then you may need to shut it. It's a judgement call. When you want to use the appliance again, it will need a very thorough cleaning and checking.
- Clean and degrease the outside the machine and wrap in plastic/cling film to minimise the dust ingress into machine.
- Please ensure that the machine is dry.
- If the machine has an internal softener, ensure that no salt debris is left in the lower wash tank area.

Glasswashers:

- Ensure that the machine is cleaned out thoroughly, remove and clean spray arms and filters.
- If the machine has a self-cleaning/hygiene cycle then run it, as per the manufacturer's instructions. If not, run the machine empty, on the full load setting.
- If machine has internal dosing equipment is in use, purge chemical lines with water. When handling chemicals please follow safety guidelines and use the correct PPE.
- If the machine has an internal softener, ensure that no salt debris is left in the lower wash tank area.
- If there is any external dosing equipment in use, please contact the chemical supplier for advice.
- Ensure you run the machine on a weekly basis.

- Vent any process chemicals connected to your product and, if possible, flush any chemical lines with clean water to prevent the deterioration of the supply tubes.
- Ensure the machines are completely drained.
- Salt containers must be topped up and salt debris must be flushed away to prevent cabinet corrosion.
- Ensure your product is clean internally.
- Leave doors ajar and allow adequate ventilation within the product. HOWEVER, if there is the possibility of ingress from dust, insects, pests, etc. then you may need to shut it. It's a judgement call. When you want to use the appliance again, it will need a very thorough cleaning and checking.
- Isolate the machine from the electrical supply and water supply.

Undercounter products:

- Drain down.
- Remove the wash fields or arms, filter cylinder and wash tank cover – rinse them, ensure they are clean and remove any debris. Set them aside to drain and dry.
- Wipe out the interior of the machine with a clean cloth and leave the door open for as long as it takes to fully dry.
- The wash fields and filters etc should be re-fitted.
- If possible prop the door partially open, HOWEVER, if there is the possibility of ingress from dust, insects, pests, etc. then you may need to shut it. It's a judgement call. When you want to use the appliance again, it will need a very thorough cleaning and checking.
- Turn off the water and electrical supplies.
-

Passthrough (hood type) products:

- Drain down.
- Remove the wash fields or arms, filter cylinder and wash tank cover – rinse them, ensure they are clean and remove any debris. Set them aside to drain and dry.
- Wipe out the interior of the machine with a clean cloth and leave the door open for as long as it takes to fully dry.
- The wash fields and filters etc should be re-fitted.
- If possible prop the hood partially open, HOWEVER, if there is the possibility of ingress from dust, insects, pests, etc. then you may need to shut it. It's a judgement call. When you want to use the appliance again, it will need a very thorough cleaning and checking.
- Turn off the water and electrical supplies.

Pot, Tin and Utensil Washer products:

- Drain down.
- Remove the wash fields or arms, filter cylinder and wash tank cover – rinse them, ensure they are clean and remove any debris. Set them aside to drain and dry.
- Wipe out the interior of the machine with a clean cloth and leave the door open for as long as it takes to fully dry.
- The wash fields and filters etc should be re-fitted.
- If possible prop the door partially open, HOWEVER, if there is the possibility of ingress from dust, insects, pests, etc. then you may need to shut it. It's a judgement call. When you want to use the appliance again, it will need a very thorough cleaning and checking.
- Turn off the water and electrical supplies.

Rack and conveyor products:

- Drain down.
- Remove the wash /power arms (or the cassette if fitted), tank filter covers and drain filters on all tanks – rinse them, ensure they are clean and remove any debris. Set them aside to drain and dry.
- Wipe out all tanks and surfaces of the machine with a clean cloth and leave the door open for as long as it takes to fully dry.
- The wash fields and filters etc should be re-fitted.
- Turn off the water and electrical supplies.
- If you are aware of any insect or rodent infestation, then it would be advisable to seal the entry / exit openings with a sheet material resistant to rodents like steel or polypropylene.

Water Filters:

Professional water filters and treatment systems are designed to be installed on professional foodservice equipment that is reliant on water – this includes coffee machines, combination steam ovens and other equipment be used on a daily basis.

The filter needs to be flushed using the built-in flush hose and flushing mechanism on the head of the filter according to the guidelines below. Once this is complete, the professional water filter is ready to be used again.

Water Softeners:

- If practical to do so, clean the salt out of the brine box if the machine is going to be off-line for a considerable length of time.
- If the machine has an electrical supply, switch off to avoid unnecessary re-generation cycles.
- Turn the water supply off at the nearest point to the system.

Cooking Equipment:

The equipment should be thoroughly cleaned, degreased and then wrapped in plastic/cling film to keep dust out of the product. If possible service the equipment prior to being wrapped, so any mechanical controls/switches are suitably greased/oiled prior to being "Moth Balled". If not possible, then when the kitchen is allowed to work again these items of equipment will need to be serviced to ensure these controls are suitably greased/oiled. Gas valves will dry out after a period of time and will leak gas if not serviced!

This advice applies to Ranges, Hobs (Gas & Electric), Griddles, Bain Maries, Hot cupboards, Hot Holding Equipment, Chargrills, Bratt Pans, Boiling Pans, Grills. All Drip Trays to be emptied and thoroughly cleaned.

Cookware:

- Remove and clean all pans and grids from your product.
- For machines with built-in wash systems ensure a cleaning cycle is run on a regular basis.
- For machines with built-in backup batteries, run for approximately 30 minutes on a weekly basis to ensure the battery remains charged.
- For products that have external softeners or water filtration, ensure they are flushed through on a regular basis.

Fryers:

- These to be totally drained down with the baskets, fish plates, basket supports etc to be put through dishwasher or thoroughly cleaned in sinks and wrapped in plastic/cling film to minimise the dust effecting the unit during this close down.
- If the tank is stainless steel, just ensure the tank(s) is dry.
- If a mild steel tank, clean and dry then coat with light covering of vegetable oil to prevent rust developing. Same applies to griddle plates.
- Drain and dispose of oil responsibly (not down the sink).
- Cover pan with lid / dust cover.
- Clean and dry any drain buckets and filters.
- Once all internal surfaces are cleaned as well as any tray supports, turn tables, liners etc, then ensure the external surfaces are also thoroughly cleaned and degreased.
- Once completed then wrap in plastic/cling film.

Combi-microwaves:

- Make sure oven cavity is clean and dry.
- Apply oven protector.
- Leave door open.
- Turn off at the mains.

High Pressure Steamers:

- Make sure the unit is depressurised and cold.
- Clean the cook chamber out removing all food debris.
- Clean the outer casing of the unit.
- Turn on machine and allow to come to pressure.
- When ready and using trays for vegetables with holes in:- place two trays of ice in machine. Set timer for 1 minute close and seal the door.
- Press start button and allow cycle to complete.
- Once completed remove trays and shut down the unit as normal (allow to cool).
- Make sure the cook chamber is dry.
- Isolate the machine from the electrical supply.
- Turn off the water supply to the unit.
- Leave door closed but NOT sealed with the handle in the 'up' position.

Combi Ovens, Gas and Electric:

- Refer to individual manufacturer's manuals about complete drain down, because some ovens do retain some water in the boiler which will need to be emptied by a suitably experienced person to remove drain down "Plug."
- Treat outer surfaces with an off-the-shelf protective products.
- Start unit on the longest clean cycle to deep clean the cook chamber (if the oven has an auto-clean function).
- Once completed ensure the cook chamber is clean.
- Remove the fan guard at the back of the machine and check for any leftover food debris, remove as required
- For the ovens that have a non-removable wire mesh guard make sure the unit is clean around the fan and the elements are clear from food debris.
- If the unit has a descale hose do the same for that, once again following safety guidelines, wearing the correct PPE.
- Without going back into the cook chamber run a rinse cleaning cycle to flush out any chemicals injected into the cook chamber after flushing the detergent and descale lines.
- Once rinse is completed ensure the cook chamber and door seal is clean and dry.
- If you have a combi-steamer with a boiler then make sure that the boiler is emptied before turning off for a period of time. Some units have in their menu, the ability to flush their boilers.
- If you can, disconnect the cleaning chemical tubes if you have a combi-steamer with automatic cleaning. Drain the tubes back into the chemical container so that the chemical does not congeal while not in use.
- If machine has internal dosing equipment , purge chemical lines with water. When handling chemicals please follow safety guidelines and use the correct PPE.
- Turn off and isolate the electrical supply to the unit. (and the gas supply if applicable) If the yellow gas hose has to be disconnected for cleaning purposes, it should be re connected back into its fitting on the gas supply pipe, with the gas supply left switched off.)
- Turn off the water to the unit.

- Once you've isolated the water supply run the hand shower, if the unit has one, until it's empty.
- Clean down the outside of the unit and the glass on the door.
- Dry as thoroughly as possible, ensuring no residue remains.
- Leave the door open slightly to let air circulate inside oven chamber.

Chargrills:

- Isolate Gas supply at nearest Isolation point.
- Do NOT unfasten Yellow Gas supply hose from isolation point (if possible). If it has to be disconnected for cleaning purposes, it should be re connected back into its fitting on the gas supply pipe, with the gas supply left switched off.
- Remove all top grates and clean.
- Remove heat deflectors and clean.
- Ensure burners and surround are clean.
- Re fit heat deflectors and top grates.

Gas chargrill:

- Clean all removable components, ensuring all thoroughly dry afterwards.
- Coat cast iron components with a light covering of vegetable oil to prevent corrosion.
- Ensure no food debris is present anywhere on the unit.

Gas Salamanders:

- Isolate gas supply at nearest isolation point.
- Do NOT unfasten yellow gas supply hose from isolation point (if possible). If it has to be disconnected for cleaning purposes, it should be re connected back into its fitting on the gas supply pipe, with the gas supply left switched off.
- Ensure grilling area is clean.
- Ensure grill tray is clean.

Electric Salamanders:

- Isolate power supply.
- Ensure grilling area is clean.
- Ensure grill tray is clean.

Oven ranges:

- Thoroughly wash and dry pan supports.
- Clean and dry oven chamber - leave oven door ajar to allow air to circulate inside.
- Coat cast iron supports with a light covering of vegetable oil to prevent corrosion.
- Lift hob and clean underneath (where possible).

Oven ranges Gas:

- Isolate gas supply at the nearest isolation point
- Do NOT unfasten the yellow gas supply hose from the isolation point. If it has to be disconnected for cleaning purposes, it should be re connected back into its fitting on the gas supply pipe, with the gas supply left switched off.
- Remove pan stands and clean.
- Clean around the top burners, do not use excessive water.
- Remove racks from the oven and clean.
- Clean inside oven with a non-caustic solution and dry.
- Reassemble unit.
- Leave oven doors open slightly for ventilation.

Oven ranges Electric:

- Isolate the electrical supply at the nearest isolation point.
- Remove pan stands and clean.
- Clean around the top burners, do not use excessive water.
- Remove racks from the oven and clean.
- Clean inside oven with a non-caustic solution and dry.
- Reassemble unit.
- Leave oven doors open slightly for ventilation.

Veg Prep Units:

- Isolate the power supply (remove plug from supply & switch off isolator).
- Remove blades(s) with CAUTION: SHARPS.
- Remove top cover and clean.
- Reassemble unit.

Peelers:

- Isolate the power supply (remove plug from supply & switch off isolator).
- Turn off the water supply.
- Remove small lid and clean.
- Remove hopper body and clean.
- Remove peeling wheel (if possible) and clean.
- Clean around peeling wheel if unable to remove wheel.
- Remove drain filter and clean.
- Clean inside the drain box and flush down with clean water.
- Reassemble unit leaving the small lid cover off for ventilation.

Mixers:

- Isolate the power supply (remove plug from supply & switch off isolator).
- Remove attachment(s) and clean. Do not leave any attachments on the planetary movement.

- Clean machine and bowl.
- Lubricate the bowl lift runners to prevent possible seizing up (food grade lube only SU-E-25-53).
- Once the kitchen is closed down, the kitchen ventilation system should be switched off, this will ensure that the gas interlock operates and disconnects the gas supply to the kitchen appliances.
- We would advise that all equipment is recommissioned by a suitably qualified technician when the kitchen resumes normal services.

Refrigeration:

- Carry out a manual defrost on the controller if available.
- Disconnect the power supply.
- Before cleaning: remove all food and packaging debris.
- Cleaning products: only use water and non-abrasive neutral detergents.
- Cleaning method: use a cloth or sponge moistened with a suitable cleaning product to clean the interior. and exterior parts of the cabinet. Do not saturate the cloth or sponge.
- Do not use solvents or thinners.
- Do not use water jets or direct water on appliances.
- Sanitation: do not use substances that could alter the taste and smell of stored food.
- Rinsing: use a clean cloth or sponge moistened in clean water.
- The shelves, shelf supports, containers to be thoroughly cleaned and wrapped in plastic/cling film.
 - Switch off the power and ensure all product is removed from the drawers.
 - Clean the heated seal on a weekly basis with a solution of warm water and mild detergent
 - DO NOT USE SHARP UTENSILS.
 - Clean the steel surfaces with a polish cleaner.
 - DO NOT USE STEEL PADS, WIRE BRUSHES, SCRAPERS OR CHLORIDE CLEANERS TO CLEAN STAINLESS STEEL, PAINTED.
 - Once all has been cleaned, ensure everything is dried thoroughly.
 - Leave the door open so that air can circulate inside, preventing the formation of unpleasant odours.
 - Periodically air the premises.

Start-up after Prolonged Disuse - Before starting the appliance after prolonged disuse perform preventive maintenance. Clean the unit thoroughly as described in the section above.

Checking Warning and Control Devices - Check the correct running of the controls according to what is reported in the manufacturers "Instruction and Maintenance Manual".

Cleaning the Refrigerator Condenser:

The condenser is an important part of the refrigeration system. The condenser will work less efficiently if it is obstructed with any objects, therefore, it must be cleaned at least once a month. Failure to maintain the condenser will also invalidate the manufacturer's warranty, impede performance and shorten the life of the equipment.

Before cleaning the condenser switch off the appliance, disconnect the power cord and proceed as follows:

- Counter and display refrigeration: open the control panel by slackening the screws and gently pulling down on its hinges or away from the cabinet. Be careful not to display wires or switches.
- Top-mounted unit: for units with fixed upper front panel, use a safe step ladder for direct access to the condenser located at the top of the appliance.
- For with cabinets with overturning upper front panel, unscrew the fixing screw and turn the upper panel on the top hinges. Again. take care not to displace wires or switches.
- Take care not to trap wires when replacing control panels.
- Use an air jet or a dry brush and, working with up and down movements, remove any dust or fluff that has deposited on the heat exchanger fins. An upholstery brush attached to a vacuum cleaner nozzle is ideal. In case of greasy deposits, use a brush soaked in benzene or alcohol.
- During this operation, it is advisable to use the following personal safety features: safety glasses, dust mask, chemical resistant gloves when using benzene or alcohol.
- Start the appliance after cleaning and check that the cabinet is operating effectively.

Freezers:

Depending on the length of non-use, these could be left on and the products evaluated when recommissioned.

If they are empty:

- turn off.
- clean interior, including gaskets.
- leave the door slightly open to prevent it smelling.

If it has food in:

- Make sure food is stacked on shelves with spaces between each shelf
- Make sure nothing is stacked on the base/floor or the unit. This will help with air flow, allowing the compressor not to work too hard and saving energy.
- Check use by dates before using stored foods

Coldroom - switching off

- Preferably refer to the businesses Facilities Manager or designated Supervisor in the first instance for advice and to ensure that your company guidelines are followed.
- Remove all stock
- Switch off control panel isolators to the coldroom
- The condensing unit must be isolated by your Facilities Manager or appropriately qualified person

- Clean down the interior of the coldroom including its floor / walls and shelving (remembering to also clean door gaskets)
- Remove and clean door strip curtains where fitted. Leave off placed flat on the shelving.
- Ensure coldroom door(s) safety release is working correctly
- Leave coldroom doors(s) open to aid ventilation. Most will need to be propped open, use an empty cardboard box or similar, if that's all you have.

Note

1. Some coldrooms have a power failure alarm, which may sound, some have a mute button that can be pressed. This is normally run on battery (9 volt) which will run down.

It is not recommended to open the control panel to disconnect the battery and it should be replaced by a competent person when re-commissioning.

2. Some coldrooms may have a condensate pump on an independent supply. This should only be switched off once all the condensate water has passed out of the cooler.

Coldroom - switching back on

NB: An inspection of the coldroom installation is suggested before resuming operation to ensure no visible damage to the coldroom, components and drain

- Re-clean coldroom interior and shelving (including door gaskets)
- Re-fit strip curtain(s)
- Check and replace power failure battery (by a competent person)
- Ensure coldroom door(s) safety release is still working correctly
- Turn on only when the above steps have been taken (refer to businesses facilities manager or designated supervisor for authorisation, where needed)
- Check that the 'person trapped alarm' operates (where fitted)
- Stay and monitor the coldroom operation to make sure it pulls down to temperature and no problems become evident.
- If in any doubt with regard to your refrigeration equipment please refer to the operator manual, the supplier or installer for support.
- It is recommended that the coldroom installation is serviced by a competent refrigeration contractor.

Ventilation Systems:

All ventilation systems will have some sort of controls, it's important that these controls are powered down and turned off at the mains to prevent accidental use and reduce the possible risk should vermin damage the cables during the shut down period.

For gas sites it's also very important they manually isolate the gas supply and don't just rely on the gas solenoid valve or gas interlock system.

- Turn off power supplies to all controls and equipment.
- Isolate the gas supply to cooking equipment.
- Clean the canopy hood and wash the baffle filters and grease cups.

Something else to be mindful of is that over 90% of sites will not know what type of fan they have or where it's fitted or how to get to it. Like anything, equipment left for long periods of time often fail soon after being restarted or it will not restart at all.

What can the end user do to help:

Photographs provided to a remote service engineer can save the end user £1000s in lost turnover and this significantly increases the chance of a first time fix as well as reducing the response time.

If you can take a photographs of the following :-

- Fan controls.
- Point of isolation (where they turned the power off).
- Fan and data plates.
- A photo of the full system if possible.
- Write down how to access the fans or plant and any contact phone numbers and also how they turned the power off.

It's a real possibility that sites will be closed for a very long period and it may be that the same staff may not be the same staff they had when they closed, so it's important the photographs are saved somewhere accessible.

Kitchen Drainage:

- Clean out sink outlets.
- Clean out floor traps.
- Clean out internal drain pumps.
- Clean out Grease Traps and Grease Removal Units
- Ensure all traps are sealed and contain clean water.
- Eradicate all waste from the premises.
- Ensure pest control measures are in place.

Fabrications:

It's important that everyone understands that stainless steel is not self-cleaning and does need the correct cleaning products (warm mild soapy water).

- Remove any food or grease build up.

- Clean down with blue roll and mild soapy water.
- Dry with blue roll or similar.
- Never use the same cloth as you may spread debris from one item to another.
- Drain down all items with water and wipe clean and dry.
- On starting back up clean down again before use.
- Unplug and isolate any electrical items that are not in use.

Food waste management equipment (Dewaterers, Digesters etc.):

- Run the machine for a minute to flush any hidden food debris away.
- Clean the equipment inside and out in accordance with the operators manual.
- Ensure there is no water retained within the equipment.
- Isolate all electrical supplies.
- Isolate all water supplies.

Upon re-commissioning:

- Repeat the cleaning instructions in accordance with the operators manual.
- Reinstate all electrical and water supplies as previously isolated.
- Follow the operation guidelines and run the equipment for 5 minutes to ensure it is working correctly and to allow any trapped bacteria to flush away from the equipment.

Grease Management systems

Grease Removal Units (GRUs)

- GRUs need to be fully mothballed by draining waste water, removing trapped waste food and effecting a complete clean down.
- If they are not properly mothballed, they are likely to present a number of problems within a few weeks. These include a build-up of hazardous bacteria, foul and penetrating odours and possible rodent attraction.
- To reduce this, switch off all electric supply to the unit and run water through the device at least every other day for around 3-4 minutes. This should reduce the chances of foul odours due to anaerobic digestion of residual organic material.
- Be aware that, on reopening the site, the initial service could be a more difficult and lengthy operation than usual.
- If possible, have your GRU mothballed by a professional service provider.

Passive Traps

- These units will begin to smell if left unattended.
- Have these traps cleaned as soon as possible to reduce the smell and chance of blockages at start up.
- If this is not possible, run water through the trap for 3-4 minutes to reduce the chance of odours due to anaerobic digestion of residual organic material.

Bio Dosing

- There are no issues with bio dosing the drain during closure, however it is recommended that when the product container is emptied that the container is removed from the kitchen. Ask your supplier for a new container when you reopen the kitchen.

Ice Makers:

- Remove all ice from the storage bin. For ice dispensers, keep the button pressed until no further ice is dispensed.
- Draining a unit down - For AC/EC self-contained 'cubers' only – Remove the spring and plastic cap inside the storage bin to empty the internal water tank. Larger units and dispenser/flaker units would require a competent person to action correctly.
- Turn off the water supply and electrical supply.
- Allow the icemaker to drain any water away, pour a mug full of sanitising solution down the drain of the unit or storage bin. Wipe around the inside of any storage bin with sanitiser wipes/cloth.
- Remove water filter from the fitting and tip out any water present, re-fit once empty.

Coffee Machines and Brewers:

- Complete the cleaning cycle as manufacturer's instructions including disposing of old coffee grounds and unused coffee beans.
- Turn off machine on main switch/controller.
- Isolate power to machine and unplug if on a plug connection.
- Isolate water supply to machine.
- If possible drain water from boiler.

Coffee Grinders:

- Remove coffee beans from grinder.
- Dismantle and clean grinder as per manufacturer's instructions.
- Isolate power to machine and unplug if on a plug connection.

Juice/Water based beverage machines:

- Ensure all tanks are empty.
- Complete cleaning cycle as per the manufacturer's instructions including dismantling of dispense valves, cleaning and re-lubricating all parts with manufacturers recommended lubricant.
- Turn off machine on main switch/controller.
- Isolate power to machine and unplug if on a plug connection.
- Isolate water supply to machine.

Ice Cream /Frozen Granita/Frozen Cream Machines:

- Ensure all tanks are empty.
- Complete cleaning cycle as per the manufacturer's instructions including dismantling of dispense valves, cleaning and re-lubricating all parts with manufacturers recommended lubricant.
- Turn off machine on main switch/controller.
- Isolate power to machine and unplug if on a plug connection.

General:

- We suggest that the kitchen floors, walls and ceiling be deep cleaned by specialist contractor along with work surfaces, tables and sinks prior to "Moth Balling."
- Leave the pest units running during the closure and monitor at least every couple to 3 days to empty the tray/change the glue pad as required.
- If appliance is to be idle for any length of time it must be cleaned thoroughly leaving no trace of food or dirt.
- Be absolutely sure to shut off all utilities (gas, electrical power and water).
- Air the room appropriately.
- Doors: with most appliances with doors (ovens, fridges, dishwashers, etc.), if you are mothballing then it's a good idea to prop the door partially open to ventilate the inside. Similarly, hoods of passthrough warewashers should be left partially open. However, if there is the possibility of ingress from dust, insects, pests, etc. then you may need to shut doors or hoods. It's a judgement call.
- Ensure insect swatter is left TURNED ON.

Be Gas Safe:

Sites need to be aware that the CP42 gas certificate may have expired. We recommend all gas sites carry out a CP42 before they start to trade again.

Published 26th March 2020.