

1. Introduction

The following is intended as a guide for those steps that are necessary to safely close down the dispense system and related equipment in pubs and bars in readiness for the time when trade will resume.

Close down should take into account the safety of the site, the hygienic operation of the dispense system and the security of any stock and assets, including arranging for their return to the owning brewer.

2. Dispense System (Keg and Cask)

- All connected kegs and casks should be disconnected.
- Empty and clean all lines following standard procedures and ensure that fob detectors/cellar buoys are set and left in the 'clean' position.
- Once cleaned all dispense lines should be blown through. It is important that dispense lines are not left charged with either water or cleaning fluid as this can cause irrevocable damage to the system.
- All connected equipment i.e. keg couplers, cask taps, filters and tap nozzles should be cleaned with an appropriate sanitiser but should not be left to soak:
 - Tap nozzles should be reconnected after cleaning
 - Following cleaning couplers and cask taps should not be left in contact with the floor
- After cleaning dispense gases should be turned off at both the primary (wheel style valves turned clockwise to close) and secondary regulators. It is not necessary to disconnect gas bottles from the system.
 - Where dispense gas is supplied from a cellar tank, pressure safety devices must not be prevented from venting and which will occur naturally after a period of non-use.
- Mop up any spilt beer

3. Dispense/Cellar/Bar Equipment

- All electrical equipment i.e. remote coolers, dish/glasswashers, and ice-makers etc. must be switched off, turned off at the socket and unplugged:
 - Dish/glasswashers should be cleaned, sanitised and drained, including filters and spray arms and doors left open to avoid mould developing
 - Ice makers should be emptied and any ice allowed to melt completely before being thoroughly cleaned and sanitised using standard procedures. Any removable machine components i.e. ice bin should be cleaned separately and thoroughly. Any access doors should be left open.
- Turn off cellar cooling

4. Storing and Securing Kegs and Casks

- Store broached kegs and casks separately from unbroached containers
 - Broached and empty containers should be returned to the owning brewer as soon as can be arranged.
 - Unbroached containers may be held incase of resumption of trade. Only product that is within its declared shelf life may be sold in this way.
- Any containers, including gas bottles, that require uplift should be stored securely to reduce the risk of theft. Containers should not be left unsecured outside.
- The primary beer supplier and supplier of dispense gases should be contacted in the first instance to arrange for collection of any kegs, casks and gas bottles. If return is not possible through the normal route; **Kegwatch** should be contacted using the following number - **08081 001 945**