

1. Introduction

The following is intended as a guide to safely close down the dispense system and related equipment in pubs and bars during temporary shut down periods in readiness for the time when trade will resume.

In contrast to fuller lock-down periods, these procedures have been designed to allow for some cellar equipment to remain operational and to enable premises to resume trading as quickly as possible once temporary closures are lifted.

Given the reduced period of temporary closures it is less likely that un-broached beer stock will be out of date before re-opening, however broached stock and in particular cask beer, is likely to become unsaleable unless interim measures can be implemented to exhaust stock or to allow this to continue to be sold i.e. takeaway.

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 where necessary arranging for return to the owning brewer. Where brand owners have developed their own more detailed close-down procedures, these should be followed where provided, including any advice or instruction on management of stock.

2. Dispense System (Keg and Cask)

- Dispense system hygiene is an immediate priority to ensure that beer quality is not impacted at re-start.
- As soon as possible following closure, all dispense lines must be cleaned following standard procedures.
- Where beer is sold for takeaway during a temporary closure, relevant dispense lines should continue to be cleaned regularly following normal operating procedures.
- Following cleaning, **any beer dispense lines that will not be used must not be left charged with water**:
 - Lines may be left empty following cleaning but it is vital that they are blown through to remove as much water as possible. 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.
 - Where lines are left empty, fob detectors/cellar buoys must be set and left in the 'clean' position.
 - Lines must not be left charged with beer-line cleaning chemicals used for routine cleaning, however specialist sanitising products are available which are intended to be used to fill dispense lines once cleaned and where these will be left unused. Such products are intended to be left in the dispense system for extended periods without damage to the dispense line to prevent related tainting and hygiene failures.
- All connected equipment i.e. keg couplers, cask taps, filters and tap nozzles should be cleaned following standard procedures but should not be left to soak for extended periods:
 - Tap nozzles should be sanitised, rinsed with fresh water and dried before being reconnected to dispense fonts.
 - Following cleaning, any disconnected keg and cask couplers should be rinsed with fresh water and sanitised. Clean couplers should be hung up, off the floor and ideally wrapped in plastic or foil.
- After cleaning, and only where no beer dispense is planned i.e. to allow takeaway, 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

- Cellar cooling systems, including remote coolers should be left on and to ensure that beer in cellar is maintained at the correct temperature and dispense lines are chilled ready for re-opening.
- Other electrical equipment i.e. dish/glasswashers, and ice-makers may be turned off unless needed:
 - 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.

4. Storing and Securing Kegs and Casks

- Where possible, store broached kegs and casks separately from un-broached containers
 - Arrangements for management of stock that will be unsaleable as a result of closure must be made with the brand owner or supplier.
 - Where necessary, broached and empty containers should be returned to the owning brewer as soon as can be arranged.
 - Unless instructed differently by the brand owner, un-broached containers within their labelled best before date should be held in preparation for resumption of trade.
- 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**

5. Resuming Trade

- Any specific instructions for re-opening provided by the brand owner should be followed. However, in the absence of this and prior to re-opening, all dispense lines to be used should be cleaned following standard operational procedures:
 - Turn on dispense gases where these have been turned off prior to shut-down.
 - Any dispense lines which have been left filled with beer or specialist sanitising solution intended for use for long term storage should be emptied prior to cleaning.
 - All lines must be flushed with clean water prior to cleaning and to ensure there are no blockages or obstructions.
 - If there are any issues such as fobbing or the system will not dispense liquid, technical services should be contacted as soon as possible.
- All connected equipment i.e. keg couplers, cask taps, filters and tap nozzles should be cleaned with an appropriate sanitiser following standard procedures prior to use.
- Unless re-connection falls within their broached shelf-life, only un-broached kegs or casks should be connected to the system at re-opening and only after a thorough clean of the dispense system.
- Following cleaning and on re-connection of beer, it is important that all beers being dispensed are checked for clarity, taste and aroma and if there are any issues, contact technical services as soon as possible.
- Turn on ice-machines and other equipment needed in sufficient time prior to re-opening.