

IMPORTANT CLEANING PROCEDURE

ENSURE GLOVES ARE WORN AT ALL TIMES

PROCEDURE	FREQUENCY* <small>Subject to usage</small>	CLEANING PRODUCT	Tick when complete ✓
1. Wipe over touchscreen	48 Hours	Sanitising wipes	
2. Wipe plastic load cell cover. Remove from machine when cleaning	48 Hours	Sanitising wipes	
3. Wipe over candy vend window inside & out	48 Hours	Sanitising wipes	
4. Wipe internal vend area * do not use force as permanent damage can be caused to the load cell	WEEKLY	Sanitising wipes	
5. Wipe over coin / note / card acceptor	48 Hours	Sanitising wipes	
6. Wipe over all other exterior surfaces	WEEKLY OR AS REQUIRED	General cleaner	
7. Wipe over centre glass window inside & out	48 Hours	Sanitising wipes	
8. Empty sugar pots, if fitted	WEEKLY	Sanitising wipes	
9. Remove all debris from machine i.e loose sweets	WEEKLY OR AS REQUIRED	Sanitising wipes	
10. Cup vend chute	WEEKLY	Sanitising wipes	
11. Centre cup funnel	48 Hours	Sanitising wipes	
12. Clean centre baffle	WEEKLY	Sanitising wipes	
13. Vacuum all areas	WEEKLY	Vacuum	
14. Acrylic transparent Hopper covers (top and bottom)	WEEKLY	Sanitising wipes	
15. Hoppers including belts	8 WEEKS	Sanitising wipes	
16. Internal doors & metalwork	WEEKLY	Sanitising wipes	
17. Inside cabinet, cashbox area, cupboard	WEEKLY	Sanitising wipes	

Cleaning completed by Please sign	Date
--	-------------

TO BE LEFT IN MACHINE

- Frequency is subject to usage. The more the machine is vending the frequency may need to be increased