

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	DAILY	Sanitising wipes	
2. Wipe plastic load cell cover	DAILY	Sanitising wipes	
3. Wipe over candy vend window inside & out	DAILY	Sanitising wipes	
4. Wipe internal vend area * do not use force as permanent damage can be caused to the load cell	DAILY	Sanitising wipes	
5. Wipe over coin / note / card acceptor	WEEKLY	Sanitising wipes	
6. Wipe over all other exterior surfaces	WEEKLY OR AS REQUIRED	General cleaner	
7. Wipe over centre glass window inside & out	WEEKLY	Sanitising wipes	
8. Empty sugar pots	WEEKLY	Sanitising wipes	
9. Remove all debris from machine i.e loose sweets	WEEKLY	Sanitising wipes	
10. Cup vend chute	WEEKLY	Sanitising wipes	
11. Centre cup funnel	WEEKLY	Sanitising wipes	
12. Clean centre baffle	WEEKLY	Sanitising wipes	
13. Vacuum all areas	WEEKLY	Vacuum	
14. Acrylic transparent Hopper covers (top and bottom)	WEEKLY or PER HOPPER FILL	Sanitising wipes	
15. Hoppers including belts	4-6 WEEKS	Sanitising wipes	
16. Internal doors & metalwork	MONTHLY	Sanitising wipes	

Cleaning completed by Please sign		Date	
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TO BE LEFT IN MACHINE

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