Bar Policy Document

Clear up process

After a bar function the following cleaning process should be followed.

Clean all surfaces

Drain dishwasher and prop door open

Empty bottle bin

Empty rubbish bin

Empty ice maker of water

Leave all fridge doors open and wipe down insides

Power off all coolers, fridges, till and pump lights

Remove all barrels from pumps and fit to cleaning line, clean as detailed below

Wash all drip trays

Take home, wash and return any used tea towels

Stock check and list items for next order

Place orders with companies as below

Restock all fridges ready for next function

Check gas bottles

Line cleaning – draft beers & lagers

Turn the cleaning switch ON and individual line switches OFF

Top up bottle and flush lines with water

Add cleaning fluid to water and flush through again but leave in lines for 15 mins.

Drain bottle, wash out and flush lines with water only, leave water in lines

Setup process

Purchase lemons and slice up

Return any washed tea towels

Float from treasurer (£300)

Turn on all coolers (close all doors), turn on pump lights, till and dishwasher

Add washing liquid and rinse aid into dishwasher, approx 1 capful

Turn dishwasher to start, will pump in water ready to wash and heat

Add water to ice maker (to marker level), press start when required

Stack away any new deliveries

Remove all beer connectors from cleaning line and connect to barrels

Turn line clean to OFF

Turn all lines ON

Pull through all water until half pint of beer has been delivered, ready

Contacts

Chapple & Jenkins - Supply Beers & Lagers, all spirits, wines and soft drinks

Contact: 0117 972 1100 email: [orders@chappleandjenkins.co.uk](mailto:orders@chappleandjenkins.co.uk) or order online

www.chappleandjenkins.co.uk

Bristol Beer Factory – contact: 07966 488025

Butcombe – Supply only Butcombe Beers, contact Becky Newall, becky@butcombe.com