



# RECOMMENDED PROCEDURES

## DAILY CLEANING PROCEDURES:

1. Bring tea dispenser to sink.
2. Drain tea from dispenser and rinse dispenser with warm water.
3. Fill dispenser halfway with warm water and add Sani-Tea (see below for quantity). Dissolve Sani-Tea completely.
4. Allow solution to soak for at least two minutes or overnight for heavily soiled equipment.
5. Using dedicated brush, make sure solution makes contact with all surfaces and scrub tea soil build up as necessary.
6. Drain solution through spigot and allow dispenser to air dry or rinse before immediately brewing tea.
7. After brewing draw one serving of tea and discard to re-season equipment.

## LOOSE PART PROCEDURES-FOLLOW ONCE A WEEK (i.e. brew basket, lid, and spigot)

1. Mix 1 packet of Sani-Tea in 1.5 gallons of warm water using sanitizing bucket or sink.
2. Remove and separate brew basket, lid, and spigot from dispenser.
3. Soak parts for at least two minutes or overnight for heavily soiled parts.
4. Allow parts to air dry.
5. Reassemble and attach to equipment.

## RECOMMENDED DILUTION AMOUNTS

1 packet (1.5 oz.) per 1.5 gallons (5.7 liters) warm water provides 100 PPM chlorine.

2 packets (3.0 oz.) per 3.0 gallons (11.4 liters) warm water provides 100 PPM chlorine.