

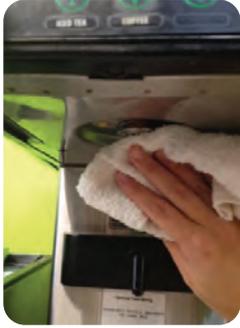


Cleaning Manual

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daily cleaning instructions

It is important to keep your brewing equipment clean and in good repair to maintain the quality of your iced tea and coffee.



STEP 1:

Wipe sprayhead area and entire outside surface of brewer with a clean, damp towel.



STEP 2:

Scrub, wash, rinse, sanitize Iced Tea brew basket. Make sure screen funnel tip is clean.



STEP 3:

Scrub, wash, rinse, sanitize coffee brew basket. Make sure to remove all coffee oils.



STEP 4:

Clean sprayhead, make sure holes are open and clear. Remove all coffee oils.



AIRPOT



STEP 1:

Open airpot by pressing button above dispensing nozzle.



STEP 2:

Remove brew stem. Pour out left-over coffee, and rinse pot.



STEP 3:

Open 1 packet URNEX cleaner and dump into airpot.



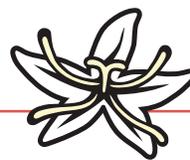
STEP 4:

Add hot water to activate cleaner. Scrub interior of urn with scrub brush and thoroughly rinse out urn.



STEP 5:

Scrub brew stem to remove stains. Run hot water through spout to clean out. Rinse thoroughly.



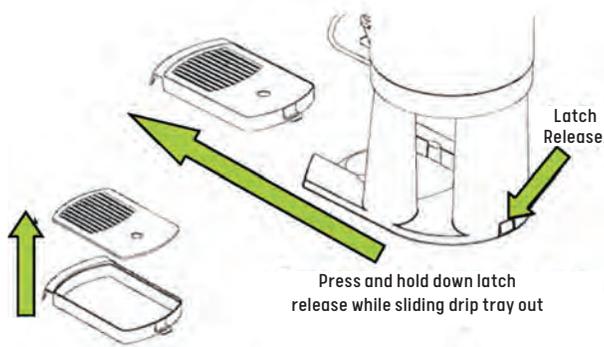
IMPORTANT

- **DO NOT** PUT AIRPOTS IN DISHWASER
- **DO NOT** SUBMERGE AIRPOTS
- AIRPOTS HAVE A **GLASS** INTERIOR, USE CARE AND CAUTION WHEN CLEANING
- **SAVE** OLD OR BROKEN AIRPOTS FOR RETURN TO KATZ COFFEE FOR A REBUILD

coffee Large Urn Maintenance. daily cleaning



COFFEE URN



STEP 1:

Remove drip tray by pressing latch release and pulling tray out. Remove grate from tray. Clean both pieces and set aside.



STEP 2:

Open faucet and allow coffee to drain directly into sink.



STEP 3:

Open lid by squeezing lid latch and pulling upward. Always squeeze lid latch to open and close lid. **Do not slam lid shut.**



STEP 4:

Remove brew funnel and wipe down with a damp towel. Run hot water through funnel, being cautious not to wet the digital display. **DO NOT SUBMERGE BREW FUNNEL!**



IMPORTANT

- **DO NOT SUBMERGE BREW FUNNEL**
- **DO NOT PUT URNS IN DISHWASHER**
- **DO NOT SUBMERGE URNS**
- **USE CARE AND CAUTION** WHEN CLEANING SO AS NOT TO DENT OR SCRATCH URN
- REMOVING BREW FUNNEL **RESETS** THE TIMER
- **USE CARE AND CAUTION** WITH PLASTIC COMPONENTS SO AS NOT TO CRACK THEM
- **DO NOT USE SOAP** ONLY USE URNEX

IF THE OUTSIDE (STAINLESS STEEL) OF DISPENSER IS WARM / HOT AFTER BREWING, YOUR DISPENSER IS LOSING HEAT AND NEEDS TO BE REPLACED.



STEP 5:

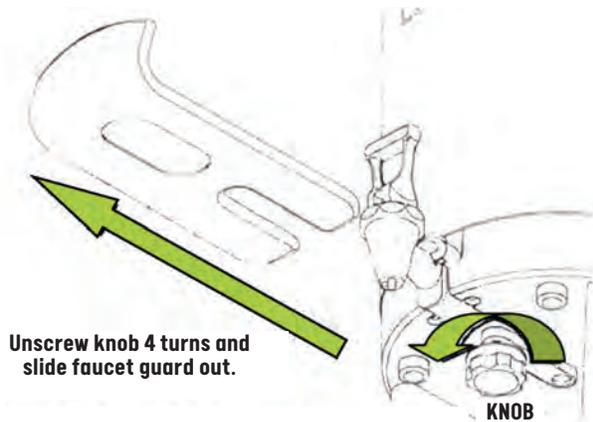
Open 1 packet URNEX cleaner and dump into urn.



STEP 6:

Add hot water to activate cleaner. Scrub interior of urn with scrub brush and thoroughly rinse out urn.

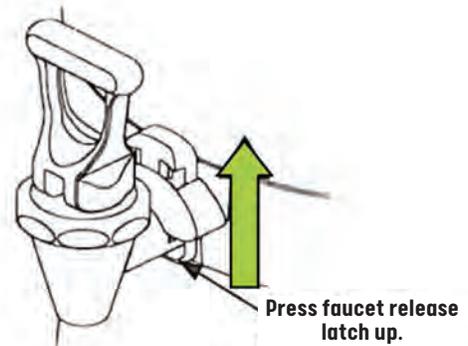
Large Urn Maintenance Continued...



Unscrew knob 4 turns and slide faucet guard out.

STEP 7:

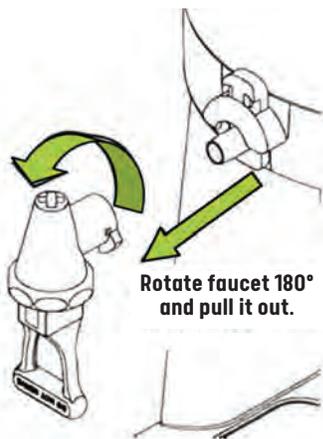
Remove faucet guard by turning knob to loosen. Clean and set aside. **DO NOT** use abrasives or it will scratch and damage faucet guard.



Press faucet release latch up.

STEP 8:

Remove faucet by pressing release latch upwards to unlock it.



Rotate faucet 180° and pull it out.

STEP 9:

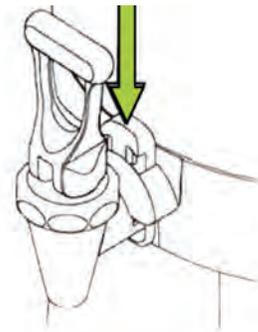
Remove faucet by rotating it upside-down and pulling off shank.



BE CAREFUL NOT TO LOSE THE 2 BLACK O-RINGS LOCATED IN FAUCET BODY

STEP 10:

Unscrew faucet handle from faucet body. Use bristle brush to scrub the faucet body.



STEP 11:

Reassemble faucet and reinstall onto urn. Be sure to click the release latch down to lock it into position. Reinstall faucet guard and drip tray.

WIPE DOWN EXTERIOR OF URN. MAKE SURE TO REMOVE ALL SPLASHES, FINGERPRINTS AND SMUDGES.

MAKE SURE LID AREA IS CLEAN AND FREE OF SOAP RESIDUE.

MAKE SURE DRIP TRAY IS PROPERLY ASSEMBLED: THE SMOOTH SIDE OF GRATE WITH FEET MUST BE FACING DOWN BEFORE INSERTED BACK ONTO THE URN.



iced tea daily cleaning



TEA URN



STEP 1:

Turn faucet counterclockwise and remove from dispenser. Unscrew faucet cap from faucet body and disassemble all faucet parts.



STEP 2:

Use bristle brush to thoroughly scrub the faucet body.



STEP 3:

Wash, rinse and sanitize all parts.



STEP 4:

We recommend soaking parts in sanitizer solution for 10 minutes to properly remove all bacteria.



STEP 5:

Remove faucet parts from sanitizer and rinse thoroughly. Allow to air dry overnight.



STEP 6:

Thoroughly clean the entire inside surface of the urn removing any tea stains. Rinse and fill with sanitizer solution.



STEP 7:

Use small bristle brush to clean all the way through the faucet shank, repeating several times.



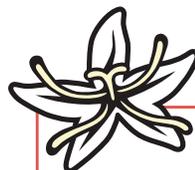
STEP 8:

Rinse urn thoroughly with clean water and allow dispenser to air dry overnight..



STEP 9:

In the morning, reassemble faucet and tea urn.



IMPORTANT

- **BE CAREFUL** NOT TO OVER-TIGHTEN FAUCET OR IT COULD BREAK
- **USE CARE AND CAUTION** WHEN WASHING URN, BE CAREFUL NOT TO BANG SHANK OR DENT URN
- **POOR HANDLING** OF URN WILL RESULT IN A LEAKY TEA URN

METAL SPRAYHEAD **DAILY**



STEP 1:
*Remove
sprayhead by
turning counter
clockwise*



STEP 2:
*Using short end of cleaning
key, poke all holes in
sprayhead and
turn 7 revolutions*



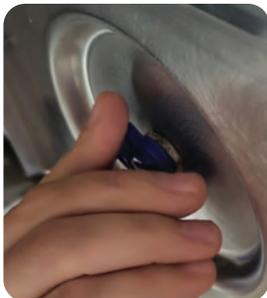
STEP 3:
*Using the long end
of cleaning key, poke
water outlet hole
and turn 7 revolutions*



STEP 4:
*Replace sprayhead
by turning clockwise*

sprayhead daily cleaning

PLASTIC SPRAYHEAD **WEEKLY**



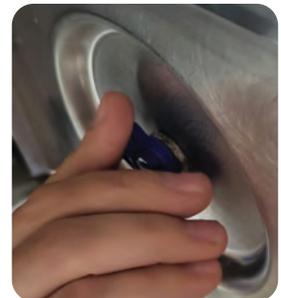
STEP 1:
*Remove
sprayhead by
turning counter
clockwise*



STEP 2:
*Using short end of cleaning
key, poke all holes in
sprayhead*



STEP 3:
*Using the long end
of cleaning key, poke
water outlet hole
and turn 7 revolutions*



STEP 4:
*Replace sprayhead
by turning clockwise*



ICED TEA FOOD SAFETY REQUIREMENTS

- Iced tea should be brewed at a minimum of 195°F for 3-5 minutes*
- Iced tea cannot be held longer than 8 hours*
- Iced tea cannot be refrigerated or kept overnight*
- Iced tea urns and faucets must be disassembled and sanitized everyday*

Failure to adhere to these policies can lead to or encourage the growth of microbial pathogens in the brewed tea that can result in causing food poisoning in humans.

set-ups for katz



**AIRPOT
SETUP**

85 OZ. AIRPOT

10 ct. 8 oz. cups or
7 ct. 12 oz. cups or
5 ct. 16 oz. cups



**LUXUS
DISPENSER
SETUP**

1 GALLON LUXUS DISPENSER

16 ct. 8 oz. cups or
10 ct. 12 oz. cups or
8 ct. 16 oz. cups

**LUXUS
& ICED TEA
SETUP**



1.5 GALLON LUXUS DISPENSER

24 ct. 8 oz. cups or 16 ct. 12 oz. cups or
12 ct. 16 oz. cups

3 GALLON TEA URN WITH CUP FILLED WITH ICE

64 ct. 12 oz. cups or 48 ct. 16 oz. cups or
38 ct. 20 oz. cups

Air Pot *label* placement

- Carefully remove old labels. You can save the label for re-use by sticking it to wax paper or using the backing off of your new sticker. It is important to remove any adhesive so it does not create wrinkles when the new label is applied.
- Use isopropyl rubbing alcohol to treat the surface before applying sticker. This will insure proper adhesion for long term use.



A.

Using a standard business card (2" x 3.5"), place card just underneath spout.



B.

Leaving backing on sticker, place sticker directly underneath business card to get an idea of placement.



C.

Keeping business card in place as a reference, remove backing from sticker and gently adhere working out any bubbles as you go.



D.

Once sticker is adhered properly, use your fingertips to go over the entire label pressing firmly.



FINAL LOOK

REPLACING YOUR LABELS

As labels go through normal wear & tear, they will start peeling or cracking.

Order more Airpot Labels with your next product order to keep your display looking clean and presentable.

Labels are semi-waterproof but not dishwasher proof. Do not use cleaning chemicals on label. Just wipe with warm water.

Fetco Luxus Urn *label* *placement*

- Carefully remove old labels. You can save the label for re-use by sticking it to wax paper or using the backing off of your new sticker. It is important to remove any adhesive, so it does not create wrinkles when the new label is applied.
- Use isopropyl rubbing alcohol to treat the surface before applying sticker. This will ensure proper adhesion for long term use. Make sure urn is empty & put the faucet handle down.
- Leaving backing on sticker, place sticker directly on top of the LUXUS logo to get an idea of placement. Lining up the top of the word with the top of your sticker. **(Picture A)**
- Remove backing from sticker and gently adhere, working out any bubbles as you go. Make sure LUXUS logo is completely covered by sticker **(Picture B)**
- Once sticker is adhered properly, use your fingertips to go over the entire label pressing firmly.



REPLACING YOUR LABELS

As labels go through normal wear & tear, they will start peeling or cracking.

Order more Tea Urn Labels with your next product order to keep your display looking clean and presentable.

Labels are semi-waterproof but not dishwasher proof. Do not use cleaning chemicals on label. Just wipe with warm water.

Tea Urn *label placement*

- Carefully remove old labels. You can save the label for re-use by sticking it to wax paper or using the backing off of your new sticker. It is important to remove any adhesive so it does not create wrinkles when the new label is applied.
- Use isopropyl rubbing alcohol to treat the surface before applying sticker. This will ensure proper adhesion for long term use.



A.

Use the corner of the handle as a guide.



B.

Place sticker directly below handle.



C.

Remove any bubbles and press firmly on all sides.



FINAL LOOK

REPLACING YOUR LABELS

As labels go through normal wear & tear, they will start peeling or cracking.

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