



Greenworks Water

Greenworks Water work to the following procedure:

- Health & Safety at Work Act 1974 – Sections 2,3, and 4
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 and Amendments 2003 and 2004
- British Standard 6700
- The Water Supply (Water Fittings) Regulations 1999 and Scottish Water Byelaws 2004.
- EU Directive 98/83/EC (Quality of Water intended for Human Consumption) Water Supply (Water Fittings) Regulations 1999
- EU Directive 89/654/EC
- EU Directive 02/96/EC (Waste of Electronic and Electrical Equipment)
- Where applicable, the relevant Local Authority Code of Practice

Filter Exchange / Sanitation / UV Exchange on a Customers Premises

- 1. All Greenworks Water engineers are qualified to EPDWA sanitation procedures.**
- 2. All Greenworks Water engineers conduct sanitation filter exchanges as follows.
All work is confirmed as per our service ticket.**

Prior to commencement of sanitation, all engineers must wash hands thoroughly and use one time use gloves.

Sanitation is a contractual requirement whereby the filters are exchanged and the pipe work and reservoirs of units are sanitised. Sanitation is carried out by chemical means.

Before arrival on site, ensure all equipment required to carry out sanitation are located in Sanitation bag, this should include all spares that may be required & company warning sign.

No jewellery except plain wedding band is to be worn and female operatives may only wear sleepers in pierced ears. No nail polish or strong perfume/aftershave is to be worn.

1. Notify the appropriate person of the service.
2. Place a “machine out of use” sign on the unit.
3. Disconnect the cooler from the electrical supply, where possible – See Point 7
4. Turn off the water supply to the machine using the in-line push fit blue tap at the rear of the machine or install rail.
5. Put on the one-time use disposable gloves.
6. Drain the machine, through both taps. (It may help to tilt the machine forward slightly).
7. On some models of machine (e.g. Cosmetal coolers) the power will need to be live in order to open the taps to drain the machine – ensure due diligence is taken turning machine off where possible.
8. Care must be taken that the hot element is not burnt out if power is left to the machine with no water present. Hot element can be turned off at time of sanitation – Remember to re commission.
9. Locate filter, positioning varies according to types of machine. On counter tops it is usually at the back alternatively it will be found inside the machine (either top, back or front).
10. Remove filter from filter housing. Twist filter and pull to remove from filter head. (Bag filter to ensure not reused and to prevent potential contamination).
11. Using dosing filter supplied, add 25ml of sanitation fluid and connect to existing.
12. Reconnect the water supply to the machine using the in-line push fit blue tap at the rear of the machine.
13. Drain through the machine 2 x 7oz cups of water from each tap to ensure sanitation fluid is dispensed through all pipe work.

14. Allow the sanitiser to work for 15 minutes.
15. While waiting, wipe over the POU machine using clinical wipes and one use cleaning cloths
16. Special attention must be taken at the tap areas and the drip tray should be cleaned – Dry all surfaces.
17. Check all parts i.e. Taps etc and replace all compromised parts where necessary.
18. Check all logos and advice stickers and replace where necessary.
19. After 5 minutes, turn off the water supply to the machine using the in-line push fit tap at the rear of the machine.
20. Drain the machine, through both taps.
21. Disconnect the push fit and reconnect the piping to the filter head.
22. Fit a replacement filter into the filter hosing. Ensure it has the installation date written on it. (The date the filter is fitted), along with Engineers initials.
23. Turn the water back on and allow the unit to fill.
24. Drain 3.5 litres of water from each tap. The unit has then been flushed through with a total of 7 litres of filtered water.
25. Carry out a taste check on the water, flushing more water through if required.
26. Check for leaks from the install rail onwards.
27. If the cooler has a UV bulb remove and exchange
28. Re-connect electrical supply.
29. Wait to check the machine is cooling and chilling.
30. Add serial number to service ticket and note location of shut off valve.
31. Remove disposable gloves.
32. Once satisfied machine is working advice customer the unit has been sanitised and filter exchange carried out.
33. Obtain a signed sanitation ticket.

As part of the sanitation visit Planned Maintenance is carried out. This includes.

1. Visual check of installation rail.
2. Manual check that all isolators work
3. Visual check on water block. (Fit vertically if currently horizontal).
4. Replace pipe work where necessary if showing signs of perishing.
5. Check wiring to power lead for signs of deterioration. Replace where necessary.

Reviewed On	By	Action Required	Next Review Date
Jul-07	DA	Review of Document, no update	Jul-08
Jul-08	DA	Review of Document, no update	Jun-09
Jun-09	DA	Review of Document, no update	Jun-10
Jun-10	DA	Review of Document, no update	Jun-11
Jun 11	DA	Review of Document no update required	Jun 12