

Summer-Ready Beverage Equipment Checklist

A.Pre_Season.Preparation.Guide.for.Ice.Machines?Soda.Dispensers?Slushie.Machines?and.Coffee.Equipment.in.Southeast.Foodservice.and.Retail.Operations

How to Use This Checklist

Complete this checklist before the start of summer - ideally by late April or early May across Florida, Georgia, Alabama, Mississippi, South Carolina, and North Carolina. Service availability tightens significantly as summer approaches. Tasks marked [STAFF] can be completed by on-site operators or managers. Tasks marked [VENDOR] require a qualified service technician. Use the service coordination log to track vendor scheduling and confirm all work is completed before peak demand arrives.

Location Information

Field	Details
Location Name / Address	
Primary Contact	
Primary Service Vendor	Vendor: Phone:
Target Completion Date	
Checklist Completed By	
Date Completed	

SECTION 1: ICE MACHINE PRE-SUMMER CHECKLIST

Southeast.summer.heat.is.the.single.greatest.threat.to.ice.machine.performance;.Ambient.temperatures.in.commercial.kitchens.regularly.exceed.76°F. at.those.temperatures.ice.production.slows.significantly.and.compressors.work.under.sustained.stress;.Complete.all.tasks.below.before.summer.arrives;

Environment and Placement (STAFF)

- ☐ Confirm adequate clearance around the machine - minimum 6 inches from rear wall, 12 inches on sides, 18 inches overhead
- ☐ Confirm no stored product, equipment, or clutter is blocking airflow around the machine
- ☐ Confirm the machine is not positioned directly adjacent to heat-generating equipment - ovens, fryers, dishwashers, grills
- ☐ Confirm the room housing the machine is serviced by air conditioning and maintains a temperature as close to 70°F as possible during operating hours
- ☐ Confirm no direct sunlight is hitting the machine during operating hours

Condenser Cleaning (VENDOR)

- ☐ Condenser coils cleaned - physical removal of dust, pollen, and debris from coil fins
 - ☐ Condenser fan blade condition inspected - no debris accumulation or damage
 - ☐ Airflow through condenser confirmed adequate after cleaning
- Condenser. condition. before. cleaning. noted; ☐ Light fouling ☐ Moderate fouling ☐ Heavy fouling

Water Filter (STAFF.or.VENDOR)

- ☐ Water filter replacement date confirmed - replaced if at or approaching service interval
 - ☐ Filter replaced before peak season regardless of calendar date if volume is high
 - ☐ Ice clarity and taste confirmed acceptable after filter replacement
- Filter.last.replaced; _____ Replacement.completed; ☐ Yes ☐ No

Sanitization (VENDOR)

- ☐ Ice bin cleaned and sanitized - all ice removed, bin surfaces cleaned and sanitized with approved solution
- ☐ Water distribution system sanitized - spray bar, water curtain, and distribution components cleaned
- ☐ Evaporator plate or grid inspected and cleaned
- ☐ All ice-contact surfaces returned to food-safe condition before resuming ice production
- ☐ Sanitization performed using food-safe ice machine cleaner - no household cleaners or bleach used on internal components

Operational Verification (STAFF)

- ☐ Machine confirmed producing ice at expected rate after service
- ☐ Ice confirmed clear, properly formed, and correct size
- ☐ Bin filling to normal level within expected timeframe
- ☐ No unusual noise from machine during operation
- ☐ No water pooling around base of machine
- Ice production rate appears: ☐ Normal ☐ Reduced - flag for vendor follow-up

SECTION 2: SODA DISPENSER PRE-SUMMER CHECKLIST

Summer heat raises incoming water temperatures and reduces carbonation efficiency simultaneously, producing warm, flat product that generates immediate customer complaints. Complete all tasks below before peak demand.

Deep Cleaning (STAFF or VENDOR)

- ☐ All nozzles removed and soaked in approved cleaning solution - mineral deposits and syrup residue removed
- ☐ Diffusers cleaned and confirmed unobstructed
- ☐ Splash plates and drip trays removed, cleaned, and reinstalled
- ☐ All syrup lines flushed and cleaned - no residue or off-odor
- ☐ Ice chute and ice contact areas cleaned and sanitized
- ☐ Exterior surfaces cleaned - no sticky residue around dispensing area

Water Filter (STAFF or VENDOR)

- ☐ Water filter inspected and replaced if at or approaching service interval
- ☐ Water flow rate confirmed normal after filter replacement
- ☐ No off-taste or odor detectable in plain filtered water after replacement
- Filter last replaced: _____ Replacement completed: ☐ Yes ☐ No

Syrup and Carbonation (STAFF or VENDOR)

- ☐ Syrup ratio verified - BRIX measurement taken and confirmed within specification for each flavor
- ☐ All flavors dispensing at correct ratio - no over- or under-syruped product
- ☐ CO2 tank level confirmed adequate for anticipated summer volume
- ☐ CO2 regulator settings confirmed correct - pressure within specification
- ☐ CO2 delivery schedule reviewed and adjusted for summer demand increase if needed
- ☐ Syrup delivery schedule reviewed and confirmed adequate for summer volume

Operational Verification (STAFF)

- ☐ All flavors dispensing at correct temperature - product confirmed cold
- ☐ Carbonation level confirmed acceptable - product not flat or over-carbonated
- ☐ All nozzles confirmed flowing at consistent rate - no restricted or inconsistent nozzles
- ☐ No unusual odor from any flavor
- ☐ Drip tray draining correctly - not overflowing during normal operation
- Product quality: ☐ All flavors acceptable ☐ Issues noted: _____

SECTION 3: SLUSHIE MACHINE PRE-SUMMER CHECKLIST

Slushie machines are among the most heat sensitive commercial beverage equipment. Refrigeration systems that maintain correct freeze consistency in spring can lose it entirely when Southeast summer ambient temperatures climb. Complete all tasks below before peak season.

Cleaning and Sanitization (VENDOR)

- ☐ Product bowls removed, cleaned, and sanitized - no residue from prior season product
- ☐ Agitators cleaned and confirmed operational
- ☐ Dispensing valves disassembled, cleaned, and reinstalled - no syrup or scale blockage
- ☐ Drip trays removed, cleaned, and reinstalled
- ☐ All product-contact seals inspected - no cracking, hardening, or deterioration
- ☐ Seals replaced where deterioration is present - do not carry worn seals into peak season
- ☐ Exterior surfaces and dispensing area cleaned and free of residue
- ☐ Condensation drainage areas inspected and cleared - Southeast humidity generates significant condensation on bowl exteriors

Refrigeration System (VENDOR)

- ☐ Condenser coils cleaned - pollen and debris season in the Southeast can load condensers significantly before summer arrives
- ☐ Refrigerant charge verified - system confirmed operating within specification
- ☐ System confirmed reaching and maintaining target freeze temperature
- ☐ Any refrigerant charge deficiency addressed before peak season - a marginal charge that holds in spring may not hold in July heat

Product Mix and Settings (STAFF or VENDOR)

- ☐ Product mix ratios confirmed correct for each flavor - incorrect sugar content affects freezing point regardless of refrigeration performance
- ☐ Freeze consistency confirmed at correct texture - not too liquid, not too firm
- ☐ Product reaching correct freeze consistency within expected timeframe after refill
- ☐ Machine settings confirmed correct for summer operating conditions

Operational Verification (STAFF)

- ☐ All bowls confirmed reaching and maintaining correct freeze consistency
 - ☐ Dispensing confirmed smooth - no unusual resistance or blockage at valves
 - ☐ No unusual noise from machine during operation
 - ☐ No condensation accumulating inside the dispensing area - exterior condensation normal, interior accumulation is not
 - ☐ Product confirmed free of off-taste or odor
- Freeze consistency: ☐ Correct on all bowls ☐ Issues noted: _____

SECTION 4: COFFEE EQUIPMENT PRE-SUMMER CHECKLIST

Southeast water hardness accelerates scale buildup in coffee equipment, and the iced coffee and blended beverage surge that summer brings peaks at exactly the time when unaddressed scale most affects brewing performance. Complete all tasks below before peak demand.

Descaling (VENDOR)

- ☐ Full descaling cycle completed on all water heating components - boiler, heating elements, and brew chamber
 - ☐ Descaling performed based on water hardness data and actual scale condition - not calendar interval alone
 - ☐ All rinse cycles completed before returning equipment to service - no descaling solution residue in water path
 - ☐ Spray heads and brew heads confirmed clear and flowing freely after descaling
 - ☐ For espresso equipment - group heads descaled and confirmed at correct operating temperature after service
- Scale accumulation before service noted: ☐ Light ☐ Moderate ☐ Heavy

Water Filter (STAFF.or.VENDOR)

- ☐ Water filter replaced - Southeast water conditions push filters to capacity faster than standard intervals suggest
- ☐ Water confirmed free of off-taste or odor after filter replacement
- ☐ Filter replacement date logged for next service interval
- Filter.last.replaced; _____ Replacement.completed; ☐ Yes ☐ No

Cleaning (STAFF.or.VENDOR)

- ☐ Brew heads and spray heads cleaned - coffee oil and mineral residue removed
- ☐ Group heads on espresso equipment backflushed and cleaned
- ☐ Portafilter baskets cleaned and confirmed free of blockage
- ☐ Steam wands cleaned and purged - milk residue removed from all steam ports
- ☐ Grinder hoppers cleaned - old coffee and oils removed
- ☐ Grinder burr chamber brushed out - accumulated fines cleared

Grinder Calibration (STAFF.or.VENDOR)

- ☐ Grind setting evaluated against extraction standard - Southeast humidity affects how coffee grounds behave and may require adjustment from spring settings
- ☐ Grind output confirmed consistent - no excessive fines or coarse particles
- ☐ Grind calibration adjusted if humidity-related extraction drift is detected

Iced Coffee and Blended Beverage Readiness (STAFF)

- ☐ Cold brew vessels cleaned and confirmed ready for increased summer volume
- ☐ Blender equipment cleaned and operational
- ☐ Ice supply for blended beverages confirmed adequate - ice machine pre-summer preparation directly affects blended coffee program reliability
- ☐ Staff confirmed trained on iced coffee and blended beverage recipes and procedures for summer menu

Operational Verification (STAFF)

- ☐ Brew cycle completing within normal timeframe after descaling
- ☐ Coffee dispensing at correct temperature - not lower than expected
- ☐ Brewed coffee confirmed free of flat, bitter, or mineral off-taste
- ☐ Espresso shots pulling at correct time and confirmed producing correct crema
- ☐ No error codes or unusual behavior from equipment after service
- Brew.quality; ☐ Acceptable ☐ Issues noted: _____

SECTION 5: WATER LINE AND FILTRATION CHECKLIST

Every.piece.of.beverage.equipment.depends.on.the.water.line.feeding.it; Water.line.issues.affect.all.downstream.equipment.simultaneously;

Water Line Inspection (VENDOR)

- ☐ All supply line connections inspected - no corrosion, leakage, or mineral buildup at fittings
- ☐ Flow rate at each beverage equipment connection confirmed within specification
- ☐ No unusual pressure drop across any beverage equipment water supply
- ☐ Flexible hose sections inspected - no swelling, brittleness, or discoloration

Filtration (STAFF.or.VENDOR)

- ☐ Filtration confirmed in place at every beverage equipment connection
- ☐ All filter cartridges replaced or confirmed within service interval
- ☐ Filter housing seals inspected and confirmed intact - no bypass around filter media
- ☐ Post-filter water tested for taste and odor - confirmed acceptable at each equipment connection
- Water.quality.notes; _____

SECTION 6: SERVICE COORDINATION LOG

Use this to schedule and confirm all vendor service before peak season. Do not leave vendor scheduling until June.

Equipment	Service Required	Vendor Scheduled	Scheduled Date	Service Completed	Completion Date	Open Items
Ice Machine	Condenser cleaning, sanitization, filter	☐ Yes ☐ No		☐ Yes ☐ No		
Soda Dispenser	Deep clean, filter, BRIX check, CO2 review	☐ Yes ☐ No		☐ Yes ☐ No		
Slushie Machine	Full clean, refrigeration service, seals	☐ Yes ☐ No		☐ Yes ☐ No		
Coffee Equipment	Descaling, cleaning, grinder calibration	☐ Yes ☐ No		☐ Yes ☐ No		
Water Lines / Filtration	Inspection, filter replacement	☐ Yes ☐ No		☐ Yes ☐ No		

All vendor service target completion date: _____

(Recommend no later than May 7th in Southeast markets)

Overall pre-summer readiness status:

- ☐ All equipment serviced and verified - ready for summer demand
- ☐ Service in progress - completion scheduled before peak season
- ☐ Open items requiring follow-up before season begins - see notes above