

**Tools required:** 2 clean dry cloths; cleaning brush; plastic knife; container of clean warm soapy water; container of clean warm rinse water; sanitizing agent approved by your company's head office; #2 Philips screw driver; a small container for holding screws

1. Turn off the dispenser.
2. Open the dispenser door.
3. Open the valve door.
4. Remove tanks or product cases.
5. Remove the catch tray (if applicable).
6. Remove the front panel by removing the 4 screws that attach the panel. Place the screws in a clean container.
7. Thoroughly wash and dry the front panel.
8. Remove the center screw that holds the metal valve insert in place (see Figure 1) and place in the container.
9. Remove the 2 longer screws at the upper corners of the valve assembly and place in the container. Make sure that you have a firm grip on the entire assembly because the spring may push the assembly forward when you remove the last screw.

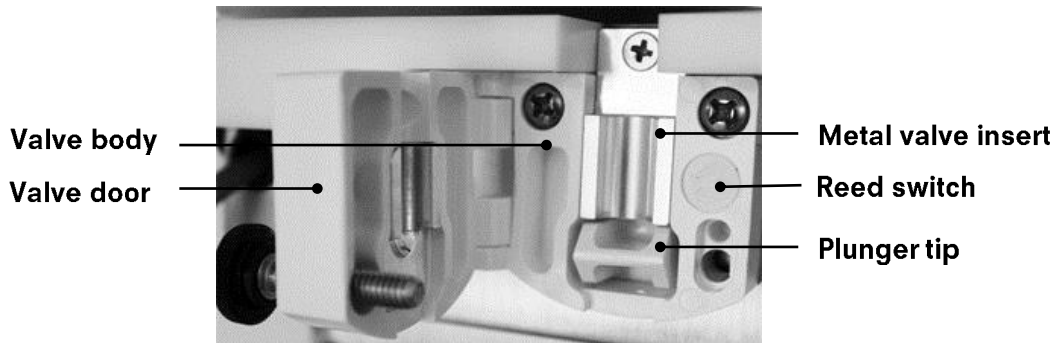


Figure 1

10. Gently take apart the valve assembly (see Figure 2) and drop the parts into a container of warm, soapy water. Be careful not to pull the wires that are attached to the dispenser. They are threaded through the valve body and spring retainer, so these pieces can't be removed completely. The valve body can only be moved the length of the thermistor and reed switch wires.

Note: For newer models, the wires are threaded through the valve body and the spring retainer. Remove these sensors from the valve body by pushing them forward so the wires can slip through the slots in the valve body. If your valve body does not have slots for the wires then the sensors must remain in place.

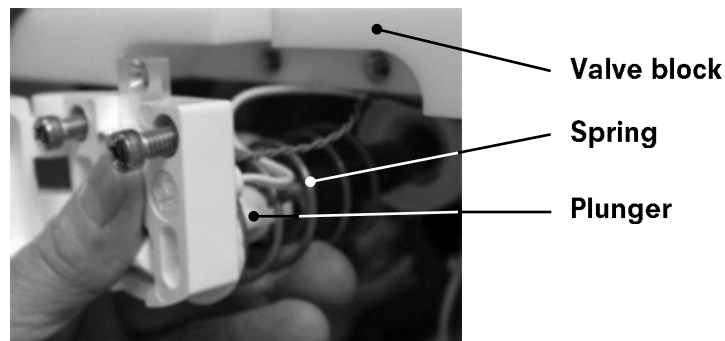


Figure 2

11. Clean all parts in warm soapy water: metal valve insert, spring, plunger, valve door, valve body, and spring retainer.

**If you have any questions or concerns while performing this procedure, please contact the SureShot Solutions Technical Assistance Center by phone at 1-888-777-9990 or e-mail at [service@sureshotsolutions.com](mailto:service@sureshotsolutions.com). Find other helpful information and videos on our website: [www.sureshotsolutions.com](http://www.sureshotsolutions.com).**

12. While cleaning the parts, examine the valve door and body to check the hinges. If you see any broken parts, replace these immediately. Broken hinges can result in over dispensing.
13. Rinse the valve parts thoroughly, then sanitize and air dry. Do not apply lubricant to the plunger shaft.
14. Clean the valve components connected to the dispenser by wires by dipping them carefully in clean, soapy water. Rinse in clean water then very carefully wipe dry with a clean, soft cloth.
15. Wipe the valve block with a clean, damp cloth.
16. Before you reassemble the valve, check to see if there is product buildup inside the solenoid (see Figure 3). If necessary, use a plastic knife and damp cloth to clean the area.

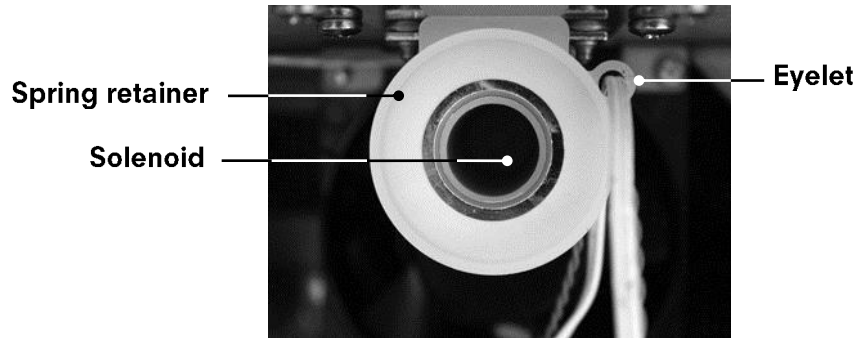


Figure 3

17. Put the spring retainer back onto the solenoid and reassemble the spring, plunger and valve body (see Figure 4).

Note: For newer models where the valve body has slots for the wires, insert the sensors into the valve body by routing the wires through the slots and pressing in place (if applicable). Put the spring retainer back onto the solenoid and reassemble the spring, plunger and valve body (see Figure 4).

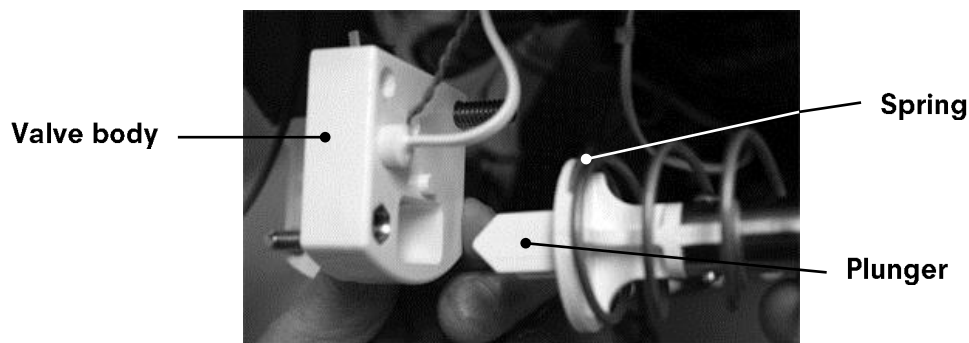


Figure 4

18. Attach the valve door to the valve body, align with the plunger and move it back into place.
19. Replace the 2 longer screws. Do not over-tighten.
20. Attach the metal valve insert with the small screw. Do not over-tighten.
21. Insert a piece of tubing in the valve.
22. Close the valve door and turn the thumbscrew until the door is snug.
23. Turn the dispenser on.
24. Push a product dispense button and listen for the valve door to open and close (you'll hear a click) to make sure that the valve is operating properly.
  - If the valve works, open the valve and remove the piece of tubing. Close the valve.
  - If the valve doesn't work, make sure the valve was reassembled correctly and that none of the wires were damaged or disconnected.

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## Instruction Sheet:

# Disassemble and Clean the Valve Assembly for Portion Control Dairy Dispensers

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25. Wipe the compartment clean.
26. Close the dispenser door.
27. Attach the front panel with the 4 screws.

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