



**MEMO**

**DATE:** 19.3.20

**DISTRIBUTION:**

Joule's Taphouses

## **Re: Temporary Site Closure Measures**

In the event of a Taphouse closure, we ask that you all take this advice seriously. If you have any additional concerns, please call your Operations Manager to discuss.

These are the Brewery guidelines for living on or off-site should there be a closure, forced or voluntary.

### Live In Premises

- Check all access points are secure, and intruder alarm is active.
- Complete a full line clean, fully flush with water and then open all taps to pull air into the python, turn off coolers and beer gas. Do not leave water in the lines.
- Contact the Brewery with stock levels and best before date of cask and keg so we can register this for credit should they go out of date.
- Check food stocks for perishable items / keep using personally or donate to charity/local food banks.
- You will still need to keep temperature logs for any food storage.
- If fridges are empty switch off and leave slightly ajar
- Secure spirits stock out of view
- Switch off all non-essential power to protect utility cost but leave a level of visibility that someone is on-site
- Keep heating on for frost protection purposes
- Take meter readings for own personal peace of mind
- Monitor car parks to ensure no long-term travellers decamp
- Flush water through the site every day to ensure no build-in bacteria, i.e. toilets
- Check drainage and sump pump activity daily
- Walk the site at least once a day, check all entrances and services
- Report any property issues; Joule's is currently only handling emergencies but logging all
- Nominate somebody close by to check in with for emergency/health purpose
- Email / text John Auld or Mark Regan daily to say all is good and your Covid-19 health

## Live out premises

- Check all access points are secure, and intruder alarm is active
- Complete a full line clean, fully flush with water and then open all taps to pull air into the, turn off coolers and beer gas. Do not leave water in the lines.
- Contact the Brewery with stock levels and best before date of cask and keg so we can register this for credit should they go out of date.
- Check food stocks for perishable items / keep for use personally or donate to charity/local food bank.
- You will still need to keep temperature logs for any food storage.
- If fridges are empty switch off and leave slightly ajar
- Remove stock and valuable from site
- Switch off all non-essential power to protect utility cost but leave a level of visibility that someone is on site
- Keep heating on for frost protection purposes.
- Take meter readings for own personal peace of mind
- Monitor car parks to ensure no long-term travellers decamp
- Flush water through the site every day to ensure no build-in bacteria
- Check drainage and sump pump activity daily
- Visit the site at least once a day, check all entrances and services
- Report any property issues; Joule's is currently only handling emergencies but logging all
- Have a neighbour act as your eyes and ears
- Nominate somebody close by to check in with for emergency/health purpose
- Email/text John Auld or Mark Regan daily to say all is good and your Covid-19 health

The Joule's Management Team