

SAFE STORAGE OF CHEMICALS DURING A SUSPENSION OF OPERATIONS

Foodservice – Hospitality – Laundry – Facilities
Pool and Spa – Water Filtration



Note: This document is not meant to cover all shutdown procedures. Every facility will need to follow their own protocols and may need to take additional steps outside of this document. Refer to product label for complete directions for use. Please refer to equipment manufacturer's instructions for shutdown procedures on any non-Ecolab equipment.

SHUTDOWN PROCEDURES DUE TO COVID-19

- In these unprecedented times, many businesses are temporarily shutting down operations to comply with government regulation or due to operational disruption.
- This guide is intended to help you safely clean and disinfect your property and safely store chemicals.
- For additional information on cleaning and disinfection, refer to Ecolab's "Customer Cleaning and Disinfection Guidance."
- This document is not meant to cover all shutdown procedures. Every facility will need to follow their own protocols and may need to take additional steps outside of this document.
- Refer to product label for complete directions for use.
- Refer to equipment manufacturer's instructions for shutdown procedures on any non-Ecolab equipment.
- Reopening will be discussed in a separate document.



Foodservice – Shutdown Procedures



SHUTDOWN PROCEDURES

1. Follow **STANDARD PROCEDURES** to ensure entire facility is cleaned, sanitized and **disinfected** properly.
2. Empty any chemicals from spray bottles in accordance with product label and triple-rinse with fresh water. Leave spray bottles open to air dry.
3. Ensure that all dispensing equipment is secure and functioning properly.
4. Drain the dishmachine wash tank and power off the machine.
5. Break down the dishmachine and clean/sanitize any removable parts in the 3-compartment sink. Leave parts to air dry.
6. Drain 3-compartment sinks and any other sinks (i.e, produce wash sink, bar sinks).
7. For locations with **Water Filtration** refer to the [Water Filtration Procedures](#).
8. Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). **Store only like chemicals together.**

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CONSIDERATIONS

- Provide Personal Protective Equipment (e.g., gloves, goggles/eye protection, masks) as directed by local and federal public health authorities for employees and infected individuals.
- Follow all guidance as directed by public health authorities.
- Check product labels and SDS for proper storage and safety information.

Hospitality – Shutdown Procedures



SHUTDOWN PROCEDURES

1. Follow **STANDARD PROCEDURES** to ensure entire facility (including all guest rooms) is cleaned and **disinfected** properly.
2. Remove all linen from the room to be laundered. See [Laundry Shutdown Procedures](#) for additional information.
3. Place housekeeping carts into storage and remove all items on the cart. Empty any chemicals from spray bottles in accordance with the product label and triple-rinse with fresh water. Leave spray bottles open to air dry.
4. Return any ready-to-use spray bottles to storage.
5. Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). **Store only like chemicals together.**
6. For locations with Pool and Spa refer to the [Pool and Spa Procedures](#).



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Laundry – Shutdown Procedures



SHUTDOWN PROCEDURES

1. **Process all dirty linen prior to shutdown.**
2. Empty all washers and dryers and leave doors open.
3. Clean out dryer lint traps. If HVAC systems or ventilation in the laundry rooms is shut off, then turn off the pilot light on the dryers.
4. Shut off water to the washers (hot and cold) if accessible and safe to do so.
5. Shut off power to the dispensers if accessible and safe to do so.
6. Turn down/off any water heaters.
7. Leave all laundry chemicals that are connected to dispensing equipment in place and ensure a proper connection. Do not stack these chemicals or manipulate the dispensers in any way.
8. Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). **Store only like chemicals together.**



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Public Spaces – Shutdown Procedures

SHUTDOWN PROCEDURES

1. Follow **STANDARD PROCEDURES** to ensure entire facility is cleaned, sanitized and **disinfected** properly.
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3. Ensure that all dispensing equipment is secure and functioning properly.
4. Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). **Store only like chemicals together.**
5. For locations with Pool and Spa refer to the [Pool and Spa Procedures](#).
6. For locations with Water Filtration refer to the [Water Filtration Procedures](#).



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Pool and Spa – Shutdown Procedures



SHUTDOWN PROCEDURES

1. Do NOT drain pools – in most cases it is safer and more cost effective to continue treating the water during a shut down period.
2. Maintain pump performance and keep water circulating to prevent stagnation.
3. Heater and chlorine set points may be lowered if desired (2 ppm).
4. Follow proper operation, maintenance, and **disinfection** guidelines (e.g., with chlorine and bromine) – this helps prevent additional expenditures upon reopening.

SPAS / HOT TUBS:

1. Small bodies of water can typically be drained in a safe manner – ensure the entire system, filters and lines are clear of water to prevent mold and biofilm build-up.
2. If spas/hot tubs are not going to be drained, follow the pool closure treatment guidelines.
3. Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). **Store only like chemicals together.**

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Water Filtration and Softening – Shutdown Procedures



SHUTDOWN PROCEDURES

Water Filtration:

- NO action needed upon shutdown.
- Filters can be left in place for **up to 4 weeks** during a shutdown.
- If after 4 weeks normal operations have not resumed, upon reopening, equipment with filtration should be put through standard Water Service Disruption protocols detailed in the Water Management Program which includes a system flush.
- During the system flush, filters should be removed and both hot and cold water lines should be flushed for a minimum of 10 minutes.
- Upon completion of the Water Service Disruption protocols, new filters should be installed. If possible, coordinate with your Ecolab representative 10-14 days ahead of anticipated reopening.

Water Softening:

- During an extended suspension of operation, keep water moving through the system by opening faucets and flushing lines weekly (even if operation is otherwise closed).
- For closures less than 4 weeks, force softener into regeneration if weekly flushing is not possible.
- If closure extends beyond 4 weeks, follow the accompanying startup directions to ensure the system is safe and ready to use.

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