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# Decommissioning a Standup 2.0

## Overview

This document is intended for Bevi technicians and other qualified personnel to provide step-by-step instructions on how to decommission the Bevi Standup 2.0

## Required Tools & Materials

- **3M Bypass Filter Plug**
- **Booster pump (with ¼" tubing)**  
**Part # 720-0006**
- **Water bucket**
- **Tube cutter**
- **Tape (ideal masking)**
- **Phillips screwdrivers**
- **Functioning CO2 Tank**
- **1 ⅝ Wrench for the CO2 Tank**
- **Pliers**
- **Towels**
- **Foam Pads**
- **Moving Blankets/Moving Dolly or Crate**



## Task 1: Call or email [support@bevi.co](mailto:support@bevi.co)

Please let us know what is happening with this Bevi so we can update records. Let us know the oMachine ID, customer, and where the unit is going (storage, new customer, return).



## Task 2: Turning Off Water

1. Locate the shutoff for the water source OUTSIDE of the Bevi machine and close\*
  - a. If using a FloJet pump, turn off and remove.
  - b. \*This could typically coming out from the wall or could be under the sink
2. Dispense still water from the Bevi for 10 seconds
3. Disconnect the water line on the back of the Bevi

## Task 3: Flush drinking water from the system

1. Er the Service Panel to open the door by selecting "Explore" and then "Service" on the Ingredients Screen
2. Either keep water filter in for this part OR remove and replace with the 3M Bypass Filter Plug by turning counterclockwise until secure. If no filter plug, will remove water filter at the end.
3. Ensure that a non-empty CO2 tank is still connected to the machine and its valve is open
4. Enter Troubleshooting Tools (Machine Alerts > Troubleshooting Tools)
5. Dispense still water until only droplets come from the nozzle.
6. Dispense sparkling water into a bucket until just CO2 gas
7. Close the CO2 tank valve
8. Dispense sparkling water for 10 seconds to depressurize the CO2 system
9. Disconnect the CO2 tank and secure CO2 hose with tape
10. Shut off the buffer tank valve through the access hole behind the filter →
  - a. The valve should be perpendicular to the feedline not pointing toward it

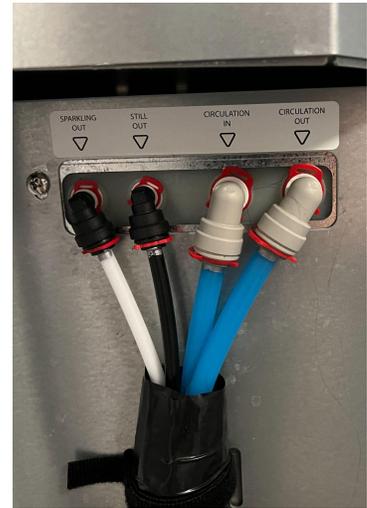




## Task 4: Drain the recirculation line (\*optional)

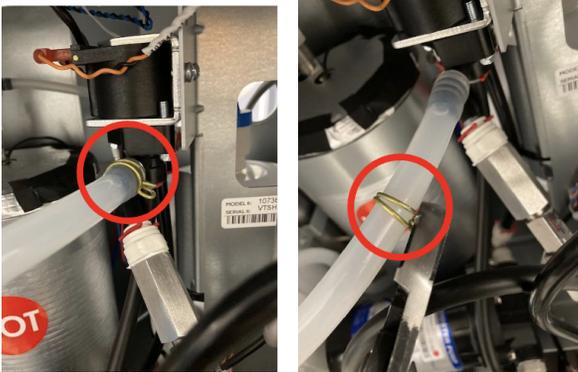
1. Disconnect still, sparkling, and two recirculation lines from the front of the chiller →
  - a. Remove the red retention clips FIRST
2. Lightly shake Recirc lines to remove about 100ml of water
3. Dispense still water for 5 seconds to clear additional water from the line
4. Reconnect still, sparkling, and recirculation lines to the front of the chiller exactly as pictured.

\*If unit will be sitting in storage for more than 6 weeks, do this step. Be careful to not damage the lines and connect back the way it was.



## Task 5: Start emptying the hot water tank

1. At the back of the machine, remove the center back panel (4 screws in corners)
2. Go to the plumbing shelf in the back of the machine and using pliers, slide the hose clamp off of the Manifold 2 barb and down the inlet hose of the heater



3. Carefully remove the inlet hose from the Manifold 2 barb
  - a. Brace the bracket as you remove the hose →
  - b. Twist the hose off as you pull



**CAUTION - WATER COMING OUT MAY BE VERY HOT**

4. Hold the open end of the hose down into a bucket →





**Note: Complete draining will take over 20 minutes. Helpful to empty into an empty 5 gallon jug and will fill up ¾ a way. Saves time on dumping water. Move on to the next step...**

## Task 6: Emptying the chiller ice bank

*Note: If you do not have an external pump see appendix.*

1. **Insert the inlet hose from your external pump into the chiller as shown in the photo →**
  - a. Be careful not to damage the sensor and
  - b. Make sure the tube travels down at least 7 inches
2. Power on the pump to drain ice bank
3. Once the water stops flowing, move the hose around to ensure all water is picked up
4. Turn off external pump



*Note: Some water (and maybe some ice) will remain in the chiller.*

## Task 7: Removing Concentrates and connectors

1. Disconnect all concentrate BiBs, no need to scan out if you are prompting the install wizard for next install.
2. Prime all flavors lines (under Troubleshooting + Flavors and Enhancements)
3. **Disconnect flavor connectors and rinse under running water→**
4. Prime all flavor lines (yes, again) to remove all flavor from the system
5. Unscrew and remove the filter if you haven't already.
6. Make sure flavor connectors are dried completely before putting back in box

*Note: If this machine is being stored, the sanitation procedure should be performed at this point.*



## Task 8: Complete hot water removal



**CAUTION - WATER COMING OUT MAY BE VERY HOT**

5. **Connect the pump inlet line to the heater hose** →
6. Turn on the pump to pull the remaining water from the heater
7. Shut off pump
8. Re-attach the heater hose to manifold 2 barb and clamp
9. Replace the lower back panel



### **Task 9: Prepare and Repackage Bevi for shipment**

1. Prepare the Bevi:
  - a. Power off the machine
  - b. Remove the power cable
  - c. Remove (or retain) drip tray store
  - d. Remove (or retain) base grate and store
  - e. Secure the CO2 hose with tape
  - f. Close door and ensure latched
2. Move the unit
  - a. Place a moving blanket on top of the unit
  - b. Place unit onto moving dolly if moving more than a few feet
  - c. When strapping to moving dolly ensure the unit is

### **Task 10: Please make sure the following are back in the accessory box and stay with the machine**

1. Power cable
2. Drip Tray (must be secure in a box, otherwise will bend)
3. Base Crate
4. Bib Connectors (rinsed and **dried thoroughly**, do not leave connected or in a wet bag).

### **Task 9: Repackage your Bevi for return to your warehouse (Also see [Document on Repacking](#)) or roll into custom wooden crate (and secure the foam pads with velcro).**

1. Place a moving blanket on top of the unit
2. Using assistance as required, safely place the Bevi unit onto the moving dolly



3. Place foam pads around the machine so that the strapping for the dolly is not in direct contact with the machine
4. Fasten the strapping and cinch down on the foam padding to secure the machine to the dolly

**NOTE: If you need alternative packing instructions, please visit [partners.bevi.co](https://partners.bevi.co) and search for Packaging a Bevi V2 unit for return to Bevi. A Bevi moving long distances should be packaged similar to the pictures below.**

**WARNING: DO NOT ROLL Bevi on existing caster as they are fixed and only intended to move in and out of resting place. Using Castors could cause them to break - or something like that.**



*As always, if you have any questions please feel free to contact our support team at [support@bevi.co](mailto:support@bevi.co).*

## APPENDIX

### Task 7b: Emptying the Chiller Ice Bank Without a Pump

1. Follow Chiller removal instructions found at [partners.bevi.co/remove](https://partners.bevi.co/remove) and replace documents for the chiller
2. Fully remove the chiller and lift to an available sink.
3. Slowly tip the chiller towards a sink until empty.  
**Warning - the chiller weighs greater than 50lbs when full - please use appropriate lifting procedure if you are emptying this way**
4. Reinstall the chiller with instructions in the Removal and Replacement Document