

EAIT Student Experience Operation & Cleaning Procedures

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Equipment List

- 1 x Popcorn machine
- 1 x Fairy floss machine
- 1 x 6 burner gas BBQ and cooking utensils
- 2 x Electric Bubble machines
- 2 x Esky's on wheels (85 litre)
- 3 x Trestle tables (1800mm x 750mm)
- 2 x Marquees (3m x 3m)
- 5 x Outdoor mats
- 10 x Purple bean bags

General Information

1. Our Team can supply equipment operating utensils, such as; saltshaker, scoop, oil scoop, BBQ tongs, BBQ brush and spatula.
2. We do NOT supply consumable ingredients with our machines most items can be purchased from local supermarkets or amazon. You will be responsible for purchasing all required supplies including:
 - [popping corn](#),
 - [coconut oil for cooking](#), (CAUTION: if you have an allergy to coconut oil, may use vegetable oil)
 - [sugar mix for fairy floss machine](#),
 - Paper popcorn serving bags
 - Fairy Floss serving sticks
 - Cooking oil for BBQ
 - Sauces and mustards
 - Disposable PPE (eg. gloves)
 - Machine cleaning items (eg. washing detergent, paper towel, disposable wipes).
 - [Bubble solution](#)

The popcorn machine will be mounted on its own trolley ready for use. The fairy floss machine is quite portable and should be mounted on a heat-resistant level surface. Both items have hot surfaces when in use, so CAUTION should be taken to not place machines in high traffic areas, near flammable items & avoid touching the hot surfaces with bare hands. Both Machines should be un-plugged from the power source & allowed to cool before undertaking cleaning. Take care to handle the main unit with care as it is made of glass and could break if roughly handled.

Popcorn Machine

Safety Instructions for Popcorn Machine

Read all the instructions before using your Popcorn Machine.

1. EXTREME CAUTION must be used when emptying the Kettle after popping action stops. The Kettle can reach temperatures up to 245° C (475° F)
2. DO NOT touch hot surfaces. Touching the Kettle directly will result in burns. Always use handles to operate.
3. Keep loose clothing and other flammable items away from the hot Kettle to avoid melting, combustion or burns.
4. Keep plastic bags or other containers not recommended for use away from hot Kettles to avoid melting, combustion or burns.
5. STEAM IS HOT. It is NOT recommended that you open the lid of the Kettle when in use or when hot. Escaping steam can BURN. Use only the Kettle handle to tilt the Kettle to extract any hot contents.
6. DO NOT use this appliance for anything other than the indicated usage.
7. The Popcorn Machine must be properly assembled before using it.
8. Only connect this appliance to an Australian standard power point.
9. Make sure ALL switches are in the "OFF" position after each use, disconnect power cord from the electric outlet before cleaning.
10. DO NOT immerse cord or plug into water or other liquids.
11. DO NOT operate the appliance with damaged cord or plug, malfunction or with any mechanical damages.
12. DO NOT move the Popcorn Machine during operation. Allow hot parts to cool down before moving or handling.
13. DO NOT add kernels into a dry pot (without oil). To avoid overheating, always have oil and kernels ready before turning on heat.
14. DO NOT place Kettle into a dishwasher. DO NOT immerse Kettle into water.
15. DO NOT place the unit on or near a gas or electric burner or near a heated oven.
16. DO NOT use in wet environments, near a swimming pool, ponds or hot tub/Jacuzzi.
17. KEEP CHILDREN well away from Popcorn Machine while in operation.
18. DO NOT use abrasive cleaning products or abrasive cloth or materials on any surface of this machine. Mild synthetic abrasive cloth may be used on inside of pot. Absolutely NO Steel Wool.
19. NEVER force any parts or brackets into position.

Instructions for Using the Popcorn Machine

It is important that the operator of this appliance should follow the instructions listed below carefully. Failure to do so may result in damage to the Popcorn Machine.

The Popcorn machine has its own trolley and should be kept on it during moving and operation of the machine.

Wipe over all internal surface of the Main Unit and inside of the Kettle (B), then hook the Kettle (B) onto the Hanger of the Main Unit (A). See Figure (A) & (B)



Figure (A)



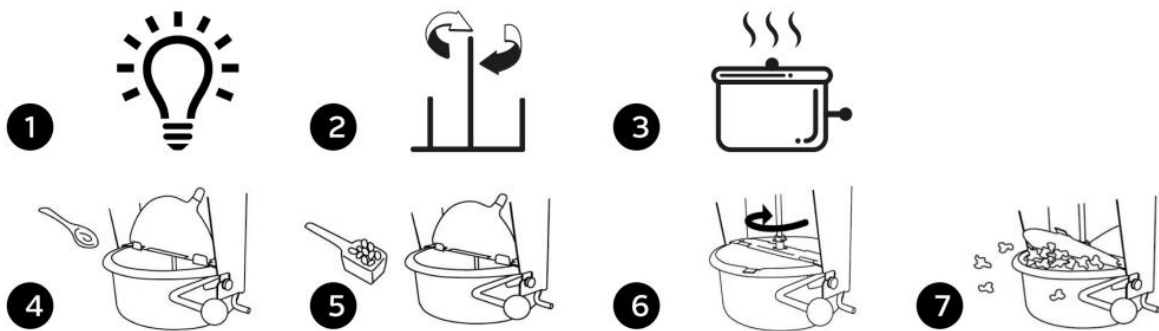
Figure (B)

The Main Unit (A) has three different switches with three different functions.

1. Switch on the Light (Figure 1) in the **Main Unit (A)**.
2. Spoon 60g (60mls) of coconut oil into the **Kettle (B)** (Figure 4).
3. Pour 225g of Popcorn kernels into the **Kettle (B)** and close the **Kettle (B)** Lid (Figure 5).
4. Switch on the Agitator and Heater (Figures 2&3).

5. The Agitator should begin to rotate (Figure 6).
6. Allow the oil to melt then add the correct measure (per instructions) of flavouring.
7. The Popcorn kernels should start to pop within a minute or two.
8. Popcorn will begin to spill out of the **Kettle (B)** onto the Heating Deck (Figure 7).
9. Switch off the Agitator and Heater (Figures 2&3) when the popping becomes less frequent.
10. Release the **Kettle (B)** from the Latch and pour the remaining Popcorn out of the **Kettle (B)** onto the Heating Deck.
11. Remove the plug from the power supply if the unit is not being used for a long time.
12. Repeat the above steps for more Popcorn.

Figure references 1 to 7



Batch Quantity for Popcorn:

- 1/3 cup (70mls) oil with 1 cup corn kernels (250g)

Maintenance and Cleaning for Popcorn Machine

Before cleaning your appliance please ensure that you have unplugged it from the power point and allowed it to cool down.

The Main Unit

- Clean the Frame with a damp warm cloth and diluted liquid detergent.
- Never use abrasive products or metallic brushes.
- Do not clean the appliance under flowing water.

- Do not immerse the appliance.

The Kettle

- Food residues or spots on the surfaces should be cleaned between batch cooking or at the end of use for that event. (make sure not to burn yourself as the unit could still be hot).
- Use a damp cloth for spot cleaning between cooking batches.
- At the end of your event please wait until all parts of the unit have become cold and clean with an appropriate, non-abrasive, cleansing detergent solution and soft clothes to thoroughly remove oil, salt & corn particles. Never submerge the Kettle (B) in water.

Fairy Floss Machine

Safety Instructions for Fairy Floss Machine

Do not use power boards or double adaptors to operate this machine.

1. The centre spindle will be hot during operation and just after use and may cause burns if contacted.
2. Do not touch the centre spindle with your hand when in use to prevent injury and/or damage.

Vibration and noise are normal during use.

3. After every half hour of use turn off all switches to allow machine to cool down for 15 minutes or so.
4. Use caution when using electrical appliance. Ensure all leads are free from breakage and check for exposed wiring.

Transport and Set Up

1. Note that the upper perspex cover, stainless steel bowl and machine unit can be separated for ease of transport.
2. Transport with care on a sturdy trolley, ideally strapped in to prevent damage.
3. Set up the machine on a stable, heat-resistant surface and in an area not likely to be affected by adverse weather or high walking traffic areas.
4. Ensure stainless steel bowl is clipped in as in pic (1) and Perspex cover is securely in position onto stainless steel bowl prior to use.



4 x Clips where the bowl attaches to the base.



4 x latches for base clips to attach.

Instructions for Using the Fairy Floss Machine

Samland Commercial Fairy Floss Machine

1. Plug the power cord into the power jack on side of machine & power point outlet.
2. Turn on the Power switch (2) and Heat switch (3) to let the machine run for 1-2 minutes, check machine operation is running steady.



3. Allow machine to heat up for 4-5 minutes.
4. Pour a scoop Pic (4) of sugar mix into the centre spindle. Centre spindle will be spinning.



5. The Floss will start forming in approx. 30secs - 1 min.
6. As the floss begins to appear in the bowl insert a stick through the opening in the Perspex cover and swirl around the bowl turning the stick at the same time to collect the floss. Remove stick when enough floss has been collected.
7. As floss is collected add single scoops of sugar and repeat the process (steps 4, 5, 6).
8. If machine is being used continuously for 1 hour, it should be paused for 20mins to avoid overheating the motor.
9. When having a break for no more than 10 minutes **turn heat switch off**. If the machine is not in use for more than 10 – 15 minutes turn the power switch off.
10. Ensure all the sugar mixture in centre spindle has been used, before switching the machine off.
11. If the heating head stops turning, turn machine power switch off, and clean/sweep away the burnt sugar inside with a soft cloth. Be cautious not to burn your hands.

Batch Quantities for Fairy Floss

- 1 cup (250g) sugar mix will make approx. 12 medium size fairy floss sticks.
- 2 cups (500g) will make approx. 25 medium size fairy floss sticks.

Maintenance And Cleaning for Fairy Floss Machine

1. Un-plug the machine & allow to cool down before you begin to clean it.
2. Remove the clear plastic dome from the bowl, then wipe out residual sugar and floss using a damp cloth.

3. Unclip the stainless-steel bowl from the base, use warm soapy water in a bowl to clean bowl and plastic Perspex cover. (remember this is just sugar and will easily dissolve in water)
4. Dry machine parts thoroughly with clothes.
5. Never pour water into the spindle. If you sugar has cooked onto spindle, please notify our team when you return the machine and we will attend to it.

Gas BBQ

Safety Instructions for using Gas BBQ

Preparing the Cooking Surface

It is recommended to coat the cooking surface with cooking oil before lighting as this will help keep the food from sticking to the cooking surface. Turn on the burners and leave them burning at a low temperature ("LOW") to preheat the cooking surface.

While Cooking

Flames caused by fat dripping from the food could damage the food, causing the food to burn easily. Remove excess fat from the meat if this becomes a problem. Removing the meat from the flames is also advisable. Always monitor your cooking and avoid leaving the BBQ unattended while cooking.

After Cooking

To turn the BBQ off, it is best to turn off the cylinder first, then allow all the gas remaining in the hose to burn off, this will only take a couple of seconds. Then turn off all burners.

Oil Cup

Oil cup must be cleaned regularly and checked each time before use. Always empty oil cup before each use. Overflow of the oil cup might cause serious burns or injuries. Never touch the oil cup until the BBQ and fat have cooled down completely.

Operating Instructions for BBQ

Lighting Procedure

Lighting the BBQ is easy but must be done with care. Please check the following before attempting to light the BBQ.

1. Make sure that the gas cylinder is securely attached to the gas hose of the BBQ.
2. Make sure the gas cylinder is filled.
3. Make sure the gas is turned on at the cylinder, or that gas is available to the BBQ.

4. Check that the end of each burner tube is properly located over each valve orifice.

Flame Thrower Ignition

This BBQ is equipped with automatic ignition, as indicated on the front fascia of the BBQ frame. It works by throwing a flame to the side of the burner to light.

1. Push the knob in and turn anticlockwise to the high position. You should hear and feel a click from the knob.
2. Hold the knob in until the burner ignites. If the burner does not light on the first attempt, return the knob to the "OFF" position and try a couple more times.
3. If the burner still does not light, wait a few minutes to allow the gas to disperse before trying again.

Manual Ignition

1. Place a lighted match or gas lighter (not provided).
2. Keep your hand below the bottom of the burner while doing this.
3. Turn the burner on.
4. You should see the burner alight.
5. Repeat to light the other burners.

Turning Off the BBQ

1. When finished cooking, leave the burners at the "HIGH" position up to 5 minutes so that remaining grease from the food will be removed.
2. When turning off the BBQ, close the supply from the gas cylinder first; this will allow the gas remaining in the hose to evaporate. This will only require a few seconds. The burners can then be switched off.

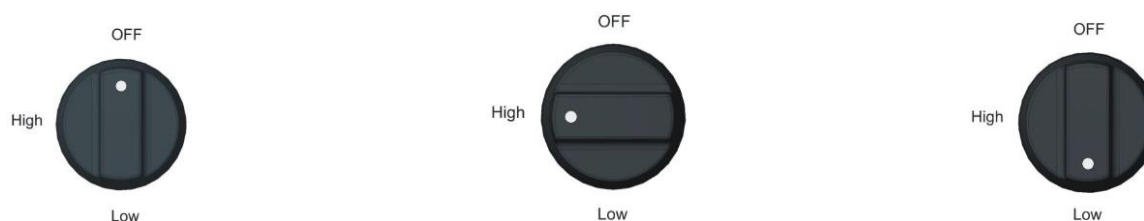
Controlling the Flames

The knobs have three basic positions. You can achieve any flame height between low and high by rotating the knob between these positions.

Burner Off

Burner on High

Burner on Low



Note: 'Blowback' is a situation where the flame burns inside the burner, towards the front, recognised by a sharp roaring sound coming from the burner. It is not dangerous unless allowed to persist. Should this occur, simply turn the burner off, wait a few seconds, and then relight.

Collection and Return of Gas Cylinders

Storage of BBQ gas cylinders is managed by EAIT Delivery Point, Level 1, Andrew N. Liveris Building (46).

When you complete the booking form in StudentHub please indicate that you will contact EAIT Deliveries to collect and return the gas cylinder from the secure storage cage. Contact hours for EAIT Deliveries are Monday to Friday 7am – 3pm.

Email: deliveries@eait.uq.edu.au

Cleaning and Caring for the BBQ

Cleaning and Maintenance of the Cooking Surface

1. Always ensure that the appliance has cooled down before cleaning.
2. Remnants of food and excess grease can then be removed using a wire brush and paper towels.
3. Turn BBQ back on and run at maximum heat for approximately 5-10 minutes is recommended after each use to clean the cooking surface.
4. Turn BBQ off, allow to cool, then recoat the plate with a thin layer of cooking oil for continued protection from rust.

NOTE: The cooking surface should be coated with cooking oil if the BBQ is not to be used for a period of time. Failure to do this will result in a layer of rust on the surface.

5. Wash all BBQ utensils and baking trays in warm water with mild detergent.
6. BBQ frame and cover should be washed with warm water and mild detergent to remove dirt and grease.

Important Information about the BBQ

- This product is for outdoor use only.
- Do not store or use gas cylinders on their side as this could allow liquid gas into the supply pipes with serious consequences.
- Leak test your BBQ before each use. Leak test the hose connections each time you reconnect the gas cylinder.
- Always turn off the gas at the cylinder when not in use.
- Only use hose supplied from the manufacturer.

You must have the correct gas cylinder, regulator and hose for BBQ to operate safely and efficiently. Use of an incorrect gas cylinder, regulator or hose is dangerous

Electric Bubble Machines

Safety Instructions for Electric Bubble Machines

1. Do not stop the bubble wheel by force, this will damage the inside motor.
2. Be particularly careful not to insert fingers etc. into the turning bubble wheel
3. Ensure machine is plugged into power supply. Ensure wires are in safe working order with no exposed wires.
4. Avoid bubble liquid coming into contact with power plugs.

Operating Instructions for Electric Bubble Machines

1. Put the bubble machine on a flat & firm surface, then carefully fill Bubble Liquid into the front side tank.

2. For proper output, make sure that the bottom bubble wheel rings are completely covered with liquid.
3. Do not fill too much liquid into the tank – stop 5 cm below tank top edge to avoid overflow & internal damage.
4. Only use the commercial Bubble Fluid – the machine CANNOT run with water only or other unqualified liquids.
5. Connect the power cable to a power point.
6. Switch the machine on via the housing backside on/off switch. The bubble wheel will start turning & blowing bubbles
7. When finished, disconnect power & remove all bubble liquid from the tank and rinse with warm water and wipe down with a soft, damp cloth.

Contact EAIT Student Experience Team

Collection & Return of Equipment from EAIT

- You will need to use your own trolley to collect the Fairy Floss machine and other bulky items from EAIT Student Experience team office in Hawken Building (50-C203, inside FYELC C201).
- Regular office hours 8:15am – 4:15pm. Collection outside these hours by prior arrangement with the team.
- Hired equipment MUST be returned cleaned and in working order with power cords, and any other utensils supplied by EAIT Student Experience for your event.
- EMAIL: studentexperience@eait.uq.edu.au
- PHONE: 07 3365 7873

Emergency Fire Extinguisher

Instruction for Operating a Fire Extinguisher

Refer to this demonstration of how to operate a portable fire extinguisher

<https://youtu.be/DQeAwADGi0M?si=DcL5XoyxNsxRJecx>

To use a fire extinguisher, follow the four-step PASS method:

1. Pull the pin,
2. Aim the nozzle at the base of the fire,
3. Squeeze the lever slowly and evenly, and
4. Sweep the nozzle from side to side.
5. Always stand a safe distance away, with an exit behind you, and be prepared to evacuate if the fire grows or you cannot extinguish it

By proceeding with a request to book you are confirming you have read and understand all operating and safety procedures involved while using the EAIT Hire Equipment.
Click the button to complete the booking form.

[Click to Book](#)

