



## K-3500™/ K3000SE CLEANING & START-UP PROCEDURE

This procedure demonstrates how to properly clean and sanitize the Keurig® K-3500™ & K3000SE brewer.

*This procedure should take approximately 30 minutes.*

### Tools Needed

- ◆ Keurig® K-Cup® U[ a Deep Cleaning Kit (if available)
- ◆ Large bucket or container
- ◆ Available sink
- ◆ Slotted screwdriver

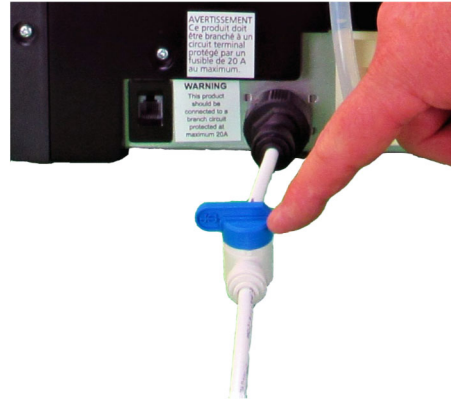


## Disconnecting & Draining

Turn power switch to O position  
and unplug from outlet



Turn 90 degrees to **OFF** position  
and disconnect water line to brewer



Lift handle and eject any used  
K-Cup® pods that may be present



Open front door and remove disposal bin



## Draining & Removing Parts

Carefully drain water from brewer using a large water-tight container or the disposal bin



Lift and remove drip tray



Pull tabs back and remove K-Cup® pod holder from pivot



Remove K-Cup® pod holder from puncture mechanism



## Disconnecting & Removing Parts *cont.*

Carefully use screwdriver to detach one side of the pivot

**NOTE:** The pivot removal is optional as it can be cleaned & sanitized in place



Remove pivot from puncture mechanism



## Cleaning & Sanitizing

~~Place~~ Place all removed parts into large container as shown below

Clean & sanitize parts using prepared solutions as described on page 6





## Cleaning & Sanitizing *cont.*

Use a disinfectant wipe on exterior of brewer **ONLY**



Wipe interior of the puncture mechanism with a clean cloth  
dipped in Urnex® Complete Café sanitizer  
*If available, Urnex® Café Wipz can be used*

**CAUTION**  
**Sharp Needle**



# Cleaning & Sanitizing Procedure



## Cleaning Solution

1. Prepare solution by adding 8 oz (240 ml) of Urnex® Rinza concentrate to 1 gallon (3.5 L) of warm tap water  
(or equivalent dilution)
2. Mix well and use immediately
3. Soak removed parts for 30 minutes in solution  
*If parts could not be removed from the appliance, then add cleaning solution to a soft cloth and use it to coat appliance parts and let sit for 30 minutes*

## Sanitizing Solution

1. Prepare solution by adding 0.5 oz (15 mL) of Urnex® Complete Café concentrate to 1 gallon (3.7 L) of warm tap water
2. Mix well and use immediately
3. Soak parts in solution for 1 minute  
*If parts could not be removed from the appliance, then add sanitizing solution to a soft cloth and use it to coat appliance parts and let sit for 1 minute*
4. Remove parts from solution and allow to drain and dry completely  
Do **NOT** rinse or apply water.  
*If parts were not removed from the appliance, wipe with a clean soft cloth and let air dry*

## Sanitizing Spray for Machine Surfaces (as needed)

1. Prepare a solution of 4 mL of Urnex® Complete Café Sanitizer to 1 L of water in a spray bottle
2. Spray exterior surface of appliance and allow solution to remain on surface for 1 minute
3. Wipe away with clean cloth and allow to fully air dry

## Urnex® Café Wipz

These can be used to wipe down any components of the brewer that cannot be easily removed

## Urnex® Cleaning Pods

These can be used during cleansing brews to clean the bottom of the pod holder and exit needle

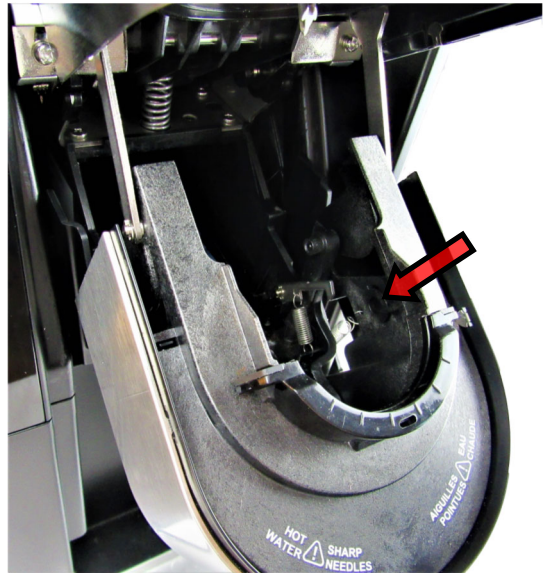
## Re-assembly

### Pivot Install

#### Pivot



1. Locate the holes on either side of the puncture mechanism



2. Lower pivot into puncture mechanism and start on one side



3. Use screwdriver to help lock the pivot into place



## Re-assembly *cont.*

### K-Cup® Pod Holder Install

**K-Cup® pod holder**



Example of K-Cup® pod holder and pivot installed together



1. Lower K-Cup® pod holder and snap into pivot to lock it in



2. Following install, check for free movement



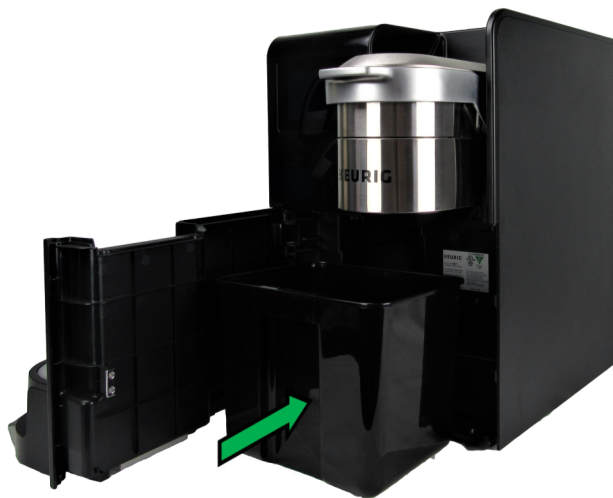


## Re-assembly *cont.*

Re-insert drip tray



Open main door and re-insert disposal bin

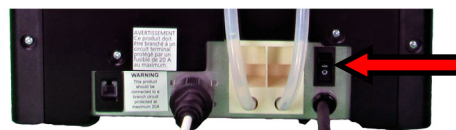


## Running A Cleansing Brew

Re-connect water line and turn valve **ON**  
**Check thoroughly for any leaks**

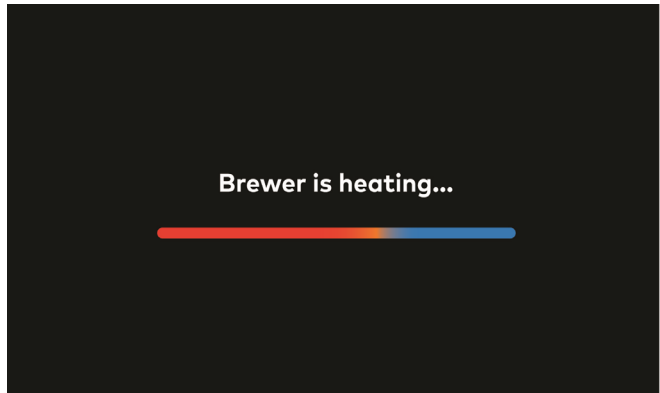


Plug power cord into a grounded outlet  
and turn power **ON**



## Running A Cleansing Brew *cont.*

Allow brewer to fill and heat  
(approximately 3 minutes)

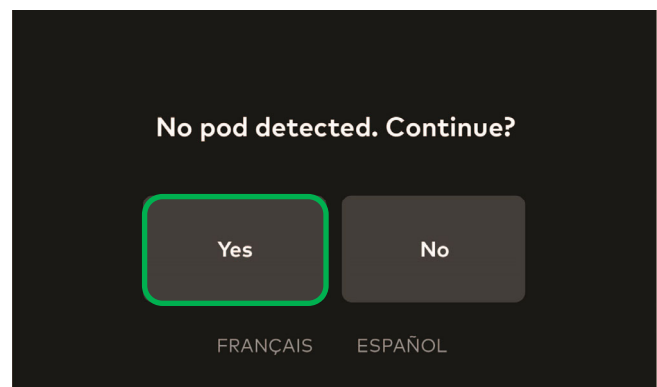


## Running A Cleansing Brew *cont.*

Lift and close handle  
Do **NOT** insert a K-Cup® pod



Press **Yes** to continue



## Running A Cleansing Brew *cont.*

Select **Rinse**



Run **five** cleansing brews in total



If available, an Urnex® Cleaning Cup can be used in place of one of the cleansing brews



Your K-3500™ brewer is now ready to use



**Procedure Complete!**

If you have any questions, please contact Keurig® Commercial Technical Support: 888-287-2739 option 5