

## Extraction Room Induction Summary

### Set-up (pre unloading honey boxes)

1. Park your vehicle beside extraction room. Close gates (cows)!
2. Open barn double doors.
3. Go to lockbox to get key for extraction room and clubroom front door (portaloo located in apiary and first aid kit with EpiPen located in clubroom beside door to apiary).
4. Check generator fuel tank is full.
5. Start generator (use choke for 5 seconds then turn choke off).
6. Check the water pump switch is on (located between the extraction room and clubroom). If water trickles out of taps it means the water pump switch is off.
7. Turn the tap on the gas cylinder on (located between the extraction room and clubroom). If you run out of/don't have hot water it means the gas cylinder is empty so change the gas cylinder.
8. Enter extraction room, light switch on left hand side.
9. Open windows and roller screens. Be gentle.

### Station 1: Documentation Bench

1. While your hands aren't sticky, fill out:
  - Harvest Declaration form (found in plastic sleeves on wall) + label honey sample pot (found in plastic container under bench) with your name, registration number and date.
  - Tutin test form + label tutin test pot (both found in plastic container under bench) with your name, date, registration number.
2. Note:
  - Cleaning colour code: Red = benches, Blue = floor.
  - PPE, apron, shoe covers, hair covers and gloves are found in plastic container under the bench.
  - Observe the 5 stations and familiarise yourself with their setup and food-grade standard of cleaning, then gather photos and store them inside the PPE plastic container to stop them from getting dirty.
  - Select your preferred uncapping utensils and cleaning scrapers (hot knife (difficult to master), cold knife, roller pricker, scratcher (easier option)). Store unneeded tools inside the PPE container to stop them from getting dirty.
3. Begin unloading honey boxes.
  - To keep bees out of the extraction room, keep doors closed and put covers on honey boxes at all times. Use the bee-friendly vacuum to suck up live bees and release them outside.

### Station 2: Uncapping Bench

1. Put your own buckets under uncapping sinks since you'll be taking your cappings home with you and don't want to be transferring them into another bucket.
2. Remove capping from frames using your preferred utensils.

### Station 3: Extractor

1. Load the extractor using an even number of frames per cycle. Load pairs of equal weight frames into the baskets exactly opposite each other.
  - Always a challenge to balance, start with a lower number of frames per cycle and perfect your technique before trying larger loads. The extractor will almost always shake but if the shake gets too violent stop the extractor and rearrange the frames to rebalance, or reduce the number of frames.
  - Always have a small bucket under the extractor outlet tap to catch honey drips (especially after the tap has recently been closed) otherwise you will track honey around making the floor slippery and harder to clean.

### Station 4: Filter Sock Bench

1. Once the extractor has finished its cycle, drain honey via outlet tap into a bucket with a honey gate (tap). Lift bucket onto bench (placing a second gated bucket underneath it) and open gate so honey drains into the filter sock (on the circular frame attached to the bench) and into your second bucket in preparation for filling jars. Take your honey and tutin samples from your second bucket. If you take several small samples at stages of this process you get a good, single representative sample of your entire bucket.
2. Take your time when jarring honey as this is the most satisfying part of the process but requires patience. Stop before any foam at the top of the bucket starts entering the jar (as it spoils the honey's appearance). Since foamy honey is still good honey to eat, save it for home use by adding it to your capping bucket.

### Station 5: Clean-up Bench

1. Load empty frames and boxes onto your vehicle along with buckets/jars of honey.
2. 'Waterblast' wax off your utensils using the yellow hose and very hot water.
3. Put hot water in the sink or bucket, add dishwashing liquid, wash your utensils and honey buckets (+ any clubroom kitchen crockery and utensils you used) and then dry with your clean tea towel.
4. Put hot water and cleaning product in a bucket and use a red cloth and 3M green Scotch-Brite to clean benches, extractor outlet tap and extractor exterior. **Leave the extractor interior wet with honey i.e. don't clean it.**
5. Clean the walls starting from the top and working down. Ensure you clean the walls behind the white trays and under the benches too.
6. Sweep the floor and pick up the debris. Scrub the floor with the long wooden handle brush using plenty of hot water and cleaner. Squeegee the floor to move water toward the drain. Dry the floor with the mop (don't use the mop to clean the floor as it'll clog with wax and dirt).
7. Leave a small bucket under the extractor outlet tap.
8. Clean the sinks, taps and door handle.
9. Remove rubbish bag and replace it with a new one (found in the clubroom kitchen area). Take your rubbish away.

### Lock-up

1. Close windows and put roller screens down. Be gentle.
2. Put all utensils back to original position (see photos). Put photos back on their bench stations.

3. Turn taps off. Put yellow hose in the sink.
4. Fill out [this 'Rate the Room' form](#) (so the committee can monitor the food-grade standard of cleaning + monitor if/when things need replacing).
5. Turn off lights. Turn off gas cylinder. Turn off generator. Lock all doors you unlocked. Keys back in the lockbox. Gates closed.
6. Now take a slow deep breath and exhale. Good job!

### **Troubleshooting**

1. Can't lock/unlock extraction room door. Turn the key two full turns.
2. Generator is running rough/coughing and spluttering. Either the choke is left on too long or the choke has been taken off too soon, so adjust the choke.
3. No water pressure. The water pump switch is off so turn it on (located between the extraction room and clubroom).
4. No hot water. The gas cylinder is empty so change the gas cylinder (located between the extraction room and clubroom).
5. No water in yellow hose. Turn the little black wall-mounted tap on (follow the hose back to the wall).
6. Can't lower the blinds. Pull the cord horizontally (not vertically) away from the wall at the point where cord goes into the retractor.
7. Can't find the apiary door key. It's located to the left of the apiary door, hanging on a nail beside the first aid kit.
8. Can't relock the apiary door. The deadlock gets caught in the face plate of the lock and needs to be lined up before closing the door. Use the key to push the deadlock slightly proud of the face plate of the lock then gently close the door and turn the key. If it still doesn't lock, open the door and reposition the deadlock again i.e. slightly proud of the face plate of the lock.