



How To Maintain Your Cold Bottled Water Cooler

Here are the simple steps you can follow to make sure your cooler is clean and ready to receive the bottled water provided by your bottled water company. If you have any questions about these steps or about your water quality, please feel free to contact your bottled water supplier.

Cold water cleaning procedure using bleach (warning: do not use bleach for units with hot tanks: use the hot water cleaning procedure only). The suggested minimum frequency for cleaning is every six months to ensure proper sanitation of your water cooler.

Before you begin cleaning the reservoir of your water dispensing equipment, have the following suggested items handy:

- 1) Clean rubber gloves
- 2) Paper towels or other clean, dry cloths or towels
- 3) Clean dish type scrub brush, with a long handle to help you reach the bottom of the reservoir
- 4) Plastic scrubbing pad. **Never use steel wool, Brillo or other abrasives on your reservoir!**
- 5) Measuring spoon, one teaspoon volume
- 6) Calibrated container, e.g. 8 litre (2 gallon) pail.

Step One: The most convenient time to clean your cooler is when a bottle is empty. **UNPLUG THE CORD, IF THE COOLER IS ELECTRIC.** If there is an empty bottle on top of the cooler, carefully lift off the bottle and store it away. If there is still water in the bottle, make sure that you cap the bottle or cover the bottle top to keep dirt or debris from falling in the bottle.

Step Two: Once you have removed the bottle, check to see if there is a removable baffle. If there is, remove it. If the cooler is electric, check for a plastic top and then remove it.

Step Three: At this point you should be able to see into the reservoir. If there is still water remaining in the cooler, drain it out. You can save the water for future use if you like.

Step Four: Prepare a cleaning solution in the calibrated container at a concentration of one teaspoon per 4 litres (gallon). The minimum volume prepared should be 4 litres (1 gallon); some cooler reservoirs may require a larger volume.

Step Five: Fill the reservoir with the prepared solution.

Step Six: Wearing clean rubber gloves, use the scrub brush to clean the inside of the reservoir with the cleaning solution. Rewet the same brush, scrub the baffle and place it upside down in the reservoir, clean the faucet(s), body, handle(s), and outlets.

Step Seven: Let the cleaning solution stand in the reservoir for five minutes.

Step Eight: Rinse and dry the baffle, drain all the cleaning solution from the cooler through the faucet(s), and replace the baffle in the reservoir. Using clear, clean water, rinse the reservoir thoroughly, draining water through the faucet(s) several times until there is no evidence of a chlorine taste and/or odor. Replace the plastic top. Plug the cooler back into the electrical outlet, and allow at least twenty minutes for the water to reach the appropriate temperature.

Now you can dry the outside of your cooler if necessary, and place a clean, full bottle of water on top. If you have followed these steps, you'll now have a clean cooler. And, you've taken an active role in preserving the quality of the equipment you use to dispense your bottled water.

You Are An Active Partner With Your Bottled Water Company

The bottled water company you have chosen follows very stringent federal regulations to provide you water and coolers/dispensers that are of the highest quality. Once you receive the bottled water and related equipment, you enter into a unique partnership with your bottled water company. That partnership allows you to take an active and vital role in maintaining the high quality of these products.

The cleaning steps will help you to keep your ceramic dispenser and electric water coolers sparkling clean. This will allow you to maintain the high quality standards initiated by the manufacturer.



How To Maintain Your Hot Bottled Water Cooler

Here are the simple steps you can follow to make sure your cooler is clean and ready to receive the bottled water provided by your bottled water company. If you have any questions about these steps or about your water quality, please feel free to contact your bottled water supplier.

Hot water cleaning procedure for all models is as follows. (*PLEASE NOTE: Use only this cleaning procedure for units with hot tanks, cold cooler maintenance vary from hot tank procedures*). The suggested minimum frequency for cleaning is every six months to ensure proper sanitation of your water cooler.

Before you begin cleaning the reservoir of your water dispensing equipment, have the following suggested items handy:

- 1) Clean rubber gloves
- 2) Paper towels or other clean, dry cloths or towels
- 3) Clean dish type scrub brush, with a long handle to help you reach the bottom of the reservoir
- 4) Plastic scrubbing pad. **Never use steel wool, Brillo or other abrasives on your reservoir!**
- 5) Clean, boiling water

Step One: The most convenient time to clean your cooler is when a bottle is empty. **UNPLUG THE CORD, IF THE COOLER IS ELECTRIC.** If there is an empty bottle on top of the cooler, carefully lift off the bottle and store it away. If there is still water in the bottle, make sure that you cap the bottle or cover the bottle top to keep dirt or debris from falling in the bottle.

Step Two: Once you have removed the bottle, check to see if there is a removable baffle. If there is, remove it. If the cooler is electric, check for a plastic top and then remove it.

Step Three: At this point you should be able to see into the reservoir. If there is still water remaining in the cooler, drain it out. You can save the water for future use if you like.

Step Four: Pour boiling water into the cooler to fill the reservoir. **ALWAYS BE CAREFUL NOT TO SPILL THE BOILING WATER ON YOURSELF!**

Step Five: Let the cooler sit with the hot water in the reservoir for a minimum of three minutes.

Step Six: Wearing clean rubber gloves, use the scrub brush to clean the inside of the reservoir with the hot water. Rewet the same brush, scrub the baffle and place it upside down in the reservoir.

Step Seven: Drain out the water, pour more boiling water into the cooler. Now, clean the faucet(s), body, handles and outlets with hot water. Running the boiling water through the faucet(s) will help to clean the faucet and connecting hardware. **REMEMBER, ALWAYS BE CAREFUL NOT TO SPILL THE BOILING WATER ON YOURSELF.**

Step Eight: Rinse and dry the baffle, drain all the cleaning solution from the cooler through the faucet(s), and replace the baffle in the reservoir. Using clear, clean water, rinse the reservoir thoroughly, draining water through the faucet(s) several times. Replace the plastic top. Plug the cooler back into the electrical outlet, and allow at least twenty minutes for the water to heat back up and/or cool back down.

Now you can dry the outside of your cooler if necessary, and place a clean, full bottle of water on top. If you have followed these steps, you'll now have a clean cooler. And, you've taken an active role in preserving the quality of the equipment you use to dispense your bottled water.

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The cleaning steps will help you to keep your ceramic dispenser and electric water coolers sparkling clean. This will allow you to maintain the high quality standards initiated by the manufacturer.