

WATER COOLER CLEANING KIT

PROCEDURE

- 1 Disconnect water cooler from power supply and remove bottle.
- 2 Remove coolers' non-spill lid. Remove baffle assembly from reservoir. Spray the baffle component with cleaning solution and place in draining bucket or kitchen sink. Use scouring pad and sponge to wash components. Rinse thoroughly with fresh water.
- 3 Drain water from reservoir via the water coolers' cold tap. (On hot and cold coolers, it is not necessary to apply solution to hot tank. Simply drain the hot reservoir via the hot tap.)
- 4 Spray cleaning solution uniformly on reservoir surface. Allow a full contact time of 10 minutes.
- 5 Gently agitate cleaning solution in reservoir with non-abrasive sponge/scouring pad.
- 6 Remove tap. Spray cleaning solution into tap outlets. Clean tap outlets by inserting pipe brush in and out of tap outlet with a circular motion.
- 7 Disassemble taps. Spray cleaning solution inside and outside of taps. Using the pipe brush, clean the inside of the taps. Rinse the taps thoroughly.
- 8 Reassemble taps and screw back onto cooler making sure they are finger tight.
- 9 Rinse the reservoir of all traces of cleaning solution. Flush the reservoir several times via both taps using fresh water. On hot and cold coolers, it is necessary to flush the hot reservoir with fresh water several times via the hot tap.
- 10 Thoroughly rinse non-spill lid and baffle assembly with fresh water and dry with a clean towel. Reinstall components in the water cooler.
- 11 Clean the exterior of the cooler with the sponge.
- 12 Install bottle on cooler. On hot and cold coolers, it is necessary to vent hot tank by engaging hot tap until water flows through tap.
- 13 Draw two cups of water from each tap and discard.
- 14 Reconnect water cooler to power supply.

