



Cooler Sanitation Procedure

Cleaning the reservoir, hot tank and watering system

Recommended Materials:

- ◆ Ten ounce of vinegar, which is not toxic, for example food grade, with 2 gallons of hot tap water.
- ◆ An empty bottle which may hold at least 2 gallons water

1. Turn off the hot water and cold water switches on the back of the water cooler.
2. Disconnect the power supply from the water cooler.
3. Drain water from the faucets. Remove the drain plug from the hot tank drain extension tube on the back of cooler and drain water from the hot tank. Be careful water is very hot!
4. Reinsert the drain plug after water is drained out.
5. Remove the bottle from the cooler base.
6. Place a bottle filled with the cleaning solution in the base of the cooler. Put the tube into the bottle and fasten securely.
7. Reconnect the power supply to the water cooler. The cooler automatically pumps the cleaning solution into the reservoir. When the reservoir is full, the system stops. Open the hot spigot until water comes out. Turn the hot water switch on. Wait for 8 to 10 minutes.
8. Disconnect the power supply from the cooler. Repeats the steps 3, 4 and 5.
9. Place the tube into a new bottle of clean water.
10. Reconnect the power supply to the water cooler. The watering system automatically pumps the clean water into the reservoir until the reservoir is full and the pump stops. Repeat steps 2, 3, 4 and 10 couple of times until the cleaning solution is completely gone.
11. Place a bottle of H2Cool water into the base and connect the power supply to the water cooler.
12. Press the hot water faucet until the water comes out.
13. Turn on the hot water and the cold water switches on the back of the water cooler.
14. The Clean-In Place Procedure should be performed a minimum of two (2) times per year.

Cleaning the Air Filter

Recommended Materials:

- ◆ A small flat screwdriver
- ◆ Cleaning solution

1. **Using the flat screwdriver to remove the vent cap on back of the top lid of the water cooler.**
2. **Remove the air filter from the housing of the vent.**
3. **Clean the air filter with a basic dishwasher soap solution. Dry the air filter.**
4. **Put the air filter back into the vent housing and cover the vent cap onto the vent.**