

How Do I Clean And Maintain My Bottom Load Water Cooler?

There are two kinds of bottom loading water coolers. The first one has a self-cleaning technology and the other one has none.

Activating the Self-Cleaning Feature

Please be reminded that when you get water to drink from a dispenser while it is cleaning, you will notice an unpleasant taste and smell secondary to the washing procedure.

1. Check where the self-cleaning button is located. This might differ depending on the model and brand of your water cooler.
2. Press it to activate. Some water coolers will need you to hold it for 3 to 5 seconds.
3. You may now leave it as it cleans its interior! Lights might blink to indicate that the machine is performing its task.
4. Repeat steps 1 to 3 once every week.

Manual Cleaning

What do I need to do before I clean my water cooler?

Before you clean your water cooler, you will need to make a cleaning (disinfecting) solution. Whenever you make or use the solution, protect yourself by wearing:

- safety glasses with side shields
- disposable gloves
- a waterproof apron, smock, or overalls

To make the disinfecting solution, mix together:

- 25 mL of five percent, unscented bleach OR 475 mL distilled, white vinegar
- 8 litres of clean, warm water

Place the solution in an empty 5-gallon water container.

If you use a chemical product to clean, descale, or disinfect your water cooler make sure it is:

- approved to use on food contact surfaces
- used at the right concentration with enough retention time (follow manufacturer's instructions)
- stored properly
- flushed out after cleaning (with water suitable to drink)

How do I clean my cold water cooler?

1. Switch all the buttons off. Unplug your machine from the outlet to prevent electrocution.
2. Drain water from all water reservoirs. Make sure that all the water has been dispensed.
3. Remove the water bottle and replace it with the bottle that contains the solution. Let the solution flow inside the machine and leave it untouched for at least 15 minutes. This serves as ample time to kill all microbes in the system.
4. Drain solution from all water reservoirs. Make sure that all the solution has been dispensed.
5. Replace the bottle with a container with 8 litres of clean water.
6. Let it flow and drain all water. There might be instances that you will detect sour taste from the water (or any unpleasant taste for that matter). If this happens, all you have to do is to repeat step 6.
7. Wipe all the internal parts of the cabinet and clean the drip tray.
8. Place new bottled water into the water cooler.
9. Plug the machine into the appropriate outlet. Switch the machine on.
10. Wipe the external parts of the machine, cleaning all the accumulated dust and spilled water off.