

# DIY: HOW TO CLEAN YOUR WATER DISPENSER

Your water dispenser should be thoroughly cleaned at least twice a year. If your dispenser hasn't been used in a while, we recommend [flushing](#) the equipment prior to cleaning. Here are instructions for do-it-yourself cleaning:

Before you start cleaning, wash your hands thoroughly with soap and water for at least 20 seconds.

 **TIP: The best time to clean your dispenser is when the existing water bottle is empty.**

## WHAT YOU'LL NEED:

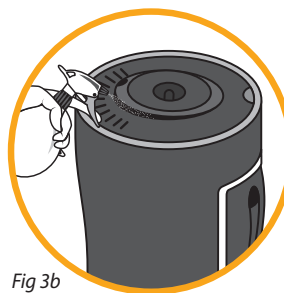
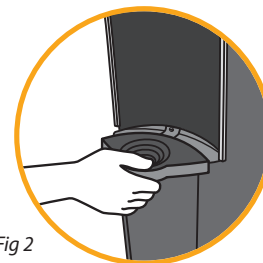
- 70% rubbing alcohol or disinfecting wipes
- Squirt bottle filled with a small amount of 70% rubbing alcohol
- Dishwashing soap
- Clean cloth or soft brush
- Disposable non-latex gloves
- Hot water (about a gallon)
- Heat-resistant container, like a metal pot
- Towels to absorb any water spills

 **WARNING: Always use caution when handling hot water.**

1. Turn off the hot tank heater switch on the back of the dispenser and unplug your unit (*Fig 1*). Let the unit stand for one hour before cleaning to allow the hot tank to cool.
2. Remove the water bottle and drain the water reservoir by dispensing water through the hot and cold spigots.
3. Clean the cabinet, bottle receptacle and spigots with 70% rubbing alcohol or disinfecting wipes. Vacuum or wipe the grill on the back of the dispenser to remove any dust.
4. Clean the drip tray and grill by emptying the tray and cleaning the tray and grill with dishwashing soap or by placing them on the top rack of the dishwasher (*Fig 2*).

 **TIP: The drip tray and grill should be cleaned monthly.**

5. Remove the no-spill dispenser insert. (Note that the no-spill dispenser insert is designed to fit tightly in the reservoir and will require force to remove.)
  - Begin by inserting a finger into the notch in the dispenser insert and prying up to reveal a gap (*Fig 3a*).
  - Spray rubbing alcohol around the no-spill insert and allow it to seep in 1-2 minutes to loosen the seal (*Fig 3b*).
  - With a rocking motion, alternately lift the front and the back of the insert until the insert loosens and can be removed (*Fig 3c*).



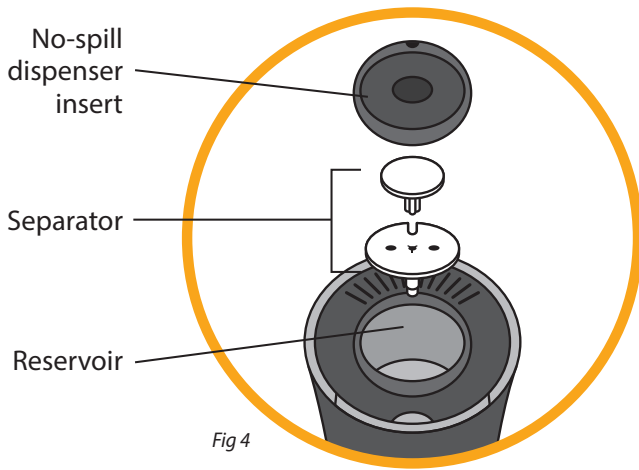


Fig 4

- Remove the separator by pulling it straight out. Make note of the separator positioning before removing so that it can be re-installed correctly (Fig 4). Clean the insert and the separator with dishwashing soap and dry thoroughly.

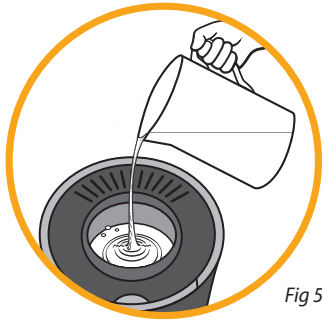


Fig 5

- Carefully pour hot water into the reservoir until it is  $\frac{3}{4}$  full. Let the water sit for 5 minutes (Fig 5). Always use caution when handling hot water.

- Wearing disposable non-latex gloves, wipe the inside of the reservoir with a clean cloth or soft brush. Use caution as the water may still be hot to the touch (Fig 6).
- Completely drain the water from the reservoir by dispensing the water through the hot and cold spigots into a container.
- Repeat steps 7 and 9 to completely flush the dispenser. It is not necessary to wipe the inside of the reservoir a second time.
- Replace the separator and the no-spill dispenser insert. Replacing the no-spill insert will require firm pressure (Fig 7).
- Wipe down the cooler and the surrounding area to dry any water spills.
- Wash your hands thoroughly with soap and water for at least 20 seconds. Install a full water bottle on the dispenser. Dispense water through the hot and cold spigots. **Plug it in and turn on the hot tank heater switch located at the rear of the dispenser.**

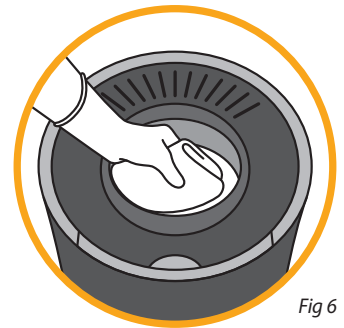
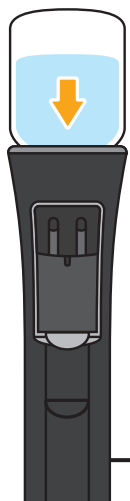


Fig 6



Fig 7



**1** Load water bottle **FIRST**.

**2** Dispense water from hot and cold faucets.

**3** THEN plug in dispenser.

**⚠ WARNING: Dispense water through the hot and cold spigots before plugging in and turning on the hot tank heater switch. Failure to follow proper installation instructions may cause damage to water dispenser.**