

## Recommendations for Periodic Cleaning of Water Coolers

Rev. Date: 06/30/11

Approved by SHSD

**Recommended Frequency of Cleaning:** six weeks.

### ***Cleaning the Water cooler:***

1. Purchase a disinfectant product such as:
  - Commercial product designed for water cooler cleaning, such as [Viraguard®](#), or
  - 0.3% Bleach: prepared as 15 ml of household bleach in 4.5 liters of water (0.5oz/1 gallon). Mix bleach solutions for each use. Do not store mixed solutions.
  - Wear gloves and safety glasses when mixing, handling, and applying disinfectants.
  - Do not use Fantastic™ or similar products on plastic parts or interior surfaces.
2. Clean the interior surfaces of the water cooler reservoir with the disinfectant solution:
  - For commercial disinfectant products: Follow the manufacturer's instructions.
  - For bleach cleaning of gravity feed coolers: Unplug the cooler's electric cord; remove the water bottle; wipe the interior surfaces with dilute bleach solution; let stand for 2 minutes; drain the disinfectant solution through each of the cooler faucet(s); fill the reservoir with clean water and drain the rinse water through each of the faucets; repeat the rinse three times; dispose of rinse water into the sanitary system.
  - For bleach cleaning of coolers with water pumps: Replace the water bottle with a container of dilute bleach; run this solution through each faucet for 20 seconds; allow the solution to stand in the water lines and faucets for 2 minutes; replace the disinfectant container with a container of water; run water through each faucet for 1 minute; reinstall the water bottle.



### ***Replacing Water Bottles***

1. Wash your hands with soap and warm water or use disposable protective gloves before handling the bottle neck.
2. Wipe the neck of each new bottle with a wet paper towel.

### ***Bottled Water Storage***

- Do not store bottles in areas with chemicals, biological samples, radioactive articles, paint, janitorial supplies, etc. Do not store bottles in direct sunlight or above room temperature.
- Use the water bottle within 30 days. Prolonged storage can allow microorganisms in the water to multiply.