

This sanitisation procedure can be used for both bottle and POU water coolers

RECOMMENDED MATERIALS

All Models

- Disposable gloves
- One time use wipes
- Sanitising solution 1: 200 ppm concentration of sodium hypochlorite (for water cooler & WaterGuard)
- Sanitising solution 2: 400 ppm concentration of sodium hypochlorite (for POU float)
 - **Note:** Sodium hypochlorite is available commercially at various concentrations. It needs to be diluted with water to make a solution of 200 or 400ppm concentration. You can calculate the amount of sodium hypochlorite to use per litre of water to make up your sanitizing solution as follows:
Qty of sodium hypochlorite (ml) = $\frac{\text{Target concentration (ppm)}}{10 \times \text{commercial concentration (\%)}}$
E.g. to produce a 400ppm sanitizing solution using 5% sodium hypochlorite requires: $400 / (10 \times 5) = 8\text{ml}$ of sodium hypochlorite per litre of water
- Mild cleaning agent for outside of cabinet and drip receptor : The following cleaners are acceptable :
 - Mild soap and water Fairy Liquid Fantastik
- DO NOT use bleach or any cleaning agents containing bleach or chlorine to clean the external cabinetry
- *Plastic containers*
- *Soft cloth or sponge*
- *Soft bristle brush*

SANITISATION PROCEDURE – WATER COOLER

1. Disconnect the power supply from the cooler
2. Disconnect the water supply from the water cooler
 - a. Bottle cooler: Remove bottle from cooler
 - b. POU cooler: Turn off mains water supply to the cooler
3. Drain water from the reservoir and hot tank (if fitted) through the faucets
4. Remove the water adapter from the cooler reservoir
 - a. Bottle cooler: Remove WaterGuard
 - b. POU cooler: Remove float assembly and associated tubing & fittings
 - i. Refer to later sections for details of how to sanitise WaterGuard and Float System
5. Remove the faucets, baffle and reservoir
6. Unscrew the bonnet assembly from the faucet body (cool & cold faucets only)
7. Wash hands thoroughly and put on disposable gloves

8. Wash the faucets parts, baffle and reservoir with mild soap and water
9. Rinse with clean water immediately
10. Sanitize these parts with sanitizing solution (200ppm concentration) - parts must be completely submerged for at least 5 minutes
11. Rinse with clean water immediately
12. Reassemble the water cooler using the sanitised components
13. Reconnect the water supply from the water cooler
 - a. Bottle cooler: Fit bottle to the cooler
 - b. POU cooler: Turn on mains water supply to the cooler
14. Flush the reservoir at least three times to remove any traces of the sanitisation material
15. Clean the outside of the cabinet and the drip tray using a mild cleaning agent
16. Reconnect the power supply to the cooler

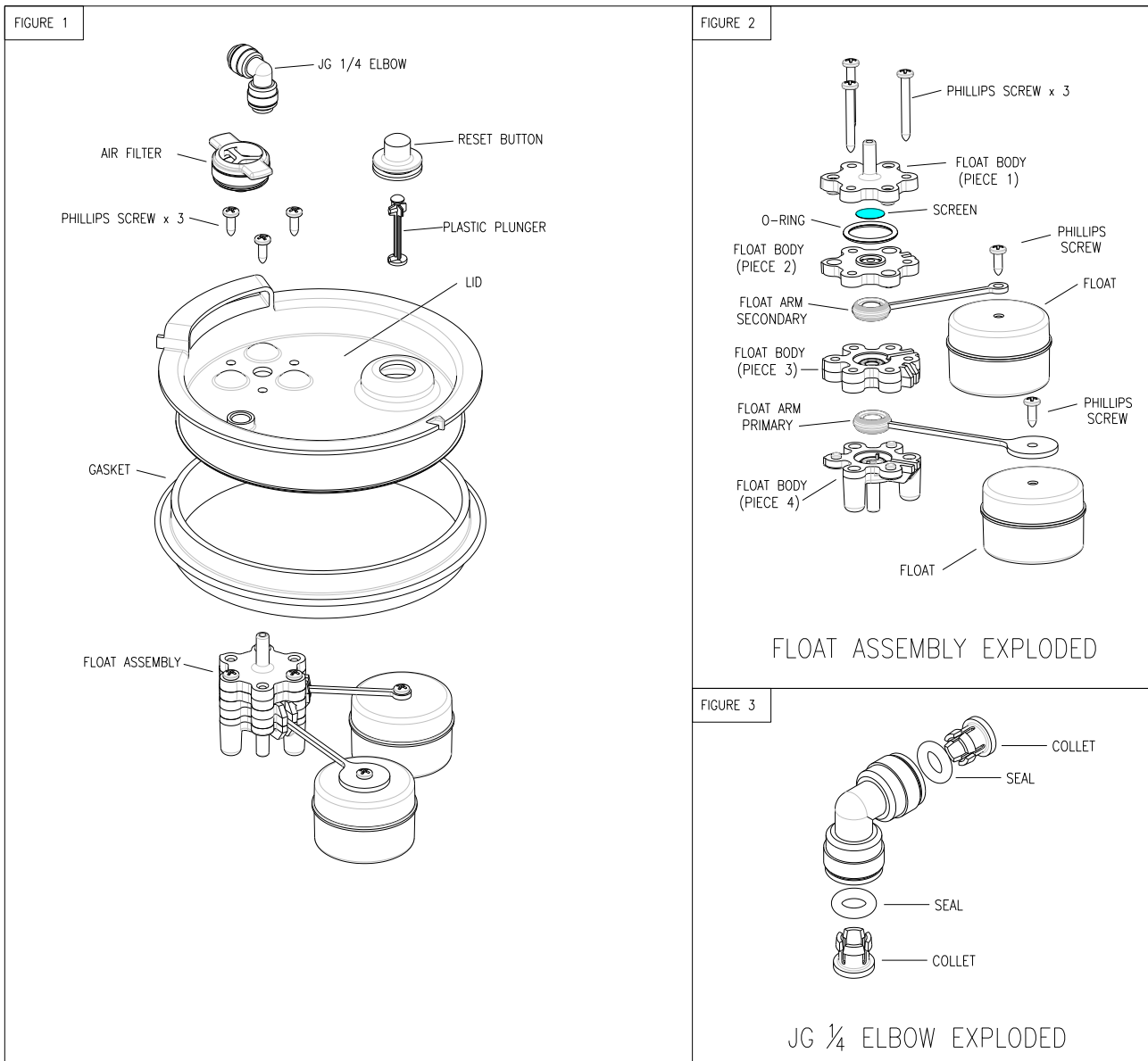
SANITISATION PROCEDURE – WATERGUARD

17. Disassemble the WaterGuard and discard the air filter
18. Wash hands thoroughly and put on disposable gloves
19. Wash the WaterGuard components with mild soap and water
20. Rinse with clean water immediately
21. Sanitize these parts with sanitizing solution (200ppm concentration) - parts must be completely submerged for at least 5 minutes
22. Rinse with clean water immediately
23. Fit the new air filter to the FreshGuard
24. WaterGuard is now ready to be re-installed to cooler (see Step 12 above)

SANITISATION PROCEDURE – POU FLOAT KIT

25. Disconnect ¼" blue tubing complete with strainer and bulkhead fitting (where used) from Float Assembly.
26. Disconnect bulkhead fitting from ¼" blue tubing.
27. Discard the ¼" blue tubing and strainer.
28. Remove the float assembly from the lid via the three screws that hold it in place. The JG ¼ inch elbow will be removed at the same time as the Float assembly. [Figure 1]
29. Remove the plastic plunger from the reset button, and remove the button from the lid. [Figure 1]
30. Remove and discard the air filter from the lid. [Figure 1]
31. Remove gasket from lid. [Figure 1]
32. Break down the Float assembly into its individual parts. Also remove the floats from the float arms. [Figure 2]
33. Remove the screen and throw it away. [Figure 2]
34. Remove the collets and seals from both JG ¼ inch elbow and bulkhead fittings (where used). [Figure 3]

35. Place all the parts into a warm soap and water solution and wash thoroughly with a soft cloth and brushes. Use a small cleaning brush to run through the center port of the float assembly.
36. Rinse thoroughly with clean warm water.
37. Sanitize these parts with sanitizing solution (400ppm concentration) – parts must be completely submerged for at least 30 minutes
38. All the parts should be thoroughly rinsed to remove all traces of chlorine.
39. Reassemble the lid and float assembly without mesh.
40. Insert new air filter into lid.
41. Insert new strainer into replacement ¼” blue tubing.
42. Connect end ¼” blue tubing with strainer to lid assembly via JG ¼ inch elbow.
43. Connect other end of ¼” blue tubing to bulkhead fitting





**Sanitizing Removable
Reservoir Water Coolers.**

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