

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 WaterGuard)
- Sanitising solution 2: 400 ppm concentration of sodium hypochlorite (for water cooler & 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
 - (1) Bottle cooler: Remove bottle from cooler
 - (2) 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
 - (1) Bottle cooler: Remove WaterGuard
 - (2) POU cooler: Remove float assembly and associated tubing & fittings
 - (a) Refer to later sections for details of how to sanitise WaterGuard and Float System
5. Remove the baffle from the cooler and set aside.
6. Using a dry paper towel, wipe out any excess water from inside the reservoir, including the water in the nut on the cold side.



7. Boil approximately 2 liters of water. Carefully pour enough boiling water into the reservoir to fill it up. Cover the top of the reservoir and allow the hot water to sit in the reservoir for 20 minutes.
8. After the 20 minutes, remove the cover and drain the hot water through the cook faucet. When water flow stops, drain the water through the cold faucet. Fill up the reservoir with clean water and drain it through the cook faucet. When water flow stops, drain water through the cold faucet.
9. Make soap and water solution and carefully pour a liter of it into the reservoir. Make a second soap and water solution in a bucket or sink and place the baffle in it.
10. Using a soft cloth or sponge, clean the inside of the reservoir. Use a long soft bristle brush to clean the inside of the cook tube. Clean around the nut area as thoroughly as possible.
11. Flush the soap solution through the cook faucet. When water flow stops, flush the solution through the cold faucet.
12. Remove both faucets. Using the long bristle brush, clean the inside of the cook and cold outlet tubes, ensuring that the brush reaches the entire length of the tube.
13. Disassemble the faucets completely by removing the bonnet from the faucet body. Wash in soap and water solution. Rinse the parts completely. Replace the faucets back on the cooler.
14. Rinse the reservoir of the soap solution. Fill the reservoir with clean water and drain water through the cook faucet. When water flow stops, drain water through the cold faucet. Repeat this process 3 times.
15. Make up a 400 ppm chlorine solution. (Approx 10mL of 4% sodium hypochlorite in 1 liter of water). Make up enough sanitization solution to fill up the entire reservoir (approx. 2 liters). Carefully pour this solution into the reservoir. Open the faucet to allow solution to fill up the outlet tubes completely to ensure complete contact with sanitization solution.
16. Allow solution to sit in reservoir for 30 minutes. After 30 minutes, drain the solution through the cook faucet. When water flow stops, flush the solution through the cold faucet. Fill the reservoir with clean water and follow the same draining process. Repeat at least 2 times until all trace of chlorine is removed.
17. Remove the faucets from the cooler and disassemble them.
18. Remove the nuts from the reservoir. Wash the nuts, faucet, and baffle with soap and water. Rinse with clean water. Sanitize the parts in the 400 ppm chlorine solution for 15 minutes. While the parts are being sanitized, clean the bottom of the reservoir where the nuts were. Thoroughly clean the inside of the bottom of the cold outlet that is now exposed. Wipe out any excess soap and water with a clean paper towel. Sanitize the reservoir around the nut area and the bottom of the cold outlet with the sanitizer. Apply some of the sanitizer to the threads of both outlets. Expose the areas to the sanitizer for 15 minutes. Using a clean dry paper towel, rinse and dry off as much of the sanitizer as possible after the 15 minutes exposure.
19. Place the nuts, faucets, and baffle back on the unit, and repeat (Step 15). Allow sanitizer to sit in reservoir for a final 15minutes.

20. Place approximately ½ liter of water into the reservoir and rinse it through the cold faucet. Repeat once.
21. Reassemble the water cooler using the sanitised components
22. Reconnect the water supply from the water cooler
 - (1) Bottle cooler: Fit bottle to the cooler
 - (2) POU cooler: Turn on mains water supply to the cooler
23. Flush the reservoir at least three times to remove any traces of the sanitisation material
24. Clean the outside of the cabinet and the drip tray using a mild cleaning agent
25. Reconnect the power supply to the cooler

SANITISATION PROCEDURE – WATERGUARD

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

SANITISATION PROCEDURE – POU FLOAT KIT

30. Disconnect ¼" blue tubing complete with strainer and bulkhead fitting (where used) from Float Assembly.
31. Disconnect bulkhead fitting from ¼" blue tubing.
32. Discard the ¼" blue tubing and strainer.
33. 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]
34. Remove the plastic plunger from the reset button, and remove the button from the lid. [Figure 1]
35. Remove and discard the air filter from the lid. [Figure 1]
36. Remove gasket from lid. [Figure 1]
37. Break down the Float assembly into its individual parts. Also remove the floats from the float arms. [Figure 2]
38. Remove the screen and throw it away. [Figure 2]
39. Remove the collets and seals from both JG ¼ inch elbow and bulkhead fittings (where used). [Figure 3]
40. 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.
41. Rinse thoroughly with clean warm water.
42. Sanitize these parts with sanitizing solution (400ppm concentration) – parts must be completely submerged for at least 30 minutes

