



**We Know Water.**

# PREPARING WATER COOLERS FOR SERVICE AFTER EXTENDED NON-USE

At the beginning of the COVID-19 pandemic, many schools and office buildings shut down their water coolers completely.

Now as students, teachers and employees return, there are steps that should be taken when re-starting water coolers after extended non-use.

Please note, any of the steps listed here should only be completed AFTER the entire building's water system has been flushed to prevent contaminants being re-introduced to the water coolers.

## NON-FILTERED WATER COOLERS

1. Shut off the water supply to the cooler.
2. Remove the drain plug from the cooling tank and drain the water out of the tank.
3. Replace the drain plug and turn on the water.
4. Activate the Bubbler and allow water to flow thru the cooler for approx. 10 minutes.

## FILTERED WATER COOLERS

1. Shut off the water supply to the cooler.
2. Remove the drain plug from the cooling tank and drain the water out of the tank.
3. Replace the drain plug.
4. By-Pass the filter and run city water directly to the water cooler.
5. Activate the Bubbler and allow water to flow thru the cooler for approx. 10 minutes.
6. Remove By-Pass and return plumbing to the original route.
7. Install New Filter Cartridge.

