

How to clean your water dispenser

Cooler or Crock

It's that time again! Your water dispenser needs to be cleaned. Cleaning you dispenser at least twice a year will keep your dispenser from smelling "musty" and keep your **clean water** from smelling and tasting bad. If you don't have dispenser cleaning instructions, follow these:

1. For electric water coolers, **unplug cord from wall**
2. Remove water bottle to expose inside of main tank or crock and drain all water.
3. With paper towel wipe excess slime from bottom and walls of tank or crock, if possible
4. Pour one bottle of **H2OK cooler cleaner** into tank or crock and refill tank or crock with clean water aprox. 1/2 full
5. Open spigot, allowing a small amount of diluted solution to exit, then close spigot and let stand for approx. 25 minutes or more.
6. Drain, rinse with filtered water running some water out of spigot to flush it also-**Your done**- refill with your water and discard first glass of water (if using H2OK cleaner, minimal rinsing will do) **Using any other cleaners like bleach, baking soda, or soaps are not recommended and must be thoroughly rinsed due to residue left by these agents**

(Instructions for electric water coolers with HOT water spigot)
These HOT/COLD coolers have a separate tank that stores hot water and must also be cleaned. Follow steps 1-5 with the addition of draining existing water from hot spigot after step #1. You may have to add more clean water with to main tank.
Replace water bottle/water and activate hot spigot until water comes out before plugging power cord back in.

Any questions call



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