



(800)999-2906 / distillata.com

How to Clean a Top Load Water Cooler With Baking Soda

You will need:

- Rubber gloves
- Baking soda
- Bleach (if sanitizing)
- A vacuum
- Dish soap

Directions:

- Unplug the water cooler before cleaning.
- Remove the water jug.
- Check to see if your water cooler is equipped with a water guard. This is the device that punctures the caps on the bottles to allow the water to be dispensed.

Answer these questions to determine if you have a “water guard” bottle adapter.

- Do you remove the entire cap when you change the bottle? If the answer is yes, you DO NOT have a water guard adapter.
- Do you only peel off the cap sticker rather than removing the whole thing? If you answer yes, you DO have a water guard adapter.
- If you do have a water guard, you need to remove it. Grasp it on both sides and pull it up and out of the water cooler. Clean it in mild detergent and warm water. Rinse thoroughly, and dry with a clean towel.
- Rinse the reservoir out with a baking soda and water solution, use approximately 1 cup of water and 2 tbsp of baking soda. Pour it into the reservoir, drain it out through the spigots then rinse several times with tap water.
- Replace the water guard kit.
- If sanitizing is required: Make a solution of ½ tsp of bleach to one gallon of water.
- Pour the solution into the reservoir. Do not leave in for longer than five minutes.
- Drain out through the spigot. If you have a hot and cold water cooler, do not drain out through the hot side. Instead, use the cold spigot only.
- Rinse immediately with tap water.
- Periodically remove dirt and lint from the black wire and tube condenser on the back of the water cooler. Disconnect the power supply cord, then clean with the small brush

attachment of a vacuum cleaner. Observance of this procedure will ensure adequate air circulation, so operation is efficient and economical.