

# GLENBRIAR BOTTLED WATER CO. LTD.

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## **Cleaning and Sanitizing Your Water Cooler (Not for Hot and Cold Models)**

For room temperature and cold coolers only - recommended every 3 to 4 months

It is advisable to wash your hands with soap prior to final cleaning of your cooler. We also recommend washing your hands with every bottle change.

- Unplug the electrical cord.
- Remove the empty bottle.
- Remove the no-spill top from the cooler so the reservoir is visible.
- For Safety, place a “**Do Not Drink**” sign on the cooler for the duration of the cleaning procedure.
- Pour 1 litre of vinegar into the reservoir and dispense 56 ml of vinegar through each tap. Fill the reservoir to the top with hot water. Let sit for approximately 4 hours.
- Dispense vinegar solution through all taps. Wipe calcium off sides of reservoir with a clean cloth.
- Fill reservoir with tap water again to the top. Add 5 ml of chlorine bleach to the reservoir. Drain immediately through all taps.
- Now fill the reservoir 2 to 3 times with bottled water and drain immediately to remove chlorine and vinegar taste. Perform a sample taste test. Repeat the flushing if necessary. Your cooler is now clean and sanitized.
- Vinegar works well for removing calcium on the drip tray.
- Dust off or vacuum the condenser coils on the back of the unit to improve cooling efficiency.
- You may now add a new Glenbriar bottle of water and plug in the unit.

**Note:** If you have a hot and cold cooler, you must follow the manufacturer’s cleaning instructions and not the above instructions.

If you have any other questions, please contact our office.