

5 Gallon Bottle Safe Handling Tips

- *Lifting 5 gallons of water is equivalent to lifting more than 40 pounds.*
- *Warm up before lifting the bottle. Do a few stretches for the muscles in your legs and back.*
- *Avoid lifting 5 gallon bottles on slippery or uneven surfaces.*
- *Don't lift the bottle if it is too heavy for you. If you sense a strain, the bottle is too heavy for you.*

Instructions for Cleaning and Sanitizing Water Cooler Only

Step 1: Unplug the cooler. Remove the 5-gallon bottle from the cooler.

Step 2: Remove the *Water Safe – Water Guard* top from cooler so that the reservoir is exposed. (*See directions below on how to remove top*)

Directions for Removing Water Safe - Water Guard Top

Type 1: Water Guard with Filter on Outside (Beige Cooler)

1. Pull off cooler top with one hand while holding down cooler with opposite hand.

Type 2: Water Safe (White Color)

1. This device is attached to cooler lid. With one hand reaching to the back of cooler, lift up on cooler lid. At the same time, with opposite hand, push in side cooler.
2. Remove complete lid and Water Safe.

Step 3: The reservoir will be full of water. With the reservoir full add 1 teaspoon of household bleach. Allow to stand about 15 minutes.

****WARNING****

- *DO NOT drain the HOT or RED faucets.*
- *DO NOT use household bleach in the HOT tank.*
- *As long as the red faucet is not drained, this will seal the hot tank.*
- *The cold faucet may be drained as instructed below.*

Step 4: Drain faucets into pitcher and dispose of chlorinated water.

Step 5: Fill reservoir with clean Le Bleu Water. Completely drain cooler of the Le Bleu Water. Discard this water properly.

Step 6: Use a clean, damp cloth with water and household bleach to wipe down *Water Safe – Water Guard*. ***Do not get filter wet!***

Step 7: Place *Water Guard – Water Safe* lid back on to the cooler then place the 5-gallon bottle back on to the cooler.

Coffee Brewer Preventive Maintenance

- After removing empty 5 gallon bottle, be sure to wipe out any excess water from the Water Safe area before replacing with a fresh 5 gallon bottle of water.
- Check and clean the 'Coffee Spray Head' as necessary.

Visi-Cooler Preventive Maintenance

- ***Every 3-6 months:*** Unplug unit.
- Check fan compressor area which is located behind front grate (vent) area of Visi-Cooler.
- Remove any dust or debris from the fan area with a vacuum or small blower.
- This preventive action will insure that the cooler is working properly and efficiently.

Water Storage Tips

- Always store bottled water inside a clean, cool, dry, and well ventilated area.
- DO NOT store water bottles in the same area as cleaners, paint, or other chemicals.
- Avoid storing water bottles in direct sunlight or above room temperature.
- Always clean and wipe off the top area of the bottle before placing on to the water cooler.
- Never touch the end of the spigot of the water cooler with your hands or anything that has come in contact with your mouth, such as drinking glasses, cups, or refillable water bottles.