



### **5 Gallon Bottle Safe Handling Tips**

- Lifting three-gallons of water is equivalent to lifting more than 25 pounds, lifting five-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 any 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**

It is important that you periodically clean and sanitize your water dispenser. Cleaning is recommended once every three months. Spouts should be cleaned each time you change your water bottle. Empty and clean the drip tray as needed.

**Step 1:** Unplug the cooler. Remove the gallon bottle from the cooler.

**Step 2:** Remove the no spill bottle supporter from the cooler so the reservoir is exposed.

**Step 3:** Turn the bottle support counter clockwise and remove from the reservoir.

**Step 4:** The reservoir will be full of water. With the reservoir full add 1 teaspoon of household bleach and allow it to remain in the reservoir for 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, the hot tank is sealed**
- **The cold faucet may be drained as instructed below**

**Step 5:** Using a clean cloth or sponge and a solution of household bleach in water (1 teaspoon – no more), thoroughly wipe the bottle collar, the inside of the reservoir, the top of the dispenser, the spigot in front, and the grill and inside surfaces of the drip tray

**Step 6:** Drain faucets into a pitcher and immediately dispose of chlorinated water.

**Step 7:** Use a clean, damp cloth to wipe bottle supporter and top of the cooler.

**Step 8:** Fill the reservoir with clean Le Bleu Ultra Pure Water. Completely drain cooler of the water by utilizing the drain valve and drain plug which are located on the back panel. Remove the drain cover and allow the water to drain out from the water cooler. Let the water flow into a container and discard this water properly.

**Caution: Hot water from the cooler can reach approximately 194 degrees fahrenheit and can cause severe burns if not handled properly. Please be cautious while operating, cleaning and draining.**

**Step 9:** After the water has drained out, replace the drain valve cap and plug.

**Step 10:** Place the bottle supporter back on to the cooler and turn clockwise to lock into place then set the bottle back on the cooler.

**Step 11:** Wait 5 minutes for the water tanks to fill with water before attempting to use the dispenser.

**Step 12:** Remove air from the tanks by placing a cup under the water tap and drain at least 4 cups of water before initial use.

### **Water Cooler Maintenance Tips**

- Keep the dispenser in a dry and cool place and avoid direct sunlight
- Ensure the back of dispenser is at least 8 inches away from the wall
- Do not use the dispenser outdoors or in a place that can be splashed by water
- If the dispenser will not be used for more than 24 hours, turn off the heating and cooling switch on the back of the dispenser to conserve energy.

### **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 it on 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.