

Following are the easy steps to follow to make sure your XO Water cooler is clean and ready for you to enjoy healthy great tasting bottled water at home or at the office. Make sure you follow the necessary precautions for a Hot & Cold Cooler.

Tools

1. About thirty minutes of time
2. Clean rubber gloves
3. Clean container that can hold a gallon or more
4. Lint-free towel or paper towels
5. Unscented household bleach (just a tiny bit!)
6. A small cork or plug if you have a hot & cold cooler

Cleaning your water cooler

1. Disconnect power cord from outlet. Find the blue knob on the back of the cooler at the filters. Turn the knob so that it's 90 degrees with the waterways. This will turn off the water to the cooler.
2. Remove the exterior lid and drain reservoir through the cold water (blue) faucet and the hot water faucet into a bucket and throw the water away. Remove the lid on top of the stainless steel reservoir. It comes off like a coffee can lid. If there is ice in the reservoir, allow to melt and then drain. You can add hot water to speed up the melting. If you have a hot & cold water cooler, then drain the hot tank via the plug on back of water cooler.
3. Clean cooler exterior & faucets with hot water and mild soap. Dry with paper towels.
4. Remove the plastic baffle inside the reservoir. It should just pull right out. Also remove (by unscrewing) the spigots on the front of the water cooler.
5. Wash the faucets, the baffle and the "drip tray" with mild dish soap and water (the cooler parts can be placed in the dish washer for very thorough cleaning). Rinse with clean water and set aside. Screw the faucets back on to the front of the water cooler.

Cleaning your water cooler reservoir

1. **If yours is a hot & cold water cooler, then you must**

plug the hot tank off. You can do this with a small cork or plug. It should be tight and fit right in the center hole in the bottom of the water cooler's reservoir. This prevents the sanitizer from getting into your hot tank -- if bleach gets into the hot tank, your hot water can taste like chlorine unless it is thoroughly flushed through the drain at the bottom. The hot tank sanitizes itself since it's very hot, however if you have hard water then the hot tank can get so clogged with mineral deposits that it can need to be cleaned also.

2. Prepare the sanitizing solution by mixing one gallon of clean water and one teaspoon of unscented bleach. Believe it or not, you do not need anymore than that! Put on your clean rubber gloves and dip a clean, lint-free towel into the solution and wring out the excess liquid. Towel down clean all of interior surfaces of the reservoir thoroughly. Let that chlorine solution stay in the cooler for about 5 minutes.
3. Sanitize the "floats" and baffle by wiping them down with the towel filled with the sanitizing solution. You don't need to soak them, just wipe them. Don't get the little air filter wet!! Allow to sit for at least 3 minutes and then rinse thoroughly with clean water, and set aside.
4. Fill reservoir full of fresh water and completely drain that water through the cold faucet. Repeat twice. That makes three (3) times total, and uses about three (3) gallons of water.
5. Put on a clean pair of rubber gloves and take out the hot tank cork (if you put one in), replace the baffle and the top assembly by pressing them firmly back into place. Turn on the water and drain two cups of water from each faucet. You shouldn't have any chlorine taste. If you do, keep draining more water until the chlorine taste disappears.

Plug the cooler back in. It might take thirty minutes or so before the water is hot and/or cold again.