

How to Clean Your Exell Water Cooler

Tools Needed

- Clean, hot water
- Mild dish detergent, like Dawn
- Bottle or Nipple brush
- Household Bleach (7.4%)
- Clean rags
- Bucket
- Small cork
- Scotch Brite
- Rubber gloves

WARNING

No maintenance is required on the cabinetry. Regular cleaning with hot water and a mild dish detergent is all that is required. Abrasives or other types of harsh cleaners are not recommended as they may scratch or dull the surface.



Preparation

(if applicable)

Step 01: If a HOT/COLD bottle water unit, turn off the hot tank and unplug the power cord from the wall outlet.

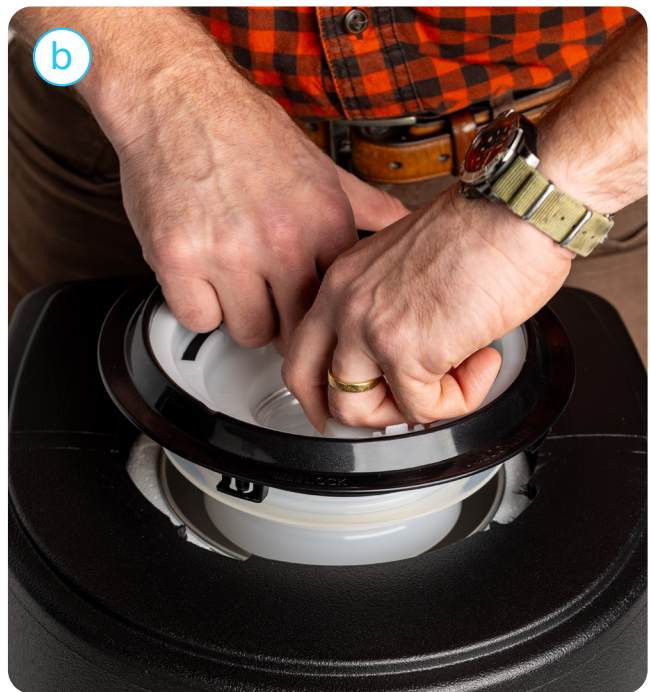
If a COOK/COLD unit, just unplug the unit.

Step 02: If HOT/COLD equipment, allow adequate time for the hot tank to cool before cleaning.

Step 03: Remove the water bottle. Lift straight UP. Keep water in the reservoir to use in the cleaning process.

Step 04: Remove parts to access the reservoir:

- a. Twist water guard "cover" counter-clockwise and remove.
- b. Twist the water guard counter-clockwise and remove.
- c. Remove the air filter and save.
- d. Remove the baffle.



Cleaning

Step 01: Add ½ teaspoon of unscented household bleach to the reservoir. Add additional water to ½ inch from top.

Step 02: In a bucket, prepare a cleaning solution for parts using ½ teaspoon bleach per 1 gallon of water.

Step 03: Hand clean parts with warm soapy water and rinse with clean water.

Step 04: Place the parts in sanitizing liquid in a bucket. Let soak for no more than 5 minutes.

Step 05: While parts are soaking, drain the sanitizing liquid from the reservoir using a pitcher placed under the spigots, and open the spigots.

Step 06: Rinse parts with clean water.

Step 07: Fill the reservoir with clean water. Using a pitcher, flush water through spigots.
If HOT/COLD unit, press down HOT spigot only until clean water is being flushed. Then press down both spigots.

Step 08: Completely drain all rinse water from tanks.

Step 09: Reassemble unit.



Back in Service

- Step 01:** Load bottle back on cooler.
- Step 02:** Open cold spigot until water flows.
Repeat with HOT or COOK spigot.
- Step 03:** Once water flows from all spigots, plug in the unit.
For HOT/COLD units, now turn on the hot tank on the back of the unit.

