

HOT TANK CLEANING INSTRUCTIONS FOR OASIS® BOTTLE WATER COOLERS WITH NON-REMOVABLE RESERVOIR

CLEANING INSTRUCTIONS

Bottle water coolers need to be cleaned periodically to prevent mineral build-up inside the heating tank. The frequency of cleaning is determined by the quantity of minerals in the bottle water and the amount of water used.

Heating tanks may require cleaning when:

1. Normal hot water flow appears restricted.
2. Noisy heating cycles are heard.
3. Water in the cooling tank is very warm.
4. Mineral build-up has imparted a taste to the water.

PLEASE READ AND FOLLOW ALL DIRECTIONS TO PREVENT DAMAGE TO THE UNIT AND TO THE USER.

CAUTION: Because this cleaning process involves very hot water that may scald, the use of rubber gloves is recommended. **KEEP CHILDREN AWAY.**

MATERIALS YOU WILL REQUIRE

1. Four ounces (113 grams) of citric acid crystals. Your local drug store or grocery store should have this. Citric acid crystals are also available in four-ounce and fifty-pound quantities from the address at the end of this instruction sheet.
2. A pair of rubber gloves.
3. A bucket or pan with a two-gallon capacity.
4. One 1/2" (7mm) socket wrench. See #6 under "Cleaning Procedure".
5. A funnel with a 1/2" (13mm) diameter at the end.
6. A quart-measuring container for hot liquids.

CLEANING PROCEDURE

1. Unplug the service cord.
2. Draw water from the hot faucet until the water is cool.
3. Remove the bottle from the unit.
CAUTION: A nearly full bottle of water weight over forty pounds and can be awkward to handle. It may be necessary for you to drain water from the bottle until it becomes manageable.
4. Remove the plastic baffle
5. **DRAIN HOT TANK.**
Depending on the type and location of the drain plug, a side panel may have to be removed. If a metal plug, use two wrenches to remove plug. If a light gray drain fitting, depress dark gray collar and remove cap or plug. If a black valve, turn the valve's petcock CCW to open. Some models have a white cap that is removed to drain the tank.
6. Drain all of the water remaining in the cooling tank through the cold faucet.
7. Replace cap or plug or turn the drain valve to a closed position when tank is empty.
8. Mix 4 ounces of citric acid crystals with one quart of very hot water. (Wearing rubber gloves is recommended.)
9. Place a funnel inside the cooling tank at the center fitting. Carefully pour the hot solution into the funnel. **BE CAREFUL NOT TO SCALD YOUR HANDS.**
10. Remove the funnel and fill the cooling tank with bottled water until the water level is about 3" (76mm) from the top. To allow the hot tank to fill, open the hot faucet until water begins to flow, then close faucet.
11. Plug the service cord into the grounded fused outlet.
12. Let the unit stand for at least twenty minutes.
13. While the citric acid solution is cleaning the hot tank, this is a good time to clean the rest of the unit.
14. Clean the bottle ring or gasket, plastic baffle and drip receptor with a mild liquid detergent and water.
NOTE: RINSE THE PARTS VERY WELL TO AVOID SOAP FROM ENTERING THE DRINKING WATER.
15. Inspect the back of the unit for lint or dirt on the wire and tube condenser. If it is dirty, clean it with a non-wire stiff brush or a vacuum cleaner.
16. Unplug the service cord.
17. Using rubber gloves and being cautious of water that may scald, draw water from the hot faucet until the flow ceases. Open the heating tank drain catching the water in a pan or bucket. The water will be discolored.
NOTE: THIS DRAIN WATER SHOULD IMMEDIATELY BE Poured DOWN A DRAIN TO PREVENT ACCIDENTAL SPILLING; THIS WATER WILL STAIN.
18. If sanitizing is required, see **SANITIZING INSTRUCTIONS.**
19. Pour at least one gallon of bottled water into the cooling reservoir and allow this water to drain out the heating tank drain. Drain all remaining water in the cooling tank through the cold faucet.
20. Replace cap or plug or turn the drain valve to a closed position when tank is empty.
21. Replace side panel.
22. Replace the top, bottle ring or gasket, and receptor.
23. Replace the baffle and place a bottle of water on the unit. Open the hot faucet to allow the tank to fill.
24. Plug the service cord back into the grounded, fused outlet.
25. After the unit has run for ten to fifteen minutes, draw at least one quart of water from each hot and cold faucet.

Your heating tank should now be clean. If the flow of water or the noisy cycles have not been improved, you should have the unit repaired at an authorized service center.

Cleaning the unit in this manner will not only make the unit run more efficiently, but will make the water taste better.

RINÇAGE

13. S'assurer que le bouchon rouge bouche l'entrée d'eau du réservoir d'eau chaude.
14. Pour bien rincer, remplir le réservoir d'eau propre et le vider en ouvrant également les deux robinets. Répéter le rinçage au moins 3 fois ou jusqu'à ce qu'il n'y ait plus aucune trace, ni goût, ni odeur de savon.

INSTRUCTIONS D'ASSAINISSEMENT

15. Préparer (2) solutions de 10 ml d'eau de Javel (5,25 % d'hypochlorite de sodium) dans 4 litres d'eau à température de la pièce.
16. Retirer le déflecteur, les robinets et leurs joints d'étanchéité ainsi que l'accessoire Spillguard s'il est installés.
17. À l'aide du bouchon fourni avec la fontaine, boucher l'entrée d'eau du réservoir d'eau chaude pour éviter que la solution d'assainissement remplisse le réservoir d'eau chaude.
18. Remplir un récipient de l'une des deux solutions d'assainissement et y placer le déflecteur, les robinets et les joints d'étanchéité ainsi que l'accessoire Spillguard.
19. À l'aide d'un bouchon (non compris avec la fontaine), boucher l'entrée du réservoir d'eau chaude. Éviter de laisser entrer la solution d'assainissement dans le réservoir d'eau chaude.
20. Installer les robinets et leur joints sur l'unité et déposer le déflecteur dans le réservoir sans l'installer.
21. Remplir le réservoir avec la solution préparée.
22. Laisser la solution 5 minutes dans le réservoir.
23. Vider toute la solution de la fontaine en ouvrant le robinet.

RINÇAGE

24. Pour bien rincer, remplir le réservoir d'eau propre et le vider en ouvrant également les deux robinets. Répéter le rinçage au moins 3 fois ou jusqu'à ce qu'il n'y ait plus aucune trace, ni goût, ni odeur d'eau de Javel. Remplacer une bouteille propre sur la fontaine.
25. Enlever le bouchon de l'entrée d'eau du réservoir d'eau chaude puis installer le déflecteur.
26. Rebrancher le cordon électrique.
27. Nettoyer le boîtier de la fontaine avec un chiffon humide.

COOL & COLD MODEL

FIRST USE

Follow the cleaning instructions steps when first using your water cooler and during normal maintenance operations.

HOUSING CARE

Use mild soap or any non-abrasive household cleaner. Clean the grill (condenser) at the back of the cooler with a damp cloth to avoid dust build-up. Hand wash drip tray and water valve with mild soap.

CLEANING INSTRUCTIONS

Suggested frequency : every two months.

WASH

1. Unplug the electrical cord.
2. Remove the bottle.
3. Drain the reservoir through the faucets.
4. Remove faucet cover if installed, see "Faucet Cover" section. Remove the baffle, the faucets (by unscrewing the part against the casing) and the faucet gaskets and if installed remove the Spillguard from unit.
5. Prepare a solution of 5 mL (one table spoon) of a mild dishsoap to 2 liters (0.5 U.S. gal) of clean room temperature water.
6. Wash the baffle, faucets and faucet gaskets and if installed wash the Spillguard completely using a soft cloth.
7. Rinse with running clean water at room temperature immediately. Put aside in clean area.
8. Prepare a solution of 5 mL (one table spoon) of a mild dish soap to 2 liters (0.5 U.S. gal) of clean room temperature water.
9. Install faucet gaskets and faucets back on unit.
10. Fill the reservoir with the prepared solution.
11. Use a soft cloth to clean the inside of the reservoir with the cleaning solution.
12. Drain all the cleaning solution from the cooler through both faucets equally.

RINSE

13. To rinse thoroughly, fill the reservoir with clean water and drain water through both faucets equally. Repeat at least 3 times or until there is no evidence of an off taste or odor.

SANITIZING INSTRUCTIONS

14. Prepare (2) solutions of 10 mL (two table spoon) of common household bleach (5.25% sodium hypochlorite) to 4 liters (1 U.S. gal) of room temperature water.
15. Remove the baffle, faucets and faucet gaskets and if installed remove the Spillguard.
16. Fill a clean container with one of the sanitizing solutions and place baffle, faucets, faucet gaskets and if installed the Spillguard.
17. Let the components stand in the sanitizing solution for 5 minutes.
18. Install baffle, faucet gaskets and faucets on unit.
19. Fill the reservoir with the prepared solution.
20. Let the sanitizing solution stand in the reservoir for 5 minutes.
21. Drain all the cleaning solution from the cooler through both faucets equally.

RINSE

22. To rinse thoroughly, fill the reservoir with clean water and drain water through both faucets equally. Repeat at least 3 times or until there is no evidence of an off taste or odor. Place a clean bottle on top.
23. Plug in the electrical cord.
24. Clean the outside of the water cooler with a damp cloth.