

LOCATION FACTORS

DO NOT LOCATE COOLER OR STORE BOTTLES:

- Outside in the open air
- In direct sunlight
- In a dusty, unventilated or humid environment
- On an uneven or sloping surface or one with water on it
- In, or close to, a lavatory
- Near contaminating or noxious materials

HYGIENE FACTORS

DO NOT. . .

- Use the cooler bottle as a storage shelf for food or plants
- Pour any unused water or beverage into the drip tray
- Touch the nozzles of the dispensing taps
- Leave the cooler without a bottle on top
- Use sprays, mists or vapours around the cooler

DO. . .

- Empty the drip tray (if there is one) located under the tap, and wash out regularly
- Wipe the outside surfaces of the cooler with a sanitising agent
- Use the water bottles in rotation and check the "Use By" dates
- Replace the bottle within three weeks of loading on to the cooler



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SAFETY FACTORS

DO NOT. . .

- Change the fuse rating from that installed by the cooler provider
- Leave the cooler plugged into the power supply with no water in the bottle or without a bottle

DO. . .

- Unplug cooler if out of water
- Report any malfunctions to your cooler provider
- Report any water taste or appearance problems to your cooler provider
- Load bottles onto the cooler following Manual Handling recommendations
- Have the cooler PAT tested annually with your other office equipment
- Allow at least 70mm for ventilation all around the cooler

REPLACING THE BOTTLE

DO. . .

- Place the new full bottle by the side of the cooler
- Remove the tamper-evident label from the bottle cap
- Lift the bottle over the probe in the cooler-top following Manual Handling recommendations
- Store empty bottle(s) safely awaiting collection

DO NOT. . .

- Stick the tamper evident label on to the bottle surface
- Remove the bottle cap
- Refill the bottle from the tap
- Throw away the empty bottle – it probably carries a refundable deposit