



As offices begin to reopen, we recommend and encourage proper cleaning and sanitization procedures for 'getting back to business' and keeping the Wellsys machines clean.

## Cleaning & Sanitization of Wellsys Water Coolers

First, make sure you are equipped with the proper tools:

- A large bucket, preferably a 5-gallon bucket
- A nonabrasive, disinfecting wipe or spray
- Paper towels or cleaning rags

Second, flush the tank by following the appropriate guidelines outlined below:

- Press the button to dispense 2 gallons of water into a large bucket. Repeat this for hot, cold and/or ambient water types.
- For the WS 12000 combination ice and water dispenser, make sure to empty all remaining ice from the unit. Then, once new ice has been produced, dispose of the first batch before allowing ice machine to be used.

### GUIDELINES FOR USE:

- Keep disinfecting wipes close to your Wellsys machine to sanitize after each use.
- Tape a 6-foot radius around the machine to ensure proper social distancing.
- If not installed near a sink, offer hand sanitizer so users can quickly disinfect their hands before and after each use.



### IMPORTANT SANITIZATION INFORMATION:

Wipe the entire surface of each Wellsys machine, paying special attention to the dispensing area, paddles, and touchscreen, with a nonabrasive disinfecting household sanitizing spray or wipe.

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