Bottled Water and Dispensers

Purpose:

To reduce microbial growth in bottled water dispensers utilized in patient care areas.

Policy:

The cleaning of the dispenser, drip tray, replacing of water bottles, and storage of water bottles is the responsibility of the unit manager or their designee and shall be done on a monthly basis.

I. Cleaning and Disinfecting the Bottled Water Dispenser

1. Unplug the dispenser.
2. Remove empty water bottle.
3. Drain all water still in the reservoir through the cold water faucet.
4. Fill the dispenser reservoir with 500 ccs of clean tap water.
5. Add 5 ccs of bleach to the tap water in the reservoir. The ratio of bleach to water is 1:100.
6. Wearing clean gloves clean the inside of the reservoir. Let stand for 5 minutes. Goggles and masks are available if splashing is anticipated.
7. Drain this water through the cold water faucet only. Wipe the reservoir dry.
8. Rinse the reservoir by filling with clean tap water. Drain through the cold water faucet and then through the second faucet (if your dispenser has 2 faucets.)
9. Place a new bottle on the dispenser.

II. Cleaning the Drip Tray

The dispenser drip tray is not a drain, but a basin to catch occasional spills. It is emptied and cleaned monthly.

1. Remove drip tray from the dispenser.
2. Clean with mild soap and water.
3. Rinse with clean tap water.
4. Wipe dry and replace.
III. Replacing Empty Water Bottles

1. Each time an empty bottle is replaced with a new one, wipe the neck of the new bottle with clean, damp cloth that is moistened with tap water.
2. Wipe the top of the dispenser, including the lip of the reservoir with a clean, dry cloth.

IV. Storage of Water Bottles

1. Keep full water bottles standing upright, away from direct sunlight.
2. Store new water bottles off of the floor, in a clean, dust free area.
3. Never spray chemicals around the dispenser or water bottles.
4. Do not use dispenser as a shelf.

References:

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