

Water Cooler Cleaning



1. Scope

This work practice provides a step-by-step procedure for cleaning water coolers for the purpose of sanitizing them for daily use.

This work practice assumes that the person performing this work is familiar with the cleaning products and personal protective equipment (PPE) described in this document.

2. Application

This work practice is for Seattle City Light (SCL) employees who are tasked with cleaning water coolers.

This work practice was initially developed to help mitigate the spread of Coronavirus Disease 2019 (COVID-19). The procedures described in this work practice can apply to mitigating the spread of other viral diseases and germs.

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3. Required PPE

Disposable Ear-Loop Mask



Disposable nitrile gloves



Safety glasses



4. Required Cleaning Supplies

Dishwashing soap, unscented



Teri wipes



5. Steps for Daily Cleaning

Wash and Rinse Cooler Exterior

1. Fill the cooler with water until the water level is just above the top of the spigot inlet in the inside.
2. Add a small amount (approx. 1/4 teaspoon) of dishwashing liquid to the cooler.
3. Moisten a Teri-Wipe in the mixture and wipe down the outside of the cooler, including the handle, spigot, and the lid. Ensure that all the exterior surfaces are wiped with soap.
4. Rinse the exterior of the cooler and lid until all soap residue is gone.
5. Wipe dry the exterior of the cooler with a Teri-Wipe.
6. Dispose of Teri-Wipes.

Wash and Rinse Cooler Interior

1. Fill cooler with water so that the water level is just above the top of spigot inlet in the inside.
2. Add a small amount (approx. 1/4 teaspoon) of dishwashing liquid to the cooler.
3. Moisten a Teri-Wipe in the mixture and wipe down the inside of the cooler. Ensure that all the interior surfaces are wiped with soap.
4. Drain the cooler through the spigot for 20 seconds.
5. Rinse the cooler to remove any remaining soap residue.
6. Fill the cooler with clean tap water until the water level is just above the top of spigot inlet.
7. Drain the cooler through the spigot for 20 seconds.
8. Drain any remaining water by flipping the cooler upside down.
9. Rinse the cooler a second time to ensure all soap residue is removed.
10. Wipe-dry the interior of the cooler with a Teri-Wipe.
11. Dispose of Teri-Wipes.

6. References

Centers for Disease Control and Prevention (CDC); [cdc.gov](https://www.cdc.gov)

7. Sources

Georges, Lana; Sr. Health and Safety Specialist and subject matter expert for 0020.19 (lane.georges@seattle.gov)

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