



# Water Dispenser Sanitation Guidelines

Tap water dispensers are refillable containers with a spout for people to self-serve water. Water dispensers must be cleaned every day after use to help prevent the spread of disease. Use this guide to wash and sanitize pitchers, insulated coolers and other portable water dispensers.

## Cleaning Supplies:

**Sink**-Water Dispensers should be cleaned in sinks that are used for hand washing and/or food preparation- not sinks that are used to dispose of chemical cleaning agents like those used by the janitor. If the program has access to a dishwasher, Dispensers may be washed in that rather than following the hand washing and bleach solution guidelines below.







**Labeled Spray Bottles**-Cleaning solutions can be stored in labeled spray bottles

**Brush or Scrubber**-Use an assigned brush for cleaning

**Soap Solution**-hot water and dishwashing detergent (or other appropriate cleaner)

**Water/Bleach Solution**-Water/bleach solution- Mix 1 teaspoon of household bleach with 1 gallon of water. If you can smell the bleach, then you know you are using too much bleach.

**Household Bleach**-Household bleach is typically sold in retail stores in one of 2 strengths: 5.25% hypochlorite (regular strength bleach) or 6.00% (ultra strength bleach) solutions. Clorox makes household bleach.

1. Wash	2. Rinse	3. Sanitize	4. Sit	5. Rinse	6. Air dry and store
Dispensers with a soapy solution of dishwasher detergent and hot water using an assigned brush	Dispensers with hot water	in water/bleach solution using spray bottle	Allow the Dispensers to sit wet for a few minutes	Dispensers with hot water	Store Dispensers upside down or on sides in designated storage area to which only your program has access
					





For more information on proper care of bottled water and dispensers please visit:  
<http://www.mass.gov/eea/agencies/massdep/water/drinking/proper-care-of-bottled-water-and-dispensers-for-schools.html>

Grummon, A. et al. Water Works: A Guide to Improving Water Access in Schools to Improve Health and Support Learning. 2014

For more information on which water dispenser(s) are best for your organization, SEE: **A GUIDE TO CHOOSING TAP WATER DISPENSERS, WATER DISPENSER CLEANING AND SANITATION SCHEDULE**

## A Guide to Choosing Tap Water Dispensers

Use this guide to determine which type of tap water dispenser best meets the needs of your organization or hospital. Remember to clean and sanitize all tap water dispensers on a fixed schedule and be sure to provide cups with all portable and point of use water dispensers.

	<b>Pitchers and Jugs</b> 	<b>Insulated Coolers and Cambros</b> 	<b>Point of Use Water Dispensers</b> 	<b>Water Fountains and Stand Alone Bottle Fillers</b> 
<b>Water Dispenser Options</b>	Refillable, portable containers with spout for people to self-serve water  1-2 gal. plastic pitchers 3 gal. spigot dispenser 1 gal. Filtered pitchers	Large refillable, portable containers with spigots for a large group of people to self-serve water  Cambros 10-11 gal. Igloo 5-10 gal.	Bottled or Bottleless water coolers. Bottleless coolers hook into tap water lines. People push a button or place water cup underneath dispenser spout for water.	Traditional drinking fountains and stand alone bottled water fillers.
<b>Approximate Price Range</b>	1-2 gal. ~\$5.00 to \$15.00 1-2 gal. filtered pitchers ~\$20.00 to \$50.00 3 gal. spigot dispenser ~\$30.00 to \$50.00	5-gallon: ~\$50 to \$60 10-gallon to 11 gallon: ~\$75 to \$200	To purchase: ~\$250.00 to \$700.00  To rent: Starting at ~\$25.00/month to \$50.00/month	For a new unit: ~\$600.00 to \$4000.00  To add bottle filler to existing fountain: ~\$500.00 to \$1000.00
<b>Advantages</b>	<ul style="list-style-type: none"> <li>*Low cost</li> <li>*Water can be chilled by adding ice or putting container in fridge.</li> <li>*Clear designs allow people to see the beverage.</li> <li>*No electricity needed</li> <li>*No additional plumbing needed.</li> </ul>	<ul style="list-style-type: none"> <li>*Low cost</li> <li>*Hold a large quantity of water.</li> <li>*Some have cup holders</li> <li>*Insulation keeps water cooler longer.</li> <li>*Can be easily and safely transported.</li> <li>*No electricity needed.</li> <li>*No additional plumbing needed.</li> </ul>	<ul style="list-style-type: none"> <li>*Hold a large quantity of water.</li> <li>*Some hook directly into tap water lines so do not need to be refilled.</li> <li>*Some units can chill water.</li> <li>* Discounts may be available.</li> <li>*Units can be rented.</li> <li>*Compatible with filtration systems.</li> <li>*Minimal maintenance and cleaning required.</li> </ul>	<ul style="list-style-type: none"> <li>*Long lasting.</li> <li>*Some units offer chilled water.</li> <li>*Hook directly into tap water lines so do not need to be refilled.</li> <li>*Minimal maintenance and cleaning required.</li> <li>*Traditional water fountains do not require cup or bottles.</li> </ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>*Not very durable.</li> <li>*Need to be refilled.</li> <li>*Water will not remain cold.</li> <li>*Filters must be replaced in filter pitchers each month.</li> <li>*Must be cleaned and sanitized daily.</li> </ul>	<ul style="list-style-type: none"> <li>*Can be heavy when full.</li> <li>*More labor intensive because staff needs to refill and clean dispensers daily.</li> </ul>	<ul style="list-style-type: none"> <li>*Upfront cost is more expensive than portable tap water dispensers.</li> <li>*Requires bottles and filters</li> <li>Requires electricity.</li> <li>*Requires professional installation</li> </ul>	<ul style="list-style-type: none"> <li>*Upfront cost is more expensive than portable tap water dispensers.</li> <li>*Requires electricity.</li> <li>*Require plumbing.</li> </ul>

Adapted Source: Grummon, A. et al. Water Works: A Guide to Improving Water Access in Schools to Improve Health and Support Learning. 2014