



## CLEANING WATER BOTTLES (CARAFES) VACUUM TYPE

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### 1. GENERAL

- 1.01 This section describes procedures for maintaining drinking water bottles in a clean, sanitary condition.
- 1.02 This section is issued to replace Section 770-170-304 as part of the revision and renumbering of the Building Service layer of the 770 Division. Minor revisions have also been incorporated. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.
- 1.03 Drinking water bottles, also known as carafes, are used in some private offices and conference rooms.
- 1.04 Bacteriological studies show that unless strict precautions are taken to maintain sanitary conditions, the water in carafes may become contaminated to the point where health hazards are involved.
- 1.05 In so far as practicable, the use of vacuum drinking water bottles should be discouraged. The purest water for drinking purposes is available directly from the drinking fountain.
- 1.06 The cleaning operations may be performed by regular building service personnel or delegated to clerical personnel. The number of bottles to be cleaned may influence the decision.

The responsibility for the job should be clearly assigned since regular cleaning is important.

1.07 The individual assigned to the cleaning should be given a copy of this section. This applies not only to the person doing the periodic cleaning operation, but also to the one charged with the daily maintenance.

### 2. DESCRIPTION

- 2.01 Water bottles have a metal or plastic outer shell and a filler consisting of a double-walled glass bottle with a vacuum in between. The vacuum insulates the water and keeps it cool for a considerable length of time. The outer shell generally unscrews at the midpoint, that is, half-way down the bottle. This joint is neither air nor watertight. The neck rubber provides a tight seal between the outer shell and the filler at the top of the carafe.
- 2.02 Wide mouthed bottles having caps that overlap the lip should be selected. Plastic stoppers are preferable. Cork or rubber stoppers are less desirable and should be replaced, so far as possible, with the plastic type.
- 2.03 The 1-quart size is generally used for office purposes.

### 3. PRECAUTIONS

- 3.01 Use only water which has been approved for drinking purposes by local health authorities.
- 3.02 Never drink directly from the carafe.
- 3.03 Avoid leaving water in the bottles overnight or over the weekend.
- 3.04 Always rinse before refilling with fresh water.
- 3.05 Do not handle the portion of the stopper that enters the bottle or put it down where it can become soiled.

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**3.06** Do not use a bottle brush to clean the bottle. This may scratch or even break the fragile glass.

**3.07** When cleaning, never immerse the entire carafe in the cleaning solution. Leakage can occur through the outer shell joint. (Refer to 2.01.)

**3.08** Use only approved cleaning materials.

### 4. CLEANING MATERIALS

**4.01** The following are required:

- C-39 Hard Surface Cleaner
- Germicide (See 4.02)
- Hand mop or sponge mop
- Measuring Spoons
- Small container with a spout (measuring cup).

**4.02** A very efficient germicide is a 10 to 20 percent solution of benzalkonium chloride. It may be purchased at wholesale drug houses, janitorial supply jobbers, restaurant supply dealers, or at most of the local drug stores.

### 5. DAILY PROCEDURE

**5.01** Advise user that the water bottle should be emptied and stopper replaced before leaving the office every night.

**5.02** In the morning, remove stopper and put it down in a clean place. Rinse bottle, refill it with fresh water, and replace stopper.

### 6. PERIODIC CLEANING

**6.01** All bottles should be cleaned and sanitized once a month. Schedule this assignment for a definite day each month.

**6.02** If many bottles are involved, collect the bottles on a cart and take them to some suitable service area for cleaning.

#### **6.03** *Cleaning:*

- (1) Fill bottle half full with hot water.

- (2) Add one-half teaspoon of C-39 Hard Surface Cleaner.

- (3) Shake to dissolve. Using hand mop, scrub inside of bottle, lip, and stopper thoroughly. Fill to level just below stopper. Insert stopper. Shake and allow bottle to stand. Proceed to next bottle.

- (4) When all bottles in the group have been completed, return to first bottle and, in turn:

- (a) Shake again and then empty.
- (b) Rinse by filling half full with hot water, shaking a few times, and emptying. Replace stopper.

#### **6.04** *Sanitizing Treatment:*

- (1) Fill bottle half full with hot water.
- (2) Add 1 teaspoonful of germicide. It will be found convenient to pour the germicide from a small container having a spout into a teaspoon measure held over the water bottle.
- (3) Shake bottle to mix.
- (4) Fill bottle to level just below stopper. Insert stopper. Shake and allow bottle to stand for 5 minutes or longer. Proceed to next bottle.
- (5) When all bottles in group have been completed, return to first bottle and perform rinsing operation described in 6.05.

#### **6.05** *Rinsing:*

- (1) Shake bottle, empty, and rinse thoroughly with hot water. Repeat several times.
- (2) Return bottle to daily service.

#### **6.06** *Care of Hand Mops or Sponge Mops:*

- (1) At completion of job, immerse hand mops in the germicide solution. Rinse and hang in clean location to dry.
- (2) Replace hand mops promptly when they become worn or soiled.