



Service Procedure for B5/B10C Bottled Water Cooler

1. Turn off and unplug water cooler at mains power.
2. Remove bottle and empty chilling tank through taps into a bucket.
3. Take out baffle plate. (White plastic part inside chilling tank) (Unscrews anti clockwise)
4. Fill a bucket with 2 litres of hot water and add either ¼ Milton tablet or ¼ teaspoon of Milton liquid to the hot water. Once dissolved, pour water into chilling tank. Leave for 5 minutes. (Over use of Milton will leave a taste in the unit)
5. While the tank is full, use a dish brush to gently scrub sides and base of tank.
6. Drain tank into your water bottle approx 1 litre from each tap. (This sanitises internals of taps)
7. Refill bucket with 2 litres of warm water and pour into chilling tank.
8. Drain through taps into a bucket.
9. Remove taps (Screw anti clockwise)
10. Remove drip tray.
11. Take baffle plate, drip tray and taps to a sink.
12. Clean baffle plate and externals of taps with fresh water only. Do not use any cleaning chemicals as the taste and smell is absorbed.
13. Drip tray can be cleaned with detergent. (Do not use abrasive cleaners)
14. Wipe over externals of water cooler with a soft damp cloth.
15. Replace taps, drip tray and baffle plate.
16. Place new bottle on top of cooler.
17. Turn on machine at mains power.
18. Keep an eye on the machine to ensure it is working properly and not leaking. If the water cooler has begun leaking - causing water to come in contact with the internal electrics – please immediately turn off the water cooler, remove bottle and contact our office on 4939 3946 or AH 0437 789 907.

NOTE: The most common leak in these units is caused by a tiny hole in the bottle, which allows the air in and so does not stop the water flow. If this happens, please call us to order a new bottle.

Information supplied by:



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