

# GETTING BACK TO BUSINESS



## GUIDELINES FOR USE:

- Keep disinfecting wipes close to your PWT machine to sanitize after each use.
- Tape a 6-foot radius around the machine to ensure proper social distancing.
- If not installed near a sink, offer hand sanitizer so users can quickly disinfect their hands before and after each use.

## Cleaning & Sanitization of Document Solutions Water Coolers

First, make sure you are equipped with the proper tools:

- A large bucket, preferably a 5-gallon bucket
- A nonabrasive, disinfecting wipe or spray
- Paper towels or cleaning rags

Second, flush the tank by following the appropriate guidelines outlined below:

- Press the button to dispense 2 gallons of water into a large bucket. Repeat this for hot, cold and/or ambient water types.

[CLICK HERE](#)

**Please visit our StaySafe site for  
periodic tips and updates**



## IMPORTANT SANITIZATION INFORMATION:

Wipe the entire surface of each machine, paying special attention to the dispensing area, paddles, and touchscreen, with a nonabrasive disinfecting household sanitizing spray or wipe.



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