WELL EXPERT CLEANING

Water Dispenser and Cooler Cleaning Log

Daily, weekly and monthly tasks · print it, tick it and keep it beside the unit

Month: _____ **Unit location:** _____ **Unit number:** _____

Filter replaced on: _____ **Next filter due:** _____ **Checked by:** _____

DAILY

Every day

☐ Wipe the nozzle	Daily	
☐ Wipe the drip tray	Daily	

WEEKLY

☐ Wash the drip tray	Weekly	
☐ Wipe the exterior of the unit	Weekly	

EVERY ONE TO THREE MONTHS

Or as the maker advises

☐ Sanitise the reservoir	Every 1 to 3 months	
☐ Sanitise the taps	Every 1 to 3 months	
☐ Sanitise removable parts and rinse until no taste of cleaner remains	Every 1 to 3 months	

FILTER AND LONG CLOSURES

☐ Replace the filter on schedule	As the maker advises	
☐ Drain and refresh the unit after a long closure	After closure	

WATER PURIFICATION EQUIPMENT

Filters, UV units and reverse osmosis systems need their own cleaning and filter changes

☐ Filters, UV unit or reverse osmosis system serviced and the date recorded	As the maker advises	

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DAILY LOG: NOZZLE AND DRIP TRAY WIPED

Tick the box and add initials each day

1	☐		17	☐	
2	☐		18	☐	
3	☐		19	☐	
4	☐		20	☐	
5	☐		21	☐	
6	☐		22	☐	
7	☐		23	☐	
8	☐		24	☐	
9	☐		25	☐	
10	☐		26	☐	
11	☐		27	☐	
12	☐		28	☐	
13	☐		29	☐	
14	☐		30	☐	
15	☐		31	☐	
16	☐				

Month reviewed by	Date	Notes or faults reported