

Year: \_\_\_\_\_

Unit Type: \_\_\_\_\_ Location: \_\_\_\_\_ Model/Serial: \_\_\_\_\_ Install Date: \_\_\_\_\_

Bottled  Mains-fed

## DAILY TO WEEKLY TASKS

### Clean Touch Areas Daily

Wipe down taps, dispense areas, control panels, and drip trays. Use sanitizing solution.

Responsible: \_\_\_\_\_ Week of: \_\_\_\_\_

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## MONTHLY TASKS

Task Description	Responsible	Last Done	Next Due	✓
<b>System Flush</b> Drain reservoir, run fresh water through all lines. Essential after low use periods.	_____	_____	_____	<input type="checkbox"/>
<b>Thermal Protection</b> Vacuum air vents, check clearance, monitor temperature/noises.	_____	_____	_____	<input type="checkbox"/>

## EVERY 3-6 MONTHS

Task Description	Responsible	Last Done	Next Due	✓
<b>Sanitisation - Bottled (3 months)</b> Professional service required. Record engineer details.	_____	_____	_____	<input type="checkbox"/>
<b>Sanitisation - Mains-fed (6 months)</b> Professional deep cleaning by approved engineer.	_____	_____	_____	<input type="checkbox"/>

## EVERY 6-12 MONTHS

Task Description	Responsible	Last Done	Next Due	✓
<b>Filter Replacement</b> Replace per manufacturer schedule. More frequent if heavy use/hard water.	_____	_____	_____	<input type="checkbox"/>

Task	Monthly Tracking											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Touch Areas												
System Flush												
Thermal Protection												
Sanitisation												
Filter Replace												

### Key Guidelines

- **Bottled Units:** 3-month sanitisation • **Mains-fed:** 6-month sanitisation
- **Heavy use/hard water:** More frequent filter changes required
- **After holidays:** Always perform system flush
- **Professional service:** Sanitisation by approved engineer only

### Emergency Contacts

Service Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Facility Manager: \_\_\_\_\_ Phone: \_\_\_\_\_