# Town of Truckee Mobile Water Filling Station Reservation Program Guidelines: Set-Up and Sanitation Procedures



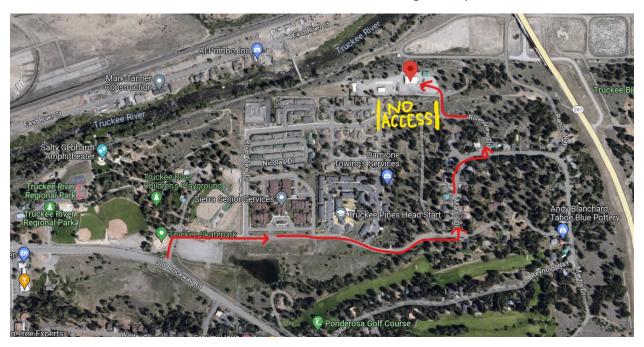
**Please Follow All Directions Carefully** 

Thank you for choosing tap water to supply your event. Not only is tap water a safe and reliable choice, but it also helps minimize the waste your event produces.

If you have any questions, please email <u>Sustainability@TownOfTruckee.gov</u> or call (530) 582-2928

# Pick-Up/Drop-Off Location

- 1. Pick up from the Town's storage facility (10713 River View Drive, Truckee, CA 96161)
  - a. Instructions on how to get there:
    - i. From Brockway Road: turn onto Estates Drive (at the Truckee Skatepark)
    - ii. Turn left onto Martis Drive
    - iii. Turn left onto River View Drive
    - iv. Follow River View Drive to the Town's storage facility



2. The mobile water filling station(s) and/or the water dispenser(s) will be placed in front of the wood paneled building, which is one of the first buildings visible when entering the lot. Below is a picture of the building and where the stations will be placed for pick up.



3. Please drop off the stations at the same location where they were picked up.

## **Mobile Water Filling Stations**

# Set Up

- 1. Pick up from the Town's storage facility (directions above)
- 2. Secure the filling station so that it cannot shift during transport water taps on top of unit are fragile and must be protected.
- 4. Clean the heads and station before using with chlorine (bleach)/water solution mixture, or disinfecting wipes (provided)
- 5. The water station comes with a potable water supply hose. Attach the supply hose to the inlet connection. Attach the other side of the hose to a potable water supply only (with a standard hose connection).
  - You must use this unit with potable water/drinking water hookup No exceptions! It is a good idea to disinfect the spigot and run the supply for several minutes to flush out any old water before the event starts.
- 6. You may only need to turn the spigot / open the faucet at the source of water approximately 1/4 of a turn to provide an adequate flow of water (test water pressure at filling taps). Do not turn to full pressure if not needed (it can damage the gaskets)
- 7. Make sure there are no leaks inside the unit or at the hose connections and tighten up any loose pieces

## **During the Event**

- 1. You must have an assigned staff member or volunteer to conduct sanitation, preferably once an hour, but at a minimum every two hours.
  - To sanitize the station, clean the dispenser heads with a quick spray of chlorine (bleach)/water solution mixture, or disinfecting wipes. Clean the mounting deck of any debris.
- 2. Empty tub on inner shelf under drains periodically to prevent overflow.

#### **Break Down**

- 1. Close the faucet at the water source.
- 2. Remove the pressure in the water supply line.
- 3. Detach the hose from the unit and the water supply and wipe down the station.
- 4. Empty the tub on the inner shelf under the drains and replace.
- 5. Store indoors for multi-day events.
- 6. Ensure potable water hose and sanitizing supplies are returned with filling station.
- 7. Secure the filling station so that it cannot shift during transport water taps on top of unit are fragile and must be protected.
- 8. Return all items to the Town's storage facility (directions above). The storage facility is accessible 24/7 so the stations can be dropped off after business hours if needed. Please contact us via email or phone number provided if the stations need to be returned late since a reservation may be scheduled for the day after.
- 9. Report any maintenance issues to <u>Sustainability@TownOfTruckee.gov</u>

# **Five Gallon Water Dispensers**

## Set Up

- 1. Pick up from the Town's storage facility (directions above)
- 2. Clean out the inside of the container with dish soap and water
- 3. Clean the spigot with chlorine (bleach)/water solution mixture, or disinfecting wipes
- 4. The water dispensers may only be filled with water, no other kinds of beverages please!

## **During the Event**

- 1. You must have an assigned staff member or volunteer to conduct sanitation, preferably once an hour, but at a minimum every two hours.
  - a. To sanitize, clean the dispenser spigot with a quick spray of chlorine (bleach)/water solution mixture or disinfecting wipes, and run the water momentarily to rinse

#### **Break Down**

- 1. Empty the container of any remaining water
- 2. Clean the spigot with chlorine (bleach)/water solution mixture or disinfecting wipes
- 3. Wash the inside of the container with dish soap and water
- 4. Store indoors for multi-day events
- 5. Return to the Town's storage facility. The storage facility is accessible 24/7 so the stations can be dropped off after business hours if needed. Please contact us via email or phone number provided if the dispensers need to be returned late since a reservation may be scheduled for the day after.
- 6. Report any issues to <u>Sustainability@TownOfTruckee.gov</u>