

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 Sustainability@TownOfTruckee.gov 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 ¼ 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.
 - a. 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 Sustainability@TownOfTruckee.gov

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 Sustainability@TownOfTruckee.gov