

**BPS CUSTODIAL MAINTENANCE ON ELKAY WATER FOUNTAINS INSTALLED 2021-2022**  
**12/14/2021**

1. Put in work request in the work order system when a new filter is needed
2. Change filter – Click the link below for specific instructions:  
\*\*[How to Replace an Elkay ezH2O Water Filter – Elkay](#)\*\*
3. The filter you receive may be smaller than original filter
4. While changing filters also vacuum condenser coils
5. Use only soapy water to clean the unit – Click the link below for specific instructions:  
\*\*[ezH2O Bottle Filling Station \(Clean & Care\) – Elkay](#)\*\*
6. Please be sure all water fountains are run regularly (at least weekly for a minimum of 2 minutes) including the Summer to prevent algae buildup in filters