



KFIC Primo Water Fountain Management

This document is regarding the freestanding water fountain system in the conference room.

Removing the empty water bottle

1. Get a sheet of paper towel.
2. Unplug the water fountain system from the electrical outlet.
3. Open the front door of the water fountain system.
4. Pull the bottle forward and out of the fountain from the bottom.
5. Grab the cap securely and pull it slowly from the neck of the bottle. Be sure not to pull by the tubing.
6. Temporarily prop the tubing/cap on the paper towel if needed.

Installing the replacement water bottle

1. Open the front door of the water fountain system.
2. Position the filled replacement water bottle in front of the opening.
3. Completely remove the plastic cap from the bottle neck.
4. Secure the fountain tubing/cap in hand and insert the tubing into the neck of the bottle.
5. Firmly press the cap down over the neck of the bottle until secure.
6. Tilt the bottle into the fountain system and move the entire bottle into the fountain system. The bottle should rest level inside the fountain.
7. Close the fountain system door.
8. Plug the water fountain system back into the electrical outlet.
9. The system should be ready for use.

Purchasing a replacement water bottle

1. Take the empty Primo water bottle to customer service at Walmart and let them know you want to get a filled replacement bottle. Be sure to show them the empty bottle.
2. Put the empty bottle in the receptacle.
3. Get a filled Primo water bottle and pay the customer service rep using your Pex card.
4. Take the filled bottle back to the church and place it near the freestanding fountain.
5. Email or text the finance team letting them know the date and location of the water purchase so they can have proper records for reconciling.