

## Preparing Departmental Owned Appliances for the Return to Campus

*The Facilities Management Division (FMD) is taking many measures to help keep our students, faculty, and staff safe as we all return to campus; however, we need your help in preparing any appliance that provides water for consumption in offices, break rooms, work areas, or conference rooms. In accordance with the **Center for Disease Control (CDC) Guidance for Reopening Buildings after Prolonged Shutdown or Reduced Operation**, FMD is requesting that all building occupants take a few minutes as they return to campus to flush the stagnate water, clean, and sanitize all personal or departmental appliances that use water. The appliances should be cleaned and sanitized in accordance with the manufacturer's directions and operated for several cycles prior to using the water for human consumption. Additionally, department staff should flush both the hot and cold water faucets of sinks that are contained within their spaces for at least 3 minutes prior to use.*

*FMD staff who remained on campus during the time of reduced operation periodically flushed water through the fixtures of public restrooms, drinking fountains, and community areas. The FMD team will continue to do so as part of our routine cleaning and maintenance processes for public spaces. Please remember that departmental breakroom appliance cleaning/maintenance does not fall under the routine cleaning for Building Services staff members.*

*Examples of appliances that departmental staff need to flush include:*

- 1. Coffee makers with supplied water- clean and sanitize the coffee maker in accordance with the manufacturer's directions and run it for at least three cycles*
- 2. Ice makers- empty and dispose of the existing ice, clean and sanitize the ice bin in accordance with the manufacturer's directions, and then dispose of the ice produced for two additional cycles*
- 3. Water dispensers built into refrigerators- flush at least 3 gallons of water through the device and change the filter, if indicated*
- 4. Freestanding, bottle supplied, water dispensers- follow the water delivery supplier's directions*

*For more information please visit <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.*