

Tahoe Water Suppliers Association Water Refill Station Loan Program Application and Instructions



Mobile Water Station 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, it helps minimize the waste your event produces.

Set Up

1. **Pickup from IVGID Public Works at 1220 Sweetwater Rd. Incline Village, NV 89451**
2. Clean the heads and station with a chlorine (bleach)/water solution mixture, or disinfecting wipes.

3. 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.

You must use this unit with a 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.

4. 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. Do not use leave open at full pressure if not needed (it can damage the gaskets).

5. Make sure there are no leaks and tighten up any loose pieces.

During the Event

1. You must have an assigned staff person or volunteer to conduct sanitation. Preferable once an hour, but at a minimum every two hours, clean the dispenser heads with a quick spray of chlorine (bleach)/water solution mixture, or disinfecting wipes.

2. Clean the mounting deck of any debris.

Break Down

1. Close the faucet at the water source.

2. Remove the pressure in the water supply line.

3. Detach the hoses from the unit and the water supply, and wipe down the station.

4. Store indoors for multi-day events.

4. **Return to IVGID Public Works at 1220 Sweetwater Rd. Incline Village, NV 89451**

5. Report any maintenance issues upon return.

Call us if you have questions: **(775) 832-1284 / (775) 832-1203**

Water Refill Station Loan Use Application

*Please note that all water stations must be arranged to be picked up at the IVGID Public Works building and returned to the same location (1220 Sweetwater Rd. Incline Village, NV 89451). Arrange for pickup date/time when you submit this form to drinktahoetap@ivgid.org

Application Date: _____

Organization: _____

Responsible Individual: _____

Phone Number: _____

E-Mail Address: _____

Event Name: _____

Event Date(s): _____ - _____

Event Location(s): _____

Number of Water Refill Stations requested (50"x40"x20"): _____

Additional Item Requests

Five-Gallon Water Dispensers (26"x18"x12"): _____

Paper Disposable Cups: _____

Drink Tahoe Tap® Water Pouches: _____

Drink Tahoe Tap® Water Bottles: _____

Drink Tahoe Tap® Stickers (*see logo*): _____

IVGID Utility Trailer*: _____

*Additional waiver for utility trailer use will be sent out by IVGID staff

Pickup and Return

Pickup Date: _____

Return Date: _____

