**METRO WATER SERVICES PORTABLE WATER FOUNTAIN**

The portable water fountain is used at events to provide water without the need to refill or provide cups. Water is provided to the portable fountain via a permanent spigot or a fire hydrant with a spigot attachment.

The portable water fountain was built using a Rubbermaid cart and has a water fountain bubbler (spigot) on top and a regular spigot for filling bottles, etc. on the side. A cooler and two (2) hoses are permanently attached to the portable fountain. The cooler has a chilling coil which, when filled with ice, cools the water as it passes through. One of the hoses is a restaurant grade hose and delivers the water to the cooler and the other hose is a drain hose that drains water from the fountain basin (top of cart).

An additional restaurant grade hose can be provided, if needed. For drinking water quality purposes, only restaurant grade hoses can be used with eth portable water fountain.

**Steps for portable water fountain set-up:**

* Place portable fountain on stable, flat location.
* Place the two (2) metal blocks on wheels. (Place blocks so that the unit is slightly tilted, allowing drain water to flow toward drain. The wheels needed to be blocked will vary based on the location of the portable fountain)
* Attach restaurant grade hose to water source.
* Place drain hose in appropriate location. (attempt to place in storm drain or area that will drain away from the fountain and other vendors)
* Turn water on SLIGHTLY. (too much pressure could damage the portable fountain)
* Open spigot on side to release air and allow water to flush through coils.
* Turn on water bubbler on top to release air and check the water pressure. (Water may need to be adjusted on or off more)
* Place loose ice in cooler around coil. (Make sure the white drain cap on the cooler is closed)
* Place blue fabric skirt around fountain with the attached Velcro. (begin at side spigot so opening of skirt is on either side of spigot)
* Check chlorine residual and clean fountain.

***Check Chlorine Residual***

* Fill clear cup in bag half full with water from fountain.
* Add contents of one (1) silver reagent pouch to cup.
* Swirl water and look for pink coloration.
* If water turns pink, you have a chlorine residual.
* Rinse cup and place back in bag. (place bag on top of cooler)
* If water does not turn pink, open side spigot to allow water to flush through portable water fountain for 2 minutes and repeat test.
* Wipe down fountain bubbler and side spigot with Clorox wipe and wipe out basin of fountain.
* Place bag on top of cooler for storage.

*If after multiple attempts to flush and test, water does not turn pink, disconnect portable water fountain and contact Sonia Allman at (615) 533-3607.*

**Steps for portable water fountain break down:**

* Turn water off at water source spigot.
* Release pressure on fountain by opening spigots on portable water fountain.
* Open valve on cooler to drain melted ice.
* Remove blue cloth skirt from fountain.
* Disconnect restaurant grade hose from water source spigot and allow excess water to drain from it.
* Roll up hose and hang on hook attached to fountain.
* Loop drain hose on handle of cart.
* Remove metal wheel blocks from wheels.
* Dump ice out of cooler by carefully tipping entire fountain.
* Place skirt and wheel blocks in bag.

**FLUTTER FLAG (*if included*)**

The flutter flag is used to draw attention and guide people to the portable water fountain.

It is stored in a black bag and consists of the fabric flag, 4 sections of pole and a tripod stand.

**Setting up flutter flag:**

* Remove 4 pole sections from bag and connect to form one VERY LONG pole.
* Feed fabric flag onto pole and connect latch on fabric flag onto eye hook on pole.
* Place pole in stand and bungee cord pole to stable object.
* Place flutter flag bag on top of cooler.

**Breaking down flutter flag:**

* Remove bungee cords from flutter flag.
* Unhook fabric flag from pole.
* Pull cloth flag from pole.
* Separate pole into 4 pieces.
* Place bungee cords, poles and flag in black bag. (stored on top of cooler)

***Place everything on top of cart and wheel off.***