

Portland Water District

Water Fountain

Instructions on providing safe, quality water to your event.

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. We recommend that you disinfect the unit and flush the water supply hose with a chlorine/water solution, prior to use. To flush the hose, add the solution to the hose, then run for a minute.
2. The water fountain comes with 1 plastic black water supply hose and 1 green rubber drain hose.
3. Attach the black plastic hose to the inlet connection, then tighten the metal fitting. Attach the other side to the water supply after you have ensured it is clean and safe. ***It is a good idea to disinfect the spigot and run the supply for several minutes to flush out any old water.***
4. Attach the green hose to the drain and direct drainage away from activity, downhill from the unit.
5. You may only need to turn the spigot or open the faucet at the source of water approximately $\frac{1}{4}$ of a turn to provide an adequate flow of water.
6. Open the flushing faucet under the splash pan at the end of the unit opposite the hose connections. Remove all air from the line. This faucet controls the flow of water through the flushing tube to cleanse the splash pan and to keep the water as cool as possible in warm weather. ***During warm weather, you should keep the faucet open. A slight stream of water running through the flushing tube will keep the water fresh and cooler through circulation.***

Break Down

1. Close the faucet at the water source.
2. Open the flushing faucet to remove the pressure in the water supply line.
3. Detach the hoses from the unit and the water supply. To detach the water supply hose from the unit, you will first have to loosen the metal fitting.
4. Cover with the tarp, and secure in storage. Be careful not to scratch the drain pan or break the bubblers.
5. Deliver to the Portland Water District's stockroom on St. James Street in Portland on the next business day before 3:00 p.m. When not in use and during delivery, please cover the fountain with the tarp so that it does not get damaged.

Fountain Curtain Tarp Black Hose Green Hose Water Jugs (3)

6. Your deposit check will be destroyed once the unit is delivered and inspected.