

**FIRST CALL**  
**COMMUNICATIONS**  
Hotline: 720-423-4020  
Denver Public Schools  
Interdepartmental Communication

Date: 11/5/2021

Subject: Bottle Filling Station

Related Documents: [Bottle Filling Station Request Form](#)

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Approval and assessment are required prior to installation of a bottle filling station. The following outlines the process, requirements and units that can be selected for this process. In most situations, the bottle filling station and its installation will need to be funded by the building.

**Bottle Filling Station Process Overview:**

1. School submits [Bottle Filling Stations Request form](#) to First Call.
2. First Call will review the request to confirm if there are additional approvals and/or information needed.
3. First Call will return the form with approved contractor contact information.
4. Building leadership and Operations work with contractor(s) to obtain quotes from contractors.
5. Once school decides on a contractor, school sends a quote to First Call Center for final approval.
6. School will work directly with the contractor to provide them a purchase order and to schedule installation.
7. Once Installation is complete, First Call is notified and the Facility Management team will assess installation prior to payment.
8. Building processes payment to contractor directly.

**Installation Requirements and Guidelines**

- Bottle filling stations must be installed per product specifications.
  - This includes power, placement and securing the unit.
- Per DPS Standards, all bottle filling stations should be a filtered unit.
- Bottle filling stations cannot be installed inside of the gyms.

**DPS Approves the Installation of the Following Models:**

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| ● Single Units (bottle tap only)           | ● Dual Units (traditional and bottle tap)    |
| ○ Elkway Bottle Filling Station LZS8WSVRLK | ○ Elkway Bottle Filling Station LZSTL8WSVRLK |
| ○ Elkway Bottle Filling Station LZS8WSVRSK | ○ Elkway Bottle Filling Station LZSTL8WSVRSK |

**Bottle Filling Station Options:**

The number of standard drinking fountains based on student enrollment must be met per ADA and DPS standards.

- If the school is replacing an existing water fountain, dual unit is required. Single unit can be approved after further assessment.
- If the school is adding a new bottle filling station:
  - Planning, Design & Construction (PDC) assesses and approves location and installation.