



Draining a Toilet Tank

Drain the tank of your gravity flush toilet.

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INTRODUCTION

Most toilet repairs are easier to perform without water in the toilet tank. Use this guide to drain the tank of a traditional gravity flush toilet.

Step 1 — Tank Lid



- Lift the tank lid up and away from the toilet tank.

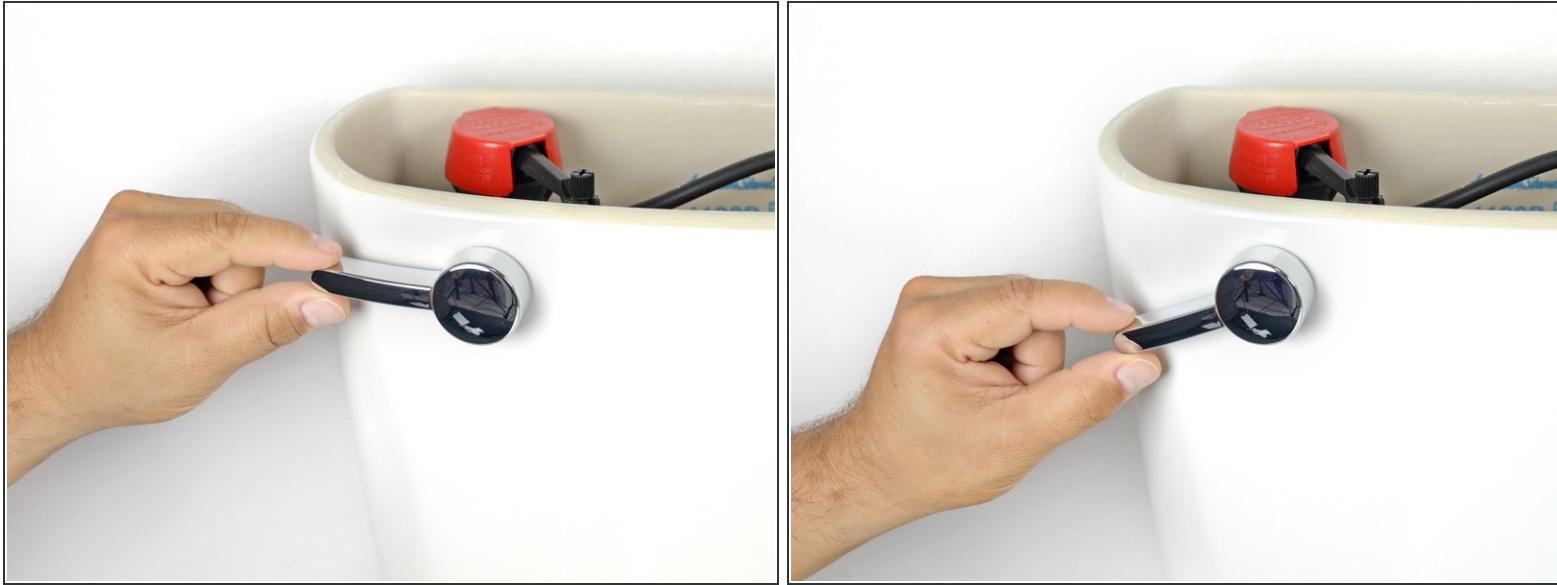
Step 2 — Shutting off the Water Supply to a Toilet



- Shut off the stop valve underneath the toilet by turning it clockwise until it becomes tight.

(i) The appearance of this valve may differ from toilet to toilet, but most operate the same.

Step 3 — Draining a Toilet Tank



- Push down the flush lever.
- Hold the lever down until water stops draining from the tank.

(i) A small amount of water will remain in the bottom of the tank.

(i) If the flush lever or pull chain have become disconnected, lift up the toilet flapper to drain the tank.

Most toilets retain a small amount of water in the tank after draining. To remove any excess water from the bottom of your toilet tank, use our guide for [Sponge Drying a Toilet Tank](#).