



Toilet Tank Assembly Replacement

Replace the tank assembly on your gravity flush toilet.

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INTRODUCTION

Use this guide to replace the entire tank assembly on a gravity flush toilet. Removing the entire tank assembly is a helpful step when moving a toilet or replacing the toilet bowl.



TOOLS:

- [Socket Wrench](#) (1)
 - [Flathead Screwdriver](#) (1)
 - [All-Purpose Sponge](#) (1)
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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.

 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.
- ⓘ A small amount of water will remain in the bottom of the tank.
- ⓘ If the flush lever or pull chain have become disconnected, lift up the toilet flapper to drain the tank.

Step 4 — Sponge Drying a Toilet Tank



- Use a sponge to soak up and remove any remaining water from the toilet tank.
- Periodically squeeze the excess water from the sponge.

Step 5 — Supply Tube



- Place a bucket under the supply tube to catch any dripping water.
- Turn the coupling nut on the supply tube clockwise until it releases from the threaded shank on the bottom of the tank.

Step 6 — Tank Assembly



- Using a socket wrench to hold the nuts, unscrew the two tank bolts with a screwdriver.
- ☞ When reattaching the tank, tighten the bolts with a screwdriver, rather than tightening the nuts. Alternately tighten each bolt in increments, until the tank fits snugly against the toilet.
- ⚠ Avoid over-tightening the tank bolts. Too much force can easily crack the toilet tank or toilet bowl.

Step 7



- Lift the tank up from the lower half of the toilet.
- ① Set the tank on a thick towel to avoid scraping it against the floor.

To reassemble your device, follow these instructions in reverse order.