



# Toilet Tank Assembly Replacement

Replace the tank assembly on your gravity flush toilet.

Written By: Ron Davis



---

## 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)
-

## 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 hand tight.
- ⓘ The appearance of this valve may differ from toilet to toilet, but most operate the same. Some valves require multiple turns to stop the water while others only require a quarter turn.

### 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.
- ⓘ Set the tank on a thick towel to avoid scraping it against the floor.

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