

<b>Title:</b> Toilet Installation	
<b>Document Number:</b> OPSSOP-████	<b>Revision #:</b> ███
<b>Standard:</b> ██████████	<b>Effective Date:</b> ██████████
<b>Prepared By:</b> Lisa Rigdon, Quality Process Writer	<b>Date Prepared:</b> ██████████
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**1.0 Purpose:**

1.1 The purpose of this procedure is to document the process for uninstalling and installing toilets.

**2.0 Scope:**

2.1 The scope of this procedure includes all sites where toilet maintenance is part of the Scope of Work requested by the customer.

**3.0 Responsibilities:**

3.1 The ████████████████████, are responsible for the updating, use, and verification of this procedure.

**4.0 Definitions:**

4.1 PPE: Personal Protection Equipment

4.2 SOW: Scope of Work

4.3 WI: Work Instruction

**5.0 Frequency:**

5.1 This procedure shall be followed each time that toilets are uninstalled and installed.

**6.0 Equipment & Supplies:**

6.1 PPE

6.2 Regular bathroom cleaning supplies

6.3 General maintenance tools (pliers, adjustable chrome-safe wrench, screwdriver, etc.)

- 6.4 Multi-purpose cleaner
- 6.5 Cleaning cloths
- 6.6 Replacement toilet part assemblies (if needed)
- 6.7 Replacement toilet (if installing a new one)
- 6.8 Teflon tape & thread sealant glue
- 6.9 Drain plug (if needed)
- 6.10 'Caution,' 'Closed,' and 'Out of Order' signs
- 6.11 Sponge and bucket (for removing water)
- 6.12 Putty knife and/or utility knife
- 6.13 Measuring tape
- 6.14 Marking tools and pipe cutting tools

## 7.0 General Information:

- 7.1 Scope of Work at a site may not include all areas of this procedure. Client's agreed upon SOW always takes precedence over procedure.

## 8.0 Procedure:

- 8.1 BEFORE BEGINNING ANY MAINTENANCE TASK, make sure the parts and tools needed are available on site. If not available, order new parts or pick them up. Place 'Out of Order' signs on bathroom stall doors until new parts arrive.
  - 8.2 Apply appropriate PPE while performing each task.
  - 8.3 Place appropriate signs at entrances to bathrooms during maintenance. If needed, use the janitorial cart to block the entrance.
  - 8.4 Uninstalling a toilet.
    - 8.4.1 Turn off the main water supply to the bathroom.
    - 8.4.2 Flush the toilet.
    - 8.4.3 Use a sponge and bucket to remove any remaining water from the tank and/or the bowl.
    - 8.4.4 For a tank toilet:
      - 8.4.4.1 Unscrew the water supply and unscrew the bolts to remove the tank from the top of the toilet bowl base.
- **NOTE -- For step-by-step instructions on the removal process, refer to OPSWI-█████ Toilet Installation.**

**8.4.5** For a flushometer-valve toilet:

**8.4.5.1** Loosen the stop coupling and spud coupling to remove the main flushometer-valve pipe.

**8.4.5.2** Then remove the stop control assembly from the wall.

**8.4.5.3** Finally, remove the spud flange from the toilet bowl base.

- **NOTE -- For step-by-step instructions on the removal process, refer to OPSWI- [REDACTED] Toilet Installation Flushometer-Valve.**

**8.4.6** Remove the toilet bowl base:

**8.4.6.1** Unscrew the bolts connecting the base to the floor.

**8.4.6.2** Cut through any glue or seal between the base and the flooring underneath.

**8.4.6.3** Carefully lift the base out of the way. Ask a coworker for help if the base is too heavy.

**8.4.7** Set all removed toilet parts to the side.

**8.4.8** Scrape up any glue or wax from the floor and throw it away.

**8.4.9** Remove old Johnny bolts from the floor drain flange.

**8.4.10** If the floor drain flange is in good condition, leave it for the new toilet installation. If it is damaged, unscrew it from the floor and remove it.

**8.4.11** Put a drain plug in place until the new toilet is ready to be installed.

**8.4.12** Take all old toilet parts out to the garbage, per site rules.

**8.5** Installing a new toilet.

**8.5.1** Remove the drain plug before beginning installation.

**8.5.2** Make sure the drain flange is in good condition. If not, replace the flange.

**8.5.3** Insert new Johnny bolts and the wax gasket on the drain flange.

**8.5.4** Install the toilet bowl base, making sure to tighten down the nuts around the bolts. Cut or trim the bolts just above the nut, then put the decorative covers in place over the trimmed bolts.

**8.5.5** For assembling and connecting the tank:

**8.5.5.1** Put the flush valve and flapper assembly together to connect the tank to the toilet bowl base.

- 8.5.5.2 Insert connecting bolts through the tank and into the base.
- 8.5.5.3 Screw down the nuts to lock the tank into place.
- 8.5.5.4 Put the fill valve assembly together inside the tank and connect it to the main water line at the connecting point at the base of the tank.
- 8.5.5.5 Adjust the float and refill tube as needed.
- 8.5.5.6 Make sure the handle lever assembly is connected correctly, and attach the flapper chain to the handle lever.
  - **NOTE -- For step-by-step instructions on the installation process, refer to OPSWI-█████ Toilet Installation.**

**8.5.6** For flushometer-valve toilets:

- 8.5.6.1 Use thread sealant to attach the control stop and supply flange assembly to the main water pipe sticking out of the wall.
- 8.5.6.2 Attach the spud flange assembly to the toilet bowl base.
- 8.5.6.3 Put the flushometer-valve and handle assembly together.
- 8.5.6.4 Dry fit the flushometer-valve in place. Take measurements and make any necessary cuts, so all the piping lines up and fits correctly.
- 8.5.6.5 Assemble all parts, then tighten down at connecting points.
  - **NOTE -- For step-by-step instructions on the installation, refer to OPSWI-█████ Toilet Installation Flushometer-Valve.**

- 8.5.7 Turn the main water back on and allow the tank to fill with water, or, adjust the control stop on the flushometer-valve to let water into the system.
- 8.5.8 Check for leaks at all connection points. Follow the necessary steps to fix all leaks.
- 8.5.9 Test the system by flushing the toilet. Make sure the toilet flushes correctly and that all parts work. Make necessary adjustments until everything works correctly.
- 8.5.10 After the toilet is operating normally, put the lid back on the tank or put the cover back over the control stop.

**8.5.11** Spot-clean the area as needed or call in the [REDACTED] custodial team to perform a full cleaning.

**8.5.12** Gather up any garbage from the installation and throw away according to site rules.

**8.5.13** Collect all tools and supplies. Take down any signs.

**8.5.14** If the work is complete, move on to the next task.

**9.0 References:**

**9.1** OPSWI-[REDACTED] Toilet Installation Flushometer-Valve.

**9.2** OPSWI-[REDACTED] Toilet Installation.

**10.0 Attachments:** N/A

**11.0 Revision History:**

Revision	Date	Description of changes	Requested By
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]