

- 6.4 Multi-purpose cleaner
- 6.5 Cleaning cloths
- 6.6 Replacement toilet part assemblies
- 6.7 Replacement toilet and related parts
- 6.8 Teflon tape & thread sealant glue (if needed)
- 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 (if needed)

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 correct 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.
 - **NOTE** -- To uninstall a toilet, it is easier to take the toilet apart in sections instead of moving it all out as one piece.
- 8.4.1 Taking apart a tank toilet:
 - 8.4.1.1 Start by turning off the water supply.

- 8.4.1.2** Remove the lid to the tank.
- 8.4.1.3** Close the lid of the toilet seat.
- 8.4.1.4** Flush the toilet, so the water empties out of the tank.
- 8.4.1.5** Use a sponge to absorb the remaining water. Wring the water out of the sponge into a nearby bucket. Repeat till the tank is mostly empty of water.
- 8.4.1.6** Unscrew the nuts and bolts that are underneath the tank.
- **NOTE** -- There are nuts and bolts on both sides underneath the tank. They may be difficult to reach without special tools.
- 8.4.1.7** Detach the water supply line from under the tank.
- 8.4.1.8** Now the tank is completely disconnected from the wall and from the toilet bowl. Carefully lift the tank up off of the toilet bowl.
- 8.4.1.9** Lay the tank down on top of the closed lid of the toilet bowl with the backside of the tank resting on the toilet seat lid.
- 8.4.1.10** Use a cloth to wipe any water from the bottom of the tank.
- 8.4.1.11** Stuff the cloth into the hole at the bottom of the tank to avoid dripping any water onto the floor.
- 8.4.1.12** Carefully lift the tank and move it aside to somewhere safe.
- **NOTE** --If putting the tank on the floor, put it on top of a piece of cardboard to protect the floor underneath.

8.5 Removing the toilet bowl:

- 8.5.1 Before removing the toilet bowl, remove the remaining water in the bowl with a sponge and bucket.
- 8.5.2 Check where the base attaches to the floor to see if it has been sealed to the floor.
- 8.5.3 To break the seal, slide a thin putty knife or a utility knife in between the floor and the base of the toilet all the way around.
- 8.5.4 Remove the decorative covers from over the nuts and bolts that attach the toilet bowl to the floor.
- 8.5.5 Use a wrench to loosen the nuts on the bolts. There should be one bolt on each side.
- 8.5.6 Use the putty knife or utility knife one last time to double check for any seal around the base of the toilet.
- 8.5.7 BEFORE LIFTING THE TOILET, put a large enough piece of cardboard on the floor next to the toilet, so you can lay the toilet bowl on its side on top of the piece of cardboard.
- 8.5.8 Use your legs and not your back to lift the toilet up.
- 8.5.9 Lay the toilet down on its side on top of the piece of cardboard.
- 8.5.10 Use a cloth to wipe up any water that is still in the toilet.
- 8.5.11 Stick the cloth in the bottom hole of the toilet, so water does not drip.
- 8.5.12 Use the putty knife to remove any wax from the bottom underside of the toilet where it was connected to the floor.
 - **NOTE** -- Make sure to remove all the wax. If it falls off and gets stepped on, it can be very difficult to get the wax out of carpet.
- 8.5.13 Put all parts aside to be thrown away according to site rules.
- 8.5.14 If you are not installing a new toilet right away, put a drain plug into the drain pipe, so nothing goes down the drain, and so air from the sewer does not come up.

8.6 Installing a new toilet.

8.6.1 FIRST, read through the manufacturer's instructions. Double check that all tools and pieces are available for installation

8.6.2 Start by installing the toilet bowl.

8.6.2.1 Prepare the area by scraping any glue, wax, or sealant off the floor. DO NOT damage the floor.

8.6.2.2 Sweep up all dust and garbage, and be careful not to sweep anything into the drain hole, if it is uncovered.

8.6.2.3 If there is a plug in the drain hole on the floor, use a wrench to remove that plug.

8.6.2.4 Check the toilet drain hole flange:

8.6.2.4.1 On the floor around the drain hole there may or may not be a circular flange. See image below.



8.6.2.4.2 If the flange was in good condition when the original toilet was removed, it may have been left on the floor. If the flange looks cracked or worn, replace it.

8.6.2.4.2.1 To replace the flange, remove screws connecting the old flange to the subfloor.

8.6.2.4.2.2 Take out the screws and remove the flange.

8.6.2.4.2.3 To put in a new flange, drill new holes into the subfloor that match with the new flange.

8.6.2.4.2.4 Place the new flange on the floor and insert the screws.

8.6.2.4.2.5 Tighten down the screws, so the flange is securely attached to the floor.

8.6.2.5 With a good drain hole flange in place, insert the new Johnny bolts into the slits on the flange.

8.6.2.6 Place the washers on top of the Johnny bolts and slide them down to rest on the flange.

8.6.2.7 Slide the wax gasket into or onto the flange. **MAKE SURE** the wax gasket has been removed from its packaging. See picture below.



8.6.2.8 Before placing the toilet bowl base, remove any plastic or packaging from it.

8.6.2.9 Place the toilet bowl onto the floor over the drain hole flange and wax gasket. The Johnny bolts should slide up through the holes of the base of the toilet bowl.

8.6.2.10 Slide plastic washers around and down on the Johnny bolts. Then place a metal washer on top of the plastic washer, if needed. Do this on both sides.

8.6.2.11 Place the nut on to the Johnny bolt and tighten down. **DO NOT OVER-TIGHTEN**, or it will crack the porcelain.

8.6.2.12 Use a hacksaw or a grinder to cut the Johnny bolts off above the nut.

8.6.2.13 Place the decorative covers over the trimmed Johnny bolt and nut assembly.

8.7 Install the tank and tank assembly parts.

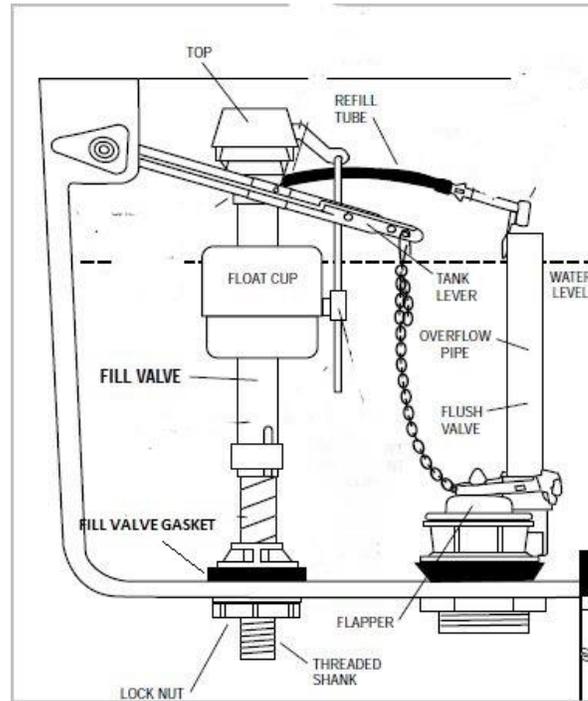
- **NOTE** – If the tank is **NOT** connected to the base, the tank assembly parts may already be inside of the tank, but will need to be put into place. **Go to Step 8.7.1.**
- **NOTE** -- If the tank was **ALREADY ATTACHED TO THE BASE**, skip down to step 8.7.3 to attach the fill valve assembly.

8.7.1 Attach the flush valve and flapper assembly. See image below.



- 8.7.1.1** Remove the tank-to-bowl gasket, washer, and nut from the bottom of the flush valve assembly.
- 8.7.1.2** Place the flush valve assembly inside of the tank and push the threaded bottom of the assembly through the bottom hole of the tank.
- 8.7.1.3** On the outside of the tank on the bottom, place the washer and nut on to the threaded part of the flush valve assembly.
- 8.7.1.4** Tighten by hand. Only use a wrench to tighten about a quarter turn.
- 8.7.1.5** Place the tank-to-bowl gasket over the washer and nut and over the threaded part of the flush valve assembly.
- 8.7.1.6** Hand-tighten in place.
- 8.7.2** Put the toilet tank bolts in place.
 - 8.7.2.1** Slide the rubber gasket or thicker washer all the way up to the base of each bolt.
 - 8.7.2.2** From the inside of the tank, slide each bolt with washer through the holes with the threaded sides sticking out the bottom of the tank.
 - 8.7.2.3** Set the tank in place on top of the toilet bowl base. Make sure the bolts on the tank go through the matching holes on the toilet bowl base.
 - 8.7.2.4** Slide a rubber washer up each bolt first. Then slide a metal washer on each bolt.
 - 8.7.2.5** Use the nuts and/or wingnuts to tighten the tank in place. DO NOT OVER-TIGHTEN.

8.7.3 Attach the fill valve assembly. See image below.



- 8.7.3.1** Place the threaded end of the fill valve assembly inside the tank and out through the hole on the bottom left side of the tank.
- 8.7.3.2** If there is a lock nut, put the lock nut in place over the threaded end of the fill valve on the outside of the tank.
- 8.7.3.3** On the outside of the tank, attach the main water line to the threaded end of the fill valve.
- **NOTE** -- When attaching the water line, make sure to tighten **ONLY** by hand, otherwise the connection may crack and water will leak from the tank.
- 8.7.3.4** Follow the instructions in the manufacturer's manual to make sure all additional parts are connected correctly to the fill valve assembly.

8.7.4 Attach the handle assembly.

8.7.4.1.1 Take the tank lever nut off of the toilet handle and tank lever. Set aside.

8.7.4.1.2 Slide the tank lever through the hole of the toilet from the outside going in. Push the handle firmly into the hole.

8.7.4.1.3 On the inside of the tank, slide the tank lever nut up the tank lever rod and toward the handle connection.

8.7.4.1.4 Tighten the tank lever nut in place.

8.7.4.1.5 Find the chain connected to the flapper.

8.7.4.1.6 Attach the hooked end of that chain onto the end of the tank lever rod.

8.7.5 Test the system.

8.7.5.1 Turn on the water and let the toilet and tank fill.

8.7.5.2 Check all connection points for leaks.

8.7.5.3 If anything is leaking, tighten connections with the right tools.

8.7.5.4 After the tank and bowl have filled and there are no leaks, flush the system to make sure that the chain connection between the tank lever rod and flapper work correctly. Adjust the chain as necessary.

8.7.5.5 Check the water level in the tank, which should be 1 inch below the top of the overflow tube.

8.7.5.5.1 To adjust the water level in the tank, use a pair of pliers to squeeze the clip attached to the float.

8.7.5.5.2 Move the float and clip up or down the fill valve assembly rod as needed.

8.7.5.5.3 Flush the toilet again to measure the water level in the tank.

8.7.5.5.4 Continue adjusting the float until the water level is correct.

8.7.5.6 Flush the system a few times to make sure everything works correctly.

8.8 Place the lid back on the tank.

8.9 Gather all tools and supplies into the janitorial cart.

8.10 Throw away any trash from the repairs and installation.

8.11 Spot clean the area as needed.

8.12 Do one last check of the area before removing signs.

8.13 Continue on to the next task.

9.0 References: N/A

10.0 Attachments: N/A

11.0 Revision History:

Revision	Date	Description of changes	Requested By
■	■	■	■
■	■	■	■
■	■	■	■
■	■	■	■
■	■	■	■