

## Delivery of a high quality, sustainable, repairs service with positive community benefits

## Replacing washers in your tap

**Tools you'll need:** a pair of pliers, a flathead screwdriver, adjustable spanner, rubber washers and a piece of wire wool.

- **Step 1:** Stop the flow of water by turning off your stop tap.
- **Step 2:** If you have a combi boiler, all you need to do is isolate the cold water.

**Step 3:** If you have a hot water tank, you'll need to switch off the immersion heater and then off turn the gate valve.



## Picture of gate valve

- **Step 4:** Now drain out the water in the pipes and plug the sink.
- **Step 5:** Using the flathead screw driver, prise off the cap on top of the tap. This will uncover a little screw in the top which needs to be unscrewed, anti-clockwise.
- Step 6: Pull up the head of the tap until it comes off, to reveal the packing nut.
- **Step 7:** Use the adjustable spanner to un-tighten the packing nut while holding the tap with your other hand to stop it from moving.
- **Step 8:** Once the packing nut is loose, unscrew the entire tap stem by hand. The old washer will be at the bottom of the tap stem. There may be a small nut keeping it in place so use the pliers to turn and remove it.
- **Step 9:** Prise out the washer and replace it with a new one of the same size and put the small nut back in place to hold it in.
- Step 10: Using wire wool, rub down the stem to remove any built up lime scale and dirt.
- **Step 11:** Before putting the tap stem back, check the exposed inside (seat) of the tap and give the inside rim a rub with wire wool to remove any debris or lime scale.

**Step 12:** Then reassemble the tap. Don't forget to tighten up everything well.

**Step 13:** Turn the water back on and check the tap is working properly. Then unplug the sink.

If you have followed these steps and you still have a fault or if you're unsure, please contact us.