

HELPFUL CONTACTS & RESOURCES

ONLINE VIDEO RESOURCES

CityofSanRafael.org/watervideos

REBATES

MarinWater.org/rebates

PERSONAL HOME WATER CHECK-UP

MMWD will send a water conservation specialist to your home for a FREE water use efficiency survey. Let their experts help you identify ways to reduce your water use and your water bill.

Call to schedule: 415-945-1523

LANDSCAPING & IRRIGATION CHECK-UP

Receive a free residential garden evaluation from a Marin Master Gardener and get water-wise tips for a beautiful, healthy landscape.

Call to schedule: 415-473-4204

CITY OF SAN RAFAEL SUSTAINABILITY

The City of San Rafael has a sustainability division that can help steer you in the right direction for other conservation assistance.

Web: CityofSanRafael.org/green

Or give us a call: 415-485-3407

DO IT YOURSELF

Fix a Leak

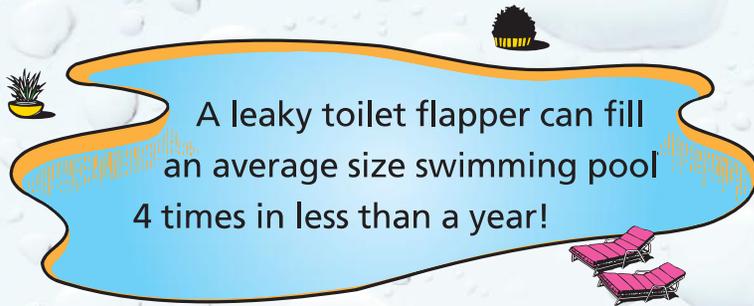
GUIDEBOOK

What's Inside

- ✓ How to Find a Leak
- ✓ How to Fix a Leak
- ✓ Links to Help Videos
- ✓ Rebate Info
- ✓ Hardware Store Checklist
- ✓ Helpful Contacts

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How to Use This Guidebook

- Invite a friend or neighbor to help. It's more fun, and they may have skills or tools to share.
- Take it 1 step at a time.
- Watch the online video tutorials.
- Use our handy guides when going to the hardware store.

DISCLAIMER: This is a voluntary program and although most of the actions in this handbook can be done by anyone, there is no guarantee that if you follow these steps it will fix your toilet. We do hope you approach it with a sense of curiosity and fun. However, if you encounter anything unusual or feel uncomfortable with an action, please consult a knowledgeable person or entity such as a handy-person or plumber.



B. If you have a SLIDER VALVE Assembly:

- B1. Find the metal catch on the side of the valve, pinch it and slide it down slightly.
- B2. If it has a screw adjustment instead, turn it clockwise.
- B3. Flush the toilet and check the water level again.
- B4. Repeat until the water level stops 1 inch from the top of the tube.

Tools Needed



- Screwdrivers — a Phillips and a flat-head

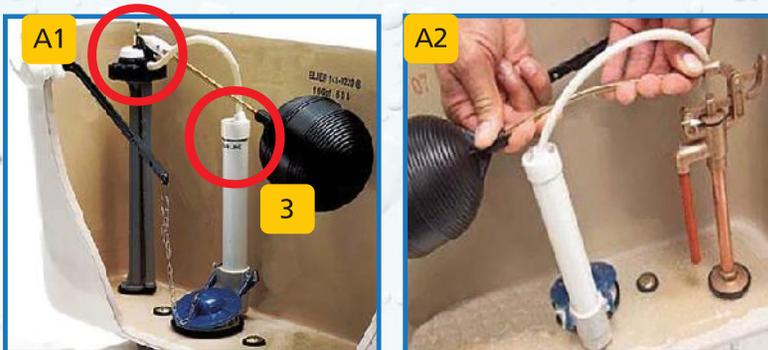
Not working? You may need to replace the refill valve assembly. In this case, it may be best to consult a handy-person or plumber.

Fix a Leak: The Overflow Tube

Check the Level

1. Lift the top off the toilet tank.
2. Find the overflow tube.
3. Check the water level.
**Is it over the water line, or is it overflowing into the tube? If so, it's time to adjust it.*
4. Check the type of assembly and determine if it is a FLOAT (A) or a SLIDER VALVE (B) type.

Note: if you have a different type of toilet or anything looks different, consult other sources or a professional.



A. If you have a FLOAT Assembly:

- A1. Adjust the arm so that the float ball sits lower down. Some floats have a screw where the ball rod meets the fill valve. Turn it clock-wise to lower the ball.
- A2. If there is no screw you can bend the float arm down a bit, *but be careful only to bend the metal arm!*
- A3. Flush the toilet and check the water level again.
- A4. Repeat until the water level stops 1 inch from the top of the tube.

Find a Leak

1. Lift the lid off the toilet tank
2. Drop dye tabs inside
3. Set timer for 15 minutes
4. Check toilet bowl for color



Drop 'em in the back, jack!



Is it blue?
You have a leak!



Got a leak? Go to page 2! ➔

Fix a Leak: The Flapper

Checking the Flapper

1. Turn off the water by turning off the valve in the back all the way to the right.
***Note:** if the valve is really old or rusted you could cause a leak if you force it. Consider getting help if this is the case.
2. Drain the tank by flushing the toilet.
3. Lift the top off the toilet tank.
4. Gently push down on the flush knob and watch the flapper to see if it lifts and sits properly over the hole to seal the water out.
** Is the chain too long or too short? If so, adjust it slightly by moving the clip and check again.*
5. Does the flapper look worn down? Is it not sitting solid on the hole? If you run your fingers under the flapper do you get streaks? If any of these are true, it's time to replace it!

Replacing The Flapper

- A. Remove the flapper by slipping the rubber holders off the base of the overflow tube.
- B. Take the flapper to the hardware store to get a replacement—or take a photo instead.
- C. Replace the flapper using package instructions.

Don't forget to turn the water back on!

Checking the Flapper



Replacing the Flapper



Tools Needed

- Pliers 
- Camera or SmartPhone

Hardware Store Checklist

- Old flapper — or photo of old flapper. *Make sure to get the right one! "Universal" flappers don't fit all toilets, so get the right replacement if possible.*
- Toilet make and model from inside tank

Write it down here! 

Not the flapper? Go to page 4! 