



**204-783-8444**

## Step by step instructions to drain your water heater

- 1) If you have a **gas** water heater, the first thing you must do is turn the thermostat to the OFF position. To do this, you will find a dial on top of the thermostat (the thermostat is a small metal box located on the side of the water heater about one foot off the floor) which reads ON / PILOT / OFF. Again, this dial needs to be turned to the OFF position.
- 2) If you have an electric water heater, the first thing that you must do is to turn the electrical power supply OFF to the water heater. To do this, you must go to the electrical panel and turn off the breaker (or remove the fuse) which supplies power to the water heater. The breaker or fuse that supplies the water heater is usually marked "WATER HEATER" or "HWT" or "WATER TANK"
- 3) The next step is to close the cold water valve that supplies your water heater. This valve is found on the cold water line usually around 8"-12" above the top of the water heater. This valve needs to be turned to the right or in a clockwise direction.
- 4) Next, open a hot water faucet in any bathtub. If everything is done correctly to this point, you should not get any hot water coming out of the bathtub faucet. By opening this faucet on the tub, you are allowing air to enter your water heater which breaks a vacuum and therefore allows the tank to drain much easier.
- 5) You now need to attach a garden hose to the drain valve on your water heater. The drain valve is found near the bottom of the water heater and has threads that will accept a garden hose. The other end of the hose can be run across the floor to the floor drain.
- 6) The final step is to open the drain valve to allow the water to start draining out of the hose. The handle on the drain valve needs to be turned to the right or in a clockwise direction. Please note that newer water heaters do not have a handle on the drain valve. These drains need to be opened by inserting a standard screwdriver into the slot found on the stem of the drain valve.
- 7) Keep in mind that the water heater will take approximately 45 minutes to drain completely and please do not hesitate to contact us at 204-783-8444 should you have any questions or concerns.