

## REPLACE A TOILET

**TOOLS:** Putty knife, adjustable wrench, screwdriver, wax ring, closet bolts, replacement toilet.

**EXPERTISE:** Intermediate/advanced.

**HOW:** On the existing toilet, measure from the wall to the center of one of the bolts that hold the toilet to the floor (closet bolts), so when you buy your replacement, you can be sure it will fit.

When you're ready to install, start by turning off the water supply to the tank. Disconnect the supply hose and empty the holding tank by flushing the toilet and sopping out the water that doesn't drain out. Empty the bowl, too.

If the tank and the bowl are separate, take the tank off the bowl. Remove the tank cover. Next, loosen and remove the nuts from the bolts that hold the tank on the bowl. Remove the tank.

Now, loosen and remove the nuts from the closet bolts holding the bowl against the floor. If the bolts are corroded, you might have to cut them off with a hacksaw. To remove the bowl, stand facing the bowl and grip both sides near the rear of the bowl. Lift straight up and away. Set the bowl on newspapers or cloth so you won't damage the floor.

Once the bowl is off, stuff a rag into the waste pipe. The gasses that escape can be dangerous - as well as stinky.

Using the putty knife, scrape away the old wax ring that sealed the bottom of the bowl to the waste pipe. Remove old closet bolts from the flange around the pipe. Install new closet bolts and new wax ring. Place the wax ring carefully; the more you move it around, the less effective it

may be.

Before setting the new base on the wax ring, be sure to remove the rag from the pipe, then set the new base on the ring, as centered as possible. Tighten the new nuts on the closet bolts.

Set the tank on the base, watching alignment, and tighten the bolts that hold it in place. Don't overtighten, or you can crack the porcelain. Re-attach the supply hose and turn the water back on.

## REPLACE FURNACE FILTERS

**TOOLS:** Replacement filter, dust rag or vacuum.

**EXPERTISE LEVEL:** Easy.

**HOW:** Keeping the air filters clean on your forced air heating and cooling system will help you breathe easier and help the HVAC run more efficiently. The filters remove particles from the air. To replace, locate the existing filters (sometimes in the furnace body as well as behind air return grills in other parts of the home). Note the size and purchase a replacement (or two or three) at a hardware store or home center. Prices can vary greatly depending on quality of the filter. Check the new filter for arrows marking the direction of air flow. They'll make sure you install the filter correctly.

**TIPS:** Be careful handling the dirty filter. If it drops or bangs against something, you'll have a dusty mess on your hands. Also, after filter installation is complete, dust or vacuum the filter cover.