

How to drain your hot water tank

Electric Tanks

- 1) Turn off the power to the tank at the main electric breaker box
 - **IMPORTANT:** Power must be shut off before you drain the tank or you will burn up the heating elements!
 - 2) Turn off the main water supply that is leading into the tank (shut-off valve above the tank)
 - 3) Open up the hot water side of the sink faucet closest to the tank to help facilitate drainage at the tank
 - 4) Hook a hose up to the connector at the bottom of the tank and run the hose to the drain next to your furnace
 - 5) Use a flathead screwdriver to open up the valve where the hose is connected to allow the tank to drain – let the tank completely drain (may take several hours)
 - 6) After the tank is drained, close the valve with the screwdriver and unhook the hose
 - 7) Close the sink faucet that you opened earlier
 - 8) Turn the water supply to the tank back on and let the tank completely fill (may take several hours)
 - **IMPORTANT:** Do not turn the power back on until the tank is completely full or you will burn up the heating elements!
 - 9) After the tank is completely full, turn the power back on at the breaker box
- **Refer to your hot water tank's manual for any other inspections, cleaning or maintenance that may need to be performed.*

Gas Tanks

- 1) Turn off the power to the power vent blower system / temperature control box
 - 2) Turn off the main water supply that is leading into the tank (shut-off valve above the tank)
 - 3) Open up the hot water side of the sink faucet closest to the tank to help facilitate drainage at the tank
 - 4) Hook a hose up to the connector at the bottom of the tank and run the hose to the drain next to your furnace
 - 5) Use a flathead screwdriver to open up the valve where the hose is connected to allow the tank to drain – let the tank completely drain (may take several hours)
 - 6) After the tank is drained, close the valve with the screwdriver and unhook the hose
 - 7) Close the sink faucet that you opened earlier
 - 8) Turn the water supply to the tank back on and let the tank completely fill (may take several hours)
 - 9) After the tank is completely full, turn the power back on to your power vent blower / temperature control box
- **Refer to your hot water tank's manual for any other inspections, cleaning or maintenance that may need to be performed.*