



## Fact Sheet

# Toilet Seats

### Tools

- Adjustable wrench or pliers
- Flat head screwdriver
- WD40 (Optional)
- Tape measure

### Steps

1. Take a tape measure to check the distance between the bolt holes in the toilet bowl. Then make sure the distance between the bolts on the replacement seat is the same.
2. **Choose the style of seat you want.** Toilet seats come in 2 basic styles, and a home supply store should have several brands to choose from
3. **Pop off the bolt caps**, if necessary. Look at the edge of the old toilet seat, near the tank. You may see plastic caps where the seat's hinges attach to the toilet bowl, one on each side. If so, gently slide the flathead screwdriver under their edge and pry them off. If there are no bolt caps, you will just see the bolts themselves attaching the hinges of the seat to the toilet bowl.
4. **Loosen the nuts.** Hold your adjustable wrench and look underneath the edge of sides of the toilet bowl. You should see bolts going down through the porcelain, held in place by nuts. There will be one on each side of the bowl. Attach the adjustable wrench to each nut. Turn the wrench counter clockwise to loosen the nuts
5. **Remove the old seat's bolts.** The bolts at the base of the hinges on top of the toilet bowl may be slotted for a screwdriver. If so, use yours and turn each bolt counter clockwise until it comes out. Otherwise, you can continue turning the nuts counter clockwise until they come off. If your old seat has washers between the nut and bowl, remove those as well.
6. **Wrestle with the old bolts**, if they're stuck. On some older toilets, the bolts might be rusted or stuck in place by grime. If so, they may not come out easily. Don't panic -- you have some options! First, spray WD-40 on the threads of the rusted bolts. Let it sit for 10 minutes, then try again to remove the bolts.

- 7. Set the new seat in place.** Remove it from the box. The hinges on the seat will be pre-attached. Place these exactly where the hinges on the old seat were located
- 8. Drop the bolts into place.** Take a bolt in your hand. The hinges will have holes for the bolts to be inserted into. Since the toilet seat is in place exactly where the previous seat was, these holes will also be positioned directly on top of the holes in the top of the toilet bowl. Drop the bolts through the holes in the hinges and bowl, with the head of the bolt on top
- 9. Thread the nuts onto the bolts.** Pick up one of the nuts. Look at one side of the toilet bowl. You should now see the end of one of the bolts sticking down through the top of the bowl. Turn the nut onto the bolt (clockwise) until it is as tight as you can get it by hand. Use your adjustable wrench to tighten the nut just a bit further
- 10. Snap the seat into place,** alternatively. For some models of toilet seats, you don't drive the bolts through the hinges. Instead, you drop the bolts directly to the holes on either side of the toilet bowl, instead of driving them through the hinges first. Then fix them in place with nuts. The seat's hinges will snap onto or slide over the bolt heads

We hope this information was helpful. If you are still experiencing problems with your toilet seat, then please contact your repairs service.

**You can also find a video to accompany this fact sheet at: [www.mearsgroup.co.uk](http://www.mearsgroup.co.uk)**

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