

Element Replacement Instructions

1. Empty the tank by following the instructions below.
 - a. Turn off power to the unit
 - b. Open a hot water faucet nearest the water heater. Run water until cold.
 - c. Turn off the cold water supply to the water heater
 - d. Leave the hot water faucet open
 - e. Attach a garden hose to the drain valve on the bottom of the water heater and direct the hose to a drain.
 - f. Lift open the handle on the relief valve, and leave open (top center fitting on the water heater, some water may be released).
 - g. Open the drain valve.
 - h. Drain the water completely.
 - i. Close the drain valve.
 - j. Close the relief valve.

DANGER! Make certain power to the unit is “OFF” before removing any jacket access panel for any reason. Failure to do so could result in property damage, bodily injury, or death.

2. Remove the snap-in access panel cover. Insert finger into latch hole on the bottom of the cover and push up to release the latch. Pull forward and remove the cover and insulation.
3. Remove the (4) screws that secure the jacket access panel to the unit. Remove the jacket access panel and insulation exposing the thermostat and element.
4. Flip up the bottom of the plastic protector up to expose the head of the heating element.
5. Loosen the terminal screws on the element to disconnect the two wires and slightly bend them away from the element.
6. Using a wrench or socket to fit the 1 7/8 inch hex nut, remove the old element. For 15 and 20 gallon units use a 1/2 inch socket and remove the (4) bolts and lock washers on the element.

NOTICE: An element wrench is available for purchase through your water heater distributor.

NOTICE: Make sure the threads on the unit are clean. Brush debris off of threads with a toothbrush if needed.

NOTICE: The elements are unique to the upper and lower port. Make certain the replacement element is correct for the port into which you are installing it.

7. On the new element make certain the element gasket is in place and not twisted.
8. Thread the new element into the tank and tighten with a wrench or socket to 13 – 15 ft-lbs. For 15 and 20 gallon units install the element with the arrow on the head pointing “UP” using the same bolts and lock washers that were removed in step 8.

NOTICE: Do not over tighten the element. Do not torque over 18 ft-lbs.

9. Reconnect the two wires to the element and tighten the terminal screws.
10. To fill the water heater:
 - a. Make certain the drain valve is completely closed.
 - b. Open the shut-off valve in the cold water supply line.
 - c. Open each hot water faucet slowly to allow the air to vent from the water heater and piping
 - d. A steady flow of water from the hot water faucet(s) indicates a full tank.

WARNING: The tank must be full of water before the unit is turned on. The warranty does not cover damage or failure resulting from operation with an empty or partially empty tank.

11. After the unit is completely filled with water and under pressure, verify the element is properly installed with no water leakage.
12. Lower the protector to cover the head of the heating element.
13. Replace the rectangular insulation and thermostat access panel. Secure the panel to the unit using the (4) screws provided. Tighten the screws until only snug.
14. Replace the access panel cover and insulation and snap in position.
15. Turn on power to the water heater.

