TOOLS REQUIRED
- Retaining Ring Pliers - External Type
- Flat Head Screwdriver
- Packing Nut Removal Tool - PN# SZ*/PKRT
- Dental Pick
- Replacement Packing Kit - PN# SZ*/PKG-KIT

*SZ is the size of the valve (i.e. 1 for 1", 3 for 3", etc.).

INSTRUCTIONS
1. Make sure that the valve is in the closed position, and make sure the valve is not under pressure.
2. Remove any actuator, bracketing and coupling before starting.
3. Using the retaining ring pliers, remove the external retaining ring (Part 1).
4. Note the position of the stopper plate as it will need to be re-installed in the exact same position. Then remove the stopper plate (Part 2) with your fingers or the flat head screwdriver.
5. Using the Packing Nut Removal Tool, unscrew the packing nut (Part 3) from the top of the valve and remove completely from the valve stem.
6. Using the dental pick, remove the individual remaining packing parts:
   - Brass Packing Washer #1 (Part 4)
   - Top Packing Ring - Black (Part 5)
   - Middle Packing Rings (Part 6)
   - Bottom Packing Ring (Part 7)
   - Brass Packing Washer #2 (Part 8)
   - Spring (Part 9)
   - Brass Packing Washer #3 (Part 10)
7. Replace the packing with the new parts in the reverse order.
8. Using the Packing Nut Removal Tool, install the packing nut back into the valve body, tightening until the top of the nut is even with the top of the valve body.
9. Pressurize the water line and check for leaks. If necessary, tighten the packing bolt until the leaking stops, making sure not to tighten more than an additional 1/4 turn.
10. Reinstall the stopper plate in the same position as noted in step 4.
11. Reinstall the external ring onto the valve stem and flush with the stopper plate.
12. Reassemble the bracketing, coupling and actuator
13. Put valve back into full service.
1. EXTERNAL RETAINING RING

2. STOPPER

3. PACKING NUT

4. BRASS PACKING WASHER #1

5. TOP PACKING RING - BLACK

6. MIDDLE PACKING RINGS (3)

7. BOTTOM PACKING RING

8. BRASS PACKING WASHER #2

9. SPRING

10. BRASS PACKING WASHER #3