

Disassembly

- 1) Remove wrench or gear actuator.
- 2) Remove snap-ring retainer and valve stop ring.
- 3) Match mark cap/body mounting surface to ensure proper re-assembly alignment. Remove bolted cover plate (cap) on top entry valves. Remove cap/body sealing gasket.
- 4) Remove bonnet and associated spring, teflon washer and steel disc. This bonnet is securely tightened at the factory, so usage of an impact wrench or application of hammer blows on the pipe wrench being used may be required to loosen it. Caution: Care must be exercised to prevent damage or damage to the valve itself.
- 5) Remove the valve plug and teflon head seal. If the plug is difficult to remove, place a piece of hard wood across the top to the stem. Hammer the wood with a sledge or appropriate mallet, taking care not to damage the plug. On top entry valves, a jack screw can be used to withdraw the plug, if necessary.
- 6) Clean or inspect parts as necessary.

Assembly

- 1) Install teflon head seal on plug; ensure that the wider surface contact area of seal is positioned against the plug surface.
- 2) Install plug in valve body.
- 3) Install teflon and steel discs in bonnet recess. Ensure that teflon disc is against bonnet surface followed by steel disc.
- 4) Position spring on top of steel disc.
- 5) Install bonnet assembly in valve body against valve plug. Usage of an impact wrench or hammer blows on the wrench are required to properly seal the bonnet/body joint.
- 6) If the valve is top entry style, install the cap/body gasket, then install the bolted cap, lining match marks up accordingly.
- 7) Install stop ring and retainer if supplied.
- 8) Load valve with sealant, per servicing instructions on page 7 or 8.