

VILLAGE of EMPRESS



Title: Fire Hydrant Maintenance Policy	Policy Number: 23-01
Effective Date: August 23, 2023	Revised Date: August 23, 2023 Reviewed:

Fire Hydrant Policy

Purpose

To provide a Policy governing fire hydrant flow testing, inspection, maintenance and marking.

Related Documents

National Fire Code: Alberta Edition 2019 edition

NFPA 25 "Water-Based Fire Protection Systems" 2020 edition

NFPA 291 "Recommended Practice for Fire Flow Testing and Marking of Hydrants" 2019 ed.

Policy

This Policy will ensure that all hydrants are in good working condition for any emergency that may arise.

1. General

- 1.1. Hydrants are part of the Village of Empress water distribution system for the purposes of fire protection and water main flushing.
- 1.2. Fire hydrant flow testing and marking shall conform to NFPA 291 "Recommended Practice for Fire Flow Testing and Marking of Hydrants".
- 1.3. The Public Works Foreman will be responsible for establishing a master schedule for fire hydrant flow testing, inspection, and maintenance. A record of all testing, inspection and maintenance shall be recorded on the 'Hydrant Maintenance Inspection Report' (Schedule A). This record shall be maintained by Public Works and be made available to all other departments.
- 1.4. The Public Works Foreman, as part of the departmental annual report, will review the master schedule and associated reports to confirm that all required work was performed as specified.

2. Flow Testing

A fire hydrant flow test conforming to NFPA 291 "Recommended Practice for Fire Flow Testing and Marking of Hydrants " shall be conducted every 5 years.

3. Inspection

Fire hydrants shall be inspected annually and after each operation. Specific inspection items shall include:

- 3.1.1. Accessibility (3 meters to the front, 1.5 meters on other sides.
- 3.1.2. Water or ice in barrel indicate faulty drain, leaky hydrant valve or high ground water.
- 3.1.3. Improper drainage from barrel.
- 3.1.4. Leaks in outlets or at top of hydrant.
- 3.1.5. Cracks in hydrant barrel.
- 3.1.6. Tightness of outlet caps.
- 3.1.7. Worn outlet threads.
- 3.1.8. Worn hydrant operating nut; and
- 3.1.9. Correct outlet size/type.

Any deficiencies noted in the inspection shall be immediately reported to the fire department.

Fire hydrants shall be flushed at least annually to verify operation, address repairs, and *verify* reliability.

4. Maintenance

- 4.1 Fire hydrants shall be lubricated annually to ensure that all stems, caps, plugs and threads are in proper operating condition.
- 4.2 Fire hydrants shall be kept free of snow, ice or other materials and protected against mechanical damage so that free access is ensured.

5. Marking

- 5.1 Fire hydrants which have plugged drains due to high groundwater levels are to be marked "DOES NOT DRAIN" to ensure that the public works department is immediately notified of their use.
- 5.2 All "Out of Service" hydrants will be marked with an "out of service " bag complete with locking mechanism to identify the hydrant. Alternatively, an

approved "out of service mark secured by the bonnet cap may be used. When the hydrant is returned to service, the bag or marker will be removed.

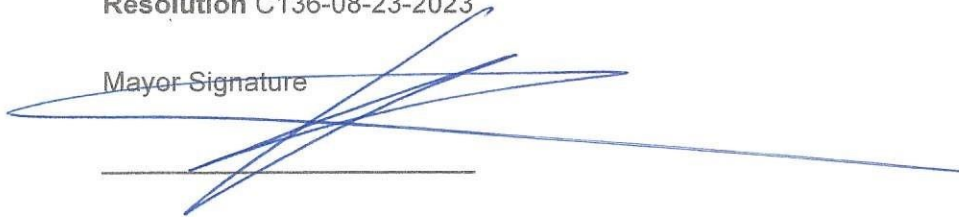
Schedules

Schedule A, the '*Hydrant Maintenance Inspection Report*' forms part of this Policy.

Adopted August 23 2023

Resolution C136-08-23-2023

Mayor Signature

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be a name, possibly "Mayor Signature".

HYDRANT MAINTENANCE

INSPECTION REPORT

Policy 23-01 Schedule A

Hydrant Number										
Location										
Hydrant Make and Model										
	2022		2023		2024		2025		2026	
Components										
Height										
Correct Direction										
Paint										
Markings										
Caps										
Nozzles (Size/Type)										
Nozzles (Condition)										
Operating Nut										
Barrel										
Drain Valve										
Service Done	y	N	y	N	y	N	y	N	y	N
stem Lubricated										
Accessibility										
Threads Serviced										
Caps Cleaned/Serv.										
Ease of Operation										
Isolation Valve										
Leaks Repaired										
Drainage										
Antifreeze										
Date										
Inspected By										
Comments										
2022										
2023										
2024										
2025										
2026										