

	Standard Operating Guideline	
	SOG Name:	Maintenance/Repair of Fire Hydrants
	SOG Number:	300.6
	Standard:	TBD
	Guideline Owner:	Maintenance
	Implementation Date:	May 31, 2017
	Date of Last Revision:	March 4, 2021
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PURPOSE: To ensure that all fire hydrants within the coverage area of the Dothan Fire Department are in satisfactory working condition, that they provide adequate pressure, and that they are accessible in the event of a fire. It is the responsibility of the department personnel to report any out-of-service hydrants immediately. ISO mandates that the hydrants be inspected annually to receive full credit for their fire-rating schedule.

SECTION 1

Fire hydrant inspections will be completed annually. Inspection routes are rotated each cycle; this allows companies to be more familiar with hydrant locations within their coverage area. The routes may extend in some cases beyond the fire response territory in order to equally divide the total number of hydrants that each company inspects. Two months are allocated for the inspection cycle to be completed. The inspection cycle dates shall be determined by the senior staff in order to prevent conflict with other training schedules or events.

SECTION 2

While personnel are performing hydrant inspections, any hydrant deemed out-of-service should be reported immediately to the communications center. The reporting member will need to provide communications with the hydrant number and address. The inspection crew will then place an out-of-service sign on one of the 2 ½” discharges. The Communications Center will report the hydrant to the Water Department, page the out-of-service notice and broadcast it via radio. The hydrant should be documented on the test sheets as out-of-service and the cause, if possible.

SECTION 3

During hydrant inspections, safety should be exercised. Safety vest and gloves shall be worn. Caution should be taken when crossing streets and roadways. When applicable, place the apparatus between traffic and the hydrant. Use caution while removing hydrants caps. A hydrant may be pressurized and could cause injury. Make sure all caps are secure before testing hydrant pressure to avoid the cap from becoming a projectile.

SECTION 4

Equipment required for hydrant inspection and maintenance consist of:

Clipboard	2.5 Cap Gauge
Test sheets	4.5 Steamer Cap
Map/Tablet	Wire Brush
List of hydrants with number and location	Lubricant
Hydrant Wrench	New hydrant forms

SECTION 5

Before the beginning of each inspection cycle, a tablet, test sheets, and hydrant list for each inspection route will be distributed. On each cycle, different data may be requested about the hydrant or the location. These requests shall be documented in the tablet and forwarded, in detail, with the test sheets. During this time, you should review requests for additional information and review hydrant inspection procedures and guidelines before beginning inspections.

SECTION 6

Hydrants located with a non-legible number, but can be positively identified by location, should be recorded. Hydrants that are new or that cannot be identified require that a new hydrant form be completed with **all information** to include an address or a specific location. The inspection crew will attach a hydrant number tag to the hydrant and document the new hydrant on the checklist. Return this documentation to the Fire Prevention Officer managing the hydrant inspection program.

SECTION 7

All hydrants should be checked for proper steamer size, which is 4.5-inch NHT. This can be accomplished by using the steamer cap provided with the test equipment. If hydrants are located that require an adapter, this should be noted as a defect.

SECTION 8

During the inspection of a hydrant, check for obstructions installed near the hydrant that may inhibit the use of the hydrant or restrict wrench swing. These obstructions may include traffic signs, fences, utility poles, shrubbery, trees, or protective barriers. Note the direction of the outlets to ensure that they are positioned in the most functional direction and that the outlets are least 15 inches from grade. Check for visible damage to the hydrant such as leaning or damage to the stem nut or outlet threads. Check the condition of the paint and check for a street hydrant marker. Remove the outlet caps, inspect all gaskets, clean any debris from the threads, and inspect for damage. Check for water or debris in the hydrant outlets. Water in outlets may be a sign that the hydrant is not draining properly or that the valve does not seal. The hydrant should be opened only enough to flush the barrel of the hydrant and to ensure proper working order of the stem

and valve. Always remember to close the valve slowly to prevent a water hammer in the main. At this point, replace all caps with the exception of one 2.5” cap where you will attach the cap gauge to check static pressure. Open the hydrant and note the pressure reading. Completely close the hydrant and back the stem nut counterclockwise ¼ turn. Check the hydrant for proper draining. This can be checked visually or by cupping the palm of the hand over the outlet when the gauge is removed. Note any leaks from caps, hydrant bonnet, or stem nut.

SECTION 9

After the hydrant has been thoroughly inspected and the static pressure is checked, all information including defects, pressure, and special information requested should be recorded on the test sheet and documented in the tablet. All documents including test sheets, and new hydrant sheets should be forwarded to the Fire Prevention Officer managing the hydrant inspection program.

(Signature on File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT