Engineering & Utilities
Policy & Procedure #2

TITLE: **FIRE HYDRANT MANAGEMENT**

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OBJECTIVE AND PURPOSE:

- This policy provides guidelines and procedures for the testing, repair of fire hydrants in accordance with Florida Statutes 633.5391, NFPA 25, City of Boca Raton Ordinance and other requirements established by the local authorities as it applies to the specific apparatus.
- The policy also serves to ensure that fire hydrants installed upon or connected to the University water system are maintained and serviced annually by certified contractor and regularly inspected for proper operation.

RESPONSIBILITY: **ACTION**

DIRECTOR OF ENGINEERING & UTILITIES

- Designate a qualified person to manage fire hydrants.
- Allocate budget and other necessary resources to manage the program.
- Ensure that the university is in compliance with the maintenance of the apparatus.

PROGRAM MANAGER

- Establish system, guidelines, policies and procedures to properly manage fire hydrants by following recommended practices.
- Following university procedures hire certified contractors to perform inspection, testing and maintenance on the systems as required by regulations.
- Review inspection reports and recommend corrective action when necessary. Inspection reports are submitted by contractors using the attached forms.
- Transmit records and annual fire hydrant reports to EH&S on a timely basis.
- Review inspection reports to ensure pressure test records match with the color coding of the hydrant. Install out of service sign if reported defective.
- Ensure that auxiliary buildings and lease holders such as Community College and Research Park are charged for the maintenance of the systems that service their corresponding areas.

ENVIRONMENTAL HEALTH AND SAFETY

- Ensures hydrant testing program provides accurate process by which all hydrants within FAU boundaries are inspected and maintained properly.
- Monitor that flushing program, flowing hydrant, flow testing are incorporated in the annual testing and maintenance procedures.
- Maintains a data base of fire hydrants including maps which describes pipe lines, hydrant numbers and locations of valves.
- Maintains files of complete annual inspection reports.
- Review inspection reports and ensure that remarks by testing agencies are corrected on a timely manner.
- Transmit fire hydrant flow test reports to the local Fire Department.
- Enforce fire hydrant obstruction rules.
- Semi annually, physically inspect fire hydrants for physical defects, leakage, missing parts and for removal of weeds and dirt that impedes hydrant access.

ATTACHMENTS

- Fire Hydrant Inspection Report Form A – ***Attachment "A"***

Issued By: Jim Baker	Date Issued:	Date Revised:	Effective Date: 1/2011
T. Geleta			
APPROVED:	Vice President	Associate V.P.	Director

FAU FLORIDA ATLANTIC UNIVERSITY

ENGINEERING & UTILITIES
FIRE HYDRANT REPORT

FORM A

HYDRANT AND WATER SUPPLY SYSTEMS
INSPECTION AND MAINTENANCE REPORT

Fire Hydrant Location: _____ **Hydrant #** _____

Fire Hydrant Model:

INSPECTION

Semi-annual -- Dry Barrel Hydrants

Annual -- Wet Barrel Hydrants

YES = SATISFACTORY **NO** = UNSATISFACTORY

	YES	NO
Hydrants are accessible		
Hydrant outlets are slightly more than hand-tight		
There are no leaks in the top of the hydrant		
There are no leaks in the gasket under the caps		
There are no cracks in the hydrant barrel		
Hydrant drains properly (dry barrel hydrants)		
Operating nut is not worn and does not have rounded corners		
Nozzle threads are not damaged		
Check hose houses to assure all equipment is in good condition		
Turns to open (enter number of turns to open fully)		

MAINTENANCE	YES	NO
Lubricate Operating Nut		
Lubricate Packing		
Lubricate Thrust Collar		

WATER SUPPLY SYSTEMS FLOW TEST

Water distribution systems: Annual test is accomplished during fire hydrant annual test.

For each test, record the following:

Residual hydrant location	#	
Flow hydrant location	#	
Static pressure (residual hydrant)		psi
Residual pressure (residual hydrant)		psi
Pitot pressure (flow hydrant)		psi
Nozzle size (flowing nozzles only)		inches
Nozzle coefficient (flow hydrant)		
Measured flow (GPM)		GPM
Calculated available flow at 20 psi		GPM

COMMENTS

AWWA COLOR CODE:

Company: ***Certified Backflow Protection, Inc*** Date:

Performed by: Print name

Sign:

ATTACHMENT "A"