

SUBJECT: HYDRANT MAINTENANCE**SECTION:** 202.10**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 3

PURPOSE

To insure the proper maintenance and operation of fire hydrants.

POLICY

- A. The Fire Department shall service all fire hydrants within the City of Reading twice a year.
- B. The Fire Department shall endeavor to maintain the appearance of the fire hydrants within the City of Reading by painting them on an 'as needed' basis.

PROCEDURE

- A. The Water Supply Office shall make the necessary hydrant maintenance assignments.
- B. The Shift Supervisor will receive the hydrant maintenance assignment and coordinate with the Water Supply Officer.
- C. The Shift Supervisor schedules and allots time for hydrant maintenance activities.
- D. The Shift Supervisor will cause those hydrants serviced that are part of the assignment to be painted.
- E. The results of the service shall be recorded in Firehouse software
- F. Notations on Day Log should be made concerning hydrant testing and units out of service
- G. Problems encountered such as non-operational hydrants, damaged hydrants, etc., shall be properly reported through channels.
- H. Hydrants found without caps shall be inspected and flowed prior to resealing.

SPRING MAINTENANCE PROCEDURES

- A. All hydrants are to visually inspected for defects or leaking water.
- B. All grass and vegetation to be cut from around a hydrant to a minimum of three (3) feet away to all sides.
- C. Hydrants shall be flushed.
- D. Hydrants will be oiled and greased as needed.
- E. Remove all caps and oil as needed.
- F. Pump hydrant dry.

FALL MAINTENANCE PROCEDURES

- A. This operation shall take place in October.
- B. All hydrants will be checked for water in the hydrant. A record of hydrants with water in them will be maintained.
- C. All wet hydrants will be checked as needed to ensure against freezing until they are found dry for three consecutive inspections or are repaired by the Water Department.
- D. All dead hydrants are to be flushed and pumped dry.

WINTER MAINTENANCE PROCEDURES FOR WET HYDRANTS

- A. All hydrants will be inspected weekly.
- B. All hydrants will be pumped free of water.
- C. Any wet hydrant will be checked daily for water until the hydrant is found dry for three (3) straight days or the Water Department repairs the hydrant.
- D. On an as needed basis snow will be removed from around all hydrants a minimum of three (3) feet in all directions.

RESPONSIBILITY

- A. The Water Supply Officer has the administrative responsibility concerning Water Supply and is responsible for managing the overall hydrant maintenance program within the Fire Department.
- B. The Water Supply Officer is responsible for maintaining an ongoing liaison with the City Water Department.
- C. The Water Supply Officer is responsible for assigning hydrant maintenance duties equally among the three (3) units.
- D. Shift Supervisors are responsible for supervising and completing the hydrant maintenance assignments which they have been assigned.