

POLICY STATEMENT AND REGULATIONS

Number: 400.12

FIRE HYDRANT MAINTENANCE AND SERVICING

Policy:

The District of Summerland wishes to ensure that fire hydrants installed upon or connected to the District's water system are maintained and serviced to a certain standard, subject to any operational or financial limitations of the District.

Regulations:

Fire hydrants shall be the responsibility of the Engineering and Public Works Department and shall be maintained and serviced in accordance with the Summerland Fire Hydrant Maintenance and Servicing Procedure attached to this policy as Schedule A.

ADOPTED: February 9, 2009

SCHEDULE "A" – POLICY NO. 400.12



**Summerland Fire Hydrant
Maintenance and Servicing Procedure**



FIRE HYDRANT MAINTENANCE AND SERVICING PROCEDURES

Interpretation:

“fire hydrant” means any and all fire hydrants installed upon or connected to the District’s water system but does not include standpipes or privately owned fire hydrants.

1. Fire hydrants are the responsibility of the Engineering and Public Works Department.
2. The Engineering and Public Works Department shall be responsible for maintaining fire hydrants in accordance with this policy.
3. Upon written request by the Fire Department, the Engineering and Public Works Department will:
 - a) install additional fire hydrants;
 - b) alter or relocate fire hydrants, and
 - c) perform external maintenance, including site clearing for visibility and painting, as required

provided that the addition, alteration, or relocation of the fire hydrants does not conflict with the requirements of the Subdivision and Development Servicing Bylaw or the Fire Underwriter’s Survey and the work can be completed within budget restraints.

4. Where a Fire hydrant is damaged or destroyed, the Fire Department shall be immediately notified, the fire hydrant shall be bagged, and the repair or replacement by the Engineering and Public Works Department shall take place within ten working days.
5. The Engineering and Public Works Department shall provide the labour, equipment, and materials necessary to perform fire hydrant maintenance in accordance with the servicing requirements and schedule contained in Schedule ‘A’.
6. The annual budget for providing the fire hydrant maintenance and servicing requirements shall be reviewed annually and may be amended to more accurately reflect labour, equipment, and material costs.
7. Copies of all documents pertaining to the maintenance and servicing of the fire hydrants shall be forwarded to the Fire Department for their records.
8. The Director of Engineering and Public Works may delay or cancel fire hydrant maintenance and servicing if he deems that:
 - a) there is insufficient water to do the work due to water shortages or water restrictions, or
 - b) operational or financial limitations make it impractical to do the work.

SCHEDULE 'A' SERVICING REQUIREMENTS and SCHEDULE

All Type 'A' and Type 'B' servicing of fire hydrants shall be carried out in accordance with NFPA 25 which includes but is not limited to the following service requirements.

Type A" Service Requirements:

The Type 'A' service is considered a preventative maintenance service to identify possible problems. The operator will inspect and check the following items:

- Ports for leaks;
- Threads for binding or damage;
- Valve operation for smoothness of turning;
- Drain to ensure there is no free-standing water within the hydrant barrel;
- Pressure testing of the hydrant under system pressure to ensure no visible external leaks;
- Flow and residual pressure testing;
- Flowing of the hydrant to ensure there are no apparent flow restrictions or closed valves;
- External maintenance including site clearing for visibility and painting if required;
- Note defective hydrants and identify hydrants requiring a Type 'B' service;
- Preparation of a maintenance service record of the hydrant.

"Type B" Service Requirements:

The Type 'B' service would be carried out in a regular rotation that is significantly less frequent basis than the Type 'A' service. Additional Type 'B' servicing would be performed when identified as necessary during the performance of a Type 'A' service. The operator will perform a complete tear-down of the fire hydrants as follows:

- Removal and inspection of all internal parts;
- Inspection of the main hydrant seating for irregularities;
- Inspection of drain and rubbers;
- Inspection of the main stem for alignment and straightness;
- Inspection of threads on main stem;
- Replacement of any worn or suspected worn parts while the internal components are exposed;
- Lubrication of all moving parts and reinstallation of the hydrant;
- Installation of new O-rings and gaskets as required;
- Preparation of a maintenance service record for the hydrant.

Schedule (per fire hydrant):

| Type of Service | Schedule |
|-----------------|---|
| 'A' | A Type 'A' service shall include one inspection carried out in the spring of each year, one inspection carried out in the fall of each year, plus additional inspections after each operation by the Fire Department or a contractor. |
| 'B' | A Type 'B' service shall be for fire hydrants identified in the Type 'A' service as requiring additional service plus a sufficient number of fire hydrants per year to ensure that a Type 'B' service is carried out on all fire hydrants on a maximum seven year rotation. |

NOTE: A Fire Hydrant Data Sheet must be completed whenever a Type 'A' or Type 'B' service has been completed.



| | |
|----------------------------|------------|
| District # Assigned | |
| Date | YYYY/MM/DD |

SCHEDULE 'B'
Engineering and Public Works
Fire Hydrant Data Sheet

Please attach a map or sketch showing the location of the hydrant described below
 Items marked with a (*) are mandatory – no number can be assigned without them!!

| | | | | |
|-----------------|------------|-------|--------------|--|
| Date Submitted* | YYYY/MM/DD | Time* | hr:min am/pm | |
|-----------------|------------|-------|--------------|--|

| | | | | | | | | | | | |
|-------------------------|--|-----|--|------|--------------------------|---------|--------|-----|-----|---------------------------------|------|
| Street Address/ Lot #* | | | | | | | | | | | |
| Location Description* | | | | | | | | | | | |
| UTM Co-ordinates (East) | | | | | UTM Co-ordinates (North) | | | | | | |
| Shutoff/Valve Location | | | | | Number of Ports | | | | | <input type="checkbox"/> 100 mm | |
| Main size* | | mm | | in | | | | | | <input type="checkbox"/> stortz | |
| Main Capacity | | lps | | IGPM | | | | | | <input type="checkbox"/> 64 mm | |
| Static Pressure | | m | | PSI | Flow* | Modeled | | lps | | IGPM | |
| Hydrant Make | | | | | | | Actual | | lps | | IGPM |
| Hydrant Model | | | | | Residual Pressure | | | m | | PSI | |
| Hydrant Type | | | | | | | | | | | |
| Date of Manufacture | | | | | | | | | | | |

| | | | | | | | | | | |
|-----------|-------------|--|--|--|--|--|--|----------|--|--|
| Comments: | | | | | | | | | | |
| | Name Print: | | | | | | | Initial: | | |

NOTE: Conversions:

- to convert millimeters (mm) to inches (in) divide by 25.4
- to convert metres (m) to pounds per square inch (PSI) multiply by 1.422
- to convert litres per second (lps) to imperial gallons per minute multiply by 13.198