

Private fire hydrant annual maintenance checklist

The annual private hydrant service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: A licensed contractor performs the flow and main-drain tests, witnessed and recorded; the site team walk it, observe and note the readings. When: On the system's periodic cycle, the pass that flows each hydrant to prove supply and confirms the barrel drains, which the quarterly visual round can't establish.

Flow observed

- ☐ **Flow test witnessed and readings recorded**
Contractor's flow test observed, static and residual pressures and flow noted for the record, not certified by the site. 2 photos required
- ☐ **Full opening and closing observed for binding or leaks**
Hydrant opened fully and closed under the contractor's operation, no binding, no leak-by when shut, wrench torque not forced. 1 photo required

Drainage and record

- ☐ **Main drain / barrel drainage confirmed after the test**
Barrel observed draining down after flow on dry-barrel hydrants, drain rate noted, standing water flagged to the contractor. 1 photo required
- ☐ **Test record updated and deficiencies logged**
Readings written against each hydrant with the test date, any slow-drain, leak or low-flow issue raised captured with the follow-up. 1 photo required