READY TO INSPECT — FIELD CHECKLIST

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.

Notice before flowing

- [ ] Water authority or fire department told before the hydrant flows
  Water purveyor or fire department notified as local rules require before flushing or flow testing, since flowing can drop pressure and discolor water nearby.
  No photo required
- [ ] Monitoring company and owner notified before flowing
  Monitoring company told a waterflow or supervisory signal may come in where the private main feeds monitored systems, and the owner told of the test window.
  No photo required
- [ ] Impairment logged while the hydrant is out of service
  Hydrant taken out under the owner's impairment procedure for the test, the areas it covers known, and a fire watch arranged where the procedure calls for one.
  No photo required

Flow observed

- [ ] Discharge aimed away from traffic, people and property
  Diffuser or hose set so the stream misses vehicles, pedestrians, buildings and landscaping, traffic coned off, and runoff going where the site's discharge rules allow.
  1 photo required
- [ ] Hydrant flushed until the water runs clear
  Flow held until the discharge runs free of rust, sediment and debris, with anything that came through reported to the contractor.
  1 photo required
- [ ] 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

Valve and outlets serviced

- [ ] Isolation valve operated by the contractor and left open
  Hydrant gate valve or post indicator valve walked through its travel without binding and left fully open, a post indicator relocked or its tamper restored.
  1 photo required
- [ ] Outlet threads and cap gaskets serviced
  Threads cleaned and lubricated as the manufacturer directs, cap gaskets checked and renewed where cracked or missing, and the caps refitted snug.
  1 photo required
- [ ] Operating stems lubricated per the manufacturer
  Stem lubrication points serviced on the manufacturer's schedule with the lubricant it names, the operating nut or each wet-barrel outlet stem turning smoothly after.
  No photo required

Drainage and record

- [ ] Main drain / barrel drainage confirmed after the test
  On dry-barrel hydrants, the barrel seen draining down through its drain valve once the flow stops, drain rate noted, standing water flagged to the contractor.
  No photo required

- [ ] Hydrant left ready for freezing weather
  Where freezing weather follows, a barrel plugged for high groundwater or slow to drain pumped out and listed for winter pumping, caps snug and a snow marker fitted where snow drifts.
  No photo required

- [ ] Flow results set against the prior test to catch a falling supply
  Static, residual and flow figures compared with the prior test on file, and any drop raised with the owner for the water authority.
  No 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

- [ ] Hydrant returned to service and the notified parties told
  Hydrant closed, capped and drained, the impairment closed in the owner's log, and the monitoring company, fire department and water authority told testing is finished.
  No photo required