READY TO INSPECT — FIELD CHECKLIST

Private fire hydrant quarterly maintenance checklist

A quarterly private hydrant round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 25. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The site or grounds person walking the private hydrants each quarter, tagging each one at its QR marker. When: Every quarter, and after any site work or heavy weather, since a buried, blocked or clipped hydrant only shows up as a problem when a pumper needs it.

Outlets and operating nut

- [ ] Caps present and outlet threads clean
  A cap on each outlet, chains intact where fitted, threads free of rust and burrs so hose and steamer connections seat cleanly.
  2 photos required
- [ ] Outlet nozzles firm in the barrel
  No gap, rust streak or weeping where each nozzle meets the barrel, and the nozzle lock or caulking intact so it won't turn when a cap is wrenched off.
  No photo required
- [ ] Operating nut sound and turns freely
  Operating nut not rounded off, no signs of being forced, turns without binding, correct wrench fit.
  1 photo required
- [ ] Bonnet and flange bolts present and sound
  Every bonnet and base flange bolt in place, nuts not wasted by rust, and the weather shield over the operating nut seated where the model has one.
  1 photo required

Access and marking

- [ ] Clearance around the hydrant maintained
  Space kept clear on all sides, not overgrown, buried, or blocked by parking, snow piles or stored material, approach open for apparatus.
  2 photos required
- [ ] Hydrant visible and marked
  Body visible from the drive, paint and any reflective marker intact, not hidden behind landscaping, identification legible.
  1 photo required
- [ ] Paint and color code match the local fire code
  Barrel, bonnet and caps painted in the scheme the local fire code or water authority sets for private hydrants, faded or wrong colors noted for repainting.
  1 photo required
- [ ] Barrel upright and outlets clear of grade
  Hydrant plumb and not knocked by vehicles, breakaway flange intact where fitted, and outlets high enough above grade for a wrench to swing and a hose to couple.
  1 photo required
- [ ] Guard posts sound where the hydrant faces traffic
  Where bollards protect the hydrant, each one upright and clear of the outlets and nut, and any fresh impact damage to the barrel reported.
  No photo required

Condition and drainage

- [ ] No leaks at outlets, bonnet or base
  No water weeping at the caps, bonnet or the base flange, no soft or eroded ground around the barrel suggesting an underground leak.
  1 photo required

- [ ] Dry-barrel drains dry after operation
  On dry-barrel hydrants the barrel drains down and sits empty after use, no standing water that could freeze, cap left snug.
  No photo required

Isolation valve and report

- [ ] Hydrant isolation valve located and accessible
  Post indicator window reads open with its lock or tamper intact, or the valve box lid found clear of paving, soil and debris for the contractor's key.
  1 photo required
- [ ] Findings reported to the owner before leaving the round
  Damage, leaks, missing caps or a blocked hydrant reported; one that can't be used is an impairment under the owner's procedure, the fire department told as it requires.
  No photo required