

TOWN OF OAK ISLAND
PUBLIC UTILITIES DEPARTMENT

Fire Hydrant Operating Procedures

1. The Contractor is responsible for following these procedures and may be held liable for repairs, and have other enforcement actions taken against them for not adhering to these procedures.
2. Prior to operation, the Contractor shall verify that the hydrant, meter and RPZ are secure and not moveable, and in the event that they are unstable, damaged, leaking, or unsafe, should immediately stop using them and call (910) 201-8007 to report the situation.
3. The Contractor shall (a) use a fire hydrant wrench specifically designed and manufactured to open and close a fire hydrant; (b) not use any additional torquing device to open or close a fire hydrant; and (c) not leave hoses or appurtenances connected to a fire hydrant when not in use.
4. The Contractor shall operate a fire hydrant properly by slowly opening the hydrant to a fully open position when in use and slowly closing the hydrant to a completely closed position when not in use. When a fire hydrant is first opened, the barrel or housing of the fire hydrant fills with water. Fire hydrants are designed with a drain or weep hole at the base of the hydrant, which allows any water contained in the hydrant to drain out to keep: (a) the water from stagnating in the barrel of the hydrant, (b) the internal parts of the hydrant from rusting or seizing up, and (c) the hydrant from freezing in winter. A hydrant operated in a partially opened or closed position will cause water to blow out from the hydrant's drain or weep hole into the bedding material supporting the hydrant. This blown out water will wash out the bedding material supporting the hydrant thus possibly causing damage to the hydrant and creating a safety hazard.
5. The hydrant must be opened slowly to allow the barrel time to fill, and the Contractor should feel snug resistance at the top of the counter clockwise turn. The Contractor should not use the hydrant until it is fully opened.
6. To close the hydrant, the Contractor must perform the final several closing turns slowly to prevent damage to the hydrant and water main. The hydrant must be fully closed until the Contractor can feel snug resistance at the bottom of the clockwise turn.
7. To minimize wear and tear, and minimize costly damage due to the opening and closing of hydrants, the Contractor may not use the hydrant valve to regulate the volume or flow of water withdrawn from the fire hydrant. Instead,
 - a. For fire hydrant mounted meters, the Contractor shall leave hydrants open during times of routine use unless there is danger of freezing and control the volume or flow of water withdrawn from the hydrant using the gate valve installed on the meter.