1. **Contact the Water Department** at: 255-5004, 874-2448 or 639-7362 and inform them of your intent to use the hydrant. This is important for the following reasons:
   a. Ensures campus will have adequate water supply and fire protection to meet demands
   b. Coordinates your work with other Water Department utility work on campus such as pump replacement or storage tank repairs
   c. Ensures that the safety of the water quality will be protected
   d. Allows Water Department to anticipate and minimize water quality complaints
   e. Ensures hydrants will be used properly to prevent equipment damage
   f. The water department has selected a hydrant that will minimize water quality disruptions on campus.

2. Obtain backflow valve from Water Department
3. Removed hydrant nozzle with hydrant wrench
4. Using a proper hydrant wrench, crack open hydrant to purge debris
5. Close hydrant
6. Connect backflow prevention valve to hydrant
7. Connect throttling valve to backflow valve
8. Connect hose to throttling valve
9. **Slowly fully open hydrant.** This is important of prevent flow out drain port at base of hydrant. Flow out the drain port can cause water contamination and soil settlement leading to unbedding of the hydrant.
10. Adjust throttling valve for desired flow
11. Closing Hydrant
12. Slowly close hydrant operating nut at a rate of one second/quarter turn. The final two turns are most critical as they reduce a majority of the flow. Closing too fast can lead to water hammer and infrastructure damage.
13. Remove backflow device
14. Place your hand over the nozzle opening to test for suction that will indicate barrel is draining and main valve seals
15. Ensure hydrant stops flowing completely
16. Replace hydrant nozzle
17. **Return backflow valve** to Water Department
18. Report any hydrant malfunctions to the Water Department.
<table>
<thead>
<tr>
<th>Prepared by: Robert Bozikowski</th>
<th>Date: 10/10/11</th>
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<tbody>
<tr>
<td>Checked by: Andy Alcusky</td>
<td>Date: 10/12/11</td>
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<tr>
<td>Checked by: Dave Lamb</td>
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