



Department of Public Works and Utilities

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CONSTRUCTION WATER METER OPERATING INSTRUCTIONS

At job's end, the contractor must return the hydrant water meter, backflow preventer, brace stand(s), hydrant wrench, and shut-off valve, to Town Hall for the final reading of water usage and final inspection of condition by a Public Works employee.

Public Works staff member will suggest a hydrant location and instruct the contractor regarding meter usage, if needed. Do not use any other fire hydrant than the one you were assigned too. Please note that caution must be taken when closing the hydrant valve; the valve must be closed slowly to prevent a water hammer from damaging the Town's water line.

How to operate the Fire Hydrant

- Do Not Operate Fire Hydrant With Anything But A Fire Hydrant Wrench.
Connect The Meter To The Proper Nozzle.
Gate Valve On Hydrant Meter Should Be Slightly Open.
Slowly Open Hydrant Until Water Starts To Flow.
Continue To Open Fire Hydrant Fully.
Operate Flow Rate By Using Only The Gate Valve On The Hydrant Meter. When Full, Close Gate Valve On Hydrant Meter.
To Disconnect Meter, Slowly Shut Down Fire Hydrant. Do Not Cinch Down.
Remove Meter.
Fire Hydrant Operations Are Fully Closed Or Fully Open. (No In Between. Partially Opened Hydrant Releases Water Through The Weep Holes And Results In Damage)

Not Following These Instructions May Damage Fire Hydrant, Water System And Could Cause Bodily Injury.

Contractor is responsible for proper operation and care of the fire hydrant when using. Any damage done to the hydrant and water system will be fault of contractor and will be billed for repairs.

CONTRACTOR'S ACKNOWLEDGEMENT:

I have read the above information. I understand it is the responsibility of the Contractor to provide copy of the proper instruction on the use of the hydrant meter assembly to all employees operating the hydrant meter. When I am finished with the meter assembly, I will return it to Town Hall and pay for the water used at the current water rate, plus any damage to the meter. I understand that my deposit funds will be returned to me after all charges have been paid in full.

Signature of Company Representative

Date

Printed Name of Company Representative

Cell Number

Company Name

Office Number