

SUBJECT: Out of Service Fire Hydrants	Effective Date: 10/27/17	Procedure Number: FS 2017 FS0027	
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	Responsible Authority: Associate Vice President for Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY

This procedure applies to designated personnel in Utilities & Energy Services (UES), Environmental Health and Safety (EHS), Facilities Operations Work Control Center (WCC), and the UCF Police Department (UCFPD) when they are involved in reporting non-functional (out of service) fire hydrants.

PROCEDURE STATEMENT

This procedure provides directions regarding how to decommission fire hydrants that are planned or discovered to be out of service and to report return to service.

DEFINITIONS

Out of service fire hydrant: A fire hydrant that is inoperable or non-functional (planned or discovered)

Bagged fire hydrant: A fire hydrant that has been identified (tagged)

PROCEDURE

1. Out of Service Fire Hydrants

Fire hydrants that are planned or discovered to be inoperable must be isolated and bagged to indicate that they are non-functional. Where fire hydrants are out of service for maintenance or repairs, a visible indicator shall be used to indicate that the hydrant is out of service. See example below:



2. AiM Work Orders

The Water Utilities Supervisor or designee shall create a Work Order in the Computerized Maintenance Management System (CMMS) to address the repair and maintenance needs. The Water Utilities Supervisor or designee shall open a Phase in the Work Order to estimate the time to restore functionality in the identified fire hydrant (s), including estimated start and end date fields, and open additional Phases in the Work Order to complete all planned and scheduled repairs.

3. Out of Service Fire Hydrant Notification

The Water Utilities Supervisor or designee shall notify via email the Orange County Fire Rescue Authority (Hydrants@ocfl.net), WCC (wcc@ucf.edu), EHS (firesafety@ucf.edu) and UES (energy@ucf.edu) by completing the Report Out of Service Fire Hydrant(s) form. The electronic form is located on the UES Network Drive, where it is accessible to authorized personnel.

Note: The electronic Report Out of Service Fire Hydrant(s) form is designed to distribute automatically the fire hydrant out of service information to the multiple e-mail addresses listed above.

a. During Regular Working Hours:

The Water Utilities Supervisor or designee shall include the following information on the Report Out of Service Fire Hydrant(s) notification form:

- “Report Out of Service Fire Hydrant(s)” in the subject line
- Fire hydrant number
- Fire hydrant GPS/physical address of adjacent structure/intersection
- Work Order number
- Discovered or planned out of service date
- A link to a UCF main campus map encompassing all fire hydrant locations
- Scheduled repair date, when known
- Planned return-to-service date
- Name and work title of the UCF employee issuing the notification

b. Unscheduled Service After Hours or on Weekends:

- The WCC shall notify the UCF Police Department (UCFPD) via the non-emergency phone number, (407) 823-5555, when a fire hydrant is discovered to be out of service. The WCC shall add a comment to the Work Order’s Notes Log indicating the name of the UCFPD personnel, and the date and time reached.
- The WCC shall contact the UES On-Call personnel to report the non-functional fire hydrant, and add a comment to the Work Order’s Notes Log indicating the name of the UES personnel, and the date and time reached.

c. Scheduled Out of Service After Hours or on Weekends:

- The Water Utilities Supervisor or designee will follow Step 3a., and will notify the UCF Police Department (UCFPD) via the non-emergency phone number, (407) 823-5555. The Water Utilities Supervisor or designee shall add a comment to

the Work Order's Notes Log indicating name of UCFPD personnel, and the date and time reached.

- The Water Utilities Supervisor or designee will also send an email to the WCC as notification of the planned out of service status.

4. Back in Service Notification

The Water Utilities Supervisor or designee shall complete and submit the Report Back in Service Fire Hydrant(s) form immediately after the out of service fire hydrant has been restored. The form is located on the UES Network Drive, where it is accessible to authorized personnel. This electronic form will automatically distribute the fire hydrant back in service notification to the Orange County Fire Rescue Authority (Hydrants@ocfl.net), WCC (wcc@ucf.edu), EHS (firesafety@ucf.edu), and UES (energy@ucf.edu).


5. Records

The Water Utilities Supervisor or designee shall keep records of all fire hydrants, tests, inspections, and maintenance, as well as records of all reported out of/back in service fire hydrants. Fire hydrant record compliance is a Fire Safety Requirement. The records shall be kept up to date and readily available for inspection or audit by the Florida State Fire Marshal and the Orange County Fire Rescue Department.

RESOURCES

Florida Fire Prevention and Control:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0600-0699/0633/0633.html

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	