# 2024 FIRE HYDRANT FLOW REPORT REQUEST



**Instructions:** Complete page 1 of this form and submit form along with payment. We will contact you within 2 business days of receipt of completed form and payment. If the flow test field location is approved, the flow test will be scheduled within the next 5 to 10 business days. If you have any questions, call 970-962-3000 or email water@cityofloveland.org.



Email: water@cityofloveland.org

### <u>Mail/Drop Off:</u> City of Loveland Attn: Front Desk Admin. 200 North Wilson Avenue

Loveland, CO 80537

#### Fees: \$250 per test

- Checks: Make payable to "City of Loveland"
- Credit or Debit Card Payments: Accepted in person or over the phone at 970-962-3000

COMPANY INFORMATION	COMPANY CONTACT INFORMATION					
Company Name:	Contact Name					
Mailing Address:						
City, State Zip:	Contact Email:					
FIRE HYDRANT FLOW REPORT REQUEST						
New Field Test (\$250 per test)						
Project Location:						
Hydrant Flow Test Location:						
Reason for Test:	nkler System Design 🛛 Other:					
Flow required at 20 psi residual pressur	re:gpm					
RELEASE:	(name) do hereby acknowledge and understand					
I have the authority, under penalty of law, to bind the above mentioned entity/company for all costs of damages and liability of the damage. City personnel will witness the test only to ensure that City facilities are not damaged. The City does not provide flow test equipment. The City does not warrant or verify the accuracy of the fire hydrant testing equipment, method, or technique. City personnel do not guarantee the flow test results or the accuracy of any information from the fire flow test or any information obtained from the City from previous tests, telemetry, pressure readings, etc. The City shall not be liable for errors and omissions. My design engineer is responsible for verifying all information and data.						
Printed Name:	Title:					
Signature:	Date:					
FIELD TEST REQUIREMENTS						
The Water Operations Supervisor has the authority to approve or deny any hydrant flow test due to such instances as nearby construction projects, outages, weather conditions, locations, etc. The City will operate the hydrant during the test. No hydrant flow tests will be performed within the following downtown area: - Railroad Ave. to Lincoln Ave. from 6th Street to 8th Street - Garfield Ave. to Pierce Ave. from 6th Street to 4th Street - Garfield Ave. to Hayes Ave. from 4th Street to 4th Street SE (or the extension of 4th Street SE to Garfield Ave.)						
test results in addition to or in place of this flow test provide this option, email these results, and collect of	es that a prior field test is still valid for the project area, we can provide those flow for a fee of \$TBD (Fee waved in 2024). In this case, the City will contact you to r refund fees as needed. e pressures from the hydraulic water model junction closest to the project location					

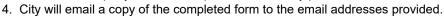
to the email address listed above prior to the flow test date.

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### Test Instructions:

- 1. City will bring this form to the fire hydrant flow test.
- 2. Flow Test Company fills out all parts of "Hydrant Flow Test" section below.
- 3. Flow Test Company submits completed form to City personnel on site.



Hydraulic Model Test Results (Extended period simulation results)						
Elevation:		Potential Low P	essure: Potential High Pressure:			
Hydrant Flow Test						
Pressure Hydrant Test Data			Flow Test Company Contact Information			
Hydrant Number:			Flow Test Company Name:			
Pre Flow Static Pressure:	psi Time:	:	Person Completing Flow Test:			
Residual Pressure:	psi Time:	:	Phone:			
Post Flow Static Pressure:	psi		Email Flow Test Results to:			
Flow Hydrant Test Data						
Hydrant Number:		Discharge Flo	w Rate: gpm			
Type of Diffuser:	Flov	ving Hydrant Sta	rt Time:: End Time:	:		
Diffuser Size:			dy Flow: minutes			
Flow Pressure:	psi	Duration	of Flow: minutes			
Test Date: / / / 20 Notes:						
Payment Information						
Payment Type:   Check (make payable to "City of Lovelation		and") Amount Paid: <u>\$</u>				
Credit or Debit Card		Pmt Received By:				
			Date Paid: \	\ 2024		

## **Internal Processing Instructions**

1. Paper Distribution: Make (2) 2-sided copies of this form and distribute as follows:

□ Copy 1: Customer receipt

□ Copy 2: Travis Johnson in Accounting along with pmt. Attach merchant copy receipt for credit/debit card pmts.

2. D Scan: Front Desk Admin saves to W&P Shared\\_Admin\Fire Hydrant Flow Test\20YY\20YY MM-DD Flow Site Address

3. D Email Link: Front Desk Admin sends link to form to Water Operations Supervisor and Water Modeler (Chad B. backup)

4. Location Approval: Water Operations Supervisor

Denied: Notify customer & issue refund

□ Existing Field Test Still Applicable: Email results if requested. Work out collecting/refunding fees as needed.

□ Approved: Contact to schedule appointment.

5. D Model Results: Water Modeler fills out "Hydraulic Model Test Results". Email Water Ops Sup & Front Desk Admin.

6. □ Field Flow Test: Water Ops Supervisor prints updated form and gives to Operations Crew. Operations Crew gives form to Flow Test Company on site for them to fill out the "Hydrant Flow Test" section above. Operations Crew turns completed form into Front Desk Admin. Email Water Operations Supervisor and Front Desk Admin when complete.

7. D File: Front Desk Admin completes hydrant flow test results on saved file. Files original form & retain for 6 years.

 Email Attachment: Front Desk Admin emails form to emails provided on front and back of this form and to eplan-fire@lfra.org, Development Review (Melissa Morin), Water Operations Supervisor, and GIS (Amy Rupp)

9. D Work Order: Water Operations Supervisor completes Cityworks Work Order and attach scanned form to work order.