

## 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](mailto:water@cityofloveland.org).



**Email:**  
[water@cityofloveland.org](mailto:water@cityofloveland.org)

**Mail/Drop Off:**  
 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: <input style="width: 90%;" type="text"/>	Contact Name: <input style="width: 90%;" type="text"/>
Mailing Address: <input style="width: 90%;" type="text"/>	Contact Phone: <input style="width: 90%;" type="text"/>
City, State Zip: <input style="width: 90%;" type="text"/>	Contact Email: <input style="width: 90%;" type="text"/>

FIRE HYDRANT FLOW REPORT REQUEST
<p><b>New Field Test (\$250 per test)</b></p> <p>Project Location: <input style="width: 90%;" type="text"/></p> <p>Hydrant Flow Test Location: <input style="width: 90%;" type="text"/></p> <p>Reason for Test:   <input type="checkbox"/> Fire Sprinkler System Design                      <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/></p> <p>Flow required at 20 psi residual pressure: <input style="width: 50px;" type="text"/> gpm</p>

<p><b>RELEASE:</b> I <input style="width: 150px;" type="text"/> (name) do hereby acknowledge and understand <input style="width: 150px;" type="text"/> (company name) is responsible for any damage to facilities owned and operated by the City of Loveland (City) while conducting or as a result of fire hydrant flow testing. I further acknowledge that 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.</p>				
<table style="width: 100%;"> <tr> <td style="width: 50%;">Printed Name: <input style="width: 90%;" type="text"/></td> <td style="width: 50%;">Title: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Signature: <input style="width: 90%;" type="text"/></td> <td>Date: <input style="width: 90%;" type="text"/></td> </tr> </table>	Printed Name: <input style="width: 90%;" type="text"/>	Title: <input style="width: 90%;" type="text"/>	Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
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FIELD TEST REQUIREMENTS
<p>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:</p> <ul style="list-style-type: none"> <li>- Railroad Ave. to Lincoln Ave. from 6th Street to 8th Street</li> <li>- Garfield Ave. to Pierce Ave. from 6th Street to 4th Street</li> <li>- Garfield Ave. to Hayes Ave. from 4th Street to 4th Street SE (or the extension of 4th Street SE to Garfield Ave.)</li> </ul>

**Existing Field Test Results:** If the City determines that a prior field test is still valid for the project area, we can provide those flow test results in addition to or in place of this flow test for a fee of \$TBD (Fee waived in 2024). In this case, the City will contact you to provide this option, email these results, and collect or refund fees as needed.

**Computer Model Pressures:** The City will email the 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.
4. City will email a copy of the completed form to the email addresses provided.



Hydraulic Model Test Results (Extended period simulation results)		
Elevation: _____	Potential Low Pressure: _____	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 Flow Rate: _____ gpm
Type of Diffuser: _____	Flowing Hydrant Start Time: _____ : _____      End Time: _____ : _____
Diffuser Size: _____ inches	Duration of Steady Flow: _____ minutes
Flow Pressure: _____ psi	Duration of Flow: _____ minutes
Test Date: ____ / ____ / 20____	
Notes: _____	

Payment Information	
<b>Payment Type:</b>	Amount Paid: \$ _____
<input type="checkbox"/> Check (make payable to "City of Loveland")	Pmt Received By: _____
<input type="checkbox"/> Credit or Debit Card	Date Paid: ____ \ ____ \ 2024

Internal Processing Instructions
<p>1. Paper Distribution: Make (2) 2-sided copies of this form and distribute as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy 1: Customer receipt</li> <li><input type="checkbox"/> Copy 2: Travis Johnson in Accounting along with pmt. Attach merchant copy receipt for credit/debit card pmts.</li> </ul> <p>2. <input type="checkbox"/> Scan: Front Desk Admin saves to W&amp;P Shared\_Admin\Fire Hydrant Flow Test\20YY\20YY MM-DD Flow Site Address</p> <p>3. <input type="checkbox"/> Email Link: Front Desk Admin sends link to form to Water Operations Supervisor and Water Modeler (Chad B. backup)</p> <p>4. Location Approval: Water Operations Supervisor</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Denied: Notify customer &amp; issue refund</li> <li><input type="checkbox"/> Existing Field Test Still Applicable: Email results if requested. Work out collecting/refunding fees as needed.</li> <li><input type="checkbox"/> Approved: Contact to schedule appointment.</li> </ul> <p>5. <input type="checkbox"/> Model Results: Water Modeler fills out "Hydraulic Model Test Results" . Email Water Ops Sup &amp; Front Desk Admin.</p> <p>6. <input type="checkbox"/> 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.</p> <p>7. <input type="checkbox"/> File: Front Desk Admin completes hydrant flow test results on saved file. Files original form &amp; retain for 6 years.</p> <p>8. <input type="checkbox"/> 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)</p> <p>9. <input type="checkbox"/> Work Order: Water Operations Supervisor completes Cityworks Work Order and attach scanned form to work order.</p>