

VILLAGE OF GREENDALE  
WATER AND SEWER UTILITY  
HYDRANT PERMIT

Date Issued: \_\_\_\_\_

Date Expires: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Truck capacity/amount needed: \_\_\_\_\_

The following fees will apply:

Equipment Deposits	\$500.00	Meter
	\$500.00	Backflow Preventer

The following fees will be deducted from the deposit:

Use of Wrench	\$35.00 if applicable – Date taken out _____ Date returned _____
Use of Hydrant	\$60.00
Use of Water	\$4.70 per 1,000 gallons (\$10.00 minimum charge)

**\*\*PLEASE CHECK THE WATER BEFORE USING – GREENDALE WATER & SEWER UTILITY IS NOT RESPONSIBLE FOR RUSTY WATER. CUSTOMER IS RESPONSIBLE FOR DAMAGED EQUIPMENT\*\***

\_\_\_\_\_ has permission to use water from the fire hydrant located at

\_\_\_\_\_ Dates of use: \_\_\_\_\_

Deposit amount: \_\_\_\_\_ Payment date: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Approved by: \_\_\_\_\_

Water Utility Foreman

6351 Industrial Loop

Greendale, WI 53129

Phone: 414-423-2133

Fax: 414-423-2109

Hydrant Deposit 10-00-235000 +\$1000.00

Cr Revenue 10-00-27100

Size Needed:	Large	Small
Meter number:	_____	
In Read:	_____	
Out Read:	_____	
Gallons Used:	_____	
Water Fee	_____ Hydrant Fee	_____ Wrench Fee _____
Refund amount:	_____	
Date Refunded:	_____	

# VILLAGE OF GREENDALE

## WATER AND SEWER UTILITY STANDARD HYDRANT OPERATION PROCEDURE

1. Open hydrant slowly until fully open.
2. Flush until water runs crystal clear. Slowly close down hydrant to avoid water hammer. When fully closed, check to make sure hydrant is draining down.
3. Wait 5 minutes, listen to make sure hydrant is shut completely down. If you hear a hissing sound or water does not go down, the hydrant is not seated properly. Repeat above procedure and check again.
4. If hydrant is still leaking close the hydrant valve. Check hydrant again, leak should stop.
5. Put an out of service sign on hydrant.
6. If hydrant has water in barrel, pump the water out with a portable pump.
7. Make out a hydrant repair slip and turn slip into your supervisor.
8. When using a hydrant meter, install meter on side nozzle. Make sure meter is fastened onto hydrant nozzle tightly.
9. Make sure hydrant meter valve is in the closed position.
10. Follow the procedure for opening the hydrant. When hydrant is fully open, slowly open the valve on the hydrant meter. When using an attached hose make sure hose is rolled out with no kinks or bends in it.
11. When the job is done, slowly close the valve on the hydrant meter. When the valve is closed, slowly close down the hydrant.

### **Things to remember are:**

- ✓ Always open and close the hydrant SLOWLY!
- ✓ Always fully open the hydrant.
- ✓ Always follow the above procedures.

Hydrants can only be opened or closed by trained personnel. Training is available from the Village of Greendale Water Utility Foreman. To schedule training, please call (414) 423-2133.