



550 W. Irving Pk. Rd., • Itasca, Illinois 60143-2018
630.773.0835 • Fax 630.773.2505 • www.itasca.com

HYDRANT METER FORM

DATE: _____

A DEPOSIT OF \$1,200.00 IS REQUIRED FOR HYDRANT METER RENTAL.

**** MONTHLY METER READINGS ARE REQUIRED AT THE BEGINNING OF EACH MONTH WHILE THE METER IS IN YOUR POSSESSION. CONTACT PUBLIC WORKS AT 630/773-2455 TO REPORT MONTHLY METER READINGS AND/OR ISSUES WITH THE HYDRANT METER OR FIRE HYDRANTS ****

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

YOUR DEPOSIT OF \$1,200.00 WILL BE REFUNDED TO YOU LESS THE WATER USAGE (per 1,000 gallons) AND A \$50.00 PROCESSING FEE. METER MUST BE RETURNED TO US IN GOOD CONDITION.

METER SER: _____

METER OUT READ: _____

METER IN READ: _____

SIGNED BY: _____

HYDRANT WRENCH _____
HOSE ADAPTER _____

Updated/Effective 5-1-15

Fire Hydrant and Meter Operation

Damage to any village owned piping or apparatuses will be repaired at the cost of the fire hydrant user or company that caused the damage. Below is an operational guideline that should be followed to minimize the chance of damage. Improper usage can cause extensive damage to the water system resulting in repairs that can easily reach a few thousand dollars.

1. **Only used approved fire hydrants**
 - a. Certain areas can be prone to water main failures due to improper operation
2. **Use the proper hydrant wrench**
 - a. Not using the correct wrench can damage the operating nut due to the soft materials they are constructed from
3. **Remove hydrant cap and attach meter and hose making sure not to cross thread the hose nozzle**
 - a. Hose nozzles are brass and can be damaged easily
4. **Open the fire hydrant very slowly in a counter-clockwise direction**
 - a. (approximately 1 turn every 10-15 seconds)
5. **Do not fill at too fast of a water flow rate**
 - a. Flowing water at too high of a rate can lower system pressures causing alarms and possible damage to the piping
 - b. It is normal for water to leak form the fire hydrant auxiliary valve while hydrant is operated
6. **Close fire hydrant very slowly in a clockwise direction**CRITICAL****
 - a. Close the fire hydrant at an approximate rate of 1 turn every 15-20 seconds
 - b. Closing the fire hydrant too fast can cause a water hammer which is the most common damage occurring in the water system
 - c. Water hammer can cause water main failures costing upwards of \$3,000
7. **Remove hose attachment and assure that no water is exiting the port**
 - a. If the hydrant is trickling for a period of 20 seconds, it is leaking and the seat may have to be adjusted by tightening or reflowing the fire hydrant
8. **Take precaution not to overtighten the fire hydrant in the closed position**
 - a. Overtightening of the fire hydrant can damage the main valve seat
9. **Remove the water meter and replace the cap**
10. **Report any problems with the water meters or fire hydrant immediately to the public works department at 630-773-2455**
11. **Using a fire hydrant without a meter is theft and violators will be cited by the Itasca Police Department**
12. **Call Public Works with the meter reading the first of every month**