



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective November 22, 2005, Revised: February 12, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 6.021

Subject: Fire Hydrant Flushing Procedure

Purpose and Scope: Ensure proper flushing of fire hydrants and potable water distribution system

Procedure:

1. Install flushing diffuser.
2. Open hydrant slowly and gradually increase flow to maximum flow.
3. Once max flow has been achieved, lower flow rate slowly to half flow.
4. Continue flushing for 10 minutes or longer if water is still cloudy.
5. Slowly close hydrant until flow has stopped.
6. Check operating stem nut for tightness.
7. Lube or repair as needed.
8. On dead end hydrants, use 6" flush box on valve working machine. Do not use valve working machine to open or close fire hydrants.
9. If a fire hydrant needs repair, put an out-of-service bag over the hydrant until repairs are made.
10. List the hydrant that is out-of-service in log book of Central Utility Plant and create a workorder in TMA.
11. Repairs should be made as rapidly as parts availability allows.

Developed by: Utilities, Energy & Sustainability

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