



CHICAGO FIRE DEPARTMENT BUREAU OF OPERATIONS



Operations Memo OM-08-25
August 29, 2025

SUBJECT: HYDRANT REPAIR/DRAINAGE INSPECTION SCHEDULE 2025

I. PURPOSE

This memo establishes a schedule for inspecting hydrants in compliance with [General Order 90-012, Fire Hydrant and Cistern Inspections](#).

II. SCHEDULE

Districts 1 and 4: September 1-13, 2025

Districts 2, 3, and 5: September 14-27, 2025

Deputy District Chiefs of each platoon shall coordinate the scheduling of their companies for conducting hydrant inspections. Firehouses with more than one (1) Fire Suppression & Rescue company quartered shall conduct inspections with only one company on the street inspecting hydrants at a time.

Hydrant inspections shall be completed **Monday through Friday** (no weekend inspections) by FS&R companies between **0900** and **1500** hours.

III. PROCEDURE

Companies shall conduct a visual and operational inspection of all hydrants in their respective still districts. All hydrant locations shall be listed and inspected for any issues listed on the Hydrant Inspection Check List Form (FS&R Form #4), paying particular attention to the following items:

- Physical damage to the hydrant
- Missing/damaged threads
- Missing caps
- Drainage issues
- In Service or Out of Service status

Hydrants shall be opened slowly (to avoid Water Hammer) and fully by turning the hydrant operating nut eight (8) clockwise revolutions, allowing a full flush of water to exit the ports until the water flows clear. **At no time shall the hydrant stem be rotated more than eight (8) revolutions. Hydrants shall then be closed slowly. Any remaining water shall then be guzzled out of the hydrant to prevent freezing.**

FS&R companies without guzzlers shall obtain them from the engine they are quartered with.

The FS&R Form #4 shall be completed during the inspection of hydrants. When encountering any inspectional defects, the FS&R Form #4 shall be marked identifying the location and defect found. All FS&R Form #4s shall be completed in duplicate with one (1) copy maintained in company quarters and one (1) copy forwarded to District Headquarters. Company Officers shall enter into the Company Journal the times and areas inspected, and any hydrants found to be out of service. Upon returning to quarters, companies shall notify the Office of Emergency Management and Communications (OEMC) of any hydrants that are out of service. **DO NOT USE THE RADIO TO MAKE NOTIFICATIONS TO OEMC OF OUT OF SERVICE HYDRANTS.**

District Chiefs/Deputy District Chiefs shall forward all completed FS&R Form #4s via department mail to:

Headquarters
Attn: Bureau of Operations

By order of:

A handwritten signature in dark ink, appearing to read "D Walker", is written over the printed name.

Donald Walker
Deputy Fire Commissioner
Bureau of Operations

TO BE READ AT FOUR (4) ROLL CALLS AND POSTED.

Distribution: A