



## DEPARTMENT OF UTILITIES

### **PROPER USE OF TOWN OF LEESBURG FIRE HYDRANT METERS**

1. Use **ONLY** Leesburg issued fire hydrant meters on Leesburg designated fire hydrants. Failure to comply is a misdemeanor and violation of Leesburg Town Code Section 34-22, punishable by \$2,500 fine, one year in jail, or both. **HYDRANT METERS ARE TAGGED IDENTIFYING THEM AS LEESBURG METERS. LEESBURG FIRE HYDRANTS DISPLAY LABELS IDENTIFYING THEM AS LEESBURG HYDRANTS.**
2. The hydrant meter should only be used at the location specified on the hydrant meter contract.
3. The hydrant meter must be stored in an area where it is protected from freezing.
4. Only approved wrenches should be used for fire hydrant operation.
5. Hydrant should be opened and closed slowly to prevent pressure surges in mains.
6. User should run a small amount of water through the hydrant before meter is installed to remove anything that may have accumulated in the hydrant barrel.
7. Any leaks or problems noticed in the operation of the fire hydrant or the hydrant meter should be reported to the Department of Utilities at 703-771-2713 or by email at [Hydrants@leesburgva.gov](mailto:Hydrants@leesburgva.gov) immediately.
8. The hydrant meter must be installed so that no leaking occurs.
9. The fire hydrant should be opened completely; throttling should only be done at the valve on the hydrant meter.
10. To remove meter, the hydrant must be fully closed. Remove all hoses, open hydrant meter valve and remove meter using proper wrenches.