

**CENTRAL ARKANSAS WATER
SUMMARY
POLICIES & PROCEDURES - PRIVATE FIRE SERVICE**

Fire service plan must be submitted to and approved by Central Arkansas Water, Arkansas Department of Health Engineering Division, and Fire Department having jurisdiction, prior to installation of a new fire service or modification of an existing fire service. Execution of a Contract for Water Facilities with a Supplemental Agreement for Private Fire Service between the property Owner and Central Arkansas Water is also required. This contract covers installation or modification of facilities by the owner or his contractor and will include assessment of Engineering Charges prior to construction. It also provides for assessment of annual charges for private fire facilities based on the Rates for Fire Protection as adopted by the Board of Commissioners, Central Arkansas Water, which may change from time to time. Backflow prevention must be approved, installed and tested within 10 days of installation and annually thereafter, according to the Central Arkansas Water Cross-Connection Control Program.

Central Arkansas Water forces do not install fire service lines or connecting mains for private fire service lines across public rights-of-way. As a convenience to the contractor (customer), Central Arkansas Water will furnish and install the tapping sleeve and valve, and tap the water main, if so desired. Quotes for tapping charges will be honored for ninety (90) days. These prices are adjusted periodically to reflect current costs. Prices will be given for labor, equipment and material chargeable to each size tap. The prices for labor will include labor required to tap the water main only. Equipment prices will include the necessary equipment to transport tapping sleeve, tapping valve, valve box and grout as required for the installation of this tapping sleeve and valve.

Prices do not include such items as:

1. Cost of securing necessary permits, such as City, State, Highway and Railroad crossing permits and Arkansas Department of Health review fees;
2. Excavation of the tapping hole;
3. Shoring, protection and/or plating of the hole;
4. Equipment necessary to lift the tapping equipment into and out of the excavation;
5. Polywrap;
6. Concrete blocking of the sleeves, saddle and/or valves, as required;
7. Backfilling the excavation and proper installation of valve boxes and valve stem extension pieces, as required;
8. Restoring special surfaces;
9. Testing and sterilization.
10. Capital Investment Charges, if applicable.

If more than one tap is required, and the excavation is ready at the same scheduled time, the labor and equipment costs may be reduced by thirty (30%) percent for additional taps of equal or smaller size.

When a fire service crosses a public right of way, the portion crossing the street will be a public water main. In the event the Fire Department having jurisdiction requests installation of a public fire hydrant, the fire service contractor shall make provisions to install required hydrant. In both cases, an additional in-line fire service valve and anchor collar will be required and the provisions of the Contract for Water Facilities Agreement for Installation or Relocation of Public Water Facilities by Developer shall apply to the portion of the line within public right-of-way.

All public facilities, tapping sleeve and valves, all materials installed within public rights-of-way and the first joint of pipe leaving the fire service valve shall be installed in accordance with Central Arkansas Water's Specifications. All fire services installed underground, on site, must conform to AWWA Standards.

If the Fire Department having jurisdiction requires a fire hydrant off a public main and the fire hydrant is not accessible to the public, it shall be a private fire hydrant. Execution of a Contract for Water Facilities with a Supplemental Agreement for Private Fire Hydrants between the Owner and Central Arkansas Water is required. The Owner pays an annual charge for availability of water and has the option of paying Central Arkansas Water to provide standard maintenance for the hydrant at a cost of \$40.00 per year.

Unless hydraulic conditions allow, the maximum size tap allowed will be one size smaller than the main being tapped.

The Owner or Occupant of all buildings with fire services connected to Central Arkansas Water's system shall have those services tested regularly by a licensed Fire Protection Service Contractor or Insurance Engineer. Sprinkler Systems shall have a "Flow and Drain" test annually in accordance with "NFPA Standard 13". Standpipe systems shall have a pressure test every five (5) years in accordance with "NFPA Standard 14". A certificate of each test shall be promptly submitted to Central Arkansas Water and the City Fire Marshall.

Domestic service may be allowed off of private fire services under the following conditions:

1. Owner signs a Service Agreement for Customer Owned Lines in conjunction with the Contract for Water Facilities.
2. Owner installs the private fire line to Central Arkansas Water's standard material and construction specifications.
3. Meter is not placed beyond any backflow prevention device.
4. Owner's engineer provides design and inspection services, as built plans as required for public facilities and certifies that the private facilities were installed to Central Arkansas Water's standard material and construction specifications.
5. Owner agrees to install, maintain, repair, or replace private service lines, meter boxes and meter settings and allow Central Arkansas Water access to install, read and maintain meters.

PROCEDURES FOR OBTAINING A FIRE SERVICE:

1. Submit plans for the fire service, including backflow prevention, to Central Arkansas Water, Fire Department having jurisdiction, and the Arkansas Department of Health Engineering Division for approval. Include in submittal to Central Arkansas Water the address of the property to be served, along with legal description, if requested, and the owner's name, a contact person, mailing address, telephone and facsimile numbers. Tapping fee and any other applicable charges due prior to construction must be paid. A Contract for Water Facilities must be signed.
2. If applicable, plans for the fire sprinkler system must also be submitted to Central Arkansas Water, Fire Department having jurisdiction, and the Arkansas Department of Health Engineering Division for approval. These plans shall include a detail showing backflow prevention to be installed with the fire protection system.
3. Plans submitted to Central Arkansas Water's Engineering Department shall be sent allowing ample time for plan review, contract preparation and execution, ordering any materials needed, scheduling work, etc. A minimum of two (2) weeks is suggested. This submittal is required, even if the contractor desires to make the tap.
4. Prior to scheduling start of construction, contact Central Arkansas Water's Engineering Department to confirm that a signed contract and all required approvals are in place.
5. If the tap is to be made by a contractor, Central Arkansas Water's Engineering Department must be notified 24 hours in advance of the time of the tap.
6. If the tap is to be made by Central Arkansas Water, Central Arkansas Water's Distribution Department must be notified at least three working days prior to the date and time the tap is to be made. The contractor shall have the hole excavated and shored (if required by OSHA) and necessary equipment available to lift the tapping machine, tapping sleeve and valve, safely into and out of the excavation.

7. For taps scheduled after 2:30 P.M. on weekdays, holidays or other days not normally worked by Central Arkansas Water, there may be additional charges. Taps on mains larger than 12-inch in size should be scheduled before 9:30 A.M.
8. Traffic control (as required) shall be furnished by the contractor.
9. All fire services must be pressure tested and sterilized and must be witnessed by a Central Arkansas Water inspector.
10. A fill connection at the tap or tie-in and an outlet with a sample point near the end of each fire service must be installed for obtaining samples (see Central Arkansas Water Specifications). Bacteriological samples will be obtained and evaluated by Central Arkansas Water.
11. Immediately upon completion of underground construction, an "As Built" plan of underground facilities shall be submitted to Central Arkansas Water. "As Built" plans of fire sprinkler facilities and a Final Fixture Count shall be submitted to Central Arkansas Water at the completion of the sprinkler facilities.

Central Arkansas Water, 221 East Capitol Avenue, P. O. Box 1789 Little Rock, Arkansas 72203
Engineering Department - Phone (501) 377-1245
Cross Connection Control - Phone (501) 377-1226
Distribution Department - Phone (501) 223-1550