

Policy & Procedure #7

TITLE:

PROCEDURE FOR RECORDING AND TRANSMITTING METER READINGS FOR NEW METER SETS, METER REPLACEMENTS AND WHEN THE ACCOUNTABILITY FOR THE METERS USAGE CHANGES

OBJECTIVE AND PURPOSE:

◆ To provide a timely and accurate method of capturing meter readings when a meter is changed out, set or when the accountability for the usage recorded by the meter changes.

RESPONSIBILITY:

ACTION

METER READER/INSTALLER

- When a new meter is set in the field, record the beginning reading(s), their units, date and time on the standardized Meter Installation and/or Removal Data Sheet (*Attachment "A"*).
- Provide one copy to the end-user and send the original to Engineering & Utilities, COB.

Replacement of an Existing Meter

- ◆ Before removing the existing meter, record the readings on the standardized Meter Installation and/or Removal Data Sheet (Attachment "A").
- ♦ Post installation of the new meter, record the "BEGINNING readings in the space provided on the same form.
- Provide one copy to the end-user and send the original to Engineering & Utilities, COB.

Changing of Accountabilities for the Usage Recorded by the Meter

- ◆ Record the meter reading in the "END READING" area of the standardized Meter Installation and/or Removal Data Sheet (*Attachment* "A") in addition to the time and date of the reading in the spaces provided.
- Provide one copy to the end-user and send the original to Engineering & Utilities, COB

UTILITY BILLING

 Retain original Data Sheet in file. Use recorded reading(s) to calculate the end-users bill.

ATTACHMENT

♦ ATTACHMENT "A" – Meter Installation and/or Removal Data Sheet

| Issued By: Baker | Date Issued: 11/2006 | Date Revised: | Effective Date: 11/2006 |
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| APPROVED: | Vice President | Associate V.P. | Director |

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| Building Name : | Number: |
|-----------------|---------|
| Date: | Time: |

METER INSTALLATION and/or REMOVAL DATA SHEET

| Old Meter (End Reading) | Reading | Units | Service Type | Meter Number |
|-------------------------------------|---------|------------|-----------------|--------------|
| | | KWH | Electric | |
| | | KWD | Electric | |
| | | Cubic Feet | Gas | |
| | | Gallons | Water | |
| New Meter (Beginning Reading) | Reading | Units | Service Type | Meter Number |
| | | KWH | Electric | |
| | | KWD | Electric | |
| | | Cubic Feet | Gas | |
| | | Gallons | Water | |

- Fill this form out whenever a meter is installed or removed or when the responsibility for the building changes.
- Copy this information to the end-user and send the original to Engineering & Utilities; Building Code COB.
- Use a second form for additional meters