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

APPROVED: Vice President Associate V.P. Director
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
Meter Reader’s Name: ____________________________________________________________