



Building Name :	Number:
Date:	Time:

**METER INSTALLATION  
and/or  
REMOVAL DATA SHEET**

ATTACHMENT "A"

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
- Meter Reader's Name: \_\_\_\_\_