



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

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Building Name :	Number:
Date:	Time:

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

d Meter Reading)	Reading	Units	Service Type	Meter Number	
			KWH	Electric	
			KWD	Electric	

- 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: _____