[Water System Name]

# METER MAINTENANCE PLAN

Meters shall be furnished, installed, owned, inspected, tested, and kept in proper operating condition by [Water System Name]. Accurately reading and operating meters is critical for the effective tracking of daily system operations. Accurate reading of production meters allows the system to reduce overall water loss and to ensure rates are fair and sufficient. This plan establishes how often meters are calibrated, tested, repaired, and replaced at [Water System Name].

All wells and/or finished water production should be metered, and all readings taken from these meters should be documented.

## Calibration Frequency

Meters must be calibrated on a routine basis, typically per the manufacturer’s recommendation. The table below outlines the calibration frequency for every major production meter at the facility, and every type of customer meter in the distribution system.

| Manufacturer | Type | Asset/Serial #(or group) | Location | Calibration Frequency | Calibration Standard |
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## Testing Frequency

[Water System Name] shall test or replace customer meters and production meters periodically to ascertain their accuracy. The replaced meters should either be new or rebuilt and must be the same size of the original.

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| --- | --- |
| [Water System Name] shall test their customer meters on a frequency of:  |  |
| [Water System Name] shall test their production meters on a frequency of:  |  |

In addition to routine testing, upon application by a customer, [Water System Name] will test any meter (with or without a fee), and if the meter is found to be running more than \_\_\_\_(2% fast, 3% fast, etc.) , the application fee will be refunded and the meter shall be repaired/replaced.

## Repairs/Replacement Schedule

[Water System Name] shall service and maintain residential water meters without charge and shall replace a defective or malfunctioning water meter without charge. However, if there is evidence of external physical damage or damage to the interior of the meter from hot water, freezing, or other casualties, or through carelessness or neglect of the owner or customer, then the customer shall be liable for the expense of repair or replacement of the meter.

All repairs and maintenance on meters shall be documented for future reference. These records should be considered when conducting asset management. A table for recording new purchases, repairs, and maintenance of meters is attached to the end of this plan.

## Key Contacts

The following are the key personnel/resources for meter maintenance at [Water System Name]. (This could include operators, contractors, engineers, etc.)

| Name | Position/Company | Phone | Email |
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| Date | Meter ID | Manufacturer | Location | Work Performed | Initials |
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