



TOWN OF RAYMOND

Town Offices
Epping Street
RAYMOND, NEW HAMPSHIRE 03077

STANDARD OPERATING GUIDELINE

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| SUBJECT: Checking Water Meters | | ISSUE DATE: September 4, 1992 | NO: 008 |
| ISSUED BY: D. McCarthy | APPROVED BY: <i>MSA 9/10/92</i> | SUPERSEDES: DATE: | PAGE OF 1 of 1 |

Scope: This guideline pertains to servicemen employed by the Water Department or any Public Works Employee working for the Water Department.

Purposes: To insure that all requests for meter verification is properly and accurately documented.

Whenever a customer requests a check of water meter accuracy, the following procedure shall be employed.

Instructions:

- A. Physical appearance of meter set up shall be examined. The service man shall inspect for gross deficiencies, and/or leaks before and after the meter.
- B. Operation of meter generator and remote read out shall be verified for satisfactory performance. Status of same shall be noted on service report.
- C. If meter set up does not conform to current standards, i.e. meter, BFP, Ball valve and readout; the set up shall be upgraded to current standards.
- D. If meter performance or accuracy is suspect, the serviceman shall replace the suspect meter with a new or re-used water meter having satisfactorily passed a bench test for accuracy.
- E. The removed suspect meter shall be bench tested and a test report prepared reflecting the bench test result.
- F. All appropriate blanks on both the service report form and the meter repair/test form shall be filled in by the serviceman providing the service.
- G. All service documentation shall be turned in to the Water Department Secretary.
- H. The Water Department Secretary shall forward copies of all service documents to the water user after review by the Public Works Director. Original service repair documents shall be retained in the water user's service file.