

HOW TO PERFORM A METER SERVICE TEST

- 1) SCHEDULE DAY THAT TESTING WILL BE PERFORMED AND SEND OUT A NOTICE TO TENANTS NOTIFYING THEM THAT WATER SERVICE MAY BE TEMPORARILY ON/OFF THROUGHOUT THE DATE SCHEDULED.
 - a. SCHEDULE THIS TESTING WITH AT LEAST 2 PEOPLE.
 - b. NOTIFY TENANTS OF METER TESTING FOR 1-8 HOURS ON DAY SCHEDULED (DEPENDING ON AMOUNT OF METERS TESTED).

- 2) **FOR DOMESTIC METER TESTING:**
 - a. REFER TO METER MAP AND FIND CORRESPONDING BUILDING TO METER BEING TESTED. OPEN EXTERIOR HOSE BIB (IF APPLICABLE) AND ALLOW TO RUN WHILE CLOSING SAID METER. IF BUILDING DOES NOT HAVE EXTERIOR HOSEBIBS, SCHEDULE WITH A UNIT OR USE A VACANCY TO OPEN BATHTUB/FAUCETS (USE A FIRST FLOOR UNIT FOR OPTIMAL TESTING).
 - b. 5 MINUTES AFTER CLOSING METER, CHECK REGISTER TO OBSERVE ANY POTENTIAL LEAKS BY DETERMINING IF NEEDLE IS SPINNING. THE 5 MINUTES ALLOWS ANY BACKPRESSURE AND RUN OFF TO SETTLE FOR A MORE ACCURATE SPIN TEST.
 - c. FOR DIGITAL METERS/METERS WITHOUT NEEDLES: ALLOW THE SAME 5 MINUTES AFTER CLOSING METER VALVE, AND CHECK READING FOR ANY POTENTIAL NUMBER CLIMB THAT WILL INDICATE LEAKAGE.
 - d. CLOSE ANY HOSE BIBS/FAUCETS THAT WERE OPENED PRIOR TO TESTING BEFORE OPENING METER BACK UP.
 - e. OPEN METER FULLY.
 - f. RE-OPEN BIBS/FAUCETS TO ALLOW AIR PRESSURE TO BE RELIEVED FROM BUILDING LINES AFTER METER IS FUNCTIONING NORMALLY.
 - g. CHECK METER UNIONS/FLANGES/VALVES FOR VISIBLE LEAKS.

- 3) **FOR IRRIGATION METER TESTING:**
 - a. REFER TO PROPERTY IRRIGATION MAP AND MANUALLY TURN ON STATION THAT COINCIDES WITH METER TO BE TESTED.
 - b. ALLOW TO RUN FOR 2 TO 3 MINUTES TO RELEASE ANY DEBRIS FROM LINES.
 - c. CLOSE METER AND WAIT FOR ALL DRIP TO STOP IN IRRIGATION STATION.
 - d. 5 MINUTES AFTER CLOSING METER, CHECK REGISTER TO OBSERVE ANY POTENTIAL LEAKS BY DETERMINING IF NEEDLE IS SPINNING. THE 5 MINUTES ALLOWS ANY BACKPRESSURE AND RUN OFF TO SETTLE FOR A MORE ACCURATE SPIN TEST.

- e. FOR DIGITAL METERS/METERS WITHOUT NEEDLES: ALLOW THE SAME 5 MINUTES AFTER CLOSING METER VALVE, AND CHECK READING FOR ANY POTENTIAL NUMBER CLIMB THAT WILL INDICATE LEAKAGE.
- f. MANUALLY TURN OFF IRRIGATION STATION AND SLOWLY OPEN METER BACK UP.
- g. AFTER METER IS OPEN AND FUNCTIONING PROPERLY, MANUALLY RUN EACH STATION (1 – 2 MINUTES) THAT WAS SHUT DOWN TO ALLOW AIR PRESSURE TO BE RELIEVED FROM LINES.
- h. CHECK METER UNIONS/FLANGES/VALVES FOR VISIBLE LEAKS.

4) FOR POOL METER TESTING:

- a. OPEN ANY HOSE BIBS IN POOL ROOM AREA. OPEN VALVES IN POOL ROOM THAT SUPPLY WATER TO POOLS AND SPAS
- b. LEAVE VALVES OPEN AND REFER TO METER MAP TO FIND CORRISPONDING METER.
- c. CLOSE METER AND ALLOW BIBS AND FILL LINES TO COME TO A COMPLETE STOP.
- d. 5 MINUTES AFTER CLOSING METER, CHECK REGISTER TO OBSERVE ANY POTENTIAL LEAKS BY DETERMINING IF NEEDLE IS SPINNING. THE 5 MINUTES ALLOWS ANY BACKPRESSURE AND RUN OFF TO SETTLE FOR A MORE ACCURATE SPIN TEST.
- e. FOR DIGITAL METERS/METERS WITHOUT NEEDLES: ALLOW THE SAME 5 MINUTES AFTER CLOSING METER VALVE, AND CHECK READING FOR ANY POTENTIAL NUMBER CLIMB THAT WILL INDICATE LEAKAGE.
- f. CLOSE POOL AND SPA VALVES AND SLOWLY OPEN METER BACK UP.
- g. OPEN ANY BIBS AND POOL AND SPA VALVES TO ALLOW AIR PRESSURE TO BE RELIEVED FROM LINES.
- h. CHECK METER UNIONS/FLANGES/VALVES FOR VISIBLE LEAKS.

If water meter does not shut off corresponding building/ landscape/ pool, then follow the steps above on the next closest Water Meter and note location/meter number/service area.

Meters being closed are an opportune time to adjust or install any building pressure regulators.