

## BPW POLICIES MANUAL

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EFFECTIVE DATE	BOARD APPROVAL DATE
1/1/1998	1/12/1998

### Introduction

All service connections except fire services shall be metered. Meters shall be set horizontally in a clean and suitable place.

Temporary metered water service is available to contractors and others for construction. The applicant shall pay the current installation charge for a 5/8" meter, regardless of the meter size used and shall be responsible for protecting the meter from damage and freezing. Such installations must be made in a manner so that unauthorized persons cannot remove the meter or interfere with its proper registration of the water taken from the service. Charges for water furnished through a temporary service connection shall be at the established rates as noted on the current Rate Schedule.

All Customer Service Connections, meters and remotes installed by the BPW shall remain the property of the BPW.

### **I. Meter Policy**

- A. A proper location for each meter shall be provided by the customer at the end of the service line. The location shall be readily accessible and well-ventilated. Such space shall be kept free from all obstructions, fixtures, etc. within a distance of three (3) feet from the meter. For overall space requirements of the meter connection, check with the BPW. The location must be approved by authorized BPW personnel.

The customer must provide a proper location for the remote reader on the outside of the building and must maintain easy accessibility to the remote for purposes of reading it.

- B. The customer shall install valves at the inlet and outlet sides of the meter setting and shall maintain them in good repair. For services 2" in diameter and smaller, the valves must be ball valves. For larger services the valves must be of the resilient wedge type.
- C. The BPW shall install and maintain a meter-setting on all customer service connections. A single meter shall be provided for each connection entering a building, however, under the following conditions, manifolding of meters is allowed:

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Where, because of the number of tenants, it is the desire of the building owner to meter each tenant's water separately a meter manifold may be permitted by the BPW, PROVIDED:

1. A metering room is made available by the owner for housing the water meters. Said room shall have access via common space (i.e. not through a private apartment or unit). The metering room and a key for the door shall be provided by the customer at his/her expense.
  2. The customer and/or owner installs a valve on the outlet of each meter-setting.
  3. The customer and/or owner installs a valve at the point where the primary feed line enters each apartment or office.
- D. That each meter serves only one office or apartment unit with no interconnecting piping allowed between units.

**II. Meter Horn Policy**

The BPW requires the use of meter horns for 5/8", 3/4" and 1" meter installations. These requirements pertain to new service installations, service replacements and installation of additional meters.

1. ACCEPTABLE MANUFACTURERS:

The contractor may purchase horn assemblies from local suppliers. Horn assemblies must meet the following BPW specifications:

<u>Meter Horns</u>	<u>1" Angle Ball Valves</u>	<u>Ball Valves</u>
5/8" Ford CH88-143	Ford BA41-444W	600 WOG
5/8" McDonald 40-3MM43		
3/4" Ford CH88-343	McDonald 4606-B-22	
3/4" McDonald 40-3MM43		
1" Ford CH88-444		
1" McDonald 40-4MM44		

The horn for a one-inch meter must have either a one-inch angle ball valve or a one-inch ball valve on the inlet and a 1" ball valve on the outlet. The horn for 5/8" and 3/4" meters must have either a 1" angle ball valve or a 1" ball valve on the inlet and a 3/4" ball valve on the outlet.

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The meter horn belongs to the property owner and he/she is responsible for its maintenance

### **III. Rules and Regulations for Meter Horns**

- A. Meter horn assemblies are required on the service line at the point where it enters the building. They must be protected from freezing and must be accessible for meter reading, repairs, and maintenance.
- B. The inlet angle ball valve or ball valve must be installed before the service line is inspected.
- C. The inlet and outlet valves must be attached directly to the meter horn.
- D. For multiple meter installations on new service lines, the plumbing contractor must install a tee to split the service. All fittings on the inlet side of the meter will be brass. An inlet valve, meter horn, and outlet valve, is required for each meter setting.
- E. For meter settings requested prior to the completion of internal plumbing, the plumbing contractor must provide adequate support of the horn assembly.
- F. The following listing indicates whether a meter horn is required:

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<u>Activity</u>	<u>Horn Required?</u>
Change meter size - existing meter tails	No
Change meter size - existing meter horn	Yes
Install additional meter(s) - existing meter tails	Yes*
Install additional meter(s) - existing meter horn	Yes
Install meter on service that is inactive/existing meter tails	No
Replace service from main into building	Yes
Replace service from main to curb box only	No
Replace service from curb box into building	Yes
Replace portion of service through wall or floor	No
Make repairs outside of building	No
Make repairs inside of building before meter	No
Install meter(s) on new service	Yes

\*Existing meter does not have to be installed in meter horn

**IV. Maintenance of Meter, Meter Connections and Remotes**

The BPW shall, for a fee determined by the standard fee schedule, provide and maintain all standard water meters and remotes. The customer however, shall be held liable for protecting the meter from damage including, but not limited to damage by freezing or hot water and for protecting the remote from damage including, but not limited to damage by exterior paint or stain, and also from acts of negligence or willful damage by the owner or his/her tenants. Any meter or remote so damaged shall be repaired by the BPW, and the cost thereof shall be billed to the customer or to the owner who placed such a customer in possession of the property.

1. No person shall tamper with any meter or remote or remove or break any seal placed on a meter.
2. A customer who believes that the meter may not be measuring water consumed accurately may request a test be performed to determine the meter's accuracy. The BPW will test the accuracy of the meter at its own expense. If the meter is found to be inaccurate by more than 3% high or low, Customer Service will adjust the customer's bill according to the current billing policy at the time of the test.
3. Prior to installation, each meter and remote shall be tested and no meter found to register more than 3% fast or slow under conditions of normal operation shall be placed in service.

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**V. Meters for Sprinkling and Other Seasonal Uses**

All water meters must be placed inside a building if a building exists on the property. The BPW will allow meters to be installed outside or in meter pits under the following conditions; however building a structure in the future will mandate relocation of the meter(s) to inside the building:

1. In dry sandy soils, meter sizes two inch and smaller must be placed above ground and include a drainage pit as part of the service line.

Drainage Pit Policy and Requirements

Drainage pits are required for winterization of seasonal services when the meter is installed above ground. **Only licensed plumbers, irrigation contractors, and other persons with written authorization from the BPW are allowed to open or close any valves in drainage pits.** Under no conditions will the meter be removed and the water pumped or siphoned from the service line. Drainage pits must also meet the following requirements:

- a) Drainage pit must be installed on private property within fifteen feet of both the water meter and any backflow prevention device used.
  - b) Drainage pits can be constructed of reinforced concrete or tile of adequate strength for the conditions encountered. A base is not allowed and six inches of pea stone is required under the service pipe.
  - c) Water service must be type "K" copper up to the meter.
  - d) A tee and two curb stops are required in the drainage pit. All fittings and curb stops must be brass and located at a depth of five feet.
  - e) Hose bibs are not allowed in drainage pit.
2. The following conditions require the placement of an outside seasonal or sprinkling meter into a meter pit:
    - a) In clay soils and/or wet conditions all meters must be placed in a meter pit.
    - b) All meters larger than two inch must be placed in meter pits.

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- c) Meters used exclusively for drinking fountains must be placed in meter pits.

### VI. Meter Pit Policy and Requirements

Installation of meter pits must be approved by the BPW. Meter pits will only be approved if no building owned by the customer is available for the meter installation. All meter pits must be located on private property and must meet the following requirements:

1. The small meter pit is acceptable for meter sizes two inches and smaller.
2. The large meter pit is required for multiple meter settings, meters larger than two inch, or pit installations which contain booster pumps.
3. Meters in pits shall be placed so they can be read without entering the pit.
4. Installation of a sump pump is required in all meter pits.
5. Valves are required on both sides of the meter. To facilitate winter shutdown, the valve installed on the inlet side of the meter must be a ball valve. For six inch meters a resilient wedge gate valve is required. These requirements do not alter the requirements for meter horn installations.
6. One outlet downstream of the meter is allowed for winterization. This outlet must contain and terminate at a ball valve and can only be used to drain the system. This outlet must be closed during the winter.
7. Hose bibs are not allowed in the pit.