

APPENDIX NN - UTILITY METER REPORT

(for projects in Duluth)

Complete this form and submit to Erik Larson, 241 DAdB, 1049 University Drive, Duluth, MN 55812; prior to the first month following the change.

Project Number _____ Project Name _____
Building Number _____ Building Name _____

Activity: ___ Install ___ Remove ___ Replace
___ Change in Billing Responsibility

Work By: ___ UMD ___ Contractor ___ Utility Company

Date of Work: _____

Reason for Change: ___ New Service ___ Substantial Completion of Project
___ Building Demolition ___ Temporary Construction Service
___ Replace Service

New Meter: ___ Electric ___ Water ___ NAT Gas ___ Steam
___ Cond. ___ Chw.

Vendor _____

Account Name _____

Account Number _____

Other Meters on Same Account ___ Yes ___ No

If yes, meter number/type _____

Service Address _____

Billing Address _____

Meter Manufacturer _____

Type/Model _____

Meter Serial Number _____

Reading at Time of Install _____

Reading on Report Date _____

Meter Use _____

Location of Meter _____

Meter is a Sub-meter ___ Yes ___ No

If yes, to meter number _____

Bill to: ___ Project Number _____

___ Contractor _____

___ Building _____

___ Department _____

Removed Meter

Meter Number _____

Multiplier _____

End Reading _____

Removal Date _____

Form completed by: _____ Company _____

Phone Number _____ Date _____

To be completed by Engineering Support Services/Accounting

_____ Data Input into FASER _____ Data Input into Meter Reading

_____ Meter Discussed with Reader

cc: Project Manager

End of Appendix NN - Utility Meter Report (for projects in Duluth)

University of Minnesota Facilities Management

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