# MDS (Meter Data Sheet & Reading / Install Request)

Complete one separate Meter Data Sheet for each meter and on each occasion of install, deactivation and swap-out.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **initiate by USF Project Manager** | |  | **3** | **forward to FM-OPS** (for job assignment) | | | |
|  | | | | | | | | |
|  | **Date:** |  |  | **TO:** | | Hari Patel | P1: (813) 974-5225 | **FM-Energy Management** |
|  | **From:** | USF PM Name |  |  | | hrpatel2@usf.edu | P2: (813) 974-1681 | OPM 100 / PO Box 7500 |
|  | **VIA:** | Contractor PM Name |  |  | | **E-mail** | **FAX** | Campus Mail |
|  | | | | | | | | |
|  |  | **Project No. and Name:** |  |  | | | | |
|  |  | **CM/General Contractor:** |  |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **request by Contractor** | | | | | | | | | **Date Meter Reading /Install Desired:** | | | | | | | |  | |
|  | 1. **TYPE OF SERVICE REQUESTED:** (\* if Shifting Load from old to new meters, prepare Meter Data Sheet for each meter) | | | | | | | | | | | | | | | | | | |
|  | | |  | New **Permanent** | |  | **Final\*** | |  | | **Temporary** | | | Start Date: \* | | |  | | End Date:\* |
|  | | |  | Replacement | |  | Deactivation | |  | | \*anticipated dates | | |  | | |  | |  |
|  | **B. TYPE OF UTILITY SERVICE METERED:** | | | | | | | | | | | | | | | | | | |
|  | | |  | Chilled Water | |  | Potable Water | |  | | Electrical | | |  | Other: | | | | |
|  | | |  | Hot Water | |  | Sanitary Sewer | |  | | Natural Gas | | |  |  | | | | |
|  | **C. METER DATA:** (\* all Meter Data items in bold must be completed prior to submission to USF Energy Management) | | | | | | | | | | | | | | | | | | |
|  | | |  | **Independent** | |  | **Master** | |  | | **SUB** of Meter No: | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Manufacturer\* | | |  | | | | | | |  | Reading/ Units\* | | |  | | | |
| Serial Number.\* | | |  | | | | | | |  | No. of Dials\* | | |  | | | |
| Type/Size\* | | |  | | | | | | |  | Multiplier\* | | |  | | | |
| C.T. Ratio | | |  | | | | | | |  | V.T .Ratio | | |  | | | |
|  | | |  | | |  | | | | | | | | | | | |
|  | | | Date: | | | Contractor Project Manager: | | | | | | | | | | | |

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| --- | --- | --- | --- |
| **4** | **FM-Operations** | Confirmed: Meter Install/Reading Date & Job Assignment |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5** | **action by Contractor** | | | | | | Date Meter Reading /Install Conducted: | | | | | |  |
|  | 1. **METER READING:** (\*if Shifting Load from old to new meter take old and new meter readings) | | | | | | | | | | | | |
|  | **Old Meter\*** | |  | | | | |  | **New Meter** | |  | | |
|  | Completed by: | |  | | | | |  | Witnessed by: | |  | | |
|  |  | | Contractor Project Manager | | | | |  |  | | FM-Operations | | |
|  | **B. METER INSTALLTION:** (\*if Shifting Load from old to new meter take old and new meter readings) | | | | | | | | | | | | |
|  | Completed by: | |  | | | | |  | Witnessed by: | |  | | |
|  |  | | Contractor Project Manager | | | | |  |  | | FM-Oerations | | |
|  | **C. FM-Operations Use:** | | | | | | | | | | | | |
| Meter ID#: | |  | Seq #: |  | | | | Service Status: | |  | |
| EMO update by: | |  |  |  | | | | Date: | |  | |
| WO No.: | |  | Journal ID: |  | | | |  | |  | |
| Comments: | |  | | | | | | | | | |

**Copy:** USF PM (when Item 1-5 are completed, FM-OPS provide copy to USF PM)

Contractor

**File:** PMG-23B Meter Data Sheet (MDS).docx