# 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:** |  |       |

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| --- | --- | --- | --- |
| **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:  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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