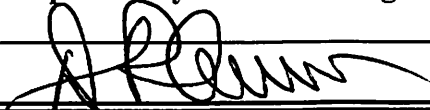


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Central Control</b>	<b>Procedure Number:</b>	<b>CC-09</b>
<b>Subject:</b>	<b>Campus Utility Meter Readings</b>	<b>Effective Date:</b>	<b>January 1982</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All campus and building utility meters will be read on a monthly basis.

**Purpose**

To determine energy usage and profiles; utility budgets, any necessary billing.

**Procedure**

**Monthly:**

1. The readings will be taken by the Central Control Operator commencing at the start of the 23:00 to 07:30 shift for the 1<sup>st</sup> of each month.
2. The meter readings will be made by the same employee when possible in a progressive manner.
3. As the meter readings are taken, the results will be entered on the supplied forms. (See attached forms). At the end of the shift, the forms should be returned to the Director of Energy Management.
4. The Director of Energy Management will total the readings within the first ten calendar days of the month and retain these records.
5. The Power House readings will be taken at 0700 hours on the first day of each month by the Power House Stationary Engineer on duty.