

RURAL WATER DISTRICT NO. 1

PAWNEE COUNTY, OKLAHOMA

1061 N. Peninsula Dr. E.
Cleveland, OK 74020
www.pawnee1.com

Telephone: 918-243-5451
Fax: 918-243-7697
Email:pcrwd1@cimtel.net

METER INSTALLATION PROCEDURE

The following are general guidelines for the meter installation procedure. They are general guidelines in the sense that they apply to most meter installs, but each property is unique and can pose unforeseen challenges not covered in this procedure.

TIMING: Once a tap analysis has been conducted, the meter application completed, and all fees paid, a work order will be issued. After a work order is issued, it takes approximately 2 weeks for the meter installation to start and is normally completed in a day. However, this period can be extended due to weather conditions, higher priority work orders, customer preparedness, contractor readiness, or other unforeseen circumstances.

PROPERTY PREPERATION: The member is responsible for preparing the property for meter installation. This includes having all heavy equipment work in the proposed area of installation performed before installation, visibly marking property lines, and removing any other encumbrances that would prevent installation. The water office will put in a request for all utilities to mark their underground assets, but this request only covers utilities known to the OKIE811 locate system. The customer is responsible for ensuring all planned utilities are visibly marked prior to installation, the member is responsible for any expense or delay that arises from skipping this step.

LOCATION: The property owner will be given white flags after the meter application review to designate the area of the property they would like the meter installed. The field crew will install the meter in the area of the white flags, but the exact placement of the meter will be determined by the field crew at the time of excavation. If the area of the white flags is not suitable for installation the customer will be contacted before installation takes place. The meter will be installed by the closest main and in a utility easement and must remain outside of any fencing, if no easement exists the customer will be asked to provide one.

After installation is complete a shut-off valve must be installed on the member's side at the District's stub out, the meter remains locked until the member has completed this step, and the District has approved the shut off. Once the shut-off is approved the meter will be put into temporary service. The District must receive a copy of the DEQ septic approval before conversion to permanent membership, the customer is charged a higher rate until they complete this step.