

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Section</i> Works and Operation	<i>Classification</i> Procedure
<i>Subject</i> New Water Meter Requests	<i>Pages</i> 1
<i>Authority</i> Management	<i>Effective Date</i> January 7 <sup>th</sup> , 2004
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**Purpose:** To ensure that new meter installation procedures are followed so that records are accurate and that no steps are missed in the installation procedures.

**Procedure:**

Residential Meters (3/4 inch)

1. The Plumber picks up tailpieces and fittings as provided by the Town from the Administration Office.
2. The Plumber notifies the Town Office Personnel 24 hours in advance of when the meter installation and water turn on is required.
3. The Office notifies the Utility and Water Treatment Personnel when installation is required. (Water Treatment Personnel are responsible for; but not limited to meter installations and sealing with the Utility Personnel responsible for; but not limited to turn ons and remote sensor installations).
4. The service line shall be flushed prior to meter installation, the meter is installed and checked for leaks, the remote sensor shall be installed in conjunction with meter installations to prevent multiple interruptions to customers.
5. Due to Plumbing issues larger meter installations i.e. meters 1 inch or larger can be done by plumbers.