



FIRE HYDRANT METER LEASE REQUEST PROCEDURE

- 1) Initiate all requests for a leased Fire Hydrant Meter Assembly to the relevant OPP Customer Quality Representative (CQR) or Project Coordinator (PC). A Job Number will subsequently be generated by the CQR or PC as a means to bill any water usage, labor or administrative charges associated with providing the Fire Hydrant Meter Assembly. The number will also be used as a means to charge for lost or damaged meter assemblies.
- 2) Carefully read the CQR or PC provided Fire Hydrant Meter Lease agreement.
- 3) Complete Section 3 of the Fire Hydrant Meter Lease agreement and return to the CQR or PC who will subsequently forward the document to Water Services.
- 4) Water Services personnel will deliver and install meter assembly or provide meter assembly installation instructions to the customer.
- 5) When finished with the Fire Hydrant Meter Assembly, call Water Services and request that the assembly be picked up.

Notes:

- Water Services will strive to deliver your Fire Hydrant Meter Assembly within 24 hours from the time it was requested. Please plan accordingly.
- The Fire Hydrant Meter Assembly is the property of OPP Water Services and must not be altered in any way. The assembly device consists of a water meter, backflow preventer and a throttling valve.
- All connections to a fire hydrant must be done via a Water Services provided Fire Hydrant Meter Assembly.
- A meter is not required for connections to hose bibs on the outside of buildings; however, a Water Services approved backflow prevention device must protect all such connections.
- Fire Hydrants must be operated per the instructions contained in Section 2 of The Fire Hydrant Meter Lease.
- PSU Water System line valves are to be operated only by Penn State Water Services personnel. Contractor personnel are strictly forbidden from operating PSU Water System line valves.



FIRE HYDRANT METER LEASE_{entrepr}

SECTION I: Terms of Lease

A Fire Hydrant Meter Assembly will be provided to customer according to the following terms and requirements. PSU Office of Physical Plant will bill customer \$____/1000 gallons of measured flow thru the meter. The customer will also be billed for nominal labor and administrative charges and for any repair or replacement costs incurred from damaged or lost meters, backflow preventers, and/or hydrant wrenches. Current replacement costs are itemized in Section 4.

SECTION 2: Meter Installation and Usage Requirements

Customer shall protect meter and/or hydrant wrench from vandalism, misuse, freezing and theft.

Customer shall not utilize the water meter assembly at any location other than those listed in Section 3 without permission from Penn State Water Services (phone:777-0399 or 863-6187).

Connection and removal of Meter Assembly to fire hydrant shall be done per the directions of Penn State Water Services personnel.

An approved fire hydrant wrench must be used on the hydrant's operating nut to OPEN (counterclockwise) or CLOSE (clockwise) the hydrant's valve; please avoid overtightening the operating nut.

The fire hydrant's valve must be opened, via the operating nut, slowly to the full OPEN position. The fire hydrant valve must never be used to throttle flow; all throttling should be done by the meter assembly valve.

The fire hydrant's valve must be closed when not in use; always close the hydrant valve slowly.

Please report any meter, backflow preventer, fire hydrant or hydrant wrench problems to PSU Water Services immediately (phone: 777-0399 or 863-6187).

SECTION 3: Customer Information

Current Date _____ Initial Date of Meter Use: _____ Estimated Date of Return: _____

Name of Company financially responsible for Fire Hydrant Meter Assembly: _____

Company Address: _____ Company Phone: _____

Name of responsible Company representative: _____

Signature of responsible Company representative: _____

Job #: _____

Intended location(s) for meter: 1) _____ 2) _____
 3) _____ 4) _____

SECTION 4: Meter Assembly Information (to be filled out by Water Services personnel)

	Meter					Backflow Preventer				Wrench supplied to customer? Yes No
Mnfctr - Model #										
Serial #										
Head # / Tag #	/									
Test Date										
Start/End Date	/									
Start/End Reading	/									
Size (circle)	3/4"	1"	1 1/2"	2"	3"	3/4"	1"	1 1/2"	2"	
Replacement Costs:	\$72	\$105	\$254	\$720	\$760	\$136	\$150	\$276	\$295	\$22