APPENDIX NN - UTILITY METER REPORT
(for projects in Duluth)

Complete this form and submit to Erik Larson, 241 DAdB, 1049 University Drive, Duluth, MN 55812; prior to the first month following the change.

Project Number ____________________ Project Name ________________________
Building Number ___________________ Building Name ______________________

Activity: ____Install  ____Remove  ____Replace
____Change in Billing Responsibility

Work By: _____ UMD  _____Contractor  _____Utility Company

Date of Work: ____________________

Reason for Change: ______New Service  ____Substantial Completion of Project
____Building Demolition  ______Temporary Construction Service
______Replace Service

New Meter: ______Electric  ______Water  ______NAT Gas  ______Steam
______Cond.  ______Chw.

Vendor ____________________________________
Account Name ______________________________
Account Number ____________________________
Other Meters on Same Account _____Yes _____No
If yes, meter number/type __________________________

Service Address ______________________________________________________
Billing Address ______________________________________________________
Meter Manufacturer ___________________________________________________
Type/Model _________________________________________________________
Meter Serial Number _________________________________________________
Reading at Time of Install _____________________________________________
Reading on Report Date _______________________________________________
Meter Use __________________________________________________________
Location of Meter ____________________________________________________
Meter is a Sub-meter ______Yes  ______No
If yes, to meter number _____________________________

Bill to: ______ Project Number __________________________
______Contractor _________________________________
______Building _________________________________
______Department ______________________________

Removed Meter

Appendix NN – Utility Meter Report (for projects in Duluth)
University of Minnesota, Facilities Management
November 2002 (Revised: December 2006)
Meter Number ______________________________
Multiplier __________________________________
End Reading _______________________________
Removal Date ______________________________

Form completed by: _______________________ Company ______________________

Phone Number __________________________ Date _____________________

To be completed by Engineering Support Services/Accounting

______ Data Input into FASER _______ Data Input into Meter Reading
______ Meter Discussed with Reader

cc: Project Manager

End of Appendix NN - Utility Meter Report (for projects in Duluth)
University of Minnesota Facilities Management
November 2002 (Revised: December 2006)