

Fire Hydrant Meter-Advisory for Contractors (Construction Meters)

1. Contact Meter Repair Crew for maintenance on these Meters @ **328-7033**.
 2. Install supports for heavy hoses or items that you install on the Fire Hydrant Meter.
 3. Install plumbing devices **after** the 2” Ball valve, not before.
 4. Insulate the Fire Hydrant Meter during Winter Season to prevent internal parts from freezing and paying damage charges.
 5. Remove your adaptors, valves, and insulation before requesting a **Meter Removal**. Items removed by Meter Repair Crew will be left on site and they will not be responsible for your items.
 6. It is Primary Contractors responsibility to advise their Sub-Contractors on any issue pertaining to the Fire Hydrant Meter.
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1. Do not alter Meter in any form or shape. This is considered “Tampering” and a fee will be assessed.
 2. Do not “OPEN” or “CLOSE” the Fire Hydrant unless an Emergency Situation arises. Opening or Closing a Fire Hydrant warrants a “Tampering Violation”.
 3. Do not remove the ½” plugs or pin locks that have been installed on the Meter, these are Testing Ports, don’t install any devices on these ports. “Tampering Violation”.
 4. **Don’t “Slam” 2” Ball Valve into the open or close position.** This practice will damage interior Meter parts such as (a) Backflow Prevention Device (b) Cam Checks or (c) Fire Hydrant. All damaged parts are chargeable items.

ADVISORY:

Meters left in the field after Project Completion are exposed to vandalism or theft, please request for Meter to be removed as soon as possible.



Fire Hydrant Meter Removal Form

E-mail or Fax to Engineering Developer Services

Newinstallations@epwu.org or (915) 594-5574

Contractor: _____

Date to Remove: _____

Fire Hydrant Number: _____

Main Street: _____

Nearest Street Intersection: _____

Requested By: _____

(Printed Name)

(Signature)

Date

(For Developer Services Use Only)

Received By: _____

Date

Account # _____ WO # _____

Bid No. _____ Development Agreement _____

Station 6 - _____ Station C-1 _____

Fire Hydrant Meter Instructions to Contractors

- 1) The Contractor must complete a Fire Hydrant Meter Application for a fire hydrant meter with the Engineering Developer Services Section of the El Paso Water Utilities, located on the third floor of the El Paso Water Utilities Building, 1154 Hawkins Blvd. For information, please contact 594-5545 or 594-5635. Deposit and Set-up/Removal Fee are due at application. Deposit for a fire hydrant meter is \$2,000.00, as may be amended by PSB Rules and Regulations. Set up/Removal fee is \$ 125.00. Billing rate for construction water will be as established in the latest Rules and Regulations.
- 2) The Engineering Developer Services Section will forward the application form to the Fire Department for approval. The Fire Department will approve within 48-hrs of receipt of the application.
- 3) Water Distribution Section will have the meter installed within 48 hours after approval by the Fire Department and Engineering Developer Services Section. The Contractor must coordinate with Water Supply Section at 594-5447 or 328-7033 to have a Contractor's Representative at the specified fire hydrant for the installation of the meter. The Contractor shall be responsible to secure the valve on the meter to prevent unauthorized use.
- 4) **Fire hydrant meter readings will be taken monthly and consumption will be billed monthly by the Utility. Payment will be due 14 calendar days from the billing date. If the bill is not paid, the fire hydrant meter will be removed.**
- 5) Immediately after completion of the construction project, the Contractor must complete the attached **Meter Removal Form** requesting removal of the meter. The Utility will remove the meter within two working days.
- 6) A final bill will be consolidated for any damages to the fire hydrant or the fire hydrant meter in addition to any assessments due to violations. Charges will be deducted from the original deposit. Any shortages must be paid before Final Acceptance of the project is made; any overages will be refunded within 15 days of payment of the final bill.

Notes to Contractors:

- 1) Additional fire hydrant meters will not be issued for other fire hydrants within a 2000-foot radius of the fire hydrant requested. Deposits and Set-up/Removal fees are due for each meter on a project.
- 2) The fire hydrant meter shall not be moved for any reason by the Contractor. If the Contractor needs to move the meter to another fire hydrant, the Contractor must contact Engineering Developer Services Section at 594-5545 or 594-5635 to apply for another fire hydrant meter. Fire Department approval for the new meter location is also required.
- 3) Non-metered consumption, removal of the meter, or tampering with the Fire Hydrant or valve **will not be allowed under any circumstances.** The Contractor agrees that by executing the Fire Hydrant Meter Application any violations of these requirements shall be grounds for **immediate removal of the meter and a \$500 assessment for water losses for each occurrence.**
- 4) The adapter that is installed for use of the Fire Department on the fire hydrant meter **must not** be removed. This is considered as tampering and violation fees will be assessed.



FIRE HYDRANT CONSTRUCTION METER APPLICATION FORM

BILLING INFORMATION

Contractor's Name (to appear on the billing account):	TIN #:	Phone #:	Contact Person:
Mailing Address (Include City, State):	Zip Code:	Fax #:	E-mail:

Purpose of Meter (Check only one)

- Bid No. _____ Project Name: _____
EPWater Assigned Project Engineer Manager: _____
- Development Agreement Subdivision: _____
EPWater Assigned Engineer: _____
- Other Project Name: _____ Address: _____

Public Hydrant # _____ is located on _____ and _____
Approximate time of use _____ Purpose _____

Customer must submit a deposit of \$2000.00 plus a Set-up and Removal Fee of \$125.00 payable to El Paso Water to the Developer Services Department's New Installations Section.

Deposits and fees paid may not be transferred from one project to another. Separate Meters and Deposits are required for different projects performed concurrently or consecutively.

El Paso Water may deny issuance of a meter to a Contractor who has outstanding accounts with the Utility or under other circumstances when it is determined that such an accommodation may not be in the best interest of the Utility.

Contractor is hereby authorized issuance of a 2-1/2" fire hydrant meter under the Terms and Conditions on attached form.

Contractor's Representative Signature Date

Developer Services Approval Date Fire Department Approval Date

(FOR DEVELOPER SERVICES USE ONLY)

Permit # _____ Account # _____ CIS # _____ Prepared by _____

Set-up WO _____ Prepared by _____ Removal WO _____ Prepared by _____

Book _____ Route _____ Cycle _____ Comments _____