

## **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. Damaged, stolen or lost fire hydrant meter will be charged to the customer of record for the meter. The charge will be the replacement cost of the fire hydrant meter.***



## Fire Hydrant Meter Removal Form

E-mail or Fax to Engineering Developer Services

[Newinstallations@epwater.org](mailto:Newinstallations@epwater.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

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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 594-5539 or 594-5635. Deposit fee is due at application. Deposit for a fire hydrant meter is \$2,000.00, as may be amended by PSB Rules and Regulations. 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) The Utility meter shop will have the meter installed within 48 hours after approval by the Fire Department and Engineering Developer Services Section. The Contractor must coordinate with the Utility meter shop at 594-5759 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) **Damaged, stolen or lost fire hydrant meter will be charged to the customer of record for the meter. The charge will be the replacement cost of the fire hydrant meter.**
- 7) 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 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 594-5635 or 594-5539 to apply for another fire hydrant meter. Fire Department approval for the new meter location is also required.
- 3) A Water loss fee of \$1,000.00 will be charged to the Customer for each occurrence where unmetered water is taken from a fire hydrant, where the Customer tampers with the meter or the fire hydrant valve, or where the fire hydrant meter is removed and/or relocated by other than Utility personnel. A \$2,000.00 fee will be charged for each occurrence thereafter.
- 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 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.*

**Meter will automatically be removed after two consecutive non-consumption months have been recorded**

*Meter may be removed at the discretion of the Utility at any time due to a water emergency declared under the mandatory Water Conservation Ordinance.*

*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 \_\_\_\_\_