Recharging Auxiliary Enterprises for Utilities

Meter readings are taken by Facilities Services staff monthly and forwarded to the Business Office.

- Steam meter readings are taken by the Power Plant meter staff.
- Electricity meter readings are taken by Power System Operations staff.
- Water meter readings are taken by Campus Maintenance staff.

FABS Business Office staff review readings received for anomalies.

- Questionable readings are rechecked for possible error in reading meters or meter malfunctions.
- If a steam or water meter fails, the Power Plant meter staff arrange for repair or replacement.

Billing is accomplished monthly by the FABS Business Office.

- Business Office staff calculate the utility rates to be charged each month and render invoices.

Procedure for initial hookup to utility (under construction).