



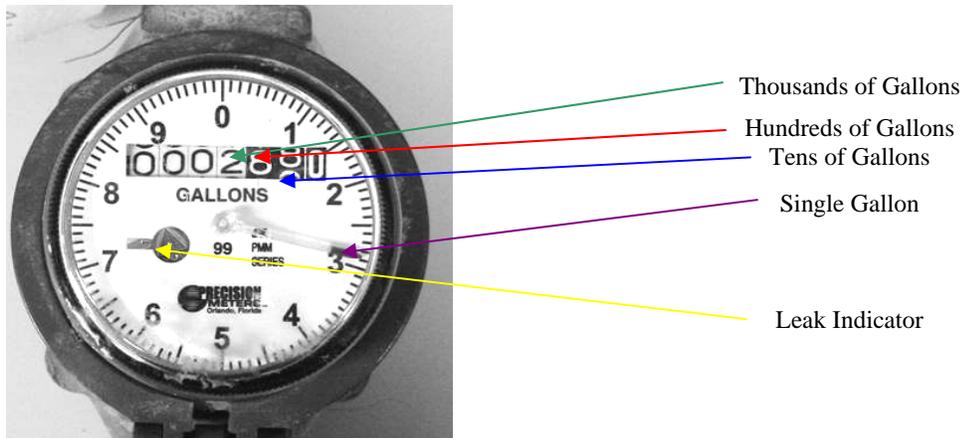
Utilities Hydrant Meter Reading Instructions

Effective Date: 12/15/08

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How to read your water meter:

1. Locate meter
2. Open or remove meter box lid.
3. Confirm meter number. This is usually on the brass or plastic meter cap.
4. Record all digits on meter from left to right. Include the stationary 0 at the end.
5. Make a note of any movement. Movement on the meter when no water is being used may indicate a leak.
6. Please note, meter types vary; yours may look slightly different than the example below.



Water meters are read only in the thousands of gallons, although most meters register to the individual gallon. The meter dial features a row of numbers, read from left to right, like a car odometer. Since meter boxes are located in the ground, they may be covered with dirt, leaves or other debris. Should you have any problems locating your meter, obtaining a reading or have any questions, please contact CCU for assistance.

If your bill is higher than normal, **please check your leak indicator, read and record your meter reading first.** If your reading is correct, check your leak indicator carefully. Your indicator should NOT be moving if you are NOT using water.

The leak indicator is a small triangle or star-shaped indicator that spins when water advances through the meter. Continued spinning or erratic movement on the indicator means water is being used, and indicates a possible leak. Please note that the indicator may also move slightly due to system pressure changes. Should it appear you have a leak, make note of the meter reading, needle hand and dial locations, then do not use any water for several hours. Reread the meter to determine if you do have a leak. If you would like additional information on how to investigate in further detail, please contact CCU by phone at 941.764.4300 or e-mail at ccusupport@charlottefl.com

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