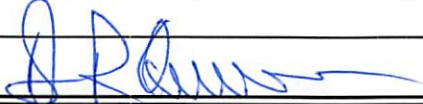


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Central Control	Procedure Number:	CC-09
Subject:	Campus Utility Meter Readings	Effective Date:	January 1982
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

All campus and building utility meters will be read on a monthly basis.

Purpose

To determine energy usage and profiles; utility budgets, any necessary billing.

Procedure

Monthly:

1. The readings will be taken by the Central Control Operator commencing at the start of the 23:00 to 07:30 shift for the 1st of each month.
2. The meter readings will be made by the same employee when possible in a progressive manner.
3. As the meter readings are taken, the results will be entered on the supplied forms. (See attached forms). At the end of the shift, the forms should be returned to the Director of Energy Management.
4. The Director of Energy Management will total the readings within the first ten calendar days of the month and retain these records.