

Procedures – Meter Readings

Meter readings

To get accurate measures of your sites consumption and cost we need your site to provide regular meter readings for the gas and electricity. The meter reads need to be taken between the 24th and 27th of each month and submitted on the SystemsLink website <http://www.systems-link.com/webreports3/default.aspx>

This data is downloaded on the 28th (or nearest working day) of each month from this website and sent off to Laser who is our managed service provider. They send this information to our suppliers (npower - electricity) and (Total - gas).

Currently the majority of our sites receive a quarterly water invoice directly from Southern Water. Sites need to start taking regular monthly meter reads and submit them the same way as the gas and electricity. Once a water invoice is received at a site, can an electronic version get sent to the energy team at energy@southampton.gov.uk or a copy faxed to 023 8083 3405.

It is essential that at the end of each financial year we as a council can report a 100% accurate data as part of our Carbon Reduction Commitment (CRC). Failing to do this can result in some hefty fines. This would have a knock on effect for our sites.

For a SystemsLink password and username contact the energy team at energy@southampton.gov.uk

Guides on how to read your meters

How to read your water meter

A water meter will normally have seven digits. It shows both cubic meters and liters. The first five white digits on the dial indicate cubic meters used (1 cubic meter = 1,000 liters = 220 gallons). The last two red digits are units of 10 liters. In the example below, your bill would be based on a reading of 239 cubic meters. Do not include the red digits.

0	0	2	3	9	4	6
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How to read your gas meter

Imperial meters

If your meter measures in cubic feet (ft³) the display panel will show four digits before the decimal point.

Metric meter

If your meter measures in cubic metres (m³) the display panel will show five digits before the decimal point.

7 5 1 9 • 1 0 ft³

Imperial gas meter display

7 5 1 9 3 • 1 0 0 m³

Metric gas meter display

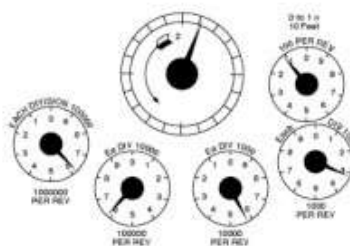
Digital meter

If you have a digital meter please remember the following points when you take a reading:

- Record main digits only – main digits will be shown in black on a white background, or in white on a black background
- Ignore red digits
- Ignore digits inside a red border
- Ignore printed zeros – 0
- Ignore any numbers after a decimal point

For example, the reading for the digital meter shown below should be recorded as 6653.

6 6 5 3 1 0



Dial meter

If you have a dial meter, please remember the following points when you take a reading:

- Adjacent dials rotate in opposite directions
- Ignore dials marked '100 per rev' and the large dial
- Ignore red dials
- Read the other dials from left to right; write down the number that the hand has passed
- If the pointer falls between two figures, write down the lower figure. If the pointer falls between 9 and 0, write down 9

For example, the reading for the dial meter shown above should be recorded as 6653.

Please ignore the last digits in red for all the above meter types when taking a read.

How to read an electricity meter

Dial meter

Your dial meter comprises of six dials. These read from left to right. You only need to read the first five dials - starting with the 10,000kWh dial on the left and stopping after the 1 kWh dial. Don't read the last dial on the right – it is for testing purposes only. Remember that the dials move in opposite directions, as shown by the red arrows in the picture below. Remember that the dials move in opposite directions, as shown by the red arrows in the picture below.

Reading a dial meter

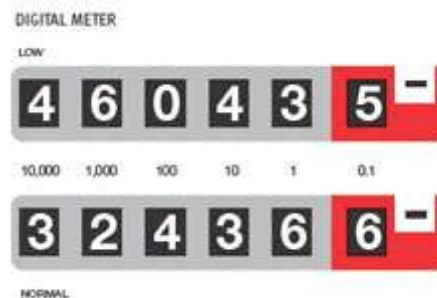
If the pointer falls between two numbers, always read the lower number – in Fig A you would write down the number 4. If the pointer is directly over a number always record it – in Fig B you would write down the number 5. If the pointer on a dial falls between 9 and 0, reduce the reading already taken for the dial on the left by one – for example, if your original recorded 5, reduce this to 4.

Following these instructions, the correct meter reading for the dial in the diagram will be 44928.



Digital meter

Your digital meter displays readings in one row of figures (single register) or two rows of figures (two registers). Read the first 5 digits not the digits in red. Above read shows low 46043 and normal 32436.



Reading a single register digital meter.

Write down the numbers shown from left to right. Ignore the last figure marked 0.1

Reading a digital meter with two registers

If your tariff gives you lower priced off-peak electricity your meter may have two rows of figures like the one in the picture. Typically the top row records the off-peak electricity you use. It is marked LOW or NIGHT.

Typically the bottom row records the normal rate electricity you use. It could also be marked RATE1 or RATE 2. Make a note of the markings as this will be useful when submitting your read later. To take a reading, write down the numbers shown from left to right in both rows. Ignore the last figure marked 0.1

Electronic meter

Your electronic meter always displays the charging rate currently in use – Rate 2 during the day and Rate 1 or Economy 7 at night. Please write down the rate showing and submit it with your reading.

Please ignore the last digits in red for all the above meter types when taking a read.