



# Kitchener Utilities WORK INSTRUCTION

Title: Builder Meter Installation	Control Number: WMShop-3
Revision: 2.0	Effective Date: February 24, 2021

## 1 Purpose

The purpose of these work instructions is to document the Builder installation requirements.

## 2 Work Instruction

### WATER METER – IMPORTANT INFORMATION

Each water meter is issued to a specific address and Building Permit number. All water meters installations must be completed to Kitchener Utilities Specifications for a Standard 19mm (5/8”) residential meter set. Please contact the Kitchener Utilities Water Meter Shop at [watermetershop@kitchener.ca](mailto:watermetershop@kitchener.ca) for meter drawings.

The water service must be flushed before the meter can be installed.

Special care needs to be taken when installing composite water meters to ensure the inlet and outlet threaded connections are not damaged.

The water meter needs to be kept at room temperature. Damages due to frozen meters will be charged.

### REMOTE TOUCH PAD – IMPORTANT INFORMATION

The outside touch pad must be installed within 3 meters of the gas meter and attached to the wall. Remotes are not to be attached to the hydro stack.

If a conduit is used for multi-residential installations, only 1 wire per conduit (each unit shall have their own separate conduit) shall be installed.

The wire for the outside remote must be 3 solid wires, 18-22 gauge, colour coated red, black and green.

- At the meter red, black and green are attached to corresponding terminals R, B and G. Polarity is a factor on the meter

- At the Touch-pad, attach Red and Black wires to the terminals. Green wire is folded back for future use. Polarity is not a factor at the Touch-pad.

### Tags for Multi-Units

Kitchener Utilities will provide metal tags along with the meters with the unit number stamps. The tags are to be installed under the remote and onto the side of the building as shown (or the tags can be placed vertically). The proper unit numbers must be provided at the time that the meter request is made.



Any damages to the water meter/touch pad or failure to comply with requirements will result in a minimum service charge as per First 45 minutes & Minimum Charge on the current Fees and Charges Schedule per offence (e.g. installation/repair/replacement/resealing of the water meter or touch pad issues). Additional fees for the meter may also be applicable.

If training is required for the installation of the meter or the remote touch-pad, please call the Water Meter Shop at 519-741-2600X4537.

### 3 Associated Documents

Development Manual Water Meter Specifications

### 4 History of Changes

Revision	Date	Description	By
0	August 11, 2015	Initial	Angela Mick
1.0	May 3, 2017	tags	Angela Mick
2.0	February 24, 2021	Update contact information for meter drawings	Angela Mick