

Installation Procedure – Meter Change NOT requiring indoor access

1.1 Installation procedure – Residential

- Locate and verify each meter location in route order, using existing meter serial number.
- Knock the door and if occupants are present notify occupants work is about to begin. If no answer; proceed with work.
- Capture old meter reading and ID number information from the meter to be removed. Capture pre-installation photos.
- If the meter flow indicator shows no usage; turn off the water supply and replace the unit, without contacting the occupants.
- If the meter flow indicator shows usage, wait 3 minutes. If it stops, replace the unit. If there is continued apparent water usage, attempt to contact the occupants to gain permission to interrupt service and perform replacement. If approval cannot be attained, make a note in the records to return to the site for a second attempt later. If the second attempt is unsuccessful, leave a pre-printed note in a visible location for the customer to contact installation subcontractor for an appointment. If no appointment has been made within 20 business days, the account will be considered removed from the scope of the project.
- Restore water service and check for leaks and other anomalies.
- Remove existing transmitter from the premise.
- Install new node housing on premise, connect node to wire inside housing. Do not close housing until test is completed. (if wiring modification is required, indoor access may be required).
- Complete installation commissioning process using Mi.Tech handheld. Installation must pass testing performed by Mi.Tech handheld in order to be considered completed. Complete documentation in work order management system. Capture post-installation photos.
- Perform any necessary lid/antenna modifications. Close and secure node housing.
- Leave door hanger at customers premise.

1.2 Installation procedure - Commercial

- Establish contact with account using owner provided contact information. Three attempts will be documented to establish an appointment; including at least one attempt by mailer if phone contact is unsuccessful. If no appointment has been made within 20 business days from the last attempt to contact the account, then the account will be considered removed from the scope of the project.
- Once appointment has been made, proceed to the address at scheduled time. Make contact with account owner or maintenance person to confirm approval to proceed. Coordinate the interruption of water service at this time; allowing not more than 10 minutes for building owner/custodian to notify occupants water service interruption will occur.
- Verify correct meter by meter serial number and capture old meter reading and ID number information. Capture pre-installation photos.
- Establish confined space protection (if required)
- Perform meter exchange.
- Restore water service and check for leaks and other anomalies. Confirm with building owner/custodian service is restored and that no issues exist.
- Remove existing transmitter from the premise.
- Install new node housing on premise, connect node to wire inside housing. Do not close housing until test is completed. (if wiring modification is required, indoor access may be required).

- Complete installation commissioning process using Mi.Tech handheld. Installation must pass testing performed by Mi.Tech handheld in order to be considered completed. Complete documentation in work order management system. Capture post-installation photos.
- Disassemble confined space protection (if required). Perform any necessary lid/antenna modifications.
- Leave door hanger at customers premise.

Installation Procedure – Meter Change Requiring Indoor Access

1.3 Installation procedure – Residential

- Locate and verify each meter location in route order according to preset appointments, using existing meter serial number. Installer may also knock doors to change meters in route order where occupants are home, but no appointment has been set.
- Capture old meter reading and ID number information from the meter to be removed. Capture pre-installation photos.
- If the meter flow indicator shows no usage; turn off the water supply and replace the unit, without contacting the occupants.
- If the meter flow indicator shows usage, contact occupant. Once it stops, replace the unit.
- Restore water service and check for leaks and other anomalies.
- Remove existing transmitter from the premise.
- Install new node housing on premise, connect node to wire inside housing. Do not close housing until test is completed.
- Complete installation commissioning process using Mi.Tech handheld. Installation must pass testing performed by Mi.Tech handheld in order to be considered completed. Complete documentation in work order management system. Capture post-installation photos.
- Perform any necessary lid/antenna modifications. Close and secure node housing.
- Leave door hanger at customers premise.

1.4 Installation procedure - Commercial

- Establish contact with account using owner provided contact information. Three attempts will be documented to establish an appointment; including at least one attempt by mailer if phone contact is unsuccessful. If no appointment has been made within 20 business days from the last attempt to contact the account, then the account will be considered removed from the scope of the project.
- Once appointment has been made, proceed to the address at scheduled time. Make contact with account owner or maintenance person to confirm approval to proceed. Coordinate the interruption of water service at this time; allowing not more than 10 minutes for building owner/custodian to notify occupants water service interruption will occur.
- Verify correct meter by meter serial number and capture old meter reading and ID number information. Capture pre-installation photos.
- Establish confined space protection (if required)
- Perform meter exchange.
- Remove existing transmitter from the premise.
- Install new node housing on premise, connect node to wire inside housing. Do not close housing until test is completed.

- Restore water service and check for leaks and other anomalies. Confirm with building owner/custodian service is restored and that no issues exist.
- Complete installation commissioning process using Mi.Tech handheld. Installation must pass testing performed by Mi.Tech handheld in order to be considered completed. Complete documentation in work order management system. Capture post-installation photos.
- Disassemble confined space protection (if required). Perform any necessary lid/antenna modifications.
- Leave door hanger at customers premise.

Installation Procedure – Mi.Node Replacement Only

1.5 Installation procedure – Residential

- Locate and verify each meter location in route order, using existing meter serial number.
- Knock the door and if occupants are present notify occupants work is about to begin. If no answer; proceed with work.
- Capture old meter reading and ID number information from the existing meter. Capture pre-installation photos.
- Remove existing transmitter from the premise.
- Install new node housing on premise, connect node to wire inside housing. Do not close housing until test is completed. (if wiring modification is required, indoor access may be required).
- Complete installation commissioning process using Mi.Tech handheld. Installation must pass testing performed by Mi.Tech handheld in order to be considered completed. Complete documentation in work order management system. Capture post-installation photos.
- Perform any necessary antenna modifications. Close housing once node passes installation testing is completed.
- Leave door hanger at customers premise.

1.6 Installation procedure - Commercial

- Attempt to make contact with account owner or maintenance person to notify that work will be completed, but water service will not be interrupted.
- Verify correct meter by meter serial number and capture old meter reading and ID number information. Capture pre-installation photos.
- Establish confined space protection (if required)
- Remove old transmitter and attach new node.
- Complete installation commissioning process using Mi.Tech handheld. Installation must pass testing performed by Mi.Tech handheld in order to be considered completed. Complete documentation in work order management system. Capture post-installation photos.
- Disassemble confined space protection (if required). Perform any necessary lid/antenna modifications.
- Leave door hanger at customers premise.