

Multi-Meter Labeling and Verification Requirements

Use this quick reference guide along with the PUD's Electrical Service Requirements to help meet our requirements for completing your multi-meter labeling and verification. All accounts will remain in the owner's name until all meters have been verified. Contact your project designer or engineer with any questions. PUD Electrical Service Requirements can be found on our website at snopud.com (see "Construction").

Labels and Placement

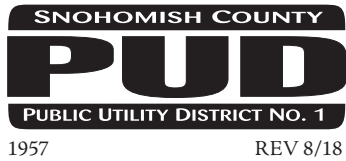
- ▶ The customer is responsible for purchasing and installing all labels. Label-supply companies can be found by searching the Internet for "Engraving," "Trophy" or "Plaque" companies.
- ▶ Use phenolic labels with block letters on contrasting background. They must be at least ½" in height with a minimum of 2 holes in each label to secure it to the equipment using pop-rivets or screws.
- ▶ Unit number labels shall be placed on the corresponding meter socket cover.
- ▶ If there is a meter room, install a label on the exterior door stating "Electrical Room" and that it has a BEST lock-set installed.
- ▶ For commercial buildings or strip malls where there may be confusion, additional labeling may be required. Check with your project Designer or Engineer.

Meter Verification Steps

1. Fill out and return the attached form to your project Designer or Engineer with the project contact information regarding the completion of meter verification.
2. Ensure all meters are labeled correctly per PUD Standards.
3. Ensure all buildings and units are labeled with correct addresses and unit numbers.
4. After meters are installed, PUD Customer Service New Accounts will send the designated contact a letter stating to contact Customer Service New Accounts at 425-783-8442 or via email at newaccounts@snopud.com when ready for meter verification.
5. PUD Metering Department then has 7 to 10 business days to complete verification of correct meter numbers to addresses and unit numbers.
6. Once verification of meters is complete, meters can be assigned to other parties.

Reminder:

**All accounts will remain in the owner's name until
units have completed verification process.**



Multi-Meter Labeling and Verification Requirements

Project Contact Name: _____ Phone: () _____

Address: _____

City _____ State _____ Zip _____

Email _____

**Return this form to your PUD Designer or Engineer
with the project contact information regarding the completion of meter verification.**