

POLICY / PROCEDURE
FLEET MANAGEMENT

SUBJECT: METER REPLACEMENT

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Fleet Management

PURPOSE:

Establish a process where equipment meter replacement will be consistent within the County Fleet in order to maintain integrity of reports that include meter readings as well as life to date (LTD) meter totals.

PROCEDURE:

NOTE: Because the meter replacement processes are all run based on the repair type, this repair type cannot be added by the service writer to the Repairs tab of the work order. If the technician is going to perform a meter replacement, he/she **MUST** enter the repair as a new repair by typing or building the repair type in the Technician WorkStation applet.

NOTE: There can only be **ONE** meter replacement repair on a work order. Therefore, unlike other repairs that a technician can log on and off multiple times, this repair can only be logged on one time. When the technician logs off the repair, it closes automatically, and cannot be reopened.

A meter replacement repair type looks like this: **2003MMMRMRBN**. The critical parts of this code are the component and the repair parts, shown in bold.

- The component for a meter replacement repair type must be **MM_**, with the **_** representing the letter designator for the meter type you are replacing.
- If you are replacing a mileage meter the component must be **MMM**.
- If you are replacing an hour meter the component must be **MMH**.
- The repair for a meter replacement is **RMR** by default.

When you log onto an RTY that matches the Meter Replacement requirements, the system recognizes this as a meter replacement and automatically displays a "Meter Replacement" window. This window automatically displays the old (or current) reading. You should check to be sure the current "actual" reading matches what shows on the "Old Reading" box. You can change the old reading if necessary.

NOTE: If the new meter reading (the number showing on the new meter) is anything above 0, this number **MUST** be added to the current "actual" meter reading then entered in the Old Reading box.

The "New Reading" is the number showing on the new meter. Enter this number in the "New Reading" box without tenths. After you have entered the correct readings in both boxes click OK.

NOTE: When you log off the repair, *FASTER* does not display any prompt asking if the repair is complete. It simply closes the repair. If you try to log on to the same repair on the same work order again, you get an error message that reads: Only one Meter Type Replacement RTY allowed on a work order.

After the meter replacement is completed the Shop Superintendent should be notified so the PM schedule can be checked and updated if needed.

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