



## INSTALLATION, GENERAL INFORMATION, & REQUIRED MAINTENANCE FOR COOLING TOWER WATER SERVICE (SUB-METER)

A cooling tower sub-meter is purchased and installed by the customer or contractor for the sole purpose of receiving a sewer credit for the potable water that DOES NOT enter the Department's sanitary sewer system. This is at the customer's expense observing all current departmental guidelines (Public Works & Building –Plumbing Departments) pertaining to a sub-meter installation. This sub-meter must be installed on the customer's cooling tower make-up water line. The sub-meter is to register ONLY that portion of potable water that does not enter the Department's sanitary sewer system, and to be used only for the cooling tower.

1. Customer receives Public Works sub-meter application package.
2. Miami-Dade County or Florida State licensed plumbing contractor applies for a City of Miami Beach Building Department –plumbing permit.
3. Customer returns to the Public Works Department with the completed Public Works application and Plumbing Permit.
4. Customer provides proof of ownership (Copy of Property Warranty Deed or Copy of Miami-Dade County Property Tax Data, i.e. tax card).
5. Customer provides a notarized letter, signed by the property owner authorizing installation of a new cooling tower meter at a determined location within private property.
6. Customer provides complete, signed and notarized Agreement, whereby owner grants permission for access to the property for City personnel and agrees to further conditions as stated in the Agreement.
7. Customer submits cooling tower sub meter application, pays for sub-meter materials and Public Works service fee. The Public Works Department does not sell RPZ backflow prevention assemblies. Customer must purchase them from an outside source.
  - Cooling tower sub-meters are to be purchased through the City of Miami Beach's Public Works Department at Miami Beach City Hall located at 1700 Convention Center Drive, 4<sup>th</sup> floor. Office hours for purchasing sub-meters are from 8:30 a.m. to 3:00 p.m., Monday through Friday, excluding holidays. Payment for purchasing sub-meters is to be made by cash, credit card, check or money order (made out to City of Miami Beach).
  - Cooling tower sub-meters are to be picked up at the Public Works Operations' Yard located at 451 Dade Blvd (behind Miami Beach Senior High). Hours for picking up

sub-meter are from 8:30 AM to 3:00 PM, Monday through Friday, excluding holidays.  
**Caution department personnel will not place materials into private vehicles**

- All cooling tower sub-meters must be installed **horizontally** on the cooling tower's make-up water line with no other piping tie-ins downstream of the sub-meter. **The sub-meter installed cannot be larger than the master meter servicing it.**
- It is the customer's responsibility to ensure access to and the readability of the sub-meter to Department personnel. It is the customer's responsibility to make sure that the area surrounding the sub-meter is kept clear of obstructions and that the sub-meter be kept within Department guidelines at all times.
- It is the customer's responsibility to remove and replace the sub-meter itself whenever necessary. The customer will submit a Public Works Department application and apply for the Building Department Plumbing Permit whenever they remove or replace the sub-meter.
- Once the cooling tower sub-meter has been installed and approved, it is advised that the customer periodically inspect and confirm that the sub-meter is indeed recording consumption and operating properly. If there is no consumption recorded on the sub-meter, it may be stopped or defective if the sub-meter was in fact used during the billing period. It is advised that the customer should have the sub-meter tested (at the customer's expense) to ensure that the sub-meter is performing properly. **Please note that no adjustment or credits will be issued during the period in which the sub-meter is inoperative, removed from the premises, or a reading is not obtainable.**
- **No credits will be issued until final inspections are performed and the Building and Public Works Departments approve the cooling tower sub-meter installation.** The \$50.00 Public Works service charge will be applied to the customer's account after the Public Works inspection is completed and approved.
- If the customer wishes to cancel the purchase before a cooling tower sub-meter is picked up, the customer can request a refund through the Public Works Department at City Hall at (305) 673-7080. However, if the sub-meter has been picked up, the unused/undamaged equipment must be returned to the Public Works Operations' Warehouse at 451 Dade Blvd in order for a refund to be processed. Please note that there will be a 4% overhead/restocking fee charged on all returns after the equipment has left the Department's premises. **No meters or fittings will be accepted for return after 90 (calendar) days, or once put into operation.**
- Once the Public Works and Building Departments approve the cooling tower sub-meter installation, the customer will call in their monthly meter readings to Public Works Operations at 305-673-7681 or send a fax to 305-673-7364 on the 1<sup>st</sup> Tuesday of the month in order to receive a credit to the account.
- The Department's personnel must have access to verify the cooling tower sub-meter meter readings during normal working hours. Departmental personnel will schedule appointments to verify the readings every three months. The customer must also adhere to the Department's standards, and guidelines for required sub-meter maintenance; it is the customer's obligation/responsibility to perform any required maintenance on a customer owned sub-meter. If any unacceptable conditions have been found and/or reported by any Department personnel with a customer owned



sub-meter, the customer must replace or correct any condition reported to avoid having the sub-meter deactivated. Unacceptable conditions are listed below:

1. **DIRTY DIAL**, customer must clean or replace sub-meter with an approved sub-meter
  2. **GLASS BROKEN**, customer must repair or replace sub-meter with an approved sub-meter; customer must contact our Meter Shop at 305-673-7625 (they will determine if a sub-meter is repairable or not).
  3. **DAMAGED METER**, customer must replace sub-meter with an approved sub-meter; customer must contact our Meter Shop at 305-673-7625 (they will determine if a sub-meter is repairable or not).
  4. **STOPPED SUB-METER**, customer must replace sub-meter with an approved sub-meter.
  5. **LEAK AT SUB-METER**, customer must repair any leaks found on the cooling tower piping (the customer should repair any leaks within the property immediately to avoid having excess charges applied to a customer's account).
  6. **10 YEAR ALLOWED LIMIT ON SUB-METER**: customer must replace the sub-meter every 10 years with an approved sub-meter
- **ALL SUB-METER REPLACEMENTS WILL BE COMPLETED BY THE CUSTOMER AT THEIR EXPENSE. THE CUSTOMER MUST COMPLETE A PUBLIC WORKS APPLICATION FOR A SUB-METER REPLACEMENT AND SUBMIT A BUILDING –PLUMBING PERMIT IN ORDER TO REPLACE THEIR SUB-METER.**

If requested by the City of Miami Beach Public Works' Department, the customer shall deliver the sub-meter to the department's premises for inspection and testing (at the customer's expense). Unless such testing mandates earlier replacement, **ALL SUB-METERS SHALL BE REPLACED AT LEAST ONCE EVERY TEN (10) YEARS.** The replacement sub-meter must meet the same standards as the sub-meter initially installed. The replacement shall be at the customer's expense.