





Step 1: Check the Meter for Leaks

Your water meter is an important conservation tool. It not only measures the amount of water you use, but it can tell you if there is a leak in your plumbing.

-  To check if you have any leaks, you will need to check your water meter's low-flow indicator while all water-using devices are turned off. (Don't forget the clothes washer, dishwasher, and things that cycle on and off like ice-makers and water softeners.)
-  See "How to Read Your Meter" starting on the next page as a guide to check your meter for movement.
-  If the low-flow indicator (usually a triangle shape) is moving when all your water using fixtures are turned off, there is a leak. **Go to Step 2: Isolate the Leak.**
-  If the low-flow indicator is not moving, there is no continuous leak. **Go to Step 3: Check for Toilet Leaks.**



How much water do you use?

To find out how much water you use per day, read the water meter and record the readings at the same time on two consecutive days. See "How to Read Your Meter" for instructions to convert the meter's cubic feet to gallons.

How to Read Your Meter

Locate Your Meter

The meter is usually located by your front curb in a direct line with the outside main faucet or valve (where you turn your water off to your house or business). It is usually housed in a concrete or plastic meter box marked MMWD or Water. If you have trouble locating your meter, call Customer Service at (415) 945-1400.

This is a good opportunity to make sure your meter box is accessible by clearing out vegetation or debris that is blocking the meter.

To check the meter, put on gloves, insert a tool such as a screwdriver in the hole, and pry open the concrete or plastic lid. (Do not use your fingers.) A concrete lid is heavy, so be careful when handling it. Set the lid aside and check carefully inside the meter box to avoid contact with insects or rodents. To read the meter, lift the cover. (Always replace the cover on your water meter after you are finished.)

Read Your Meter

Reading your water meter is similar to reading the odometer in your car. Read all the numbers from left to right that appear under the words Cubic Feet. The first digit on the right represents one cubic foot, the second from the right represents 10 cubic feet, the third from the right represents 100 cubic feet, or one ccf, and so on (see illustration).



One revolution of the water meter sweep hand equals 1 cubic foot or 7.48 gallons.

Calculate Your Use

To calculate your water use, subtract the previous meter reading from the current meter reading.

Example:

$$\begin{array}{r} 696.71 \\ - 695.50 \\ \hline 1.21 \text{ ccf} \end{array}$$

Your Meter: _____

$$\begin{array}{r} \text{_____} \\ - \text{_____} \\ \hline \text{_____ ccf} \end{array}$$

(1 ccf = 100 cubic feet or 748 gallons)

For billing purposes, MMWD measures water consumption in CCFs or hundred cubic feet every two months. But you can easily calculate your usage in gallons for tracking your consumption on a daily or weekly basis.

Example:

$$\begin{array}{r} 1.21 \text{ ccf} \\ \times 100.00 \text{ cubic feet} \\ \hline 121.00 \text{ cubic feet} \\ \times 7.48 \text{ gallons} \\ \hline 905.08 \text{ gallons} \end{array}$$

Your Meter: _____ ccf

$$\begin{array}{r} \text{_____} \\ \times 100.00 \text{ cubic feet} \\ \hline \text{_____} \\ \times 7.48 \text{ gallons} \\ \hline \text{_____} \end{array}$$

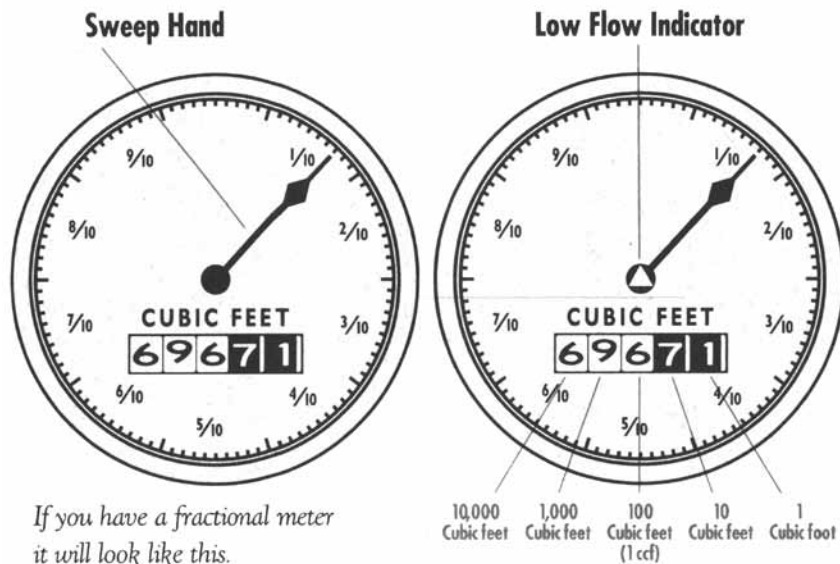
(1 cubic foot = 7.48 gallons)

How to Read Your Meter (continued)

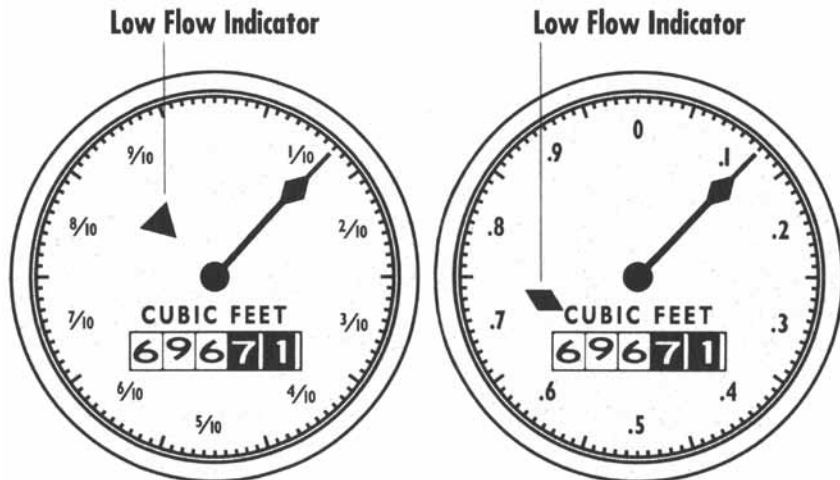
Check for Household Leaks

To check for a leak you must first turn off all faucets inside and outside your house. Be certain the toilet is not flushed and the automatic ice cube maker is not operating when performing this task. When the water is turned off, the low-flow indicator (see illustration) should not move. A circular motion by the indicator suggests a leak.

If your meter does not have a low-flow indicator, you can use the sweep hand to detect leaks. Mark the position of the meter sweep hand lightly with a pencil. Wait approximately 30 minutes before rechecking the sweep hand. If it has moved, a leak is indicated.



If you have a fractional meter it will look like this.



If you have a decimal meter it will look like this.

