



FAMIS

Water Meter Reading

Training 07.19.2023

DSPN/BHM-WisDOT

Key Points:

- Converting from Daily readings to the last day of the month reading – Enter the WMR from the Last Day of the Current Month, along with the date in the “Comments” box
- Must still log the WMR from the Previous Month along with the date in the “Comments” box
- SLA has changed from “60 Day” to “End of Month”
- If your Water Meter reads in Cubic Feet, use the section on the form to convert into Gallons
- In the “General Comments” box, list any information which might explain “oddities” of water usage for the month
- Upload the WMR Form to the “Water Meter Reading Inspection”, not the Work Order
- You must retain either an electronic copy or a printed copy for a total of five years. After the five-year period expires, you may purge your electronic copy or hard copy.



Converting from Daily readings to the last day of the month reading – Enter the WMR from the Last Day of the Current Month, along with the date in the “Comments” box



Must still log the WMR from the Previous Month along with the date in the “Comments” box

[Create Inspection](#) [Find Inspection](#) [Run Report](#) [WorkControl Center](#)

indicates a required field

Property: DSPN Floor: General
 Space: General
 Inspection Class: BHM Water Meter Reading 07.2023 Inspection Type: Water Meter Reading 07.2023
 Inspector: Center, WorkControl Inspection Date: 6/22/2023 Time:
 Occupant: Room/Area:
 Request ID: 227600 Asset:

Item: DIRECTIONS: DO NOT MAKE ENTRIES HERE Condition: N/A

Instructions:
 1. Enter the Water Meter Reading from the PREVIOUS Month, along with the date in the "Comments" box.
 2. Enter the Water Meter Reading from the LAST DAY of the Current Month, along with the date in the "Comments" box.
 3. In the "General Comments" box, please list any information which might explain "oddities" of water usage throughout the month, i.e., toilets continually running, busses, heavy traffic due to events, construction and site was closed on certain dates, etc.
 3. Return/Reassign the WO to Work Control Center (Center, WorkControl), with a status of Work Complete.

Enter the Date in the "Comments" box and the Water Meter Reading from the PREVIOUS Month.

Enter the Date in the "Comments" box and the Water Meter Reading from the LAST DAY of the Current Month.

General Comments:

[View Previous Inspections](#)

Click OK to submit. RESET to reset page

INSPECTION INFORMATION [Create Request](#) | [Edit Inspection](#) | [REPEAT](#)

Inspection ID:	8336	Floor:	General
Property:	DSPN	Space:	General
Inspection Class:	BHM Water Meter Reading 07.2023	Inspection Type:	Water Meter Reading 07.2023
Inspector:	WorkControl Center	Inspection Date:	6/22/2023 2:13 PM
Occupant:		Room/Area:	
Request ID:	227600	Asset:	

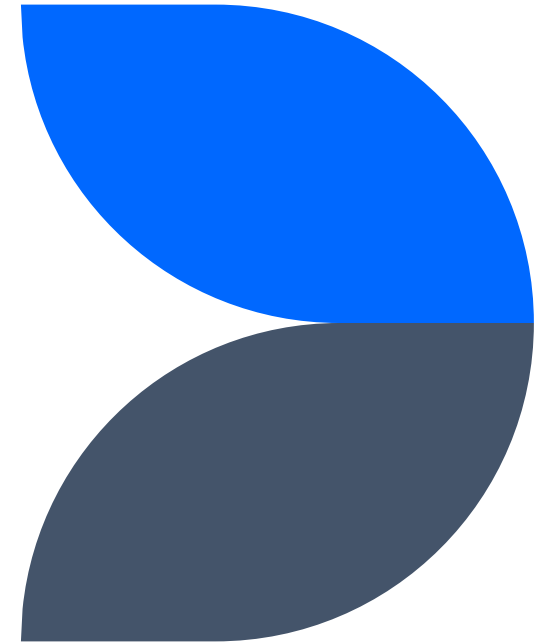
INSPECTION SCORING

Item	Condition	Reading	Comments
DIRECTIONS: DO NOT MAKE ENTRIES HERE	N/A		Create Request
Instructions:			1. Enter the Water Meter Reading from the PREVIOUS Month, along with the date in the "Comments" box. 2. Enter the Water Meter Reading from the LAST DAY of the Current Month, along with the date in the "Comments" box. 3. In the "General Comments" box, please list any information which might explain "oddities" of water usage throughout the month, i.e., toilets continually running, busses, heavy traffic due to events, construction and site was closed on certain dates, etc. 3. Return/Reassign the WO to Work Control Center (Center, WorkControl), with a status of Work Complete.
Enter the Date in the "Comments" box and the Water Meter Reading from the PREVIOUS Month.	N/A	1020700	04/30/2023
Enter the Date in the "Comments" box and the Water Meter Reading from the LAST DAY of the Current Month	N/A	1053500	05/31/2023
General Comments:	This is for Training Purposes Only!! 05/02 = Toilet on Truck Side, Men's RR running all night; 05/18 = 5 Busses		

Scheduled and/or Corrective Requests for this Inspection

Date	ID	Initiated By	Property	Type	Assigned To	Status / Priority
7/1/2023 2:13 PM CDT	227600	Scheduled Center_WorkControl	DSPN General	Water Meter Readings Water Meter Readings	Center	Open / PM End of Month

★ **SLA has changed
from “60 Day” to
“End of Month”**



- ★ If your Water Meter reads in Cubic Feet, use the section on the form to convert into Gallons
- ★ In the "General Comments" box, list any information which might explain "oddities" of water usage for the month

Wisconsin Roadside Facilities (RF) Monthly Water Meter Readings

Rest Area Site: _____ County: _____

Reporting for Month Of: _____ Date Completed: _____

Individual Completing Form: _____

If you are reporting in **GALLONS**, please use the space below.

Day of Month	DATE	WMR	Usage In Gallons	Comments For Water Related Concerns:
Enter the Water Meter Reading from the PREVIOUS Month.				
Enter the Water Meter Reading from the LAST DAY of the Current Month.			0	

If you are reporting in **CUBIC FEET**, please use the space below.

Day of Month	DATE	WMR	Conversion Rate	Converted WMR	Usage In Gallons	Comments For Water Related Concerns:
Enter the Water Meter Reading from the PREVIOUS Month.			7.481	0		
Enter the Water Meter Reading from the LAST DAY of the Current Month.			7.481	0	0	

Additional Comments If Needed:

Wisconsin Roadside Facilities (RF) Monthly Water Meter Readings

Rest Area Site: DSPN County: Dane

Reporting for Month Of: July Date Completed: 07/31/2023

Individual Completing Form: Patrice Smith

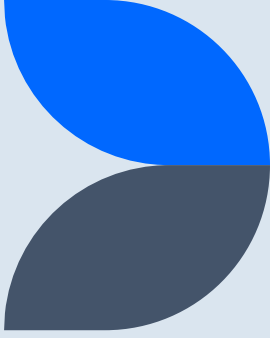
If you are reporting in **GALLONS**, please use the space below.

Day of Month	DATE	WMR	Usage In Gallons	Comments For Water Related Concerns:
Enter the Water Meter Reading from the PREVIOUS Month.	06/30/2023	741300		
Enter the Water Meter Reading from the LAST DAY of the Current Month.	07/31/2023	758300	17000	

If you are reporting in **CUBIC FEET**, please use the space below.

Day of Month	DATE	WMR	Conversion Rate	Converted WMR	Usage In Gallons	Comments For Water Related Concerns:
Enter the Water Meter Reading from the PREVIOUS Month.	06/30/2023	19476	7.481	145,700		
Enter the Water Meter Reading from the LAST DAY of the Current Month.	07/31/2023	19859	7.481	148,565	2,865	

Additional Comments If Needed:

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- ★ Upload the WMR Form to the “Water Meter Reading Inspection”, not the Work Order
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**If you have any
questions, please
contact me 😊
Thank you!**

Patrice Smith

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www.roadsidefacilities.org