

# Standpipe exchange return condition assessment



Version date: 2 February 2018      Version: 8      Related procedure: PR06.04

**Meter hirer:**

Company name:
Representative name:

**Contact address:**

**Contact number:**

Office:
Mobile:

**Tanker registration:**

Exchange       Return

**Exchanged/returned SP No.:**    SP\_   /

<b>Final reading:</b>	kL	Account #
		Customer #

**Exchange/return reason:**

**Exchange/return date**

**New SP No. (If applicable):**    SP\_   /

<b>Initial reading</b>	kL	Account #
------------------------	----	-----------

**Condition assessment** (√ if ok, X if not)

Old	New	
<input type="checkbox"/>	<input type="checkbox"/>	Meter face
<input type="checkbox"/>	<input type="checkbox"/>	Anti-tamper wires are secured in two locations (one to two wires)
<input type="checkbox"/>	<input type="checkbox"/>	Filter screen in place
<input type="checkbox"/>	<input type="checkbox"/>	Mushroom plunger fitted
<input type="checkbox"/>	<input type="checkbox"/>	Base washer is fitted
<input type="checkbox"/>	<input type="checkbox"/>	General condition of standpipe
<input type="checkbox"/>	<input type="checkbox"/>	Meter functionality
<input type="checkbox"/>	<input type="checkbox"/>	Photo

Comments:

---

---

---

All operators have viewed the [Hiring and operating an Icon Water Standpipe](#) video.

**Hirer's signature** \_\_\_\_\_ / \_\_\_\_\_ (Print name)

**Icon Water officer's signature** \_\_\_\_\_ / \_\_\_\_\_ (Print name)

**Office use only:**

**Sent to Retail Billing** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Scanned to Standpipe Contracts Library**

**Account number:**

**Date finalised:**

**Officer initials:**