

The University of British Columbia Land and Building Services		UTILITY BILLING
Work Procedure		
Prepared by: Glen Stanger	Approved by: C.E. Rooney	I-D-24
		Issue Date:
		Replaces:

Policy: Utility Billing

Organizational units, internal and external to the university, which have been designated as recoverable, will be billed in a timely and accurate manner.

1. Identification of Organizations to be Charged for Utilities.

The Director of Plant Operations will ensure that all units, which are designated as recoverable, are made known to the Associate Director.

2. Metering

The appropriate trades supervisor will ensure that meters are functioning correctly and accurately based on specifications outlined in UBC Guidelines. New meter installations and changes to existing meters will be reported to the Associate Director of Administration. The information supplied will include:

- a. Date of installation/removal
- b. Meter reading of new meter and old meter (if applicable)
- c. Meter location
- d. Meter units
- e. Meter multiplier
- f. Meter serial number

3. Meter Reading

The administration division will read billable meters with the exception of meters located in confined spaces such as manholes.

Billable meters will be read: monthly for electricity and steam, bi-monthly for gas, quarterly for water.

Electrical meter demand dials will be reset and tagged out after each monthly reading.

4. Invoice processing

The administration division will perform meter data entry and transaction processing.

See: Utility Management System procedures manual.
Accounts Receivable Policy I-D-14.

5. Rates Used for Billing

The Director of Plant Operations will set rates based on university policy and supplier rate schedules. Rate policy changes, utility supplier rate changes and university charge rates will be communicated to the Associate Directors as they occur.