



PERSON PERFORMING THE SURVEY:

Company Name -
 Persons Name
 Cell Phone

H2O Degree SITE SURVEY CHECKLIST

Name of Apartment Complex

Name of Apartment Owners/Ownership include name and address, email and phone numbers

Ower's Name -
 Address -
 Email -
 Phone -

How is the Utility Being Paid

- 1) Paid Directly to the Utility Company
- 2) Included in the Rent
- 3) Billed to Tenant Thru 3rd Party Billing Company
- 4) RUBS

Brief Description of what you would like submetered at the property:

CIRCLE ONE

Who is paying for the Water/Sewer
 Who is paying for the Electric
 Who is paying for the Gas
 Who is paying for the Apartment Heat
 Who is paying for the Apartment Air Conditioning

THIS PROPOSAL IS FOR

Utility Bills - 12 to 18 months of History for Water, Gas and Electric

1.0 Property Address *Always take a photo at the sign for the property as you drive in*

Property Name
 Property Address
 Property City
 Property State
 Property Zip Code

2.0 Property Contact

Property Manager Name
 Property Phone Number
 Property Manager Cell Phone
 Property manager e-mail address
 Does property manager have an office on the property? YES/NO
 Does the office have Internet access YES/NO
 Is internet access DSL, CABLE or FIOS DSL/CABLE/FIOS
 Maintenance Director Name
 Maintenance Director Office Phone number
 Maintenance Cell Phone Number
 Maintenance e-mail address

Property owner company name
 Property owner contact name
 Property owner address
 Property owner city
 Property owner state
 Property owner zip
 Property owner phone
 Property owner fax
 Property owner cell
 Property owner e-mail

3.0 BUILDINGS and APARTMENTS

Photos - under kithcen sink, under bathroom sink, shower, tub,

In what year were buildings built **Computed**
 Reported number of buildings number **Computed**
 Reported number of apartments number

Record full bath room as 1.0 Record half bath room as 0.5	Number apts in the building	# of One Bedroom Apts.	# of Two Bedroom Apts.	# of Three Bedroom m Apts.	# of Four Bedroom Apts.	number	number	number	number
						of bathro ms in bedroo m apt	of bathro ms in bedroo m apt	of bathro ms in bedroo m apt	of bathro ms in bedroo m apt
Bldg 1									
Bldg 2									
Bldg 3									
Bldg 4									
Bldg 5									
Total number of apartments			0		0				



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Summary of Pictures to be taken

4.0 WATER

4.1 Master water meters *Photos -all master meters (each building)*

Is there one master water meter for the entire property YES / NO
 If there is only one master water meter where is it
 Is there one master meter for each building YES / NO
 If there is a master water meter in each building where
 How many master meters on the property? Number

4.2 Water shut off valves *Photos -all shut off valves*

If there is a leak in an apartment, can you turn off the water supply to just that apartment? YES / NO If NO, then go to 5.5
 If there is a shut off valve for each separate YES / NO
 What type of shut off valve is in each apartment? Gate valve / Ball valve
 Where is the shut off valve for each apartment?

- 1 Photo of Sign for the property as you drive in
- 2 Photo of all master meters at each building
- 3 Photo of all shut-off valves
- 4 Photo of single point of entry in the apartment if Point of Entry
- 5 Photo of dual point of entry
- 6 Photo of toilet and valve
- 7 Photo under kitche sink and bathroom sinks
- 8 Photo of back access panel if available for shower & tub
- 9 Photo of shower spout
- 10 Photo of water heater and or Boiler along with the water lines coming in

Single Point of Entry: Goto Section 5.3 Dual Point of Entry: One Hot and One Cold -- Goto Section 5.4
 Point of Use or Riser Pipe Plumbing: Goto Section 5.5

4.3 Method of sub metering - Single point of entry or full capture - one cold meter p *Photos -if single point where is it?*

What is the size of the cold water inlet pipe to the 1 inch * 3/4 inch * 5/8 inch * 1/2 inch
 What material is the cold water inlet pipe made of? Copper * PEX * PVC
 A) Is there a 110V electric outlet near/next to this Yes/No Locatic Distance in Fe
 B) Is there a 220V electric outlet near/next to this Yes/No Locatic Distance in Fe
 If A and B are not available, describe other electric Details and Distance (i.e. electric furnace or water heater)

4.4 Method of sub metering - Dual point of entry or full capture - two meters (one hot and one col *Photos - dual point where is it?*

What is the size of the cold water inlet pipe to the 1 inch * 3/4 inch * 5/8 inch * 1/2 inch
 What material is the cold water inlet pipe made of? Copper * PEX * PVC
 What is the size of the hot water inlet pipe to the 1 inch * 3/4 inch * 5/8 inch * 1/2 inch
 What material is the hot water inlet pipe made of? Copper * PEX * PVC
 A) Is there a 110V electric outlet near/next to these Yes/No Locatic Distance in Fe
 B) Is there a 220V electric outlet near/next to these Yes/No Locatic Distance in Fe
 If A & B are not available, describe other electric access Details and Distance (i.e. electric furnace or water heater)

4.5 Method of sub metering - Point of use - Multiple Points of Entry Also known as R

Kitchen sink cold
 Kitchen sink hot
 Dishwasher
 Bath room sink cold
 Bath room sink hot
 Tub
 Shower

Photos - under kithcen sink, under bathroom sink, shower, tub,

5.0 Domestic Hot Water heater

Central Hot Water Heaters: Boilers or Shared Hot Water Tanks Yes/No
 Individual Hot Water Heaters in Each Apartment Yes/No

Photos - of water heater and or Boiler & where water lines are coming in