

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

**February 12, 2004**

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 8 - 2003/04**

**NOTE: All Circulars are to be kept in a permanent file**

**TO ALL CUSTODIAN ENGINEERS & BUILDING MANAGERS**

**CON EDISON METER READING SCHEDULE**

**The enclosed sign-in sheet is to be utilized by the Consolidated Edison Company's meter readers. They are instructed to enter the required information on the left hand side of the sheet. This sheet is to be posted conspicuously on the wall next to the utility meter(s) in your building. The sheet must be posted before the next meter reading date in 2004 so that it will be available to Con Edison personnel.**

**A copy of the Public Buildings Meter Reading Schedule for 2004 is also enclosed. Please note that this does not apply to locations served by the Long Island Power Authority or Keyspan Energy Delivery.**

**The meter reading sign-in sheet for 2003 should be retained in your office for future reference.**

**Thank you for your continued cooperation.**

*James F. Lonergan  
Senior Director  
Office of Building Services*

**JFL/JM:ns**

**Attachments: Sign-In for Con Edison Meter Reader 2004  
Meter Reading Schedule 2004**

**NEW YORK CITY PUBLIC BUILDINGS  
ALL DISTRICTS**

**METER READING SCHEDULE 2004  
FOR  
CON EDISON ELECTRIC METERS**

JANUARY	WEDNESDAY	JANUARY	28	
FEBRUARY	FRIDAY	FEBRUARY	27	
MARCH	MONDAY	MARCH	29	
APRIL	TUESDAY	APRIL	27	
MAY	WEDNESDAY	MAY	26	
	THURSDAY	MAY	27	WINDOW AIR CONDITIONER TURN-ON
JUNE	FRIDAY	JUNE	25	
JULY	TUESDAY	JULY	27	
AUGUST	WEDNESDAY	AUGUST	25	
SEPTEMBER	THURSDAY	SEPTEMBER	23	WINDOW AIR CONDITIONER TURN-OFF
	FRIDAY	SEPTEMBER	24	
OCTOBER	TUESDAY	OCTOBER	25	
	WEDNESDAY	OCTOBER	26	
NOVEMBER	MONDAY	NOVEMBER	24	
DECEMBER	TUESDAY	DECEMBER	27	
	WEDNESDAY	DECEMBER	28	

**SIGN IN SHEET FOR CON EDISON METER READER 2004**

Agency : \_\_\_\_\_

Meter Number : \_\_\_\_\_

Location : \_\_\_\_\_

Scheduled Reading Dates	To be filled in by Con Edison Meter Reader				To be filled in by City Personnel			
	Actual Date	Reading Time	Meter Reader's Name	Con Ed I.D. #	Elect. Meter Readings	Demand Found	Demand Left	Gas Meter Readings
Jan. 28 04	/	:						
Feb. 27 04	/	:						
Mar. 29 04	/	:						
Apr. 27 04	/	:						
May 26 04	/	:						
Jun. 25 04	/	:						
Jul. 27 04	/	:						
Aug. 25 04	/	:						
Sep. 24 04	/	:						
Oct. 26 04	/	:						
Nov. 24 04	/	:						
Dec. 28 04	/	:						