



Public Works Department
201 South Boulevard
Oak Park, IL 60304
P: 708.358.5700 | W: oak-park.us

[Water Customer]
[Address]
[City, State Zip Code]

[DATE]

Dear Sir or Madam:

The Village of Oak Park will be testing the water meters of our large water consumers for accuracy. This testing program is being initiated to promote conservation and accountability. The water meters that fail to meet the standards of the Village of Oak Park and the American Water Works Association Standards will be repaired and/or replaced.

The Village has employed the services of M.E. Simpson Co., Inc. to test and/or repair the meter servicing your facility. Please give them your full cooperation in scheduling this accuracy test and performing the work.

During the testing and repair phase, the water to your facility might need to be turned off for a period of time (approximately 90 minutes). Over the next few months, M. E. Simpson Co., Inc. personnel will contact you and schedule a time between 6:00 a.m. and 6:00 p.m., Monday through Friday, to perform the work. Scheduling will be done to limit the disruption of service to your facility to the best of our ability.

Please call 219-405-9319 as soon as possible to schedule an appointment so that we can complete the testing of the water meter(s) at your site. You can also go online at www.mesimpson.com/meter-test to select your preferred appointment time. In order to do so you will need to enter your unique Account ID # **XXXX** to set up an appointment.

What you need to know:

- Technicians will require access to the water meter(s) at your business.
- The area around the meter(s) should be clear and accessible. All Valves should be in working order.
- Please notify us of any special access requirements, when making the appointment by calling **219-405-9319**.

COVID-19 Precautions: M. E. Simpson Co., Inc. employees' health conditions are monitored daily and before entering your home or business will ask if anyone living in the home is or has been sick. If yes, M. E. Simpson Co., Inc. will reschedule the work for a later date. M. E. Simpson Co., Inc. will also practice social distancing and wear the appropriate personal protection equipment to help protect you and themselves.

If you have any questions, please call the Village of Oak Park at 708-358-5700.