



METER MAINTENANCE DEPARTMENT  
4400 HENNINGER COURT  
CHANTILLY, VA 20151

[Account Number]  
[Customer Name]  
[Service Address]  
[City, State Zip]

December 2022

Fairfax Water has contracted with M.E. Simpson Company, Inc. to perform routine testing of the water meter serving the property referenced above. This contractor will require access to your pump room, mechanical room, or any other area that contains our meter. The test work will be performed between February 2023 and May 2023, and usually takes about two hours to complete. During this time, there should be no interruption in your water service.

In order to perform this work, it is imperative that the main line valve, valve on outlet side of meter, and bypass valve are functioning properly. Under Section VI, Maintenance of Service Connection of the Fairfax Water Rules and Regulations for the Furnishing of Water Service, it states; "The Customer is responsible at all times for the safekeeping of any of the Authority's pipes, meters, valves or other property that may be located on the property at which the Customer is receiving service."

In the event that one of the valves is not functioning properly and is possibly broken by either one of our contractors or a Fairfax Water employee, Fairfax Water will not be responsible for the damages made to the valve. It is incumbent upon the customer to ensure that the valves are exercised and functioning properly. If these valves are not functioning properly and the water meter is in need of repair, Fairfax Water will be forced to perform a complete shutdown of the building in order to perform the repairs.

**Please call 888-252-1521 as soon as possible** to schedule an appointment so that we can complete the survey and testing of the water meter(s) at your site. Or go online to [www.mesimpson.com/meter-test](http://www.mesimpson.com/meter-test) to select your preferred appointment time. Enter your unique Account ID# **XXXXXX** 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 **888-252-1521**.

M.E. Simpson Company, Inc.'s technicians will be following the CDC's guidelines and will be wearing appropriate personal protective equipment.

Copies of the test reports will be on file at Fairfax Water and will be available for review.