



Town of Friday Harbor  
P.O. Box 219 | 60 Second Street  
Friday Harbor, WA 98250  
Phone: 360-378-2810

## Leak Information & Checking Your Meter

**PLEASE NOTE: Only Town Water Department crew members are authorized to service meters and turn them on or off. Please call 360-378-2810 to arrange a date and time for meters to be turned on or off at no charge for any reason (e.g. plumbing repairs, leaving town, etc.).**

### Water Billing Cycle & Notifications

The Town of Friday Harbor Water Department reads meters once per month for each billing cycle. If your water use is flagged by our computer system as unusually high or low, we will review your water use history to determine if the Water Department should perform a second meter reading. If the Water Department suspects a potential leak, we will provide you with a courtesy notification as soon as updated information is available. Locating leaks and repairs on the house side of the meter are the property owner's responsibility (under and above ground). If you suspect a leak at your home, you may call Town Hall to request a meter reading or read it on your own.

### How to Read your Water Meter – In Gallons

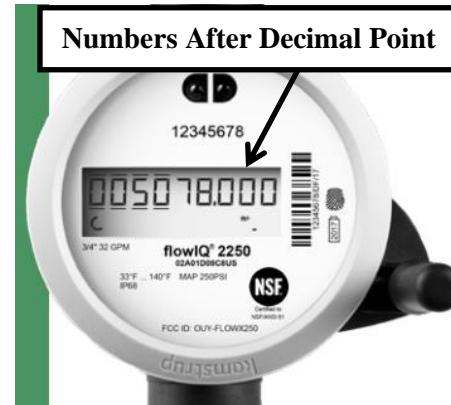
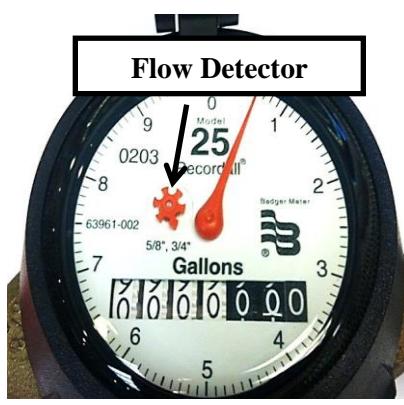
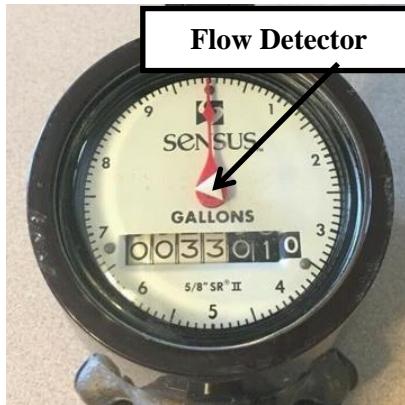
Step 1 – Turn off all faucets, hose bibs, and appliances that use water (e.g. washing machines).

Step 2 – Locate your water meter and verify it is yours by the meter number located on the cover plate or face of the meter. Your meter number is located on your bill or you may call Town Hall to get it.

Step 3 – Read the meter. To see how many gallons are running through the meter wait a few minutes to read the meter a second time then subtract the first read from the second read. Reads are rounded to the nearest ten gallons.

### How to Determine if you have a Leak

If the flow leak detector is moving/spinning or the numbers after the decimal point are increasing, and you are not using water in or outside of your home, water is flowing through the meter and may indicate a leak on your side ("the house side") of the meter.



### Tips on Locating a Leak

- Look and listen carefully inside the house for a potential source of water flow. Check **all** faucets, hose bibs, and toilets. Hose bibs and toilets are frequently the culprits of water leaks.
- Suspect it's the toilet? Add a few drops of food coloring in the tank, wait 30 minutes, and if the coloring appears in the bowl you should replace your flapper valve.
- Underground pipes from the meter to your house may be the cause.
- Plumbers are great with locating a possible leak.

If you suspect a leak on the Town side of the meter, or if you require assistance locating your meter, please do not hesitate to contact us at: 360-378-2810 or [billing@fridayharbor.org](mailto:billing@fridayharbor.org).