

High Utility Bill Investigation Checklist

City Utilities Department
815 Lincoln Highway East
New Haven, IN 46774



Customers of New Haven City Utilities may occasionally receive bills that are higher than normal. Having an unusually high bill may indicate that there is a plumbing issue in your home or business or that there is a problem with your meter reading. Sometimes a high bill may simply reflect an increase in water usage as the result of watering the lawn or garden, filling a swimming pool, or changes in the household such as students home from college or guests visiting.

This checklist was created by our experiences helping other customers investigate a concern about a high bill. You can use the questions on this checklist to determine if there may be a reason for a higher than usual bill, or if there are reasons to suspect a metering, billing or plumbing issue. If, after using the checklist, you believe there still may be problem, please contact New Haven City Utilities Customer Support Department at (260) 748-7050.

If you feel you have a plumbing problem or a water leak that is causing the high bill, you may want to contact a plumber of your choice to investigate and make any needed repairs.

To begin investigating why your bill may be high, please read your water meter and compare the current reading with the latest reading shown on your most recent bill from New Haven City Utilities. If the current reading is lower than the last reading on your bill, please call the Utility Department at (260) 748-7050 or after hours (260) 414-9097 (Dave Jones).

If the reading on the meter is higher than the reading shown on your most recent bill this is to be expected. Please continue with the checklist.

#	Question	Yes/No
1	Make sure all water faucets and water using appliances in your house or business are shut off. Now look at the water meter. Is anything spinning on it? A spinning dial indicates water is going through the meter. If the dial is spinning even when you have all water turned off, you probably have a plumbing leak somewhere that is causing your water bill to be high. The questions below may help you identify where a leak is happening. Dial spinning or numbers advancing on LED top.	
2	Are any of your faucets or outside spigots dripping?	
3	Does your water service feed any external buildings or water using systems (such as an irrigation system)?	
4	Have you had any pipes replaced?	
5	Do you use one toilet more than another?	
6	Have you had any toilets repaired/replaced recently?	
7	Have you had any sinks repaired/replaced recently?	
8	Have you had any tubs/showers repaired/replaced recently?	
9	Have you had any faucets (outside/inside) repaired/replaced recently?	
10	Did you leave water running so your pipes would not freeze during the reading period?	
11	Have you had a dishwasher repaired/replaced recently?	
12	Have you had a washing machine repaired/replaced recently?	

#	Question	Yes/No
13	<p>Have you conducted any dye tests on all your toilets? Dye Testing Your Toilet for Leaks</p> <p>Toilet leaks are a very common cause of increased water bills. Often you can't hear the toilet running or leaking. Here's a simple way to check for a toilet leak:</p> <ol style="list-style-type: none"> 1. Take the top off the toilet tank. Remove any cleaning agents that might cause the water in the toilet bowl to be colored. 2. Drop a few drops of household food coloring into the tank to dye the water. You could also use a colored drink mix (Kool-Aid or similar) or instant coffee. 3. Wait about 10 minutes. Do not flush the toilet or let anyone use it during this time. 4. Check the color of the water in the toilet bowl. If the color of the dye from the tank appears in the bowl, you have a leak. 5. If your toilet is leaking you will probably need to replace some parts inside the tank. *check water level in tank if too high 	
14	Do you have a water softener?	
	Have you checked the cycle time of the water softener? Sometimes a softener will get stuck in the backwash or rinse mode. If water continues to go down the drain after the water softener regenerates it is leaking and needs to be fixed. You may also want to turn the softener off for a month and see if it makes a difference in your water bill.	
	Have you had any repairs to the water softener or replaced it?	
15	Do you have an ice machine?	
	Have you had any repairs to the ice machine or replaced it?	
	Do you believe that any of the above are currently leaking?	
16	Do you have a humidifier on your furnace? Inspect the float in the humidifier to make sure it is not filling higher than the level recommended by the manufacturer.	
17	Do you have hot water heat or boiler heat or water cooled air conditioning? Seasonal changes or malfunctioning units may contribute to higher bills.	
18	Do you have a pool and /or hot tub?	
	Has the pool/hot tub been filled recently or has water been added?	
19	Do you have a sump pump?	
	Is it electric with a water back up system?	
	Is it stuck in the on position?	
	Does the water back up system run off city water?	
20	Did you have guests or extra people in your home or did you have additional employees in your business during your last bill cycle?	
21	City of New Haven will test your meter for accuracy, there is a fee of \$30 associated with this test.	
Additional observations:		

For any question on the checklist where you have answered yes, you may want to investigate further. Actual usage (such as filling a hot tub or pool or having guests) can cause your water bill to be higher than usual. Leaks may also cause the bill to be higher than you think it should be. Water lost because of leaks is considered by New Haven City Utilities to have been used by you because it has gone through your water meter. You will be charged for the water that may have leaked away.