



B_CORP MANAGEMENT SYSTEMS

CROWN ELECTRICAL METER READING

1

Use the MASTER KEY that you have been provided by ERGON Energy to access the lock box (located outside the carpark entrance).



2

Inside the lock box is a fob and a key.

Use the Ergon Energy Master key to access the lock box.



3

Use the fob and the key to access the building via the front entrance.



4

Use barcode sign-on system to register as a contractor and then utilise the fob swipe to access the building.



5

Select the up button for the lift to access floor levels,. Once inside the lift swipe fob to access level.

Ergon Energy Meters are located on 4 (four) separate levels of the building, in a service cupboard adjacent to the lift.

6

Read the Meters

Ground level, Apartments 101 to 104, Restaurant Community Power, Essential Services.



7

Level 4, Apartments 201 to 405.



8

Level 7, Apartments 501 to 704.



9

Level 10, Apartments 801 to 100.



10

Prior to leaving Crown:

(a) Replace the key and fob back into lock box.

(b) Sign out on the contractors barcode .

