

## **Maximo Announcement Regarding Recycling!**

**NEW 2008-2009**

**Subject:** Maximo Announcement #12: New Recycling Shop Functionality

Dear Maximo Power Users:

We are pleased to announce the addition of recycling shop functionality to Maximo. A separate announcement has been sent to facility users requesting that they submit work orders for recycling related activities. Work requested might include:

- Need extra recycling pickup – High volume of paper or bottles/cans for recycling
- Exterior recycling containers are broken. Examples: Dumpster was vandalized. The lid for the “toter” is broken.
- Recycling was not collected on schedule.
- Need program supplies.
- Need a visit by the recycling specialist for program review

Depots will receive the initial work requests then have the ability to select “RECYCLE” for the shop and “SG” for shop location to route the work order to the recycling group at Shady Grove Depot. Before routing to the recycle shop, change the work order status to APPR or return to requestor as appropriate.

We hope these modifications will contribute to an enhanced computerized work order management experience.