

## **Unit Order: 2009-02 MAXIMO RESPONSIBILITIES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that all MAXIMO, Facilities Services Bureau (FSB) Asset Management Program, entries are complete and accurate.

### **SCOPE OF ORDER:**

This order shall apply to all FSB personnel and covers all entries into MAXIMO, such as work orders, labor reporting, material, inventories, tools, etc.

### **ORDER:**

Each employee is responsible for their MAXIMO input. Login information, such as username and/or password, shall not be shared with other employees. When completing a work order, all FSB personnel are to accurately enter all labor hours, detailed logs, vendor services, and materials expended. Entries shall be made in a timely manner, in order to capture all activities and material used. In addition, any material or service that was ordered through purchase requisition/purchase order must be received and transferred to the work order as soon as possible.

The log entries are to be completed on a daily basis by staff working on the work order. Delays, discoveries, updated contact information, and/or unusual circumstances shall also be recorded in the log entry portion of the work order. Documenting the steps taken to complete the work order or providing sufficient background information in the event the work order is re-routed or assigned to another employee, is essential to the timely completion of work, as well as justification for instances when there will be delays or other difficulties involving the work order. If responding to a call out, labor entries should be completed the next business day. The intent for this is to enable the employee to return home as soon and as safely as possible. All overtime entries must be accompanied by a memo entry in the MAXIMO labor entry module.

In addition, any work order that requires assignment to another work group or craft shall be routed appropriately, according to the MAXIMO guidelines.

All FSB personnel shall enter new work orders in MAXIMO upon the discovery of a needed repair, regardless of craft. Employees shall immediately report to their supervisor any discovery which could require significant repair, impact, cost, or potential involvement of Department resources.

### **SUPERVISOR AND MANAGER**

All supervisors and managers are responsible for reviewing and approving the labor entries of their subordinates from the previous work day. A review of the materials utilized for a work order, the distribution of work, the log entry content, the re-routing of work orders to another craft, and the procurement of materials process is also required to ensure that the work order is managed appropriately. In addition, supervisors and managers are responsible for the timely monitoring and transferring (if necessary) of materials or services ordered through purchase requisition/purchase order to an inventory bin or work order once the materials/services ordered are received at the warehouse.

Supervisors and managers shall ensure older work orders for their regions are completed and closed, and work orders are evaluated in a timely manner.

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