Too hot/too cold issue (Customer Request)

Issue becomes MAINTENANCE/ CORRECTIVE Work Order to repair fan

Analyze Issue

Apply time & materials for temporarily fix of fan

Set Work Order Status to DEFERRED/ WORK COMPLETE

Pull list of DEFERRED Work Orders from AIM to submit for DM budget.

Fiscal Year 2012 DM budget comes in (pull all deferred work orders from AIM)

Setup Project

ONLY perform this step if the work order is to be added to the list of deferred maintenance for the next fiscal year.

WORK COMPLETE e-mail notification.

Complete

Apply Time & Materials for DM project WORK COMPLETE

Create MAINTENANCE/ DEFERRED Work Order to track work and attach to Project

Update status of MAINTENANCE/ CORRECTIVE DEFERRED Work Order to CLOSED/CLOSED

Decide to perform deferred work and replace fan that was temporarily fixed ($12,000)

Attach account at project and use funding method = project.

Close Work Order and Project CLOSED

 Attach account at project and use funding method = project.