

## Maximo Capital Project Procedure Summary

1. Originating a Capital Work Order
  - Create a Service Request (New Service Request)
  - Choose “**CP**” for SR Type
  - Summary
  - Location
  - Priority
2. Routes to Assistant Superintendent of Technical Services (ASUP)
3. Engineering Evaluation
  - If NOT justified, WORKFLOW to “Evaluation Complete, Capital Project not Required”
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  - If justified, attach pdf Justification. WORD copy in S:/Engineer/Capital.
  - Review Description
  - Update “Estimated Cap Project” (the cost)
  - Review Location
  - “Engineering Notes” THIS IS MANDATORY
  - WORKFLOW to “Evaluation Complete, Send for Budgeting”
4. ASUP
  - Assigns budget source
  - Assigns project number in “Project Budget ID” field
  - Updates GL Account to -402
  - Updates Labor Account to -102 (twice)
  - Verify Justification Attached
  - ROUTE via Workflow
  - Goes into “Hold for Budgeting” status