

TRANSFER/ REASSIGNMENT PROCESS IN CMMS
MARCH 2016

Item	Reason for Rejection/Reassignment	What Changes to Make
1	Not in Scope - Outside the range of what this shop can do, and it's unclear who should do it instead	<ul style="list-style-type: none"> • Status = Not Accepted • Completion Reason = Not in Scope
2	Reassign to another Shop Supervisor in Your Same Bureau	<ul style="list-style-type: none"> • SO Lead = new SO Lead • Assigned By = self
3	<p>Regardless whether or not work was performed, the SO requires reassignment to the following organizations that are NOT using CMMS:</p> <ol style="list-style-type: none"> 1. CLEARCHANNEL 2. DPW-BSES-CP 3. DPW-BSES-ENF 4. DPW-BSES-GPR 5. DPW-BSES-GPU 6. DPW-BSM 7. DPW-BSM-UF 8. DPW-IDC 9. PORT 10. PUC-WWE 11. RECO-CCM 12. RECO-OC 13. RECO-PACK 14. RPD 	<ul style="list-style-type: none"> • Status = Reassigned (if crews were not sent to the site so SO was not put In Progress) OR Work Completed (if work was done) • Completion Reason = Transferred • Transfer to Dept = New Dept
4	<p>Regardless whether or not work was performed, the SO requires reassignment to the following organizations that use CMMS:</p> <ol style="list-style-type: none"> 1. DPW-BBR 2. DPW-BUF 3. DPW-BSSR 4. DPW-BSES 5. RED 6. LIB 	<ul style="list-style-type: none"> • Maint Dept = New Dept • SO Lead = Staff in Assigned Bureau • Assigned By = Self