Property – Fluorescent Lamp Recycling Process

Begin Process

1.0
Request is received from Building Services (Area) Supervisor

2.0
Login to DMM on 'lincoln-fs1\Depts' (M:)

3.0
Go to M:\Share drive & open Fluorescent Lamp Recycling Program folder

4.0
Open Fluorescent Lamp Recycling Database file

5.0
Enter data from the request into the file

6.0
Assign Replacement Container Number from the box or bucket

7.0
Complete a Delivery Request Form 234-9 and make a label

8.0
Place item on Delivery Route

9.0
Send to Logistics

10.0
Save file

11.0
Place backup copy of Delivery Request and copy of e-mail request into History folder

End Process

To Details

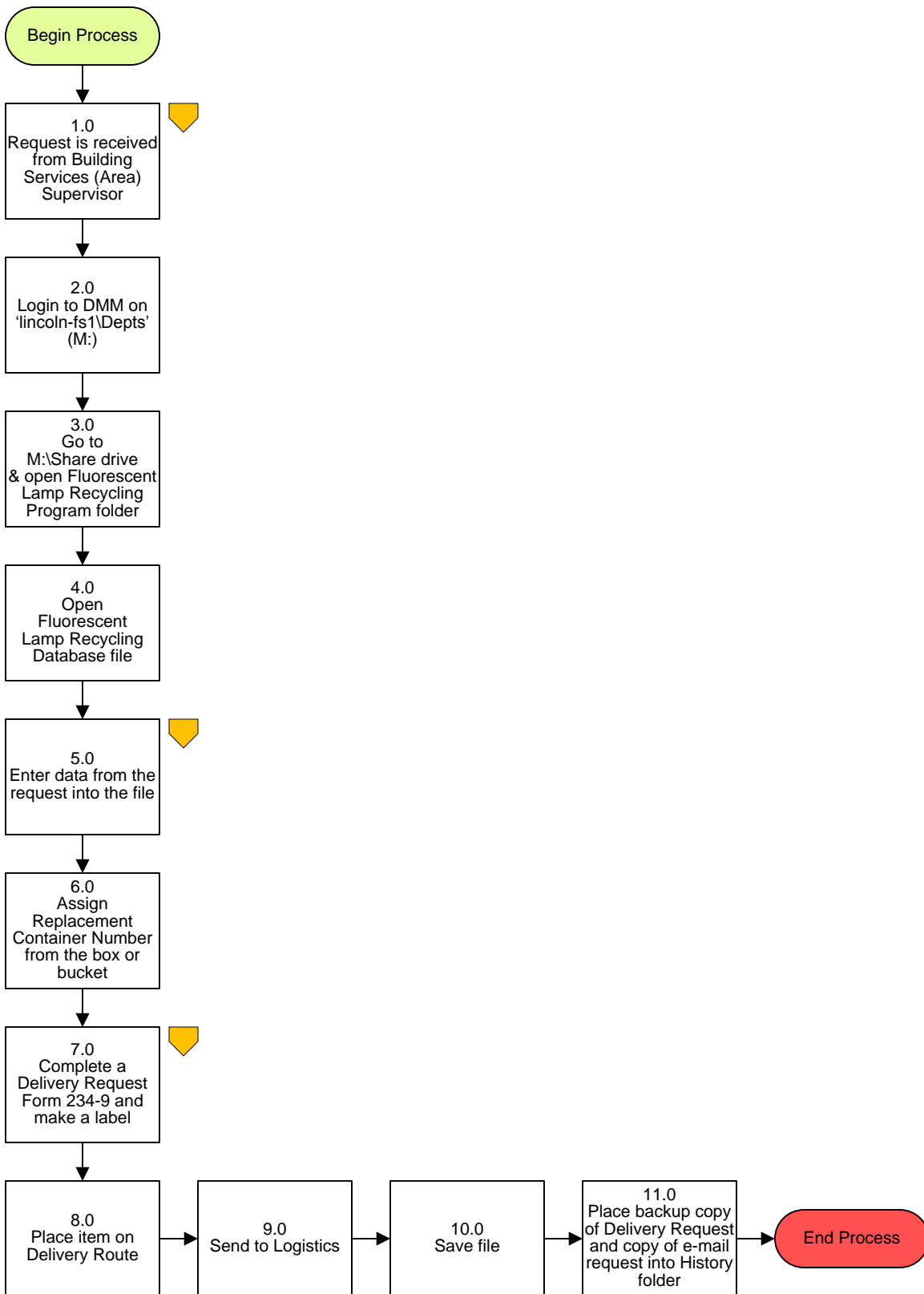051_DMM_Property_Fixed_Assets_Fluorescent_Lamp_Recycling_Package

Property Fixed Assets – Fluorescent Lamp Recycling Process

3.   PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0:   Request is received from Building Services (Area) Supervisor

Step 2.0:   Login to DMM 'lincoln-fs1\Depts' (M:)

Step 3.0:   Go to M: Share Drive and open Fluorescent Lamp Recycling Program folder

Step 4.0:   Open Fluorescent Lamp Recycling Database file

Step 5.0:   Enter data from the request into the file

Step 6.0:   Assign Replacement Container Number from the box or bucket

Step 7.0:   Complete a Delivery Request Form 234-9 and make a label

Step 8.0:   Place item on Delivery Route

Step 9.0:   Send to Logistics

Step 10.0: Save file

Step 11.0: Place backup copy of Delivery Request and copy of e-mail request into History folder

The completion of this step ends the process.

Return to Key Process