

Los Angeles Unified School District

Maximo 7.5

Refrigerant Cylinder Tracking Guide

How to Assign/Decommission a Refrigerant Cylinder



DEFINITION

The **Refrigerant Cylinder Tracking Guide – How to Assign/Decommission a Refrigerant Cylinder** provides step-by-step instructions on how to assign or decommission a cylinder record in Maximo.

1. How to assign a disposable or reclaimed refrigerant cylinder
2. How to assign a recovery refrigerant cylinder
3. How to decommission a disposable or reclaimed refrigerant cylinder
4. How to decommission a recovery refrigerant cylinder

1. HOW TO ASSIGN A DISPOSABLE OR RECLAIMED REFRIGERANT CYLINDER

PREREQUISITE

- You must have the Purchase Order Number that was used to purchase the Disposable or Reclaimed cylinder. If you do not know the PO number, please contact the entity that initiated the purchase for the number.

LOGIN

The requestor performs this function.

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

The login screen features a blue header with 'Tivoli software' and 'IBM'. Below the header, it says 'Welcome to Maximo' next to a large hexagonal nut icon. To the right of the icon are two input fields: 'User Name:' with 'danny.lu' entered, and 'Password:' with masked characters. A 'Sign In' button is located at the bottom right of the form.

START CENTER

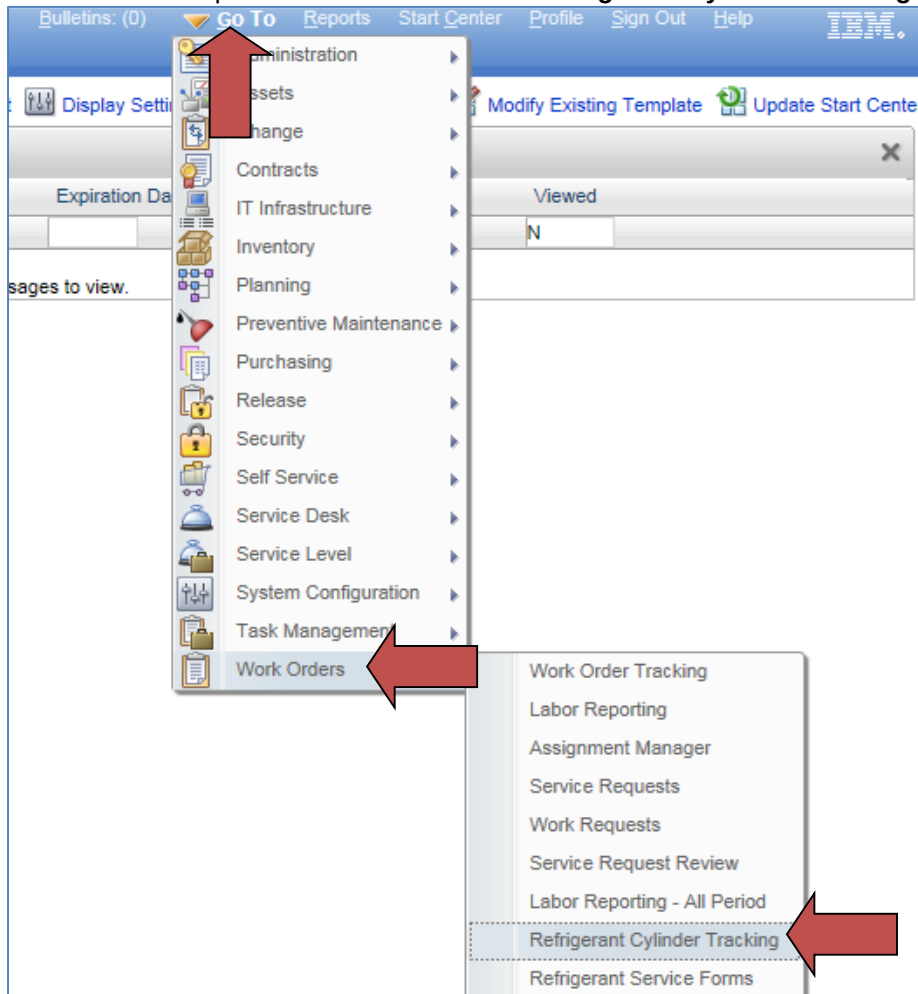
When you first login, you will be taken to the Maximo Start Center.

The Start Center dashboard has a blue header with navigation links like 'Home', 'Go To', 'Reports', 'Start Center', 'Profile', 'Sign Out', and 'Help'. Below the header is a toolbar with icons for 'Change Content Layout', 'Display Settings', 'Create New Template', 'Modify Existing Template', and 'Update Start Center'. The main area is divided into two sections. On the left, 'Favorite Applications' lists links for Work Order Tracking, Purchase Requisitions, Request for Quotations, Purchase Orders, Receiving, Preventive Maintenance, Assets, Labor Reporting, Job Plans, Assignment Sheet, Invoices, and Work Requests. On the right, the 'Bulletin Board' section shows a table with columns for Subject, Message, Post Date, Expiration Date, and Viewed. The table is currently empty, with a message stating 'There are currently no bulletin board messages to view.'

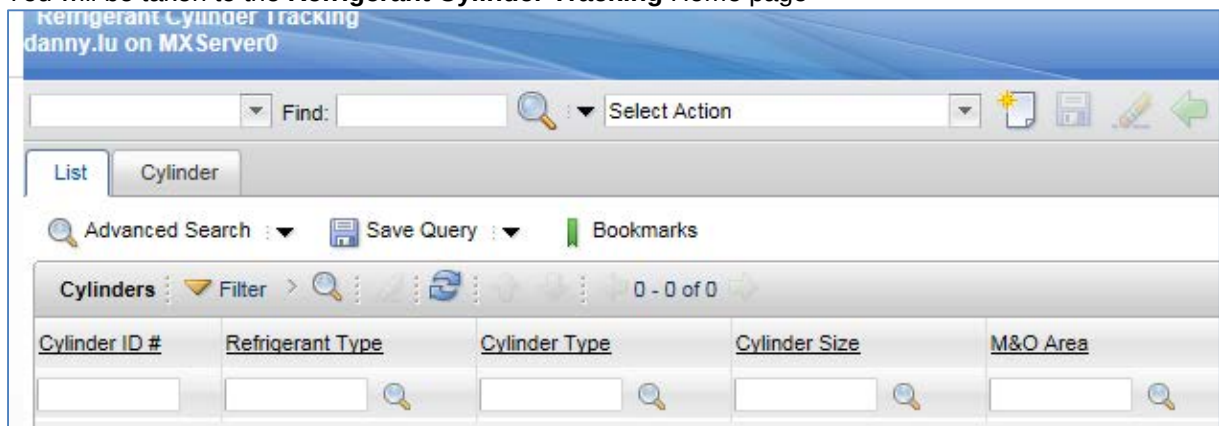


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Click on the **Go To** dropdown → **Work Orders** → **Refrigerant Cylinder Tracking**



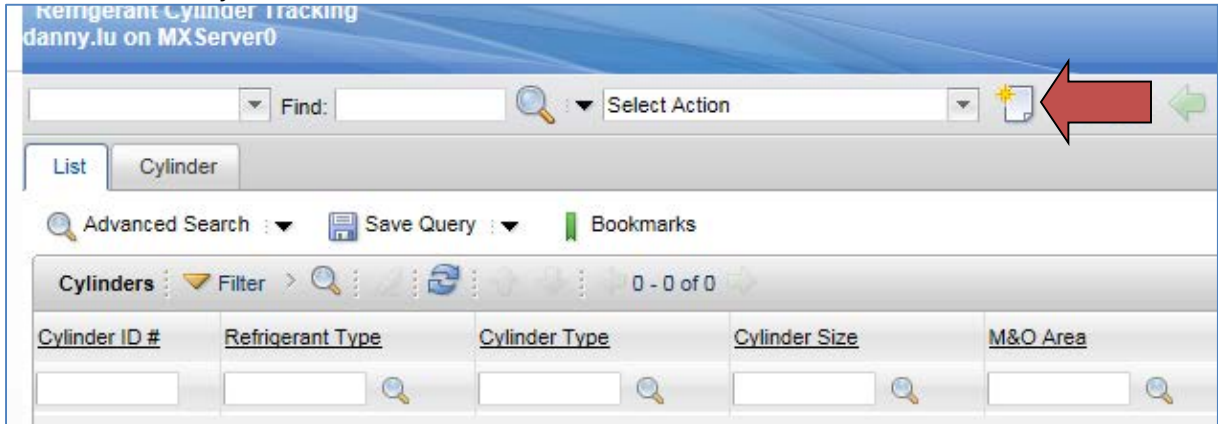
You will be taken to the **Refrigerant Cylinder Tracking** Home page





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Click on the new cylinder  icon.



Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: Select Action 

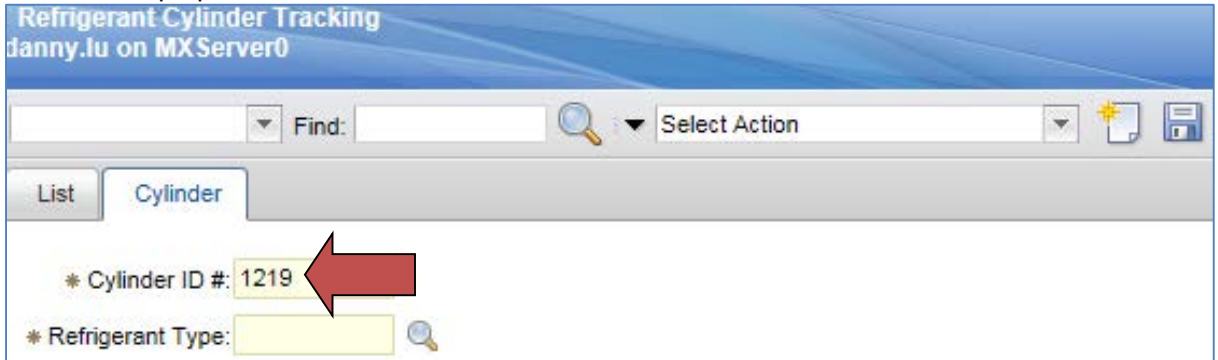
List Cylinder

Advanced Search :  Save Query :  Bookmarks

Cylinders :  Filter >     0 - 0 of 0

Cylinder ID #	Refrigerant Type	Cylinder Type	Cylinder Size	M&O Area

A new **Cylinder ID** number will appear. Mark the cylinder with the Maximo Cylinder ID number for identification purposes.



Refrigerant Cylinder Tracking
danny.lu on MXServer0

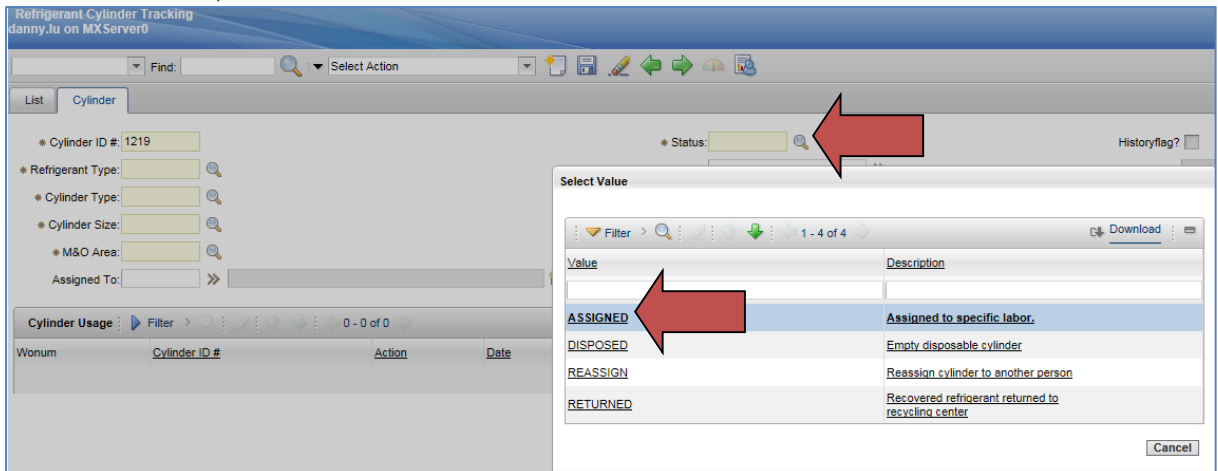
Find: Select Action  

List Cylinder

* Cylinder ID #: 1219

* Refrigerant Type:

In the **Status** field, select **ASSIGNED** from the value list.



Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: Select Action      

List Cylinder

* Cylinder ID #: 1219

* Refrigerant Type:

* Cylinder Type:

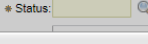
* Cylinder Size:

* M&O Area:

Assigned To:

Cylinder Usage :  Filter >     0 - 0 of 0

Worum Cylinder ID # Action Date

* Status:  Historyflag? ☐

Select Value

Value	Description
ASSIGNED	Assigned to specific labor.
DISPOSED	Empty disposable cylinder
REASSIGN	Reassign cylinder to another person
RETURNED	Recovered refrigerant returned to recycling center

Cancel



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In the **Refrigerant Type** field, select the appropriate type (22, 410A) from the value list.

The screenshot shows the 'Refrigerant Cylinder Tracking' form with the 'Cylinder' tab selected. The 'Refrigerant Type' field is highlighted with a red arrow. The 'Select Value' dropdown is open, showing a list of values: 12, 134A, 22, 401A, and 404A. The value '22' is highlighted with a red arrow.

In the **Cylinder Type** field, select **DISPOSABLE** (purchased from vendor) or **RECLAIMED** (purchased from recycling center) from the value list.

The screenshot shows the 'Refrigerant Cylinder Tracking' form with the 'Cylinder' tab selected. The 'Cylinder Type' field is highlighted with a red arrow. The 'Select Value' dropdown is open, showing a list of values: DISPOSABLE, RECLAIMED, and RECOVERY. The values 'DISPOSABLE' and 'RECLAIMED' are highlighted with red arrows. The descriptions for these values are: 'New cylinder from vendor with refrigerant' for DISPOSABLE, 'Refrigerant bought back from a Recycling Center' for RECLAIMED, and 'Cylinder to collect refrigerant to return to vendor' for RECOVERY.

Next, enter the **Cylinder Size**, **M&O Area** and the employee number of the person who you are assigning this Cylinder to in the **Assigned To** field.

The screenshot shows the 'Refrigerant Cylinder Tracking' form with the 'Cylinder' tab selected. The 'Cylinder Size' field is filled with '30', the 'M&O Area' field is filled with 'AREA-C1', and the 'Assigned To' field is filled with 'S44546'. The 'Status' field is set to 'ASSIGNED'. The 'Assigned To' field is highlighted with a red arrow.



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Next, enter the PO number that was used to purchase the cylinder in the **PO #** field.

Refrigerant Cylinder Tracking
danny.lu on MaxApp05

Find: Select Action

List Cylinder

* Cylinder ID #: 1219
* Refrigerant Type: 22
* Cylinder Type: DISPOSABLE
* Cylinder Size: 30
* M&O Area: AREA-C1
* Assigned To: 544546 >> Sanchez, Luis Fernando

* Status: ASSIGNED
* PO #: 4500018987
Condition: NEW
Required Vendor Info:
Changed Date: 1/5/16 9:17 AM
Changed By: DANNY.LU

Next, enter the values for **Received/Tare Weight (LB OZ)** and **Assigned Weight (LB OZ)**.

Bulletins: (0) Go

Status: ASSIGNED
PO #: 4500018987 >>
Condition: NEW
Required Vendor Info:
Changed Date: 11/18/15 9:09 AM
Changed By: DANNY.LU

Historyflag? ☐

* Received/Tare Weight(LB OZ): 35 * 15.00
* Assigned Weight(LB OZ): 30 * 0.00
Disposed/Returned Weight(LB OZ):
Refrigerant Usage (LB OZ):
Refrigerant Left (LB OZ): 30 0.00

Finally, enter the date that the Cylinder is assigned to the employee in the **Assigned Date** field.

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help IBM

Status: ASSIGNED
PO #: 4500018987 >>
Condition: NEW
Required Vendor Info:
Changed Date: 11/18/15 9:09 AM
Changed By: DANNY.LU

Historyflag? ☐

* Received/Tare Weight(LB OZ): 35 * 15.00
* Assigned Weight(LB OZ): 30 * 0.00
Disposed/Returned Weight(LB OZ):
Refrigerant Usage (LB OZ):
Refrigerant Left (LB OZ): 30 0.00

Attachments
Ordered Date: 8/22/13 10:43 AM
Assigned Date: 11/17/15
Disposed/Returned Date:
Entered By: DANNY.LU
Disposed By:

Click on the floppy disk to save the record.



PRINT CYLINDER TRACKING DATA COLLECTION FORM

To print the **Cylinder Tracking Data Collection Form**, click on the Select Action dropdown → **Run Reports**.

The screenshot shows the 'Refrigerant Cylinder Tracking' interface. At the top, there's a header with the title and a search bar. Below the header, there's a 'Select Action' dropdown menu. The dropdown menu is open, showing options: 'View History', 'Attachment Library/Folders', 'Duplicate Cylinder', 'Add to Bookmarks', 'Run Reports', and 'Cognos Reporting'. A red arrow points to the 'Run Reports' option. In the background, there are input fields for 'Cylinder ID #', 'Refrigerant Type', and 'Cylinder Type'.

In the **Reports** window, click on **Cylinder Tracking Data Collection Form**.

The screenshot shows the 'Reports' window. It has a title bar 'Reports' and a subtitle 'Select a report from the list, or click Create Report to create an ad hoc report.' Below the subtitle, there are two tabs: 'On Demand Reports' and 'Scheduling Status'. The 'On Demand Reports' tab is active. It shows a list of reports with columns 'Description', '1 - 3 of 3', and 'Download'. The reports listed are 'Cylinder Tracking Data Collection Form', 'Cylinder Tracking Report', and 'Employee Refrigerant Cylinder History'. A red arrow points to the 'Cylinder Tracking Data Collection Form' report. At the bottom, there are 'Create Report' and 'Cancel' buttons.

Enter the **Cylinder number** and click on the **Submit** button.

The screenshot shows the 'Request Page'. It has a title bar 'Request Page' and a subtitle 'Help Text'. Below the subtitle, there's a 'Parameters' section. It contains a text input field labeled '* Enter cylinder number:' with the value '1150'. A red arrow points to this field. Below the input field, there's a label 'Output format (pdf is default, or leave blank for web browser view):' and a dropdown menu with the value 'pdf'.



The report will appear. Click on the printer icon to print the report.



Los Angeles Unified School District

Existing Facilities
Maintenance & Operations



Refrigerant or Recovery Cylinder Tracking Report

Date Bought:	1/28/16	
Currently Assigned:	Sanchez, Luis Fernando	
Cylinder ID#:	1150	
Refrigerant Type:	R-22	
Cylinder Size:	30	
Cylinder Type:	DISPOSABLE	1 lb. = 16.00 oz.

Date	Work Order #	Cylinder Start Weight		Cylinder End Weight		Amount of Refrigerant Transferred In or Out of Cylinder		Refrigerant Left in Cylinder	
MM/DD/YYYY	XXXXXXXX	lbs.:	oz.	lbs.:	oz.	lbs.:	oz.		
		35	0.0	:	.	:	.	30	0.0
		:	.	:	.	:	.	:	.
		:	.	:	.	:	.	:	.
		:	.	:	.	:	.	:	.
		:	.	:	.	:	.	:	.
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		:	.	:	.	:	.	:	.
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		:	.	:	.	:	.	:	.
		:	.	:	.	:	.	:	.



2. HOW TO ASSIGN A RECOVERY REFRIGERANT CYLINDER

In the **Refrigerant Cylinder Tracking** application, click on the new cylinder  icon.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find:

Select Action



List

Cylinder

Advanced Search

Save Query

Bookmarks

Cylinders

Filter

0 - 0 of 0

Cylinder ID #	Refrigerant Type	Cylinder Type	Cylinder Size	M&O Area



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A new **Cylinder ID** number will appear.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List Cylinder

* Cylinder ID #: 1226
* Refrigerant Type: []
* Cylinder Type: []
* Cylinder Size: []
* M&O Area: []
Assigned To: []

* Status: []
PO #: []
Condition: []
Required Vendor Info: []
Changed Date: 11/17/15 1:03 PM
Changed By: DANNY.LU

In the **Status** field, select **ASSIGNED** from the value list.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List Cylinder

* Cylinder ID #: 1226
* Refrigerant Type: []
* Cylinder Type: []
* Cylinder Size: []
* M&O Area: []
Assigned To: []

* Status: []

Historyflag? []

Select Value

Value	Description
ASSIGNED	Assigned to specific labor.
DISPOSED	Empty disposable cylinder
REASSIGN	Reassign cylinder to another person
RETURNED	Recovered refrigerant returned to recycling center

In the **Cylinder Type** field, select the **RECOVERY** from the value list.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List Cylinder

* Cylinder ID #: 1226
* Refrigerant Type: []
* Cylinder Type: []
* Cylinder Size: []
* M&O Area: []
Assigned To: []

* Status: ASSIGNED
PO #: []

Cylinder Usage: Filter > 0 - 0 of 0

Wonum Cylinder ID # Action Date Condition

Select Value

Value	Description
DISPOSABLE	New cylinder from vendor with refrigerant
RECLAIMED	Refrigerant bought back from a Recycling Center
RECOVERY	Cylinder to collect refrigerant to return to vendor



Maximo 7.5 / Refrigerant Cylinder Tracking Guide – How to Assign/Decommission a Refrigerant Cylinder

Next, enter the **Cylinder Size**, **M&O Area** and the employee number of the person who you are assigning this Cylinder to in the **Assigned To** field.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List Cylinder

* Cylinder ID #: 1226

Refrigerant Type: []

* Cylinder Type: RECOVERY

* Cylinder Size: 30

* M&O Area: AREA-C1

* Assigned To: 544546 >> Sanchez, Luis Fernando

* Status: ASSIGNED

PO #: [] >>

Condition: []

* Required Vendor Info: []

Changed Date: 11/17/15 1:03 PM

Changed By: DANNY.LU

Next, in the **Required Vendor Info** field, enter the vendor's cylinder ID number; if this number does not exist, input the Maximo Cylinder ID number.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List Cylinder

* Cylinder ID #: 1226

Refrigerant Type: []

* Cylinder Type: RECOVERY

* Cylinder Size: 30

* M&O Area: AREA-C1

* Assigned To: 544546 >> Sanchez, Luis Fernando

* Status: ASSIGNED

PO #: [] >>

Condition: []

* Required Vendor Info: 1226

Changed Date: 11/17/15 1:04 PM

Changed By: DANNY.LU

Next, enter the values for **Received/Tare Weight (LB OZ)** and **Assigned Weight (LB OZ)**.

Bulletins: (0) Go

* Status: ASSIGNED

PO #: [] >>

Condition: []

* Required Vendor Info: []

Changed Date: 11/18/15 9:09 AM

Changed By: DANNY.LU

Historyflag? []

* Received/Tare Weight(LB OZ): 12 * 15.00

* Assigned Weight(LB OZ): 0 * 0.00

Disposed/Returned Weight(LB OZ): [] []

Refrigerant Usage (LB OZ): [] []

Refrigerant Left (LB OZ): 0 0.00



Finally, enter the date that the Cylinder is assigned to the employee in the **Assigned Date** field.

Buttons: Go To, Reports, Start Center, Profiles, Sign Out, Help

Fields:

- Status: ASSIGNED
- PO #: []
- Condition: []
- Required Vendor Info: []
- Changed Date: 11/18/15 9:09 AM
- Changed By: DANNY.LU
- Historyflag? []
- Received/Tare Weight(LB OZ): 12 / 15.00
- Assigned Weight(LB OZ): 0 / 0.00
- Disposed/Returned Weight(LB OZ): [] / []
- Refrigerant Usage (LB OZ): []
- Refrigerant Left (LB OZ): 0 / 0.00
- Attachments: []
- Ordered Date: []
- Assigned Date: 11/17/15
- Disposed/Returned Date: []
- Entered By: []
- Disposed By: []

Click on the floppy disk  to save the record.

PRINT CYLINDER TRACKING DATA COLLECTION FORM

To print the **Cylinder Tracking Data Collection Form**, click on the Select Action dropdown → **Run Reports**.

Refrigerant Cylinder Tracking
lanny.lu on MaxApp04

Find: []

Select Action

- View History
- Attachment Library/Folders
- Duplicate Cylinder
- Add to Bookmarks
- Run Reports**
- Cognos Reporting

Cylinder ID #: 1150

Refrigerant Type: R-22

Cylinder Type: DISPOSABLE

In the **Reports** window, click on **Cylinder Tracking Data Collection Form**.

Reports

Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports | Scheduling Status

Reports to Run: Filter > [] 1 - 3 of 3 Download

Description
Cylinder Tracking Data Collection Form
Cylinder Tracking Report
Employee Refrigerant Cylinder History

Create Report Cancel



Maximo 7.5 / Refrigerant Cylinder Tracking Guide – How to Assign/Decommission a Refrigerant Cylinder

Enter the **Cylinder number** and click on the **Submit** button.

Request Page

Help Text

Parameters

* Enter cylinder number:

Output format (pdf is default, or leave blank for web browser view):

The report will appear. Click on the printer icon to print the report.

Los Angeles Unified School District Existing Facilities Maintenance & Operations

Refrigerant or Recovery Cylinder Tracking Report

Date Bought: 12/1/14
Currently Assigned: Damas, Julian
Cylinder ID#: 1126
Refrigerant Type:
Cylinder Size: 50
Cylinder Type: RECOVERY 1 lb. = 16.00 oz.

Date	Work Order #	Cylinder Start Weight	Cylinder End Weight	Amount of Refrigerant Transferred In or Out of Cylinder	Refrigerant Left in Cylinder
MM/DD/YYYY	XXXXXXXX	lbs.: oz.	lbs.: oz.	lbs.: oz.	50 0.0
		10 0.0	: -	: -	: -
		: -	: -	: -	: -
		: -	: -	: -	: -
		: -	: -	: -	: -
		: -	: -	: -	: -
		: -	: -	: -	: -
		: -	: -	: -	: -
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		: -	: -	: -	: -
		: -	: -	: -	: -
		: -	: -	: -	: -

DATE	TRANSFERRING TO CYLINDER #	RECOVERY UNIT ID #	CYLINDER START WEIGHT	CYLINDER END WEIGHT	AMOUNT TRANSFERRED TO RECOVERY CYLINDER	AMOUNT LEFT IN CYLINDER
			: -	: -	: -	: -

When Refrigerant Cylinder is Empty and Properly Disposed of, or When Recovery Cylinder is Turned in, Sign, Date and Turn in Form

Date: _____ Signature: _____

Feb 2, 2016 1:22 PM Page 1 of 1



3. HOW TO DECOMMISSION A DISPOSABLE OR RECLAIMED REFRIGERANT CYLINDER

Note: You can only decommission a disposable or reclaimed cylinder when the Refrigerant Left is at 0.00 LB OZ.

Go to the Cylinder record. In the **Status** field, change the status to **DISPOSED**.

The screenshot shows the 'Refrigerant Cylinder Tracking' application. On the left, a cylinder record is displayed with details: Cylinder ID # 1219, Refrigerant Type 22, Cylinder Type DISPOSABLE, Cylinder Size 30, M&O Area AREA-C1, and Assigned To Sanchez, Luis Fernando. The 'Status' field is currently set to 'ASSIGNED'. A red arrow points to the 'Status' dropdown menu, which is open, showing a list of options: ASSIGNED, DISPOSED, REASSIGN, and RETURNED. Another red arrow points to the 'DISPOSED' option in the list. The 'Description' for 'DISPOSED' is 'Empty disposable cylinder'.

Enter the date the cylinder was disposed in the **Disposed/Returned Date:** field.

The screenshot shows the 'Refrigerant Cylinder Tracking' application with the status changed to 'DISPOSED'. A red arrow points to the 'Disposed/Returned Date' field, which is currently empty. The 'Assigned Date' is 11/17/15. The 'Disposed/Returned Date' is 11/17/15. The 'Entered By' is DANNY LU. The 'Disposed By' is DANNY LU. The 'Refrigerant Left (LB OZ)' is 0.00.

Click on the floppy disk  to save the record.

NOTE: If the disposable or reclaimed cylinder has refrigerant left, the remaining ounces left in the cylinder must be transferred into a recovery cylinder. Each Area should have a recovery machine and tank set up in a shop in order to make these transfers. This transfer will be logged as follows:

Example, the Cylinder below still has 11 ounces of refrigerant left.

The screenshot shows the 'Refrigerant Cylinder Tracking' application with a cylinder record for Cylinder ID # 1100. The status is 'ASSIGNED'. The 'Refrigerant Type' is 22, 'Cylinder Type' is RECLAIMED, 'Cylinder Size' is 30, 'M&O Area' is AREA-C1, and 'Assigned To' is Eblan, Donald M. The 'Refrigerant Left (LB OZ)' is 11.00. A red arrow points to the 'Refrigerant Left (LB OZ)' field, which is 11.00.



Maximo 7.5 / Refrigerant Cylinder Tracking Guide – How to Assign/Decommission a Refrigerant Cylinder

To transfer the remaining 11 ounces of refrigerant out of the cylinder, in the Cylinder record, under the **Refrigerant Transferred Out of Cylinder XXXX** section, click on the **Add** button.

The screenshot shows the 'Refrigerant Transferred Out of Cylinder 1100' section. The table has columns: To Cylinder ID #, Transfer Date, RR UNIT #, From Cylinder Start Lb, From Cylinder Start Oz, From Cylinder Finish Lb, From Cylinder Finish Oz, and Transferred Oz. A red arrow points to the 'Add' button at the bottom right of the table.

A new row will appear.

The screenshot shows the 'Refrigerant Transferred Out of Cylinder 1100' section. A new row is visible in the table with the following columns: To Cylinder ID #, Transfer Date, RR UNIT #, From Cylinder Start Lb, From Cylinder Start Oz, From Cylinder Finish Lb, From Cylinder Finish Oz, and Transferred Oz.

Enter the recovery cylinder ID in the **To Cylinder ID #** field.

The screenshot shows the 'Refrigerant Transferred Out of Cylinder 1100' section. The 'To Cylinder ID #' field is populated with '1047'. A red arrow points to the 'To Cylinder ID #' field.

Next, enter the following fields:

- Transfer Date
- RR (Recovery/Recycling) Unit #
- From Cylinder Start LB
- From Cylinder Start OZ
- From Cylinder Finish LB
- From Cylinder Finish OZ

The screenshot shows the 'Refrigerant Transferred Out of Cylinder 1100' section. Red arrows point to the following fields: Transfer Date (12/13/15), RR UNIT # (1111), From Cylinder Start Lb (5), From Cylinder Start Oz (11.00), From Cylinder Finish Lb (5), and From Cylinder Finish Oz (0.00).



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The **Refrigerant Left (LB OZ)** field will update to zero when all remaining refrigerants have been transferred out.

Refrigerant Cylinder Tracking
danny.lu on MX Server

Find: [] Select Action [] 0.016

List Cylinder

Cylinder ID #: 1100
Refrigerant Type: 22
Cylinder Type: RECLAIMED
Cylinder Size: 30
M&O Area: AREA-C1
Assigned To: 813136 Eblan, Donald M

Status: ASSIGNED
PO #: []
Condition: []
Required Vendor Info: []
Changed Date: 12/14/15 1:17 PM
Changed By: DANNY.LU

Historyflag? []

Received/Tare Weight(LB OZ): 35 0.00
Assigned Weight(LB OZ): 30 0.00
Disposed/Returned Weight(LB OZ): [] []
Refrigerant Usage (LB OZ): 30 0.00
Refrigerant Left (LB OZ): 0 0.00

Refrigerant Transferred Out of Cylinder 1100: 1 - 1 of 1

To Cylinder ID #	Transfer Date	RR UNIT #	From Cylinder Start Lb	From Cylinder Start Oz	From Cylinder Finish Lb
1047	12/13/15	1111	5	11.00	5

Click on the floppy disk to save the record.

In the **Status** field, change the status to **DISPOSED**.

Refrigerant Cylinder Tracking
danny.lu on MX Server

Find: [] Select Action [] 0.016

List Cylinder

Cylinder ID #: 1100
Refrigerant Type: 22
Cylinder Type: RECLAIMED
Cylinder Size: 30
M&O Area: AREA-C1
Assigned To: 813136 Eblan, Donald M

Status: ASSIGNED
Historyflag? []

Select Value

Value	Description
ASSIGNED	Assigned to specific labor.
DISPOSED	Empty disposable cylinder
REASSIGN	Reassign cylinder to another person
RETURNED	Recovered refrigerant returned to recycling center

Enter the date the cylinder was disposed in the **Disposed/Returned Date:** field.

Refrigerant Cylinder Tracking
danny.lu on MX Server

Find: [] Select Action [] 0.016

List Cylinder

Cylinder ID #: 1100
Refrigerant Type: 22
Cylinder Type: RECLAIMED
Cylinder Size: 30
M&O Area: AREA-C1
Assigned To: 813136 Eblan, Donald M

Status: DISPOSED
Historyflag? []
Vendor Owned? []

PO #: []
Condition: []
Required Vendor Info: []
Changed Date: 12/14/15 1:29 PM
Changed By: DANNY.LU

Received/Tare Weight(LB OZ): 35 0.00
Assigned Weight(LB OZ): 30 0.00
* Disposed/Returned Weight(LB OZ): 0 0.00
Refrigerant Usage (LB OZ): 30 0.00
Refrigerant Left (LB OZ): 0 0.00

Ordered Date: []
Assigned Date: 6/12/14
* Disposed/Returned Date: 12/13/15
Entered By: []
Disposed By: DANNY.LU

Click on the floppy disk to save the record.



4. HOW TO DECOMMISSION A RECOVERY REFRIGERANT CYLINDER

Note: You must process the return of the refrigerant to the Refrigerant Recovery Company first and wait to see if you will be billed for services before decommissioning the cylinder in Maximo.

Go to the Cylinder record. In the **Status** field, change the status to **RETURNED**.

The screenshot shows the 'Refrigerant Cylinder Tracking' window for cylinder ID 1226. The 'Status' field is currently set to 'ASSIGNED'. A red arrow points to the 'Status' field. Another red arrow points to the 'RETURNED' option in the 'Select Value' dropdown menu. The dropdown menu also shows other options: 'ASSIGNED' (Assigned to specific labor), 'DISPOSED' (Empty disposable cylinder), and 'REASSIGN' (Reassign cylinder to another person). The 'RETURNED' option is described as 'Recovered refrigerant returned to recycling center'.

Enter type of refrigerant that has been recovered in the **Refrigerant Type** field.

The screenshot shows the 'Refrigerant Cylinder Tracking' window for cylinder ID 1226. The 'Refrigerant Type' field is currently empty. A red arrow points to the 'Refrigerant Type' field. Another red arrow points to the '12' option in the 'Select Value' dropdown menu. The dropdown menu also shows other options: '134A' and '22'.



Maximo 7.5 / Refrigerant Cylinder Tracking Guide – How to Assign/Decommission a Refrigerant Cylinder

If the Refrigerant Recovery Company is billing for recovery of the refrigerant, enter the Purchase Order number that was generated to process the return in the **PO #** field. If not, leave the **PO #** field blank.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List [] Cylinder []

Cylinder ID #: 1226

* Refrigerant Type: 22

* Cylinder Type: RECOVERY

* Cylinder Size: 30

* M&O Area: AREA-C1

Assigned To: 544546 >> Sanchez, Luis Fernando

* Status: RETURNED

* PO #: 4500097493

* Condition: []

* Required Vendor Info: 1226

Changed Date: 11/17/15 1:03 PM

Changed By: DANNY.LU

Enter the appropriate condition of the refrigerant in the **Condition** field. If the condition is contaminated, select **CONTAMINATED**, if not or unknown, select **RECOVERED**.

Refrigerant Cylinder Tracking
danny.lu on MXServer0

Find: [] Select Action []

List [] Cylinder []

Cylinder ID #: 1226

* Refrigerant Type: 22

* Cylinder Type: RECOVERY

* Cylinder Size: 30

* M&O Area: AREA-C1

Assigned To: 544546 >> Sanchez, Luis Fernando

* Status: RETURNED

* PO #: 4500097493

* Condition: []

Received/Tare Weight(LB OZ): []

Assigned Weight(LB OZ): []

Historyflag? []

Select Value

Filter [] 1 - 6 of 6

Value	Description
CONTAMINATED	
GOOD	
NEW	
RECLAIMED	
RECOVERED	
RECYCLED	

Cancel

Enter the date the cylinder was returned in the **Disposed/Returned Date** field.

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help IBM

* Status: RETURNED

* PO #: 4500097493

* Condition: CONTAMINATED

* Required Vendor Info: A12345

Changed Date: 11/17/15 1:03 PM

Changed By: DANNY.LU

Historyflag? []

Received/Tare Weight(LB OZ): 0 0.00

Assigned Weight(LB OZ): 0 0.00

* Disposed/Returned Weight(LB OZ): 0 0.00

Refrigerant Usage (LB OZ): []

Refrigerant Left (LB OZ): 0 0.00

Attachments

Ordered Date: 9/30/14 12:21 PM

Assigned Date: 11/17/15

* Disposed/Returned Date: 11/17/15

Entered By: DANNY.LU

Disposed By: DANNY.LU

Click on the floppy disk to save the record.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), or John Herweg (john.herweg@lausd.net / 213-241-1127).