

Hello,

Starting next week we will be moving all Segway's down to one consolidated area in Engineering (Jose Flores area) where all Segway's will be housed and maintained. If you have a reason for a Segway use you will put in a Segway request (found on the extranet resource page)

<http://denversmg.com/>

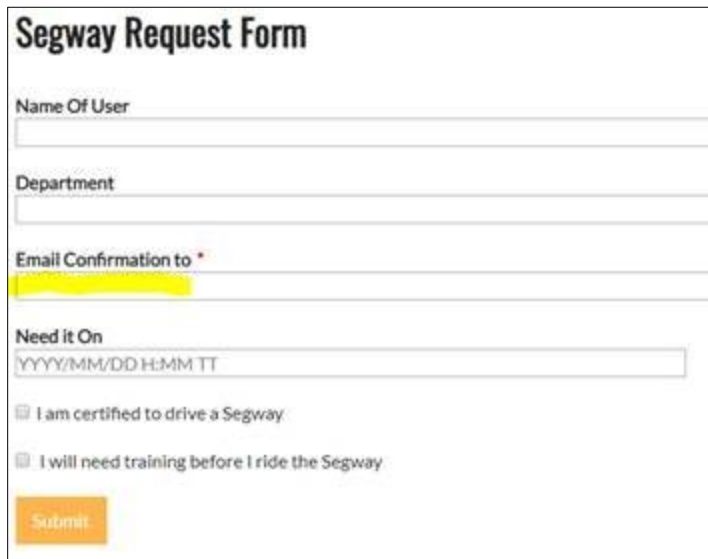
<http://denversmg.com/segway-request-form/>

The information required for a request are:

Name of User
Department
Email
Start date of needing it and End date
Are you certified to ride or if you need training prior to use

That request will be approved or not based on how many we have on hand for use and reason. You will do a visual check of equipment when checking out and then again when turning it in, if you have damage or issues that will be addressed at that time and may affect future ability to use. In the next two days please have all departments bring the Segway's down to Jose for storage to begin this program.

One additional note – the email confirmation must be filled out by a valid email, if you do not have a company email please use your manager or supervisor email and let them know you are putting in a request.



The screenshot shows a web form titled "Segway Request Form". It contains the following fields and options:

- Name Of User**: A text input field.
- Department**: A text input field.
- Email Confirmation to ***: A text input field with a yellow highlight.
- Need it On**: A date and time input field with the placeholder "YYYY/MM/DD:HMM TT".
- I am certified to drive a Segway
- I will need training before I ride the Segway
- Submit**: An orange button.

Thank you ahead of time for your cooperation.

Joe McCullough
Director of Operations



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