



Facility Maintenance Workorder Request

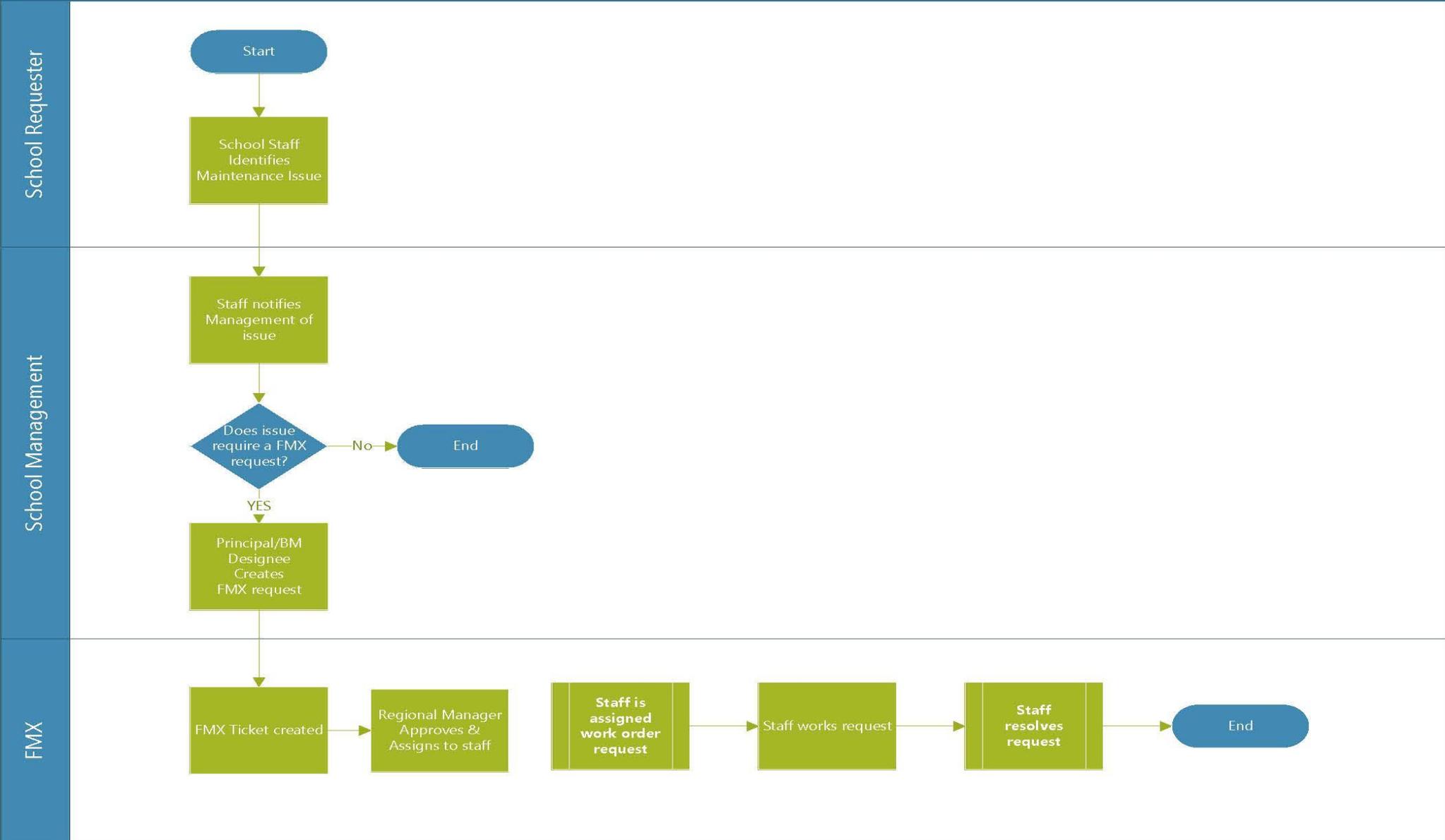
Maintenance request from schools





School Maintenance Request Process

School FMX request creation process





Accessing GoFMX



Log in

↔] Log in

↔] Log in with SSO

 © 2024 FMX | [Terms](#) | [Privacy](#)

GoFMX url → <https://apsk12.gofmx.com/>



Log in

↔ Log in

↔ Log in with SSO

Login via SSO



Calendar

Facility Services
Warehouse Requests

Logistics Warehouse
Requests

Maintenance Requests

Inventory

Help & Updates

My Logs

Calendar

New request

0

AH

June 2024

< > TODAY Month

Search calendar Saved Filter Legend Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Your facility

All day
10439544 - carpet replacerr
North Atlanta High School F



Calendar

Facility Services
Warehouse Requests

Logistics Warehouse
Requests

Maintenance Requests

Inventory

Help & Updates

My Logs

Calendar

New request

0

AH

June 2024

< > TODAY Month

Search calendar Saved Filter Legend Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

All day
10439544 - carpet replacerr
North Atlanta High School F

To view deals
Click on Request

 **10439544 - carpet replacement**



STATUS Pending Regional Manager - MRs/PMs approver/assigner's approval

 Respond

 More



Alvin Husbands opened this request

June 12, 2024 @ 9:55 AM

 Edit

- Request type** General Maintenance
- Request** carpet replacement
- Building** North Atlanta High School Facility
- Location** main office
- Priority** Routine
- Notes** -
- Additional Comments** Carpet needs to be replaced.
Carpet is torn and is OHSa concern
- Cluster** North

Request status



Calendar

Facility Services
Warehouse Requests

Logistics Warehouse
Requests

Maintenance Requests

Inventory

Help & Updates

My Logs

Maintenance Requests

New request



Name	Building	Type	Opened	Status	Assigned users	Resolved
10439544 - carpet replacement	North Atlanta High School Facility	General Maintenance	Wed, Jun 12, 2024, 9:55am	Pending Regional Manager - MRs/PMs approver/assigner's approval	ds Daniel Smith and 4 others	-

Request status

A large, white, brushstroke-style graphic that resembles a torn piece of paper or a hand-drawn shape, centered on a light gray background. The edges are irregular and feathered, giving it a hand-painted appearance.

Creating Maintenance Request in GoFMX



Calendar

Facility Services
Warehouse Requests

Logistics Warehouse
Requests

Maintenance Requests

Inventory

Help & Updates

My Logs

Calendar

June 2024

TODAY Month

New request

0

AH

Search calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Create a maintenance for
your facility

All day
10439544 - carpet replacem
North Atlanta High School F

New request



-  Facility Services Warehouse request
-  Logistics Warehouse request
-  Maintenance request


Legend

Select Maintenance Request

New Maintenance Request

Maintenance Requests > New

* Are required fields

Select Request Type

Request

* Request type: Keys/Doors

* Request: Desk Key

* Building: North Atlanta High School Facility

* Location: main office

* Priority: Routine

Recipient Name: Staff member's name

Recipient Email Address: Email Address

Recipient Phone Number: Phone number

* Type of Key Request: Lost Key

Notes: [Empty text area]

Additional Comments: [Empty text area]

Verify your facility is correct!!

Point of Contact information

New Maintenance Request

Settings

Maintenance Requests > New

Additional Comments

[A Formatting guide](#) [Show preview](#)

Cluster

Facility

Problem Code

Property

Request Description

Status (Migrated Data Only)

Attachments 

Additional description of issue

Submit request

Select Cluster

Submit

Back

Request Number

Calendar

June 2024 ▾



TODAY

Month ▾



Success! 🗝️ 10440025 - Desk Key has been created.

Search calendar



 Saved

 Filter

Calendar

New request

0

AH

June 2024

< > TODAY Month

Success! 10440025 - Desk Key has been created.

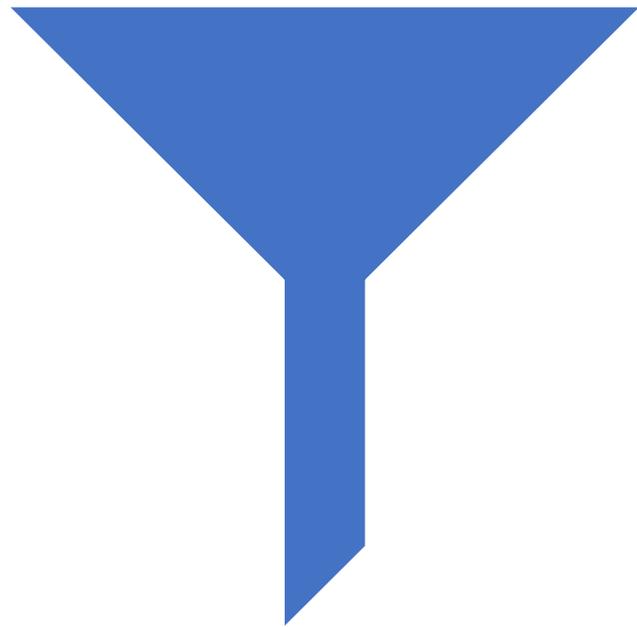
Search calendar [magnifying glass icon] Saved Filter Legend Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Request Submitted

Estimated completion Date (5 Business days)

- All day 10439544 - carpet replacem North Atlanta High School F
- All day 10440025 - Desk Key North Atlanta High School F



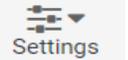
Creation and Use of Filters

All maintenance request

Maintenance Requests

New request

26

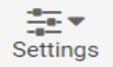


<input type="checkbox"/>	Name	Building	Type	Opened	Due	Status	Cost	Assigned users	Resolved		
<input type="checkbox"/>	9223129 - test	Campbell Elementary Facility	Electrical	Thu, Mar 23, 2023, 2:14pm	Fri, Mar 24, 2023	Pending finalization	-	RP Rudy Parsons	Thu, Apr 13, 2023, 2:19pm	RP Par	
<input type="checkbox"/>	9223130 - CHAIRS	Campbell Elementary Facility	Parts - In Stock	Thu, Mar 23, 2023, 2:48pm	Tue, Mar 21, 2023	Finalized	-	BK Brian Knowles	Sat, Apr 22, 2023, 10:54am	DC Coc	
<input type="checkbox"/>	9223131 - 18270478 - CUSTODIAL - CLEANING SUPPLIES	Springdale Park Elementary Facility	Custodial	Mon, May 1, 2023, 12:00pm	Wed, May 31, 2023	Finalized	-	-	Mon, Sep 18, 2023, 7:50am	DC Coc	
<input type="checkbox"/>	9223132 - 18271543 - Front	Deerwood Academy Facility	Carpentry	Thu, May 11, 2023, 12:00pm	Sat, Jun 10,	Pending assignment	-	-	-	-	

Maintenance Requests

New request

26



<input type="checkbox"/>	Name	Building	Type	Opened	Due	Status	Cost	Assigned users	Resolved		
<input type="checkbox"/>	9223129 - test	Campbell Elementary Facility	Electrical	Thu, Mar 23, 2023, 2:14pm	Fri, Mar 24, 2023	Pending finalization	-	Rudy Parsons	Thu, Apr 13, 2023, 2:19pm	Par	
<input type="checkbox"/>	9223130 - CHAIRS	Campbell Elementary Facility	Parts - In Stock	Thu, Mar 23, 2023, 2:48pm	Tue, Mar 21, 2023	Finalized	-	Brian Knowles	Sat, Apr 22, 2023, 10:54am	Coc	
<input type="checkbox"/>	9223131 - 18270478 - CUSTODIAL - CLEANING SUPPLIES	Springdale Park Elementary Facility	Custodial	Mon, May 1, 2023, 12:00pm	Wed, May 31, 2023	Finalized	-	-	Mon, Sep 18, 2023, 7:50am	Coc	
<input type="checkbox"/>	9223132 - 18271543 - Front	Deerwood Academy Facility	Carpentry	Thu, May 11, 2023, 12:00pm	Sat, Jun 10,	Pending assignment	-	-	-	-	

Maintenance Requests

Search [] Saved Filter Clear

Filters [X]

Status
Not filtered

Workflow status
 Active On hold

Building
Not filtered

Assigned to
Not filtered

Ownership
 Following Internal
 Mine Outsourced

Request type
Not filtered

Custom fields Any All
Not filtered

Equipment
Not filtered

Location
Not filtered

Save filter **Clear filter**

<input type="checkbox"/>	10140558 -	Center for Learning and	Floor Tile	Thu, Feb 22, 2024,
	Replace floor tile			0:16am

Request status

Facility Name

Assignment

Maintenance Requests

Search [] Saved Filter Clear

Filters [X]

Status
Not filtered

Workflow status
 Active On hold

Building
Not filtered

Assigned to
Not filtered

Ownership
 Following Internal
 Mine Outsourced

Request type
Not filtered

Custom fields Any All
Not filtered

Equipment
Not filtered

Location
Not filtered

Save filter **Clear filter**

<input type="checkbox"/>	10140558 -	Center for Learning and	Floor Tile	Thu, Fe
	Replace floor tile			21 00:16am

Maintenance Requests

Search [] Saved Filter Clear

Filters

Mine Outsourced

Request type
Not filtered

Custom fields Any All
Not filtered

Equipment
Not filtered

Location
Not filtered

Created date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Due date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Resolved date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Save filter **Clear filter**

<input type="checkbox"/>	10140558 -	Center for Learning and Leadership Facility	Floor Tile	Thu, Feb 22, 2024, 12:05pm
--------------------------	------------	---	------------	----------------------------

Creation Date filter

Resolved Date filter

Showing 1-8 of 8 records

To save your filter

Maintenance Requests

Search [] Saved Filter Clear

Filters [X]

Mine Outsourced

Request type
Not filtered

Custom fields Any All
Not filtered

Equipment
Not filtered

Location
Not filtered

Created date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Due date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

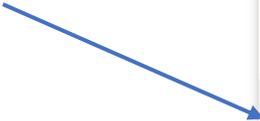
Resolved date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Save filter **Clear filter**

<input type="checkbox"/>	10140558 -	Center for Learning and Leadership Facility	Floor Tile	Thu, Feb 22, 2024, 12:05pm
--------------------------	------------	---	------------	----------------------------

Showing 1-8 of 8 records

Click Save Filter



Maintenance Requests

Search [] Saved Filter Clear

Filters [X]

Mine Outsourced

Request type
Not filtered

Custom fields Any All
Not filtered

Equipment
Not filtered

Location
Not filtered

Created date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Due date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

Resolved date
m/d/yyyy to m/d/yyyy
All time Past year Past month Past week Today

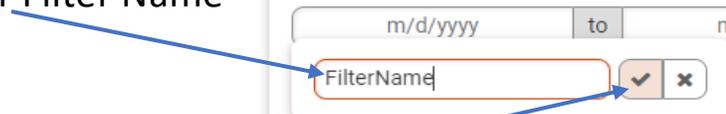
[✓] [X]

Save filter **Clear filter**

<input type="checkbox"/>	10140558 -	Center for Learning and Leadership Facility	Floor Tile	Thu, Feb 22, 2024, 12:05pm
--------------------------	------------	---	------------	----------------------------

Showing 1-8 of 8 records

Enter Filter Name



Click Check to save



Saved filter

List of saved filters under profile

Maintenance Requests

Search bar with icons for Saved, Filter, and Clear.

Ownership: M

<input type="checkbox"/> Name	<input checked="" type="radio"/> FilterName	<input type="checkbox"/> FilterName	Opened	Due	Status	Cost
<input type="checkbox"/> 923891 test	<input type="radio"/> Test1	<input type="radio"/> Test2	ed, Oct 18, 2023, 3:02pm	Thu, Oct 19, 2023	Pending resolution	-

Facility