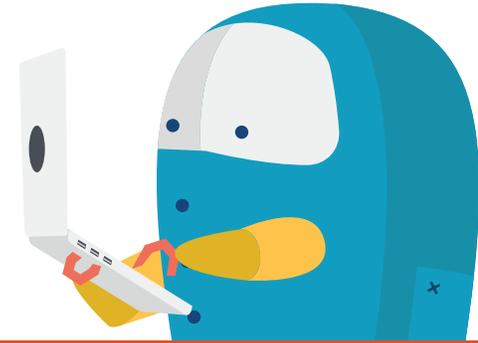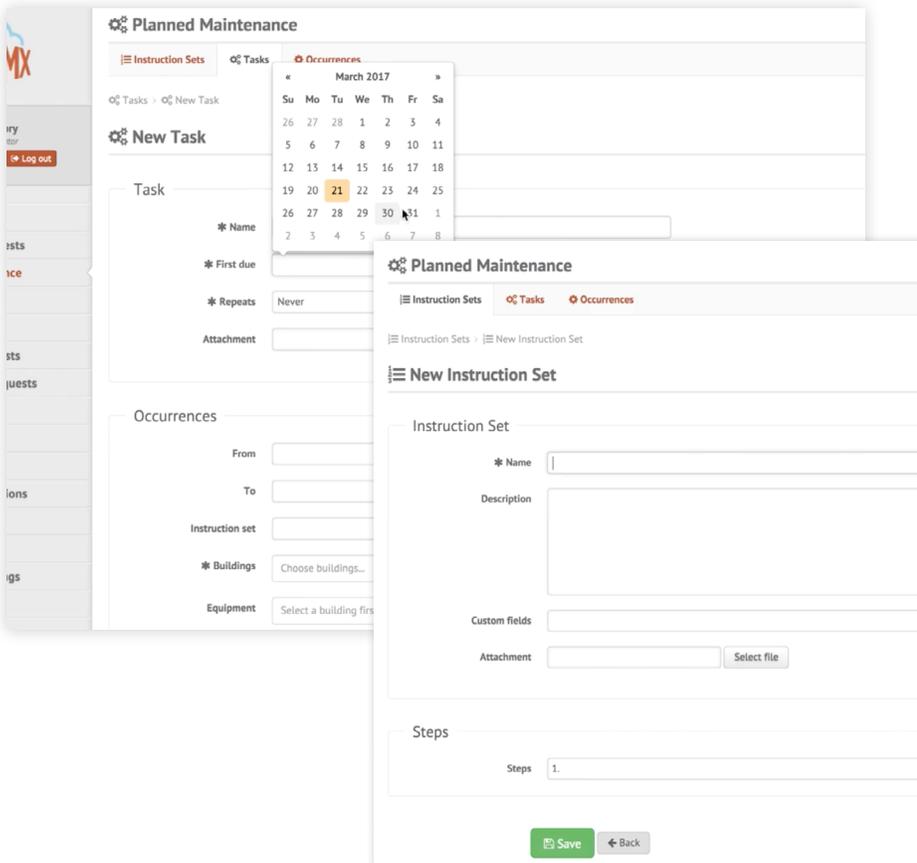# Build your best preventive maintenance plan with the FMX Planned Maintenance module

It's no secret that practicing regular preventive, or "planned" maintenance, can help prolong the life of your equipment, keep energy costs low, reduce downtime, decrease maintenance requests, and prevent costly emergency repairs. But for many facilities managers it can be difficult and time consuming to develop and follow a maintenance plan. Just keeping track of each filter change and fire alarm test can seem like a pipe dream, let alone scheduling adequate time to prepare for audits.

Facilities management software like FMX can help take the hard work out of planned maintenance by providing you with a central place to:

- Schedule planned maintenance and janitorial tasks
- Keep up to date with required inspections and audits
- Prioritize tasks based on need

- View each and every task your team members are working on
- Store important documents and other information
- Keep track of time and money spent

Benefits of FMX

- Easy to use
- Tailored to your needs
- Unlimited:
  + Information storage
  + Requesting and vendor users
  + Lifetime customer support
- Accessible from anywhere on any internet-enabled device
- Import and export your data at any time

What customers are saying

"The software is an easy-to-use system for running our CBRF [Community-Based Residential Facility] facilities. It has helped us coordinate and manage our planned maintenance requests with ease. The support staff at FMX has been a huge help with getting us set up and answering questions whenever they come up."

–Teresa Thiele
ElderSpan Management LLC

What can you do with the FMX Planned Maintenance module?

Plan tasks in advance: FMX allows you to schedule planned maintenance tasks days, weeks, months, or even years in advance.

Schedule recurring tasks: You can set tasks to repeat daily, weekly, monthly, quarterly, and more. You can also set fixed due dates for each subsequent occurrence or have them vary by last completion date.

Assign tasks and set due dates for your staff and outside vendors. If you decide later that you want to change the due date for a task, all you have to do is select the task on the calendar and drag and drop it to a different day.

Keep your team on track through automatic notifications. Your maintenance team will know immediately when they are assigned to a planned maintenance task. You can also use FMX to send out reminders before planned maintenance tasks are due and when they are overdue.

Create step-by-step instructions for common planned maintenance tasks. Assignees must check off each step before they can close out a task. You can also give assignees the option to record their progress on a task and then close it out at a later time.

View your daily schedule: With FMX's simple calendar display, you and your staff will always know what you need to accomplish that day.

View the status of each task right on the calendar. Upcoming, due, and overdue tasks can be color coded to your preference.

Set user permissions: FMX makes it easy to define each user's role and what they are allowed to view and change in your system.

Communicate directly with vendors by adding them as users in FMX. You can assign them tasks, set due dates, and exchange information about a task all through FMX.

Upload photo and file attachments: Use photos to easily identify equipment items and their locations or provide context for tasks. You can also store important documents such as operating manuals, inspection forms, and warranty information.

Log worker hours and calculate costs associated with the labor and inventory for each planned maintenance task.

Compile reports and view interactive dashboards: FMX's reporting feature can assist you with audit preparation and budget planning. You can view total costs by equipment type (i.e. HVAC), total costs per building, total costs of tasks completed each month, the number of tasks resolved, the number of tasks pending resolution, and much more.

Learn more about FMX

Schedule a demo
gofmx.appointlet.com

Watch pre-recorded demos
promo.gofmx.com/fmx-recorded-demo-videos/

Sign up for a free trial
gofmx.com/free-trial

Request a quote
gofmx.com/pricing/quote

Facilities Management eXpress

800 Yard Street,
Grandview Heights, OH 43212

1 (844) 664-4400 | gofmx.com

sales@gofmx.com