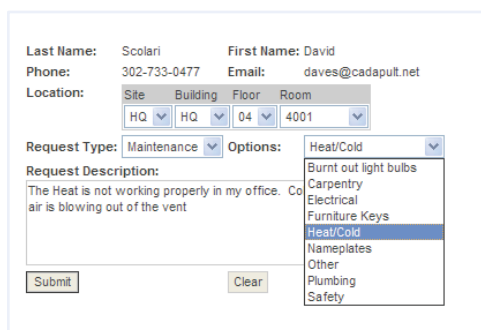# Web Daily Maintenance & Facilities Request Manager

Daily Maintenance & Facilities Requests

A centralized web-based request environment allows users to submit daily facility requests to the appropriate facilities managers and technicians for workflow processing and approvals. The capability of displaying the workload in a daily, weekly, or monthly calendar-based view assures prompt attention and diminishes missed task assignments.

Some typical uses of this system are maintenance, janitorial, and equipment moves and space requests. Its open architecture allows your company to add easily as many different request categories as needed, along with the type of request option. As shown, these categories and dropdown options become available for general staff to select, expediting the forwarding of requests appropriately. The automated forwarding of requests to a facility request manager or directly to a technician ensures prompt attention and efficiency in all aspects of the process.
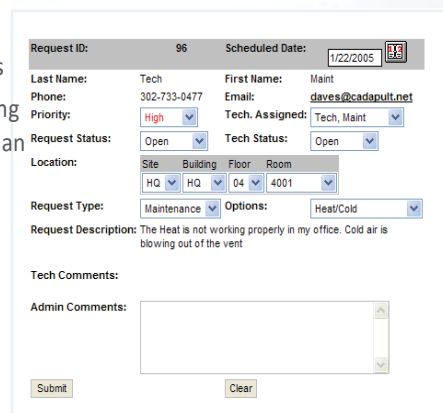
Comprehensive Functionality in Facility Request Management

Use of a web browser and or mobile device centralizes the management process by granting technicians, managers, and contractors easy access to maintenance calendars, schedules, and reports; eliminating the paper trail; and ensuring proactive planning and timely response to maintenance issues.

- Automated Workflow Process

- User-definable Request Categories and Options that allow for unlimited scenarios and eliminate the need for purchasing multiple or different systems with similar purposes.

- Daily, Weekly, and Monthly Calendar views for managers to assign workload tasks and for technicians to complete them.

- Priority Status assignment and automatic rollover of past due-open task assignments

- Integration with the CADapult FM Preventative Maintenance application, consolidating both daily facility requests and preventative maintenance workload assignments into an all-in-one calendar view.

- Task Time Tracking and Response Time Reports allow for better analysis and improved performance.

- Dynamic web-based Search Matrix and Reporting.

- Integration with the CADapult FM Meeting Facilitator application for automatic notification when an alternate room reconfiguration is requested.