

## FMX PROCEDURES

How - To Guide



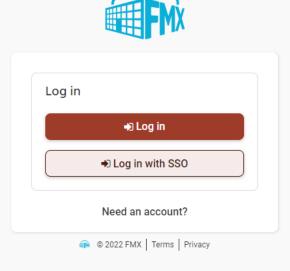


- Centralizes all Facilities/Property Work Orders, as well as Safety and Security,
  Transportation, and Event requests across all campus locations.
- Allows tracking and ensures completion of all requests or tasks.
- Communicates the status of all submitted requests throughout the request cycle (approval, assignment, completion, etc.) to SLCC faculty and staff.
- Enhances our ability to make data-informed, strategic decisions to help serve the College.
- Gauges whether the department is successfully fulfilling its responsibilities to the College, students, faculty, and staff.





To access the online FMX portal, open any internet browser and go to solacc.gofmx.com











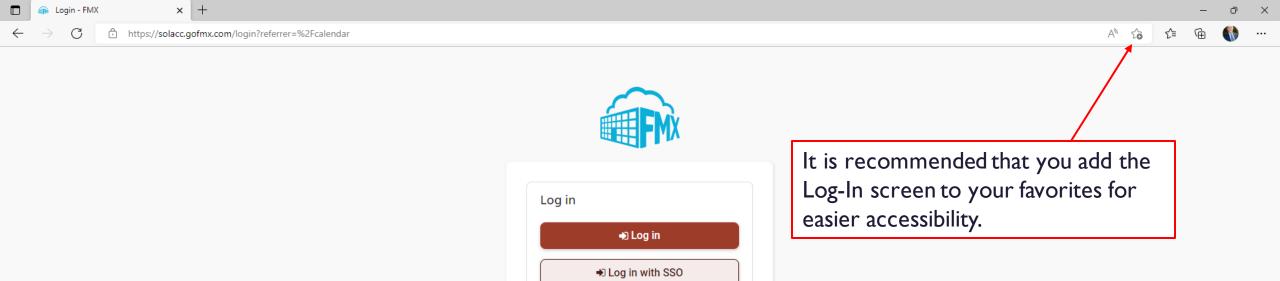












Need an account?

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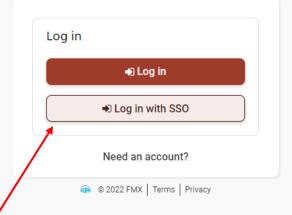












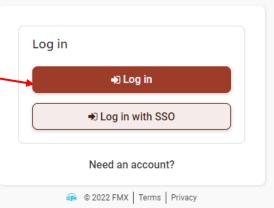
To log into the site, click the "Log in with SSO" button.





Additionally, you can log into the site using your "solacc.edu" email account.

Should you need to set or reset your password, email <u>facilities@solacc.edu</u>















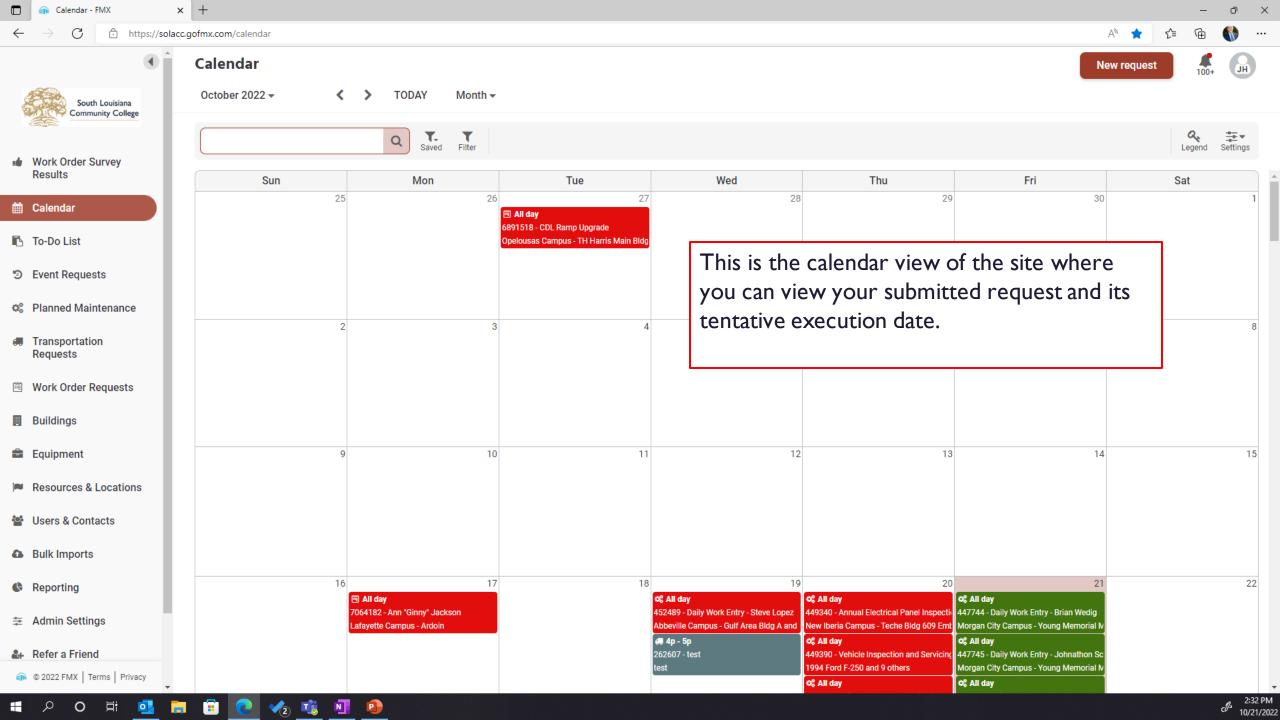


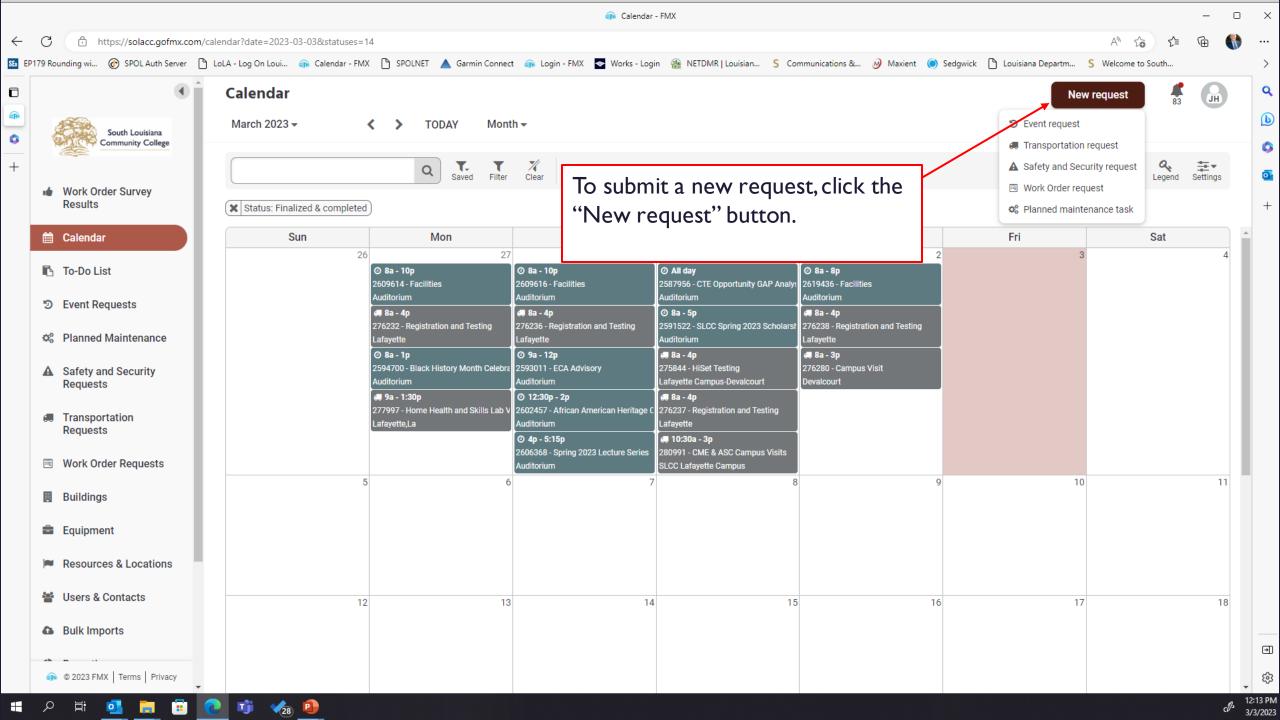


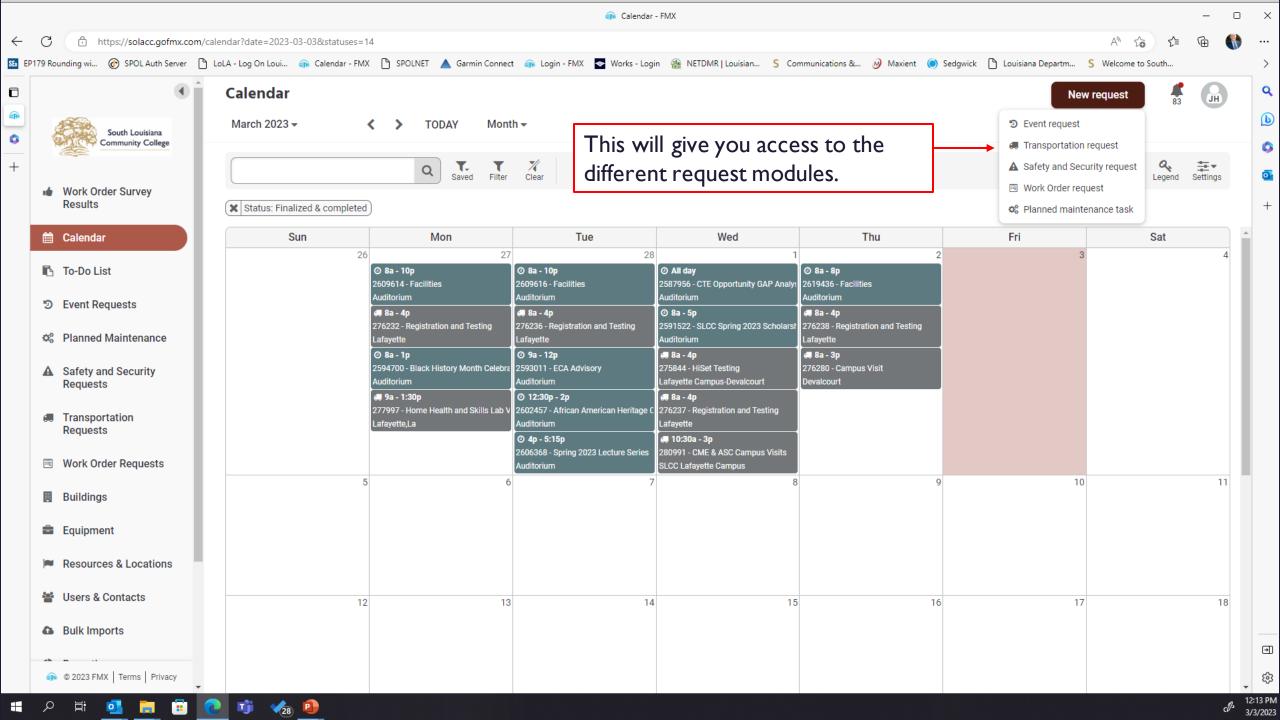












### Here is an explanation of each Module and it's use...

### **EVENT REQUEST**

Used to schedule internal SLCC sponsored events and activities.

This is not used to schedule any activities in classrooms, shops or laboratories. Those requests are completed through the Registrar's Office using the following link: Reserve a Room | Registrar's Office (solacc.edu)

#### TRANSPORTATION REQUEST

Used to schedule a College owned statewide vehicles or to rent a vehicle for official SLCC travel/business purposes.

\*\*ALL Requests must have an approved Chrome River Preapproval travel document attached.\*\*

#### SAFETY AND SECURITY REQUEST

Used to submit a request to the Office of Safety and Security for the following:

- Requesting a physical key or electronic fob by submitting an Access Control/Key Authorization Request.
- To report a Safety/Security Concern.
- To record an incident statement for an event.
- To request a visitor parking pass.

\*\*DO NOT use FMX if there is a safety concern or immediate threat that may cause damage or harm. To report these items, immediately call the main security line at 337.521.8914.\*\*

### **WORK ORDER REQUEST**

Used to submit a request to the **Office of Facility Management** for repairs, support services, as well as the **Office of Property Compliance and Risk Management** for the removal/relocation of property or to make a request for the purchase of office furniture.

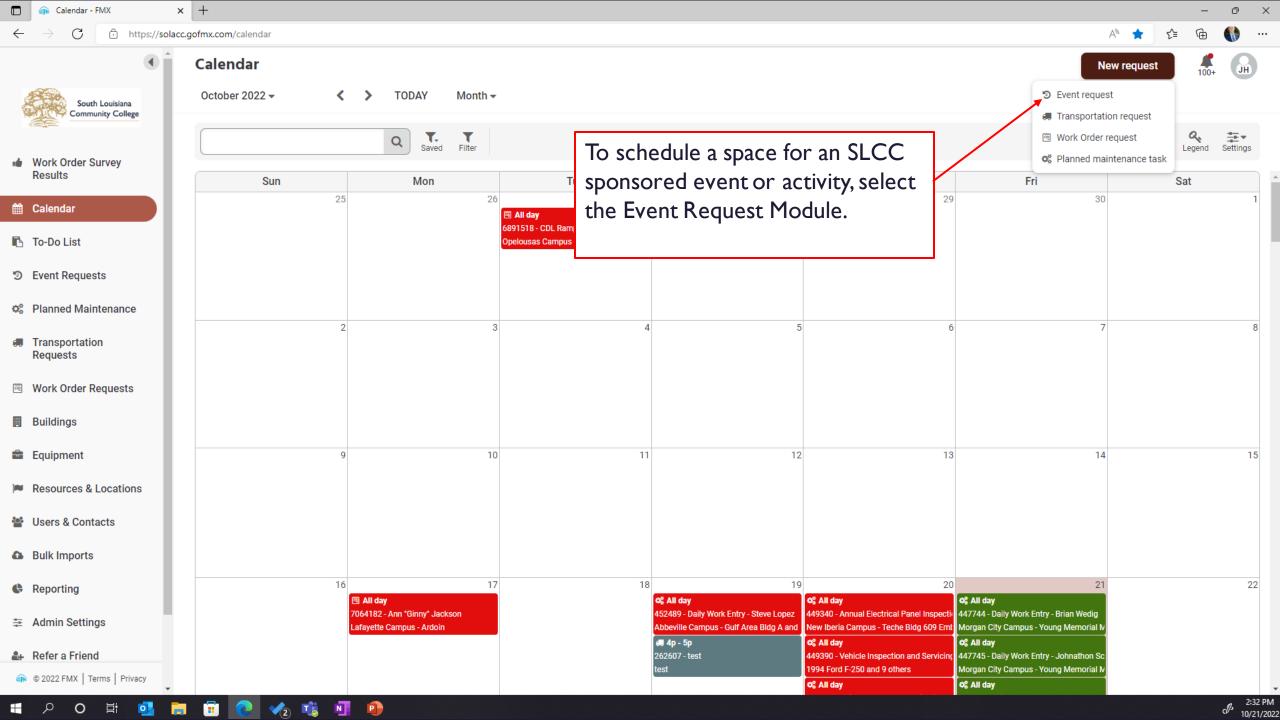
The remainder of this guide will walk you through how to use the different modules...

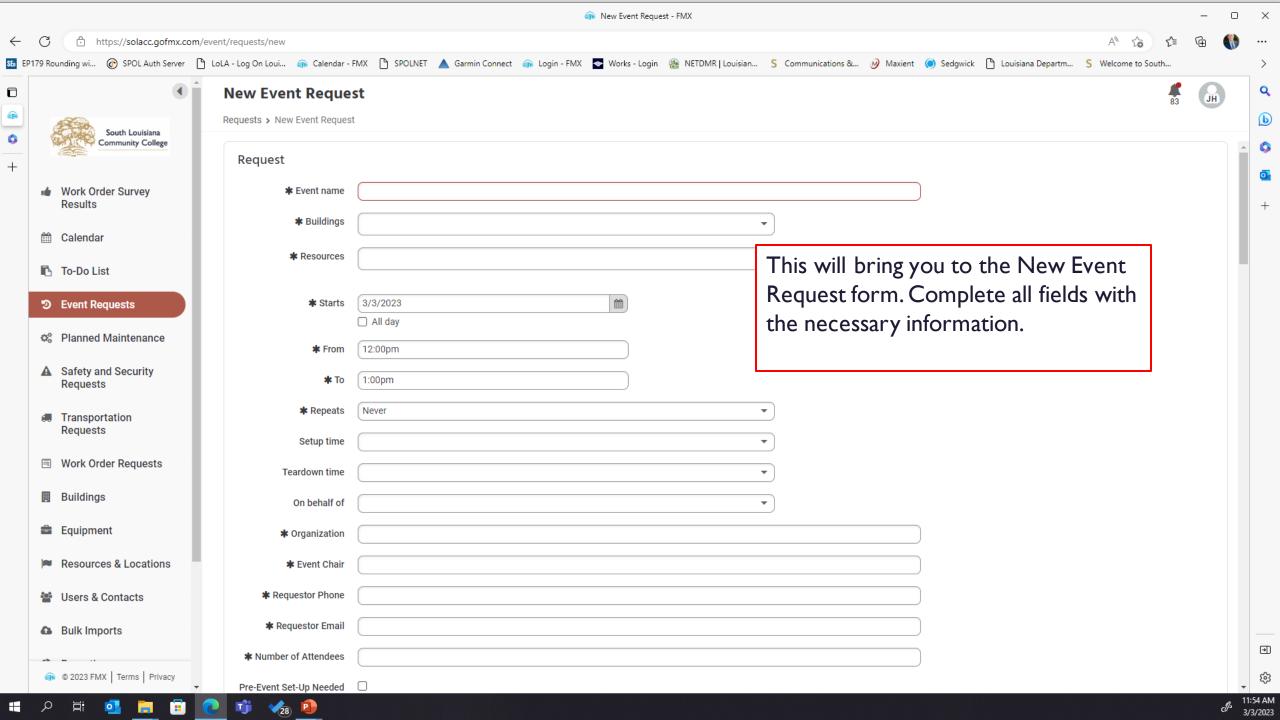


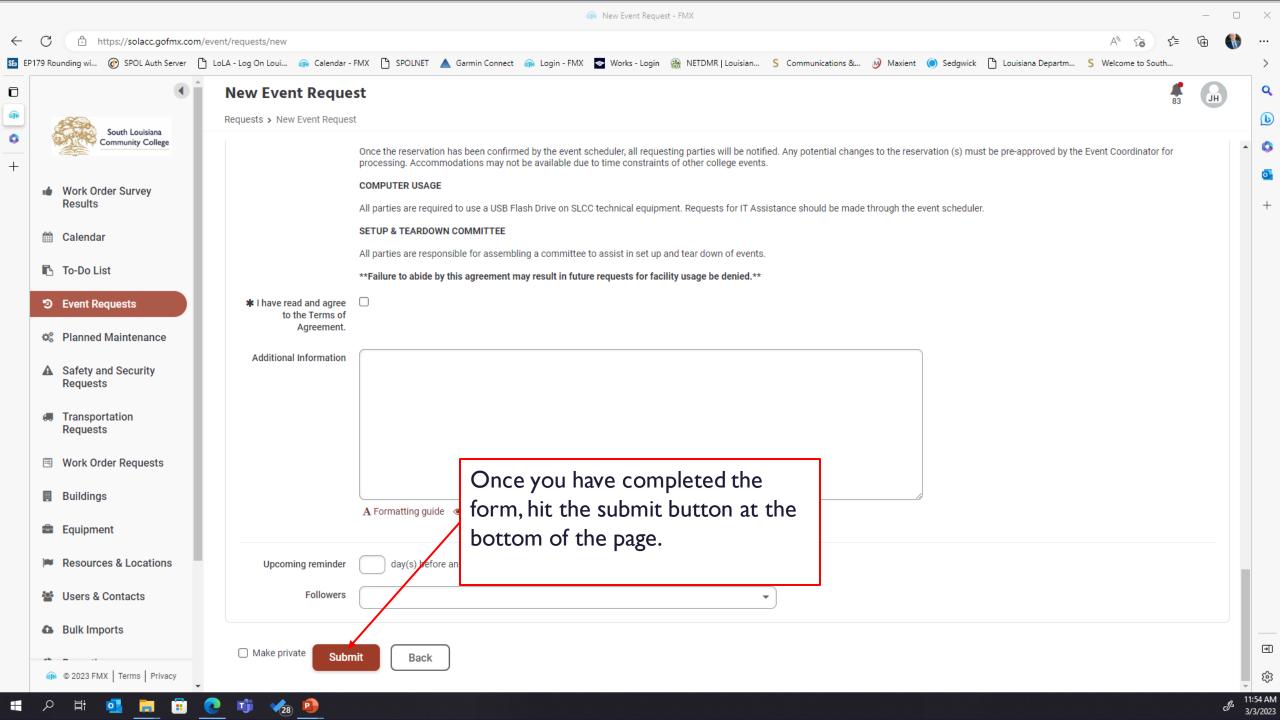


## **EVENT REQUEST**









Once your request is submitted, it is sent to the appropriate individual for approval. Once approved, your event will be scheduled. You will receive an email notification at each step in the process.

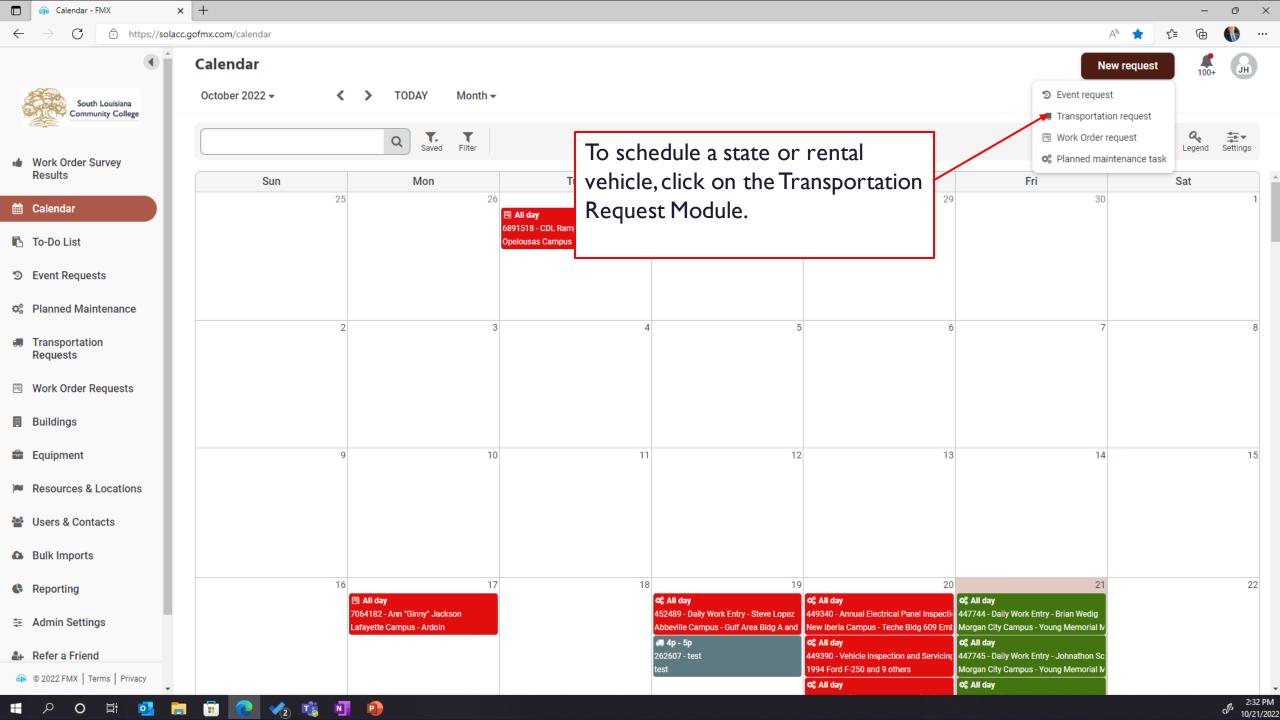
Should you wish to not receive these notifications for your request, or have any questions about this process, send these questions to <a href="mailto:events@solacc.edu">events@solacc.edu</a> or call the Facilities Support Coordinator at 337.521.6644.

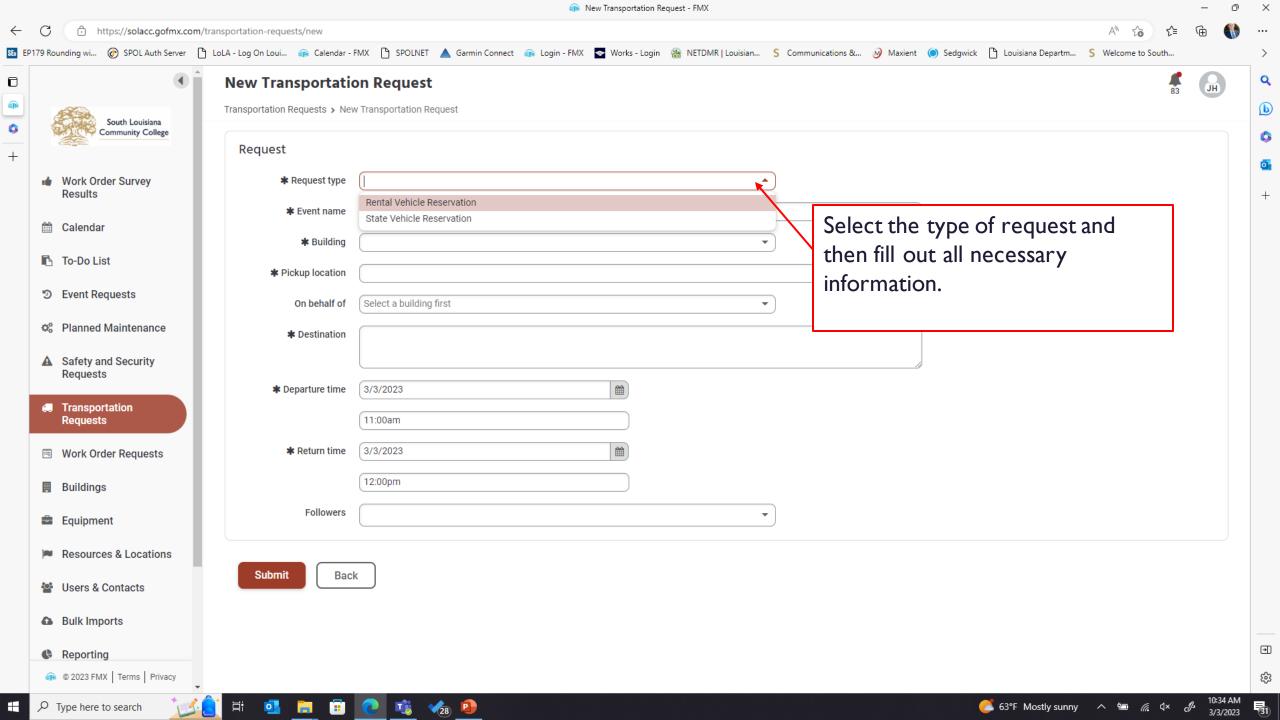


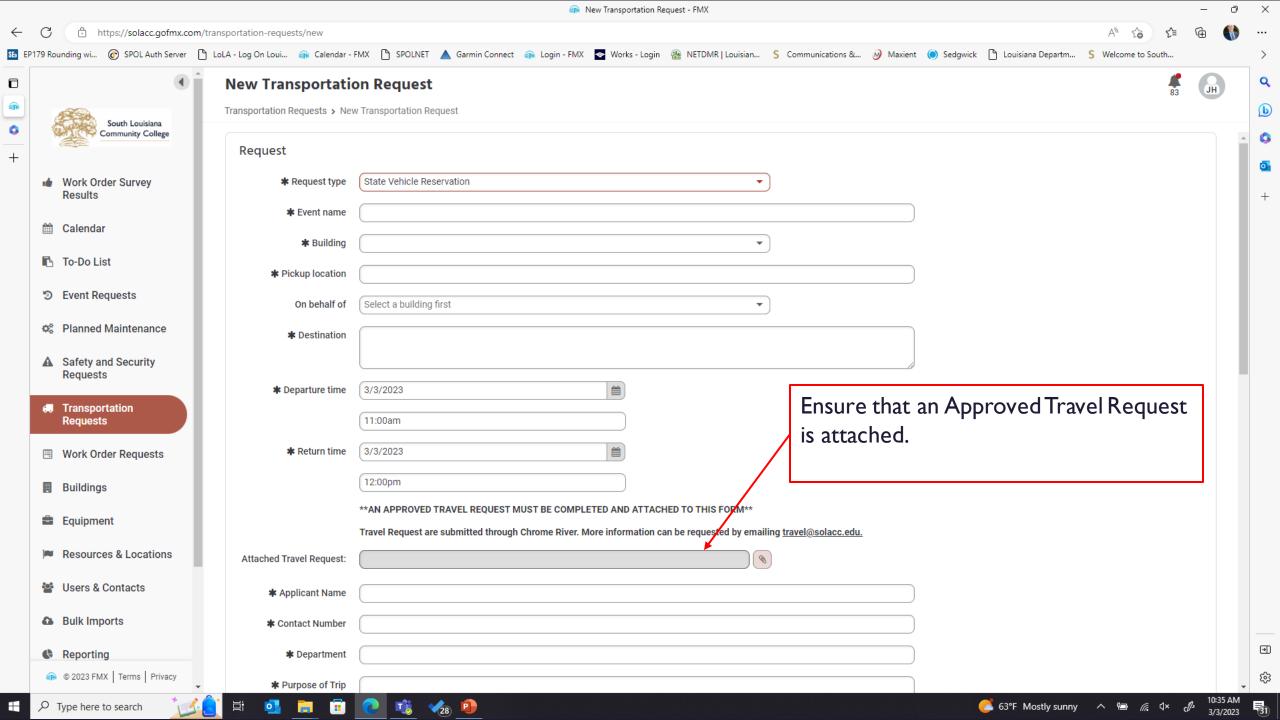


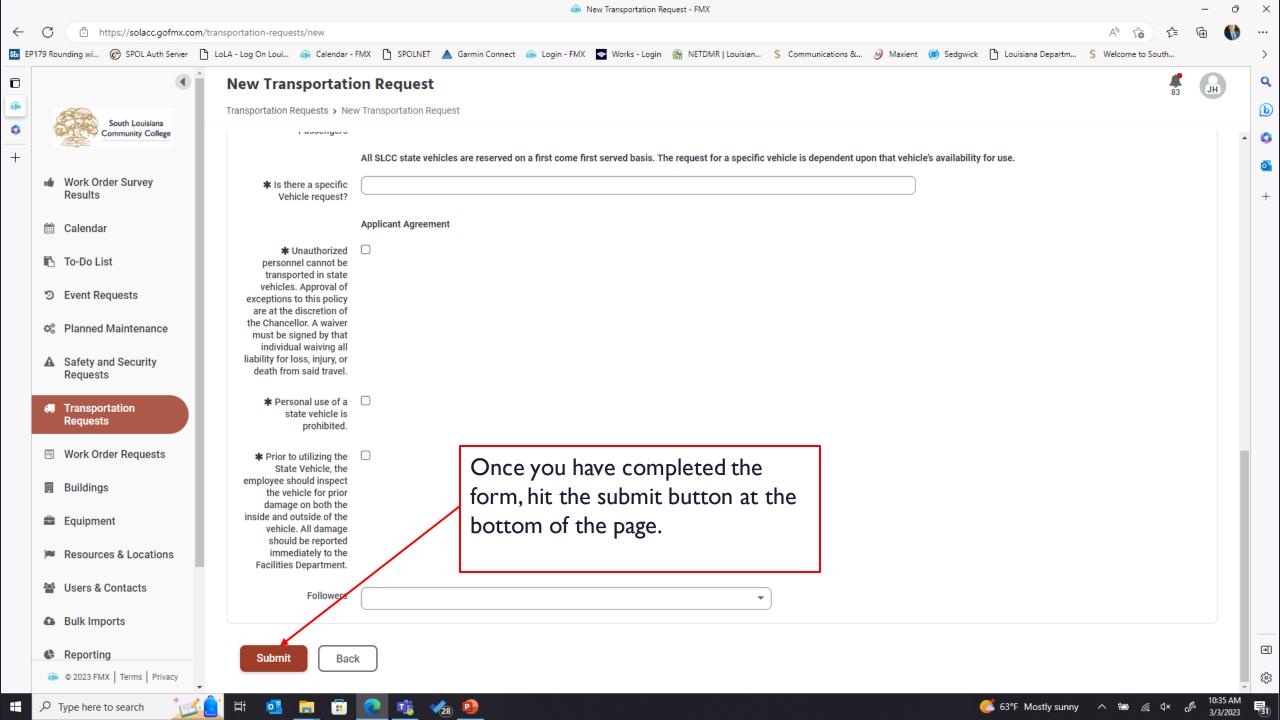
## TRANSPORTATION REQUEST











Once your request is submitted, it is sent to the Fleet Coordinator for approval. Once approved, your vehicle will be scheduled. You will receive an email notification at each step in the process.

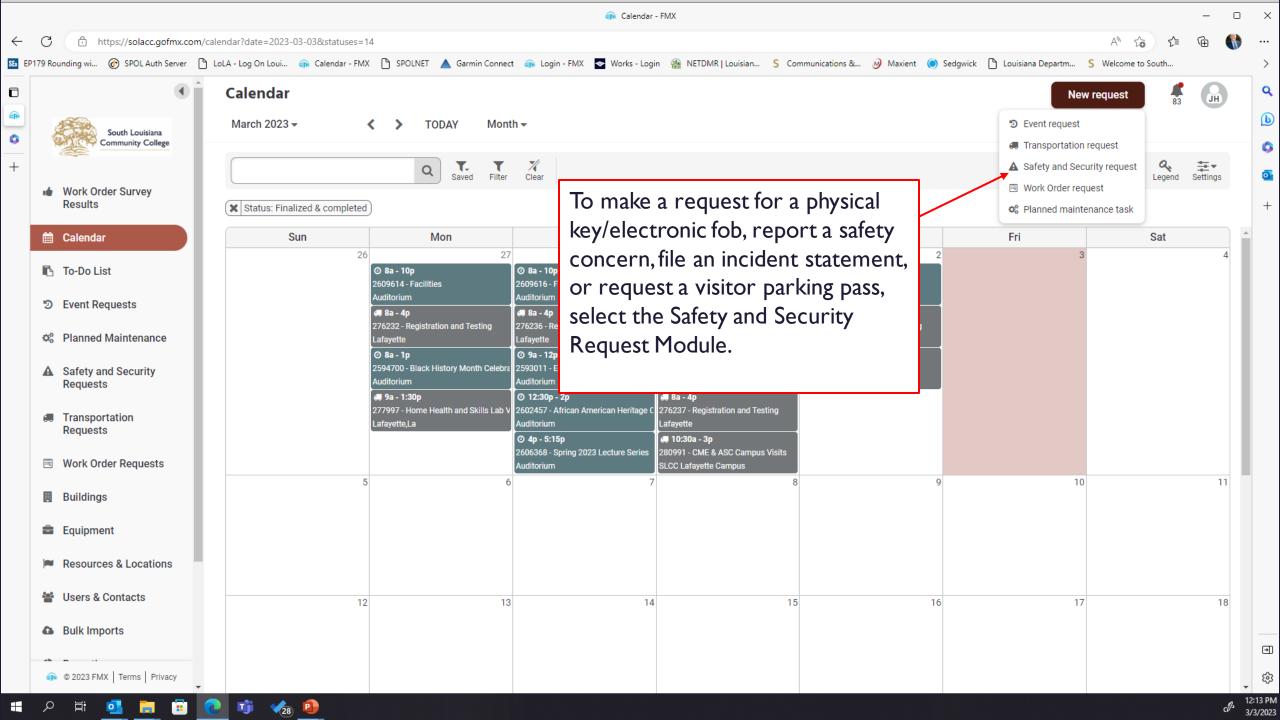
Should you wish to not receive these notifications for your request, or have any questions about this process, send these questions to <a href="mailto:fleet@solacc.edu">fleet@solacc.edu</a> or call the Fleet Coordinator at 337.521.6643.

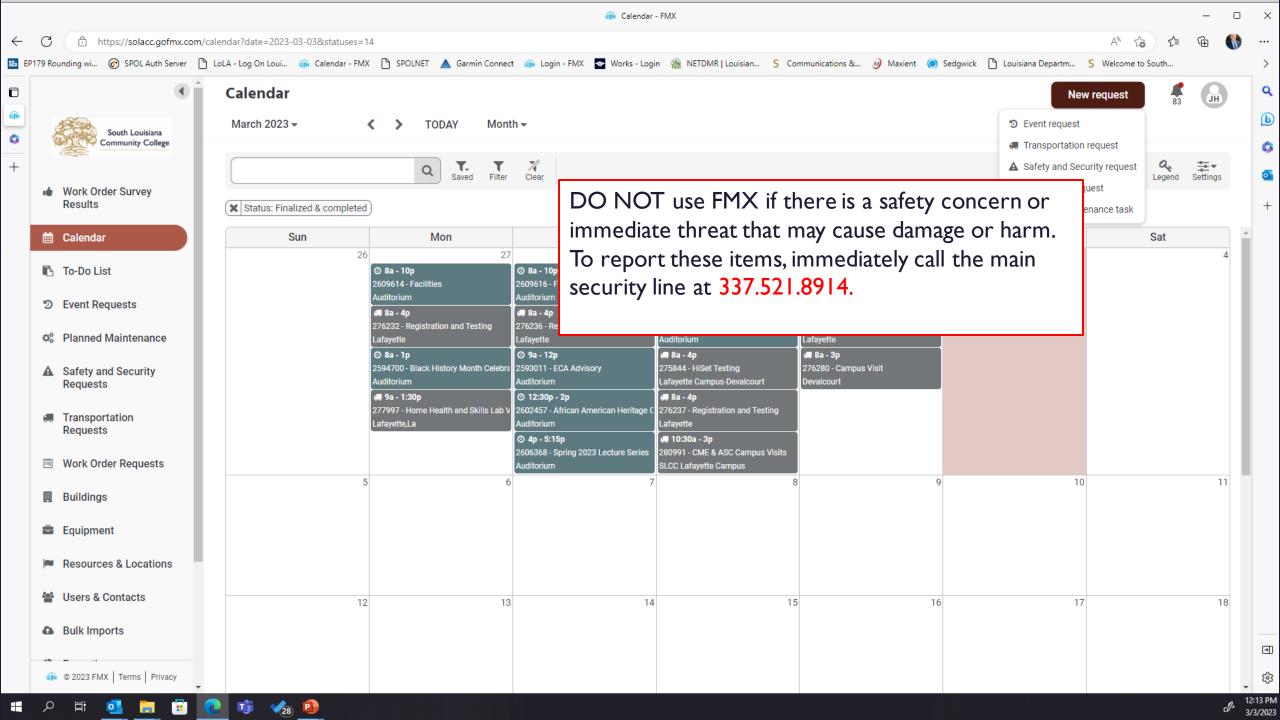


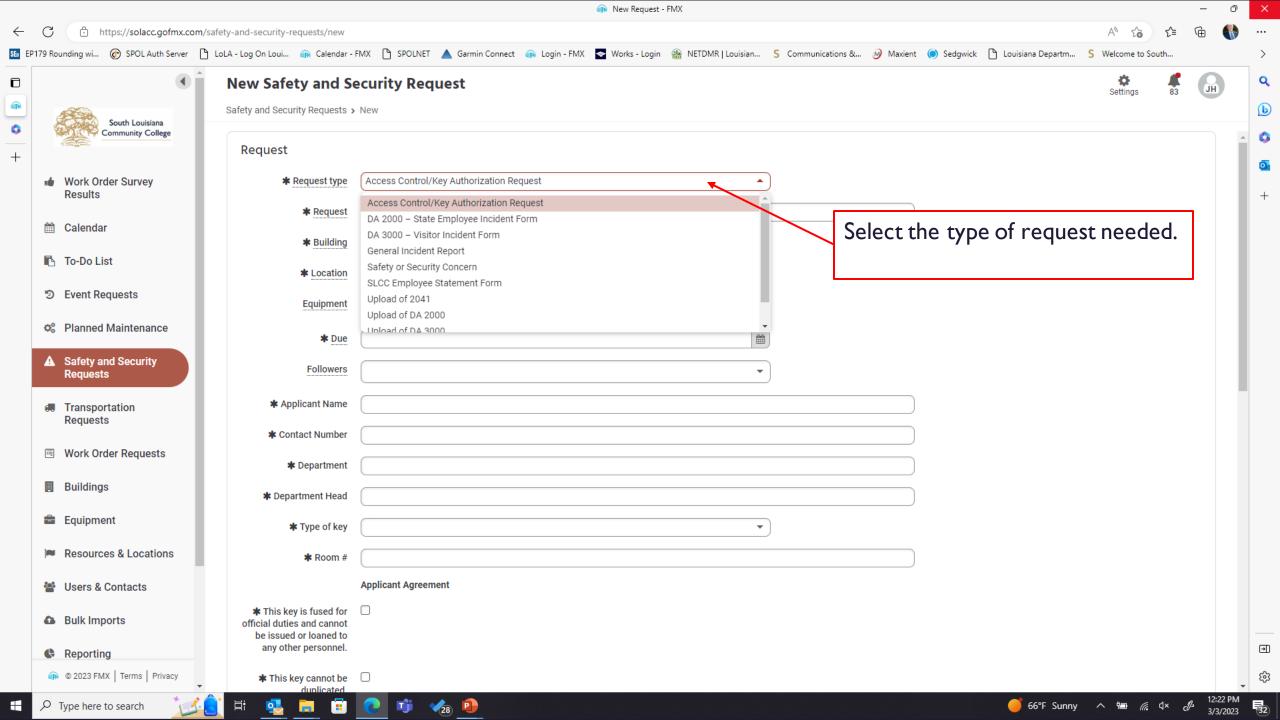


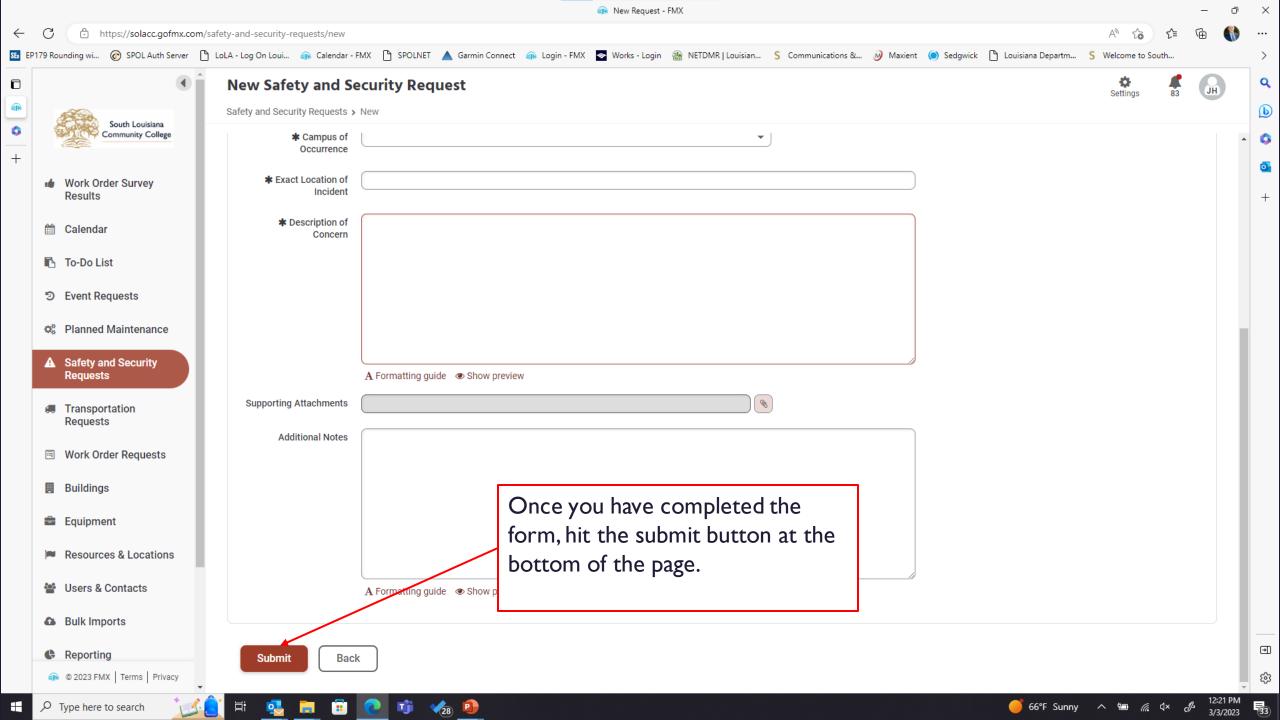
# SAFETY AND SECURITY REQUEST











Once your request is submitted, it is sent to the Office of Safety and Security for review.

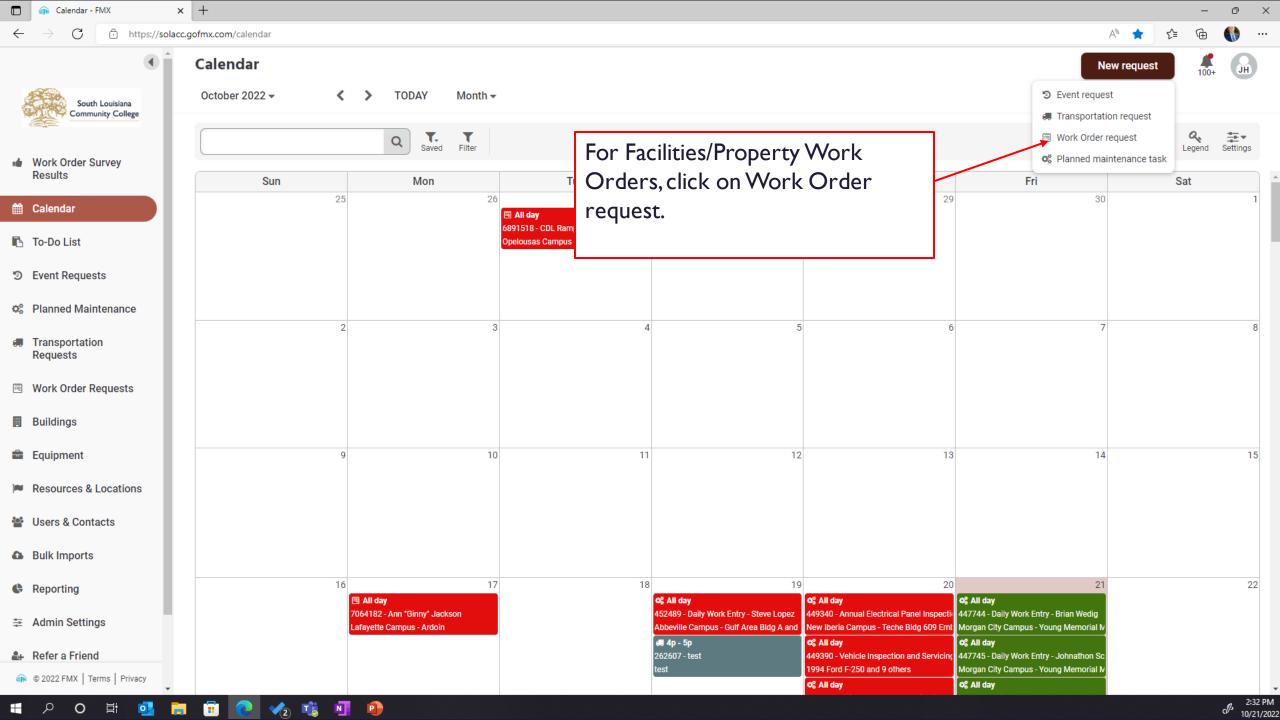
If you have any questions about this process, send these questions to <u>safetyandsecurity@solacc.edu</u> or call the Main Security Line at 337.521.8914.

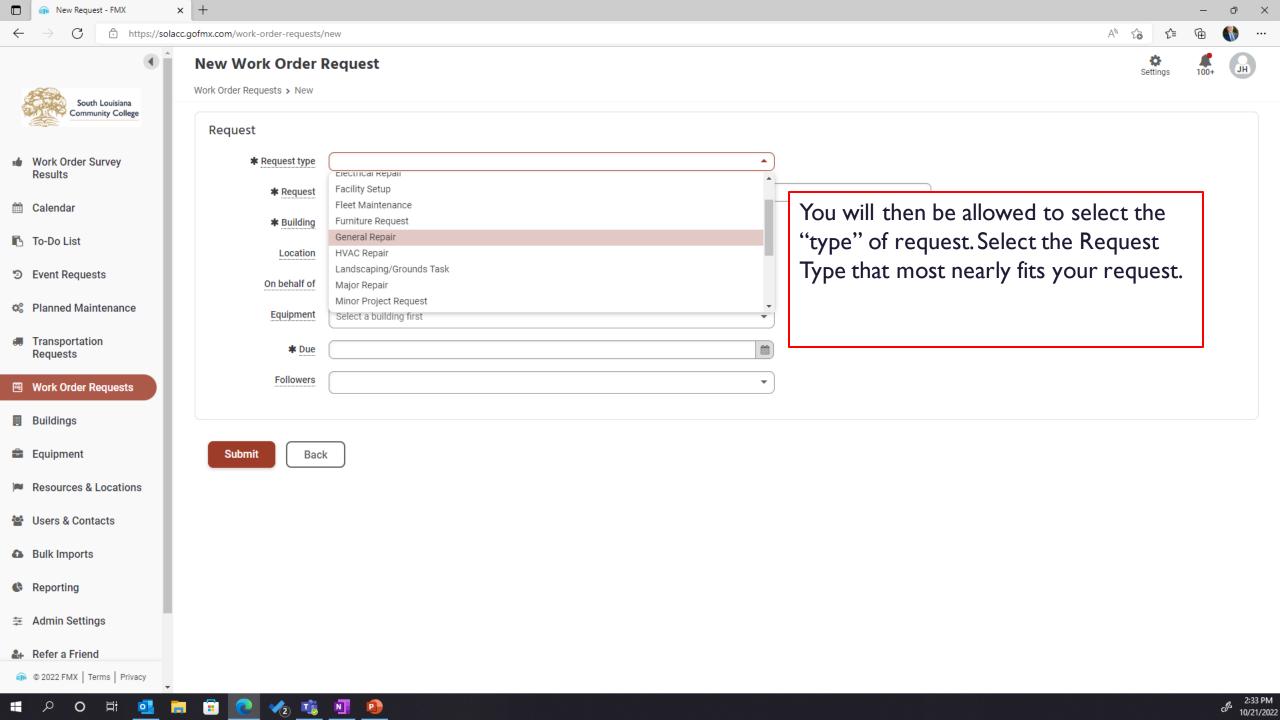




# FACILITIES/PROPERTY WORK ORDERS







## Here is an explanation of the different Work Order request types available....

Custodial Request - Reporting of custodial items needing to be addressed.

Electrical Repair – Request for burnt lights, cracked wall plates or any other repair involving the electrical system.

Fleet Maintenance – Repair or Maintenance needed to a state fleet vehicle.

Furniture Request – request for office or classroom furniture. These requests require Department Head approval prior to submittal.

**General Repair** – Miscellaneous repairs at any SLCC facilities.

HVAC Repair – Any HVAC issue or concern. For HVAC outages call the Office of Facility Management 337.303.7277.

Landscaping/Grounds Task – Any landscaping or concerns related to the condition of SLCC grounds.

Major Repair – This Request Type is only used by SLCC Facility Management. Do not use this for your requests.

Minor Project Request – Request for minor remodeling projects. These requests require Department Head approval prior to submittal.

Miscellaneous Request – General field for any request that cannot be placed in another category.

**Painting Request** – Request for the minor paint touchups and patching of walls. Any large painting projects should be submitted as a Minor project.

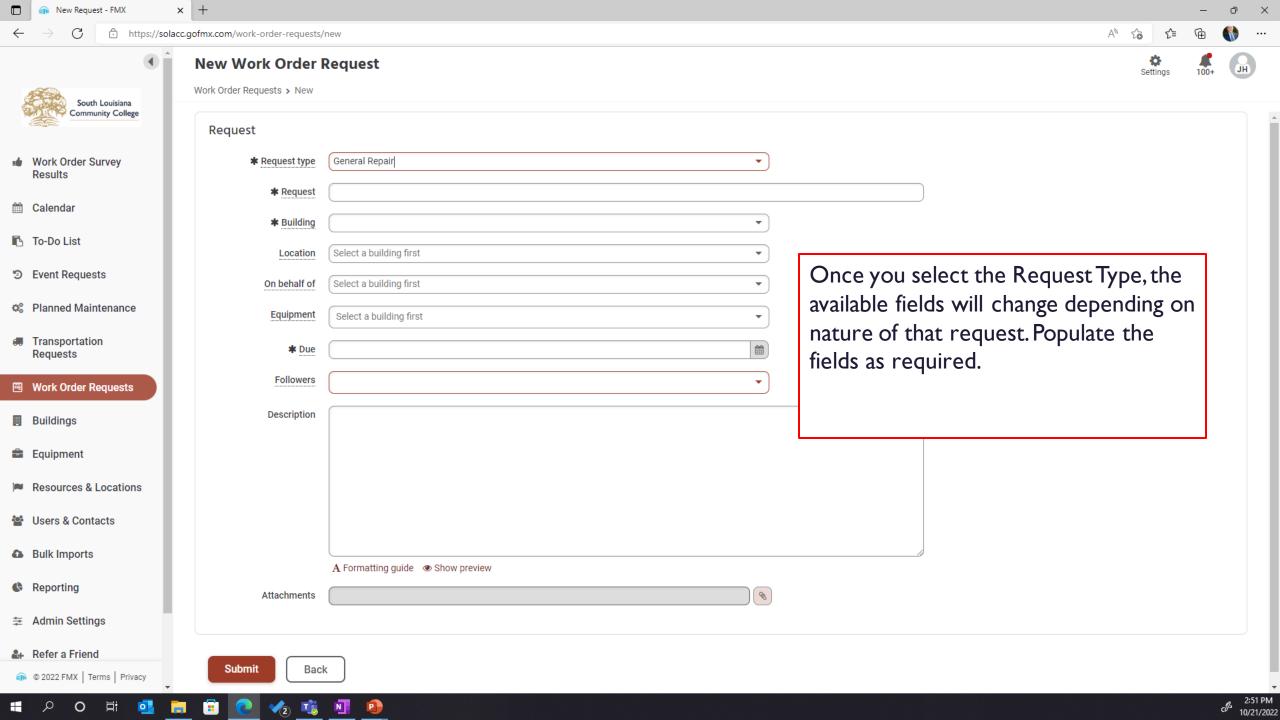
Pest Control Request – Reporting of any pest control issues needing to be addressed.

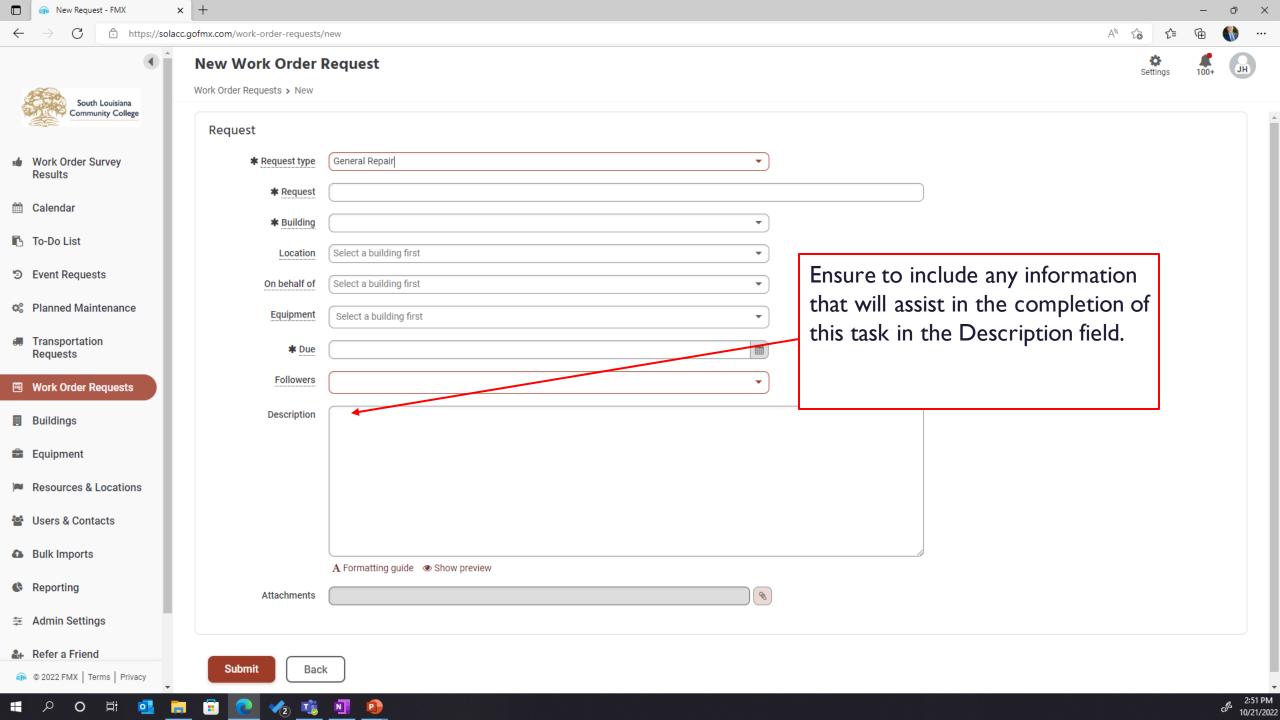
Plumbing Request – Reporting of any leaks to toilets, sinks or other plumbing systems. For major leaks, call the Office of Facility management at 337.303.7277.

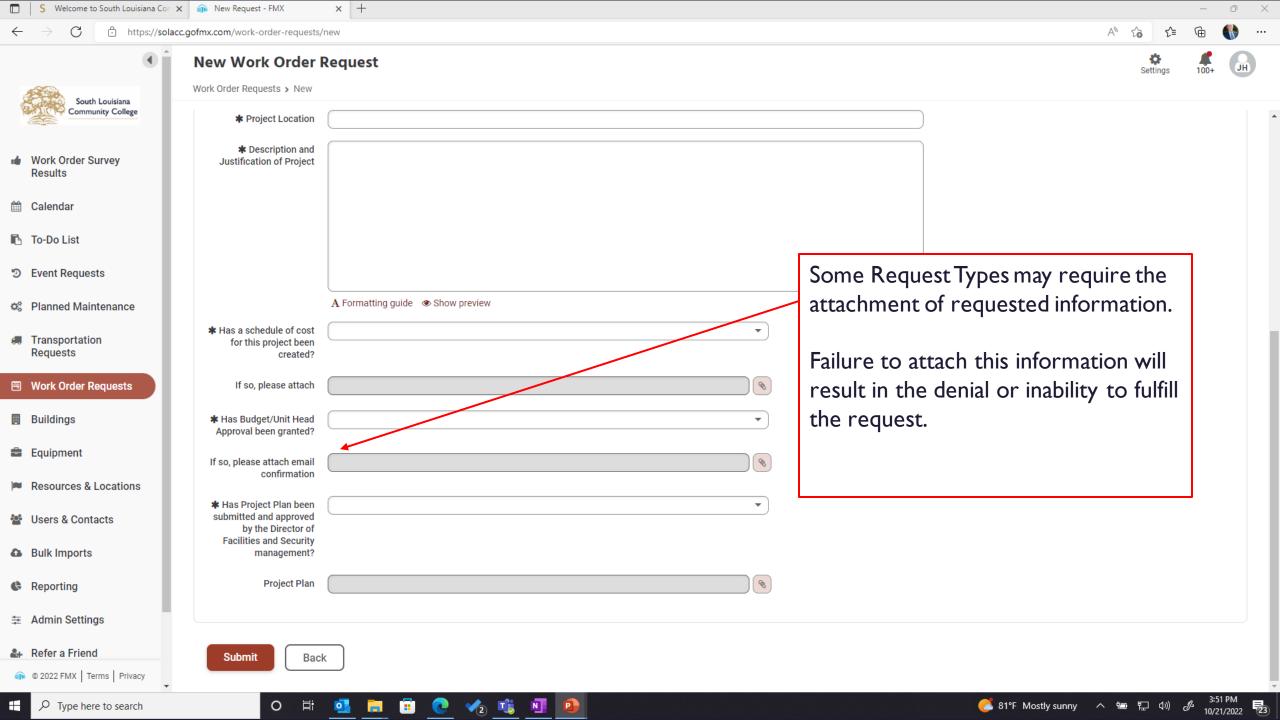
**Property Removal/Relocation Request** – The removal or relocation of any moveable asset from a SLCC campus. These requests require Department Head approval prior to submittal.

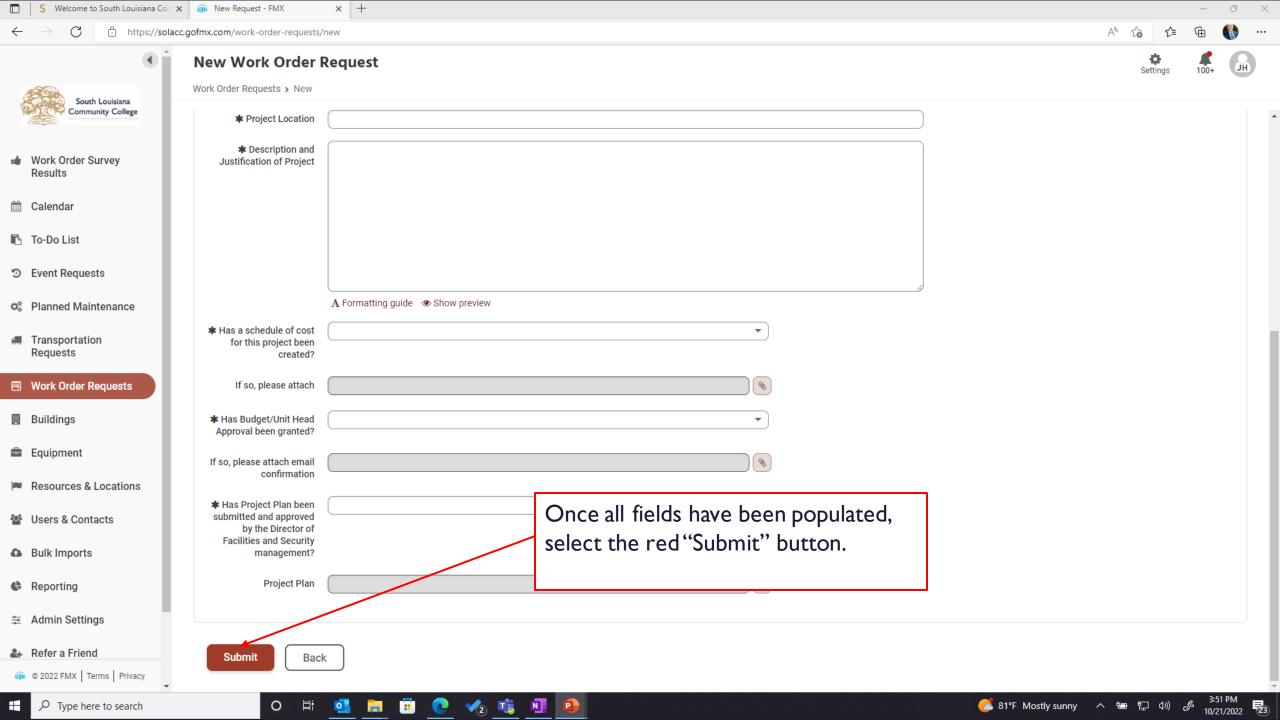
Support Service – Any support item, such as the transfer of items or unloading of equipment where assistance is needed.











Once your request is submitted, it is sent to the Department of Facilities and Security Management for approval. Once approved, it is assigned to the team/technician responsible for completion. You will receive an email notification at each step in the process and will be provided a satisfaction survey upon completion of the request.

Should you wish to not receive these notifications for your request, or have any questions about this process, send these questions to <a href="mailto:facilities@solacc.edu">facilities@solacc.edu</a> or call the Office of Facility Management at 337.521.8901.

