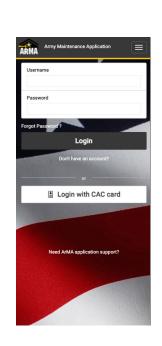# ARMYMAINTENANCE.COM

Maintenance request website/application for all DPW-maintained garrison facilities.

Available from any smart phone or desktop web browser.
Scan the QR code with your smart phone camera to open ArMA.

ACCESS

- Use of the ArMA application requires either user registration/verification or CAC login. Required customer information includes:
  - Email address
  - Phone number
  - Location/building
  - Unit
- If the customer is registering on their personal device, a military sponsor must validate your request via email. Military spouses may use their husband/wife as their military sponsor.
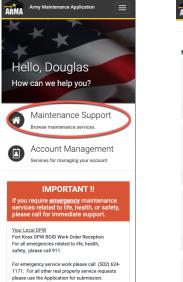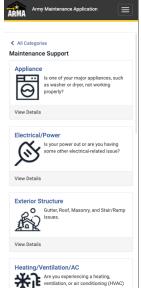- Customers may define their ArMA notification preferences as email, text message, or both.

REQUEST

- Maintenance requests exist for the most common maintenance repairs, including plumbing, electrical, HVAC, broken glass, among others.
- Please be detailed in identifying the location of the issue, including the room.
- Please be detailed in the description of the issue as this will expedite the repair process.
- Please include one or more photographs of the issue.

IMPORTANT!!

If you require emergency maintenance services, related to life, health, and safety, please CALL (785) 239-0900 for immediate support.

ARMYMAINTENANCE.COM

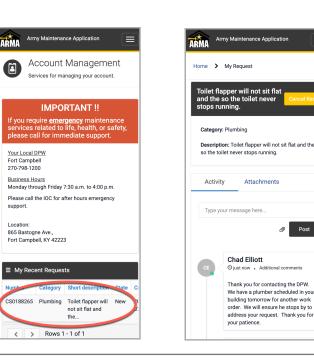Maintenance request website/application for all DPW-maintained garrison facilities.
Available from any smart phone or desktop web browser.
Scan the QR code with your smart phone camera to open ArMA.

REVIEW

- A list of all of your open maintenance requests is available at the bottom of the home page of the application for easy reference. Click the case number to view the details about your open maintenance request.

- You can use Activity text box when viewing a case to provide comments or inquiries back to the DPW. Any comments or questions from the DPW clerks will be readily visible just below the input text box.

- The paperclip can be used to add additional photos or attachments to your request.

Command Reporting – Email Subscription

armymaintenance.com/subscribe

- Subscribe to Unit Report or Building Report
  - Official .mil email address required (with email confirmation)
  - Single or multiple unit selection OR Single or multiple building selection
  - Daily report generation with selective delivery
  - Reports are generated at 0600Z and emailed at 0800Z based on the selected days of the week.

- Receive Reports
  - A subscription verification email will be sent to you and you MUST reply to that email in order to activate your unit or building report subscription. Reply to email with UNSUBSCRIBE to stop receiving email
  - Reports are sent in both PDF and Microsoft Excel formats.
  - No Personally Identifiable Information (PII)
  - Building, Unit, Status, Description
  - ArMA Cases for the last 30 days

IMPORTANT!!
If you require emergency maintenance services, related to life, health, and safety, please CALL (785) 239-0900 for immediate support.