

Glossary

Below is a list of terms used within the *2021–27 Six-Year Facilities Plan*:

Term	Definition
Backfill	Occupying a state-obligated space with an agency other than the one that is currently obligated to the space.
Biennium	A two-year fiscal period. The Washington state biennium runs from July 1 of every odd-numbered year to June 30 of the next odd-numbered year.
Cancel	Ending a lease prior to the end of the lease by exercising a pre-negotiated clause in the lease or negotiating the end of a lease during the lease term.
Catchment Area	The area and population from which an agency draws visitors or customers.
Close	An action to shut down a location, typically at the end of a lease or when an owned facility is no longer in use.
Collocation	A location with two or more agencies housed in the same facility.
Debt Service	A fund type established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
Demolish	The destruction of an owned building.
Dispose	A legal transfer of state ownership of property.
Downsize	A reduction in square feet in an existing facility.
Effective Date	The project completion date or the date a lease contract is renewed.
Escalation	An increase in rent during the lease term specified in the lease contract. The escalation may be a periodic fixed increase, tied to a cost of living index, or calculated as an adjustment based on changes in expenses paid by the landlord (tax increases, increased maintenance costs, etc.).
Expand	An expansion in square feet in an existing facility.
Facility	A building or structure with at least one wall, roof, and permanent foundation, regardless of occupancy.
Fiscal Year	A 12-month fiscal period used for budget and accounting purposes. The Washington state fiscal year extends from July 1 through the next June 30 and is named for the calendar year in which it ends (e.g., July 1, 2020 - June 30, 2021 is state Fiscal Year 2021).
Inflation	A general increase in prices and decrease in the purchasing value of money. In this plan, inflation is included either as a fixed amount already negotiated or calculated using a cost-of-living index.
Laboratory Space	A space designed and equipped for experimentation, research or testing in a controlled or structured environment.

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Life Cycle Cost Analysis	The identification of a total life cycle cost of a project. Life cycle cost analysis is defined as the programmatic and technical considerations of all cost elements associated with facility alternatives under consideration. Washington state's life cycle cost analysis evaluates ownership and leasing alternatives. These cost elements may include any or all of the following: lease costs, capital investment costs, financial costs, operations costs, maintenance costs, alterations costs, replacement costs, denial of use costs, lost revenue, and associated costs.
Location	A space in a facility that is either owned or leased and obligated to an agency. Multiple locations can be in one facility.
Major Reconfiguration	A project that includes a major reconfiguration of existing workspace. Major is defined as a project that includes more than 50 percent of the square feet obligated in the location.
Modern work environment	Everything that shapes the employee's involvement with the work itself, including the organizational culture, physical space, technology and tools, where interactions with co-workers and supervisors have been adapted to reflect today's needs or habits.
Mobility	The ability to work in a variety of locations to maximize productivity. Mobility also encompasses remote work that is functionally required for some jobs, such as fieldwork. It may also include telework, which is the practice of working from home or other alternative locations closer to home.
New Space	A newly occupied space in a community. This could be a location to accommodate projected growth in staff, a new line of business, or creation of an office in a community where none previously existed or in addition to existing offices.
No Action	A location that has no planned change over the next six years. Facilities with long-term leases or that are state-owned and meet program needs and are suitable for continued occupancy generally fall under this definition.
Obligated Space	A space that the state is bound to legally because it is either state-owned or committed to through a contract.
Office Space	Individual, multi-person, or workstation spaces used for administrative or service functions. This space typically houses staff, volunteers, contractors, and partners. Many state office spaces also include lobbies, conference rooms, and other spaces necessary for customer service.
Operating Budget	A biennial plan for the revenues and expenditures necessary to support the administrative and service functions of state government.
Operating Expenses	Operating Expenses may include custodial, energy, refuse, water/sewer, grounds, maintenance and repair, management, pest control, road clearance and security. Typically, most leases with operating expenses only include custodial, energy, refuse, and water/sewer.
Project Underway	A project approved via the Modified Pre-Design (MPD) process by December 1, 2020, that is expected to be completed by June 30, 2021.

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Relocate	A move of an agency or agencies from one location to another. This may include a reduction or expansion of space upon relocation.
Renew	The act of re-establishing the terms and conditions of occupancy. Lease renewals include facilities that have a lease expiration date during the six-year planning timeline.
Renew and Downsize	The act of re-establishing the terms and conditions of occupancy to include a decrease in the square footage obligated.
Renew and Expand	The act of re-establishing the terms and conditions of occupancy to include an increase in the square footage obligated.
Square Feet	A measurement used to describe the total obligated space.
User	Any person who routinely works in a facility for any amount of time and may or may not have a workspace assignment. A user could be an agency employee, a volunteer, a contractor or a partner.
HRMS	Human Resource Management System (HRMS) is the central workforce data system.