



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

June 8, 2015

TO: Agency Directors

FROM: Tracy Guerin
Deputy Director

A handwritten signature in blue ink, appearing to read "Tracy", next to the typed name and title.

SUBJECT: 2015 FACILITIES INVENTORY REPORT

[RCW 43.82.150](#) requires all Washington State agencies, departments, boards, commissions and institutions to report their inventories of state-owned and leased facilities each year in a standard format provided by the Office of Financial Management (OFM). This statute also directs OFM to publish a report that summarizes the state's facilities inventory to the Legislature by October 1, 2015.

Within a few days, OFM Facilities Oversight will provide each agency contact with an inventory of leased and owned facility data. This year, OFM is working with the Department of Commerce (COM), Washington State University (WSU), and the Department of Enterprise Services (DES) to assist with tracking energy consumption in state facilities pursuant to [Executive Order 14-04: Washington Carbon Pollution Reduction and Clean Energy Action](#). The agency's inventory is pre-populated with data from the 2014 Facilities Inventory System (FIS) report and with known energy data.

The data each agency provides will be used to develop the annual legislative report, the next capital and operating budget, and the state's next six-year facilities plan. Detailed instructions on how to complete the 2015 FIS Report are on the [facilities inventory website](#).

FIS reports from agencies with 25 or fewer facilities are due Friday, July 31, 2015. All other agency reports are due Monday, August 24, 2015. We appreciate your efforts to complete the required reports by these deadlines. If you have any questions, please contact Amy McMahan, Senior Facilities Oversight Manager, at (360) 902-9824 or amy.mcmahan@ofm.wa.gov.

cc: Agency Facility Inventory Coordinators
Amy McMahan, OFM