



Statewide Facilities Inventory Policy

Purpose:

This policy establishes expectations for reporting the state's facilities inventory and maintaining that data in the statewide Facilities Portfolio Management Tool (FPMT).

Authority:

RCW 43.82.150 requires the Office of Financial Management (OFM) to develop and maintain an inventory system to account for all facilities owned or leased by state government. OFM is required to publish a report summarizing information contained in the inventory by October 1 each year.

Who must comply:

This policy applies to all state agencies, departments, boards, commissions, and institutions (referred to as agencies below) with facilities.

Policy:

To promote the efficient and effective use of state resources, it is the policy of the state to maintain an inventory of all state facilities owned, leased, or occupied by agencies.

Requirements:

1. Agencies are required to use the FPMT to provide a validated facilities inventory of all of its facilities at least once a year by September 1. Agencies are encouraged to keep this inventory up to date in the FPMT system.
2. Agencies are required to report all occupied, vacant or abandoned facilities that are:
 - a. Owned by the state.
 - b. Leased by the state from the private sector or another government entity using a lease contract.
 - c. Licensed to the state from another government entity.
3. Agencies who use the Human Resource Management System are required to keep a current record of occupied facilities in FPMT. FPMT is used to store the official list of duty stations.
4. At a minimum, agencies must populate the owner, location, type of building, condition, use, square footage data, and all system required data fields. For owned facilities, the agency must also provide date and cost of original construction as well as any major renovation or remodeling costs. For leased facilities, the agency must also provide lease contract data.

5. Agencies are required to report through the FPMT user interface unless import permissions are granted by OFM. Import permissions may be granted only if the agency has a facilities' technology solution that:
 - a. Is a relational database that validates data types.
 - b. Includes at least 75 percent of the data elements required in the facilities inventory.

Definitions:

Facility is a building or other structure with at least one wall, a roof and a permanent foundation, regardless of occupancy. Facilities do not include roads, bridges, parking areas, utilities system and other similar improvements to real property.

Facilities Inventory is a complete record of state owned and leased facilities.

Facilities Portfolio Management Tool is the technology solution used to gather and report the state's facilities inventory and the official record of state facilities.

Human Resource Management System is the enterprise human resources and payroll system for Washington State government.

Import is the means by which the user transfers data into a technology solution.

Lease Contract is a contract where the primary purpose is to grant use of a property during a specific period. The contract may be in a traditional lease form or may take other forms, including but not limited to a sublease from a private sector entity, a resource sharing agreement (RSA), a memorandum of understanding (MOU), an interagency agreement with a local or federal government (IAA), or a federal license.

User Interface is the means by which the user and a computer system interact through the online portal, in particular the use of input devices and software. The FPMT user interface is commonly referred to as the data explorer.