Reporting available space via the Facilities Portfolio Management Tool (FPMT) is required as part of OFM's facilities inventory process.

Available space refers to unused or unneeded space in a leased or owned facility that could be made available to another agency as a means to achieve savings, reduce footprint and improve efficiency across the enterprise. This job aid explains how to manually enter available space in FPMT and how to run an available space report in the system. You can also enter, and edit, available space via the Owned Facility Review, Lease Review, and Receivable Review wizards.

If you will be subleasing underutilized space to another agency that is currently marked as available in FPMT, please refer to the Create Receivable Lease job aid for instructions on updating your available space while entering the receivable contract.

# Contents

## Overview

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|---|---|
| **What does available space mean?** | • Available space means a portion, or potentially all, of an obligated space is unneeded and could be used by another agency.<br>• Agencies follow instructions for updating their data to reflect available space, which will then be included in FPMT's available space report.<br>• FPMT's available space report can be reviewed by agencies looking to sublease space and potentially collocate with another agency. |
| **How do I report available space in FPMT?** | • Available space is reflected in the system by adding an additional space table to the leased or owned facility and selecting "yes" in the available space field.<br>   ○ This step is unnecessary if the entire space is deemed available. See instructions below for more detail.<br>• Before adding a new space table, the existing space must be edited to reduce the square footage by the amount of square feet to be reported in the new available space. Failure to do so will result in a system error, as the combined square footage of all spaces cannot exceed the total square footage of the lease contract or owned facility.<br>• Available space may be reported manually or via the Lease Review, Receivable Review, or Owned Facility Review wizards. |
| **How do I update available space once I've reported it?** | • Available space may be edited manually or via the Lease Review, Receivable Review, or Owned Facility Review wizards. You can also delete the space table marked as available in the Review wizards.<br>• If your agency no longer considers the space available, use the applicable Review wizard to:<br>   ○ Delete the space table marked as available.<br>   ○ Update the primary space table with the total square feet of the leased or owned facility.<br>• If your agency will sublease the underutilized space, refer to the Create Receivable Lease job aid for instructions on updating the available space while entering the receivable contract. |
| **Where do I access the available space report?** | • The available space report can be generated for each agency or for the entire enterprise.<br>   ○ The agency available space report is accessed from the agency tile.<br>   ○ The enterprise available space report is accessed from the State of Washington tile. |

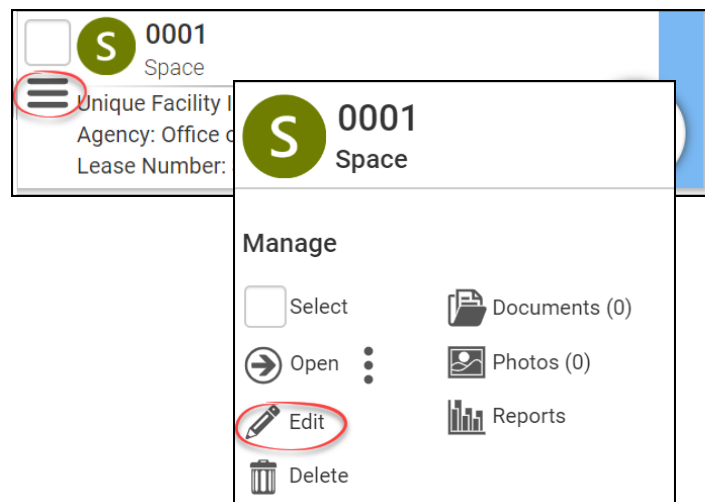## Edit the Existing Space

Navigate to the existing space tile.

1. **Open** the Data Explorer module.
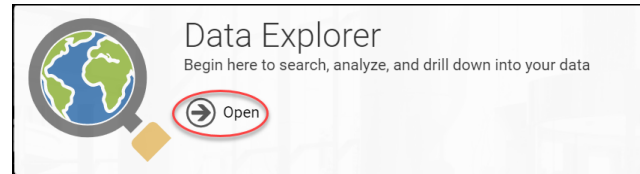


2. Select the 🔍 Search button on the data explorer tool bar.
3. Select Filter by ▾ and choose **Spaces**.
4. Select Refine by ▾ and choose **Unique Facility ID**.
5. **Enter** the UFI.

   ➔If you need to locate a UFI, run the Owned Facilities Inventory Report or the Lease Contract Inventory Report from the agency tile.

6. Select SEARCH
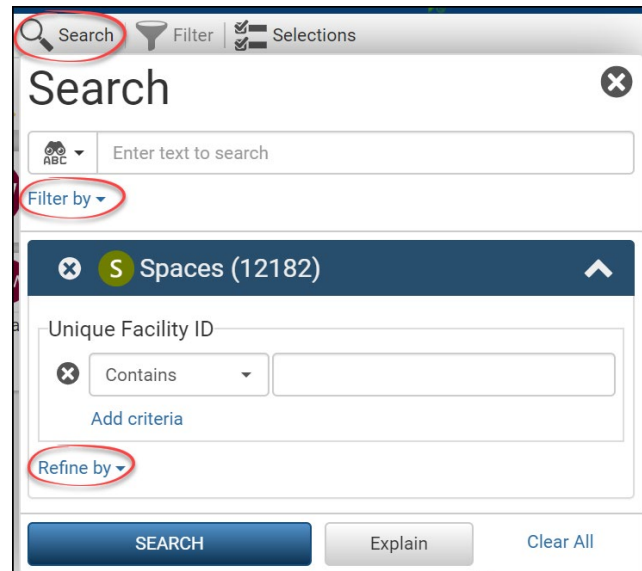


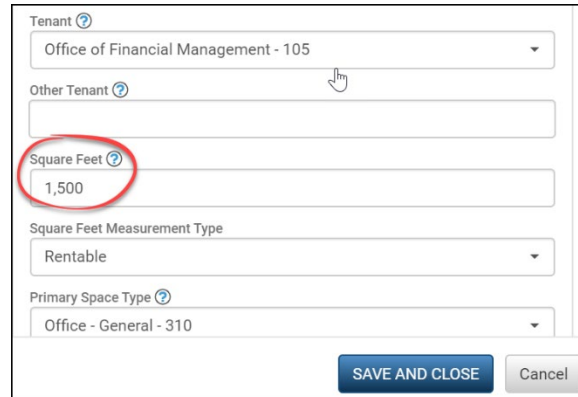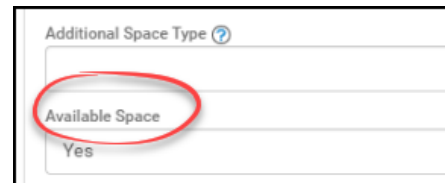7. Select the ☰ menu button on the space tile.
8. Select 🖉 Edit

9. **Reduce** the existing space square footage by the amount of square feet you wish to make available to other agencies.

**Note:** If you want to make the entire space available for another agency, simply select "yes" in the Available Space field. There is no need to edit the square footage or add an additional space in this case. To help interested agencies know if your space is a good fit for collocation, populate the remaining fields as completely as possible.

➔The following fields are required when selecting "yes" to Available Space:
  ▪ Annual Full Service Rate per Square Foot
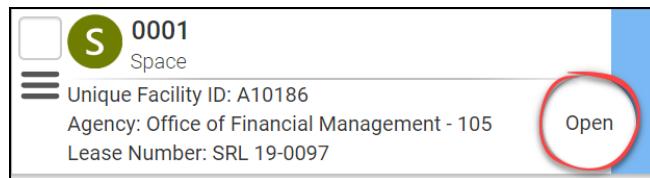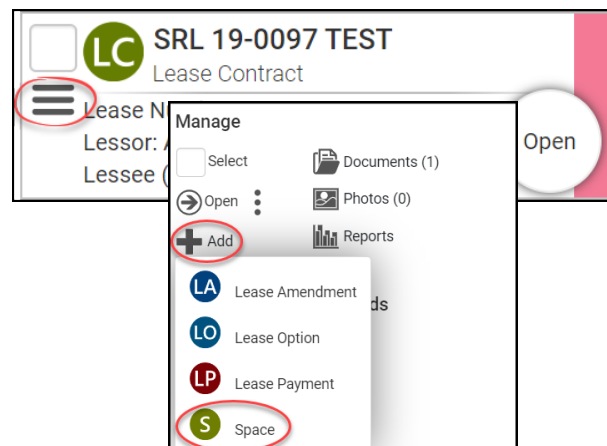  ▪ Available Occupancy Date

10. **Select** SAVE AND CLOSE

## Add a New Space

Navigate to the Owned Facility or Lease Contract tile to add a new space.

1. **Select** Open on the Space tile to see the associated Lease Contract or Owned Facility tile.
2. **Select** the ☰ menu button on the Owned Facility or Lease Contract tile.
3. **Select** ➕ Add
4. **Select** Space

**5. Select** Create a new Space.

What would you like to do?

S Space

Create a new Space

Link to an existing Space

Cancel

**6. Enter** agency data. Red fields are required.

➔ Select the information ⓘ icon for additional guidance about fields.

- Name

➔ Tenant Agency SAAM Acronym – Agency Assigned Common Name

(e.g., DSHS – Training Room)

- Unique Facility ID

➔ You must enter the UFI. If you need to locate the number, it is visible on the existing Space tile or the Leased or Owned Facility tile.

↩ 🗑 Space Properties ⌃

Name

Required

Description

Unique Facility ID

Required

- Tenant

➔ Enter your agency.

- Square Feet

➔ The sum of all Space square feet cannot exceed the total Lease Contract or Owned Facility square feet.

- Square Feet Measurement Type (dropdown)

- Primary Space Type (dropdown)

➔ Refer to the Property Class & Space Type Categories job aid for additional information.

- Available Space
➔ Select "Yes"

- Available Space Type (dropdown)
➔ Demised, Negotiable, or Shared Space

- Backfill (yes/no)

Tenant ⓘ

Required

Square Feet ⓘ

Required

Square Feet Measurement Type

Required

Primary Space Type ⓘ

Required

Available Space ⓘ

Yes

Available Space Type

Backfill

➜Provide more detail about the available space by populating the following fields. Select the information icon ⑦ for definitions.

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  ➜Refer to any <u>unassigned</u> workspace that could be used for hoteling as a touchdown space. These spaces can take a number of forms, including but not limited to, an office, cubicle, bench, table etc.

Number of Offices (Required For Six-Year Plan) ⑦

Number of Cubicles (Required For Six-Year Plan) ⑦

Number of Touchdown Spaces (Required For Six-Year Plan) ⑦

- Annual Full Service Rate per SF
  ➜This field is required when Available Space is marked "yes."
- Available Space Status (dropdown)
  ➜Rent Ready or Requires Tenant Improvements
- Available Occupancy Date
  ➜This field is required when Available Space is marked "yes."

Annual Full Service Rate per Square Foot ⑦

Available Space Status

Available Occupancy Date

➜The remaining fields are not required, but they provide important information for potential collocation. We encourage agencies to complete as many fields as possible.

➜If you need to update your available space later, you can do so manually or via the Review wizards. To remove a record from the available space report, update the Available Space field to "no."

Available Shared Resources ⑦

Available Furniture ⑦

Building Access/Security

Near Public Transportation

Parking Available

Available As A Separate Lease At Lease Renewal? ⑦

7. Select  SAVE AND CLOSE

➔If you need to update the available space later, you can do so manually or via the applicable Review wizard. You can also delete the space table marked as available in the Review wizards.

➔If you remove available space in part or in whole, ensure to update the primary space table square feet as well.

➔If you will sublease the available space to another agency, refer to the Create Receivable Lease job aid for instructions.
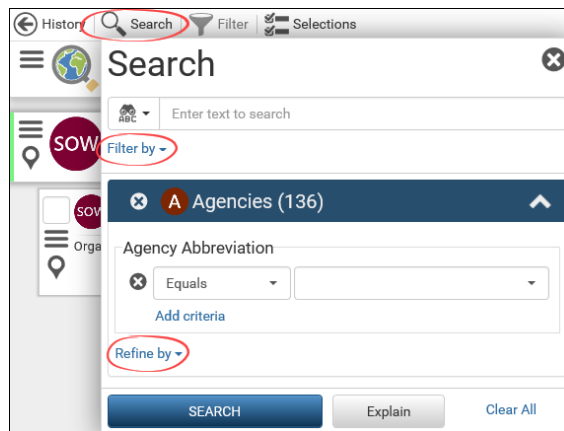
## Run Available Space Report

Navigate to the agency tile or the State of Washington tile to run the available space report. If you are not already in Data Explorer, open the module.
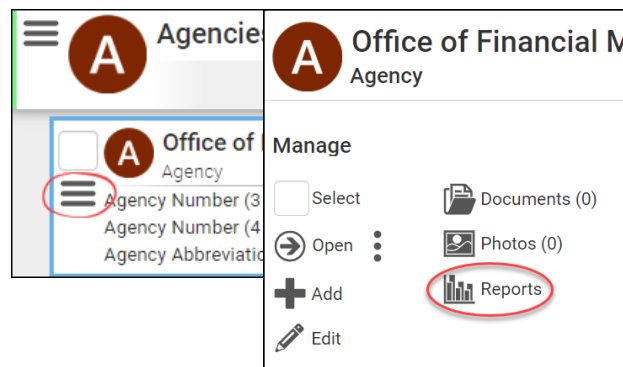
1. **Open** the Data Explorer module.
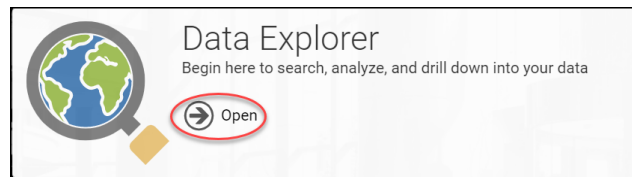
### Agency Available Space Report

1. **Select** the 🔍 Search button on the data explorer tool bar.
2. **Select** Filter by ▾ and choose **Agencies**.
3. **Select** Refine by ▾ and choose **Agency Abbreviation**.
4. **Enter** the abbreviation.
   ➔These are SAAM acronyms.
5. **Select** SEARCH

6. **Select** the ☰ menu button on the agency tile.
7. **Select** 📊 Reports

8. **Select** Available Space.

   ➔ The report will open in a new window.
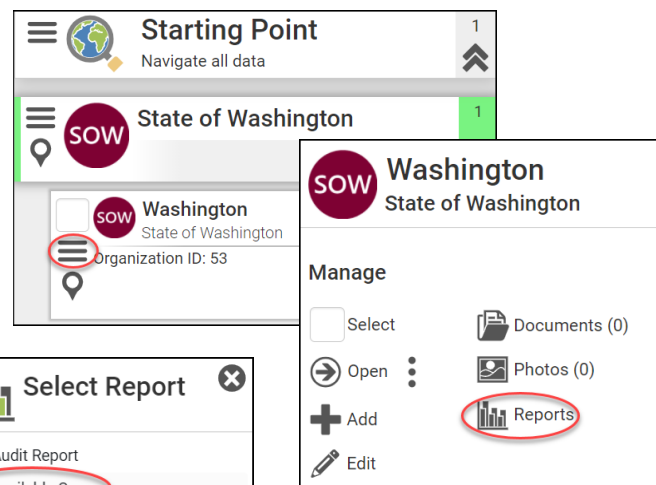
9. **Download** the report in Excel or PDF format.
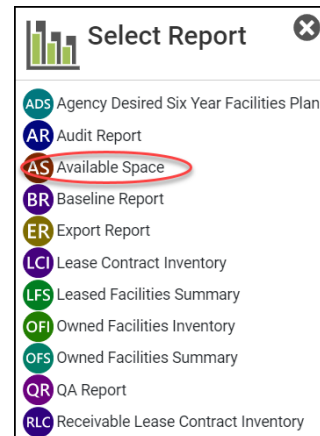


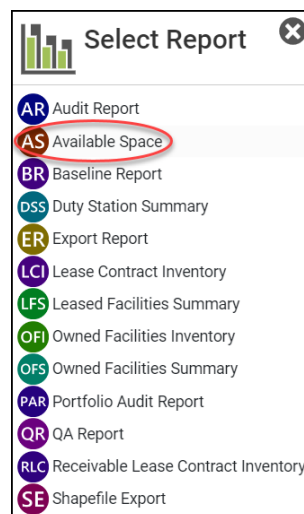⬇ Download Excel Report   ⬇ Download PDF Report

## Enterprise Available Space Report

Navigate to the State of Washington tile if you are not already at the Starting Point.

1. **Select** the ⬅ History button on the data explorer tool bar.

2. **Select** 🌐 Starting Point

3. **Select** the ☰ menu button on the State of Washington tile.

4. **Select** 📊 Reports

5. **Select** Available Space.

   ➔ The report will open in a new window.

6. **Download** the report in Excel or PDF format.



⬇ Download Excel Report   ⬇ Download PDF Report