

2018 ANNUAL FACILITIES INVENTORY INSTRUCTIONS

ANNUAL FACILITIES INVENTORY OVERVIEW

Facilities owned and leased by state agencies represent a significant financial investment by the citizens of Washington. Since 1997, [RCW 43.82.150](#) has required an annual inventory of these facilities. Historically referred to as the Facilities Inventory System (FIS) report, it is now called the annual facilities inventory. In addition, the data is captured in the new Facilities Portfolio Management Tool (FPMT) online database.

The facilities inventory provides critical leased and owned facility information to the Legislature, various state agencies, and OFM for budget development, strategic facilities planning and analysis, and reporting functions. The 2017 annual report listed approximately 116 million square feet of facilities, both owned and leased, with more than 10,500 facilities reported by 72 agencies.

The 2018 facilities inventory report will build upon the work accomplished in 2017. OFM appreciates each agency taking the time to provide complete and accurate facility inventory information in the FPMT system.

REPORTING REQUIREMENTS, SUBMISSION, AND DUE DATE

Inventory Updates

Each agency is responsible for validating and updating all agency data stored in the FPMT system. All data should be current as of July 31, 2018. If there are any lease renewals in August, please enter them in FPMT with a “pending” status.

Reporting Requirement and Submission Process

After each agency completes and validates all of its inventory data, the agency will download its owned and leased facility summary reports, as applicable, from FPMT and email them to OFM in PDF format at ofmfacilitiesoversig@ofm.wa.gov. Refer to the FPMT user manual for details on accessing these reports.

Due Date

Owned and leased facility summary reports must be submitted to OFM by **Tuesday, September 4, 2018**. It is in the agency’s best interest to submit the validated inventory reports early. This will ensure time for OFM to review and address any questions on the reports submitted by agencies.

CONTACT INFORMATION

For questions about the annual facilities reporting process, the FPMT, instructions or to provide feedback, contact your [OFM facilities analyst](#):

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