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# **Facilities Inventory Data Requirements – Overview**

This checklist provides an overview of the steps needed to complete the 2023 Facilities Inventory data collection process in FPMT. Please note that both the Facilities and Accounting user roles are needed to complete this process. Refer to the [What’s New in FPMT](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/What%27s%20New%20with%20FPMT.pdf) job aid for an overview of role permissions. Each job aid also indicates which role is required for that particular task.

Requirements are refined by type of facility. For receivable leased facilities, lessor (master lease holder or owning agency) responsibilities are detailed as a subsection of owned and leased facilities.

**Due Dates**: All data must be submitted to OFM no later than **June 22, 2023**. New owned and leased facilities must be entered no later than **June 1**.

* Click the arrows on the left to expand or collapse each section. Each task includes a link to an associated job aid with step-by-step instructions.
* Manual editing permissions have been reduced to improve data quality. Agency editors are now required to use business process wizards.
* To create a new FPMT account, refer to the [Request New User Account](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Request%20New%20User%20Account.pdf) job aid. Please note that all new accounts are Read Only by default. Edit rights must be requested and approved by your agency’s [FPMT Administrator](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/FPMT_Agency_Administrators.xlsx) via the [FPMT User Access Form](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/FPMT_User_Access_Form.pdf).
* To reset your FPMT password, refer to the [Reset or Change Password](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Reset%20or%20Change%20Password.pdf) job aid.
* For a basic overview of the FPMT user interface, refer to the [Quick Overview and Basic Navigation](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Quick%20Overview%20and%20Basic%20Navigation.pdf) job aid, [FPMT eLearning for facilities users](https://ofm.wa.gov/it-systems/facility-system/facilities-portfolio-management-tool-fpmt/introduction-fpmt-facilities-users-elearning) and [FPMT eLearning for accounting users](https://ofm.wa.gov/it-systems/facility-system/facilities-portfolio-management-tool-fpmt/introduction-fpmt-accounting-users-elearning).
* Please refer to the [Naming Conventions](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Naming%20Conventions.pdf) job aid for guidance on how to name each table in FPMT.
* For assistance with FPMT, please contact the OFM Help Desk at [HeretoHelp@ofm.wa.gov](mailto:HeretoHelp@ofm.wa.gov) or (360) 407-9100.
* For questions about the Facilities Inventory, please contact your assigned [OFM Facilities Analyst](https://ofm.wa.gov/facilities/state-agency-facility-oversight/facilities-oversight-staff-agency-assignments) or send an email to OFM Facilities Oversight and Planning at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

# 1. Update Existing Facility Data

## **Owned Facilities**

### Update current owned facilities

Verify existing data is accurate.

Add or update facility [condition assessment score](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Condition%20Matrix%20-%20Facility.pdf), if not current.

Report [available space](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Report%20Available%20Space.pdf), if applicable.

#### Receivable leases (if applicable)

##### Update existing receivable leases expiring before June 30, 2023

* **Lease renewals** – use the FPMT [receivable lease renewal wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Lease%20Renewal%20-%20Facility.pdf) and attach a copy of the receivable lease (outside of wizard, instructions included in renewal job aid).
* **Lease extensions** – use the Receivable Review wizard to add a [receivable lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and update the receivable lease contract and receivable lease payment end dates; attach a copy of the amendment.
* [**Holdover status**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Holdover%20Status%20-%20Facility.pdf) (expired lease; agency will continue in space, but new lease has not been executed yet) – use the Receivable Review wizard to update the Holdover Status field in the receivable lease contract table to “yes.”
* **Missing receivable payments** – use the [Receivable Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Review%20Business%20Process%20Wizard.pdf) to add at least one receivable payment series.
* **End a receivable lease** – use the [receivable leased facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf) if the receivable lease contract is not being renewed or extended.

Update existing receivable leases expiring on or after June 30, 2023 (update only if needed)

* **Lease amendments** (other than extension) – add a [receivable lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and edit other tables as needed using the Receivable Review wizard; attach a copy of the amendment.
* **Make receivable lease month-to-month** – use the Receivable Review wizard to update the [Month-to-Month](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Month-To-Month-Facility.pdf) field in the receivable lease contract table to “yes.”
* **Missing receivable payments** – use the [Receivable Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Review%20Business%20Process%20Wizard.pdf) to add at least one receivable payment series.
* [**Add a copy of the receivable lease contract**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Upload%20Lease%20and%20Receivable%20Contracts%20-%20Facility.pdf) to FPMT, if not already attached
* **Cancel a receivable lease** – use the [receivable leased facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf).

##### [Add receivable lease(s)](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf), if applicable – this process involves two wizards

Complete Create Receivable Lease wizard.

Attach copy of receivable contract.

Complete Receivable Review wizard.

Remove an owned facility from the agency’s portfolio

* **Demolished, sold etc.** – use the [owned facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf). If staff have moved to a new location that is not currently part of the agency’s portfolio, see [Section 2. Add New Facilities](#_2._Add_New).
* [**Transfer a facility**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Transfer%20a%20Facility.pdf) **–** update the status on the facility table to Transfer-Transfer between two state agencies, add a comment in the facility table, and contact OFM at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov) for the administrative change. Facilities Oversight and Planning will assist the new owning agency with next steps.

## **Leased Facilities**

Verify existing data is accurate.

Add or update facility [condition assessment score](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Condition%20Matrix%20-%20Facility.pdf), if not current.

Report [available space](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Report%20Available%20Space.pdf), if applicable.

### Update existing leases

#### Standard leases

##### Leases expiring before June 30, 2023

* **Missing lease payments** – use the [Lease Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Review%20Business%20Process%20Wizard.pdf) to add at least one lease payment series.
* **Lease renewals** – use the [lease renewal wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Renewal%20-%20Facility.pdf) and attach supporting lease documentation (outside of wizard, instructions included in renewal job aid).
* **Lease extensions** – use the Lease Review wizard to add a [lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and update the lease contract and lease payment end dates; attach a copy of the amendment.
* [**Holdover status**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Holdover%20Status%20-%20Facility.pdf) (expired lease; agency will continue in space, but new lease has not been executed yet) – use the Lease Review wizard to update the Holdover Status field in the lease contract table to “yes.”
* [**Add receivable lease(s)**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf)– this process involves two wizards

Complete Create Receivable Lease wizard.

Attach copy of receivable contract.

Complete Receivable Review wizard.

* **End a lease** (vacating facility) – use the [leased facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf). If staff are relocating to a facility that is not currently in the agency’s portfolio, refer to [Section 2. Add New Facilities](#_2._Add_New).

##### Leases expiring on or after June 30, 2023 (update only if needed)

* **Lease amendments** (other than extension) – add a [lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and edit other tables as needed using the Lease Review wizard; attach a copy of the amendment.
* **Make lease month-to-month** – use the Lease Review wizard to update the [Month-to-Month](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Month-To-Month-Facility.pdf) field in the lease contract table to “yes.”
* **Missing lease payments** –use the [Lease Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Review%20Business%20Process%20Wizard.pdf) to add at least one lease payment series.
* [**Add a copy of the lease contract**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Upload%20Lease%20and%20Receivable%20Contracts%20-%20Facility.pdf)to FPMT, if not already attached.
* [**Add receivable lease(s)**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf)**, if applicable** – this process involves two wizards

Complete Create Receivable Lease wizard.

Attach copy of receivable contract.

Complete Receivable Review wizard.

* **Cancel a lease** (vacating facility) – use the [leased facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf). If staff are relocating to a facility that is not currently in the agency’s portfolio, refer to [Section 2. Add New Facilities](#_2._Add_New).

#### Master leases with one or more receivable leases

##### Master leases expiring before June 30, 2023

* **Missing lease payments** – use the [Lease Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Review%20Business%20Process%20Wizard.pdf) to add at least one lease payment series and the [Receivable Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Review%20Business%20Process%20Wizard.pdf) to add at least one receivable payment series.
* **Lease renewals** – use the [master lease renewal wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Master%20Lease%20and%20Receivable%20Lease%20Renewal%20-%20Facility.pdf) and attach supporting lease and receivable lease documentation (outside of wizard, instructions included in renewal job aid).

**Note: Receivable leases must be renewed at the same time as the master lease or they will be automatically deactivated.**

* **Lease extensions** – use the Lease Review wizard to add a [lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and update the lease contract and lease payment end dates; attach a copy of the amendment. If the receivable lease is also being extended, follow same steps for the receivable lease using the Receivable Review wizard. If the receivable lease is not being continued, use the [receivable facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf).
* [**Holdover status**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Holdover%20Status%20-%20Facility.pdf) (expired lease; agency will continue in space, but new lease has not been executed yet) - use the Lease Review wizard to update the Holdover Status field in the lease contract table to “yes.” If the receivable lease is also in holdover status, follow same steps for the receivable lease using the Receivable Review wizard. If the receivable lease is not being continued, use the [receivable facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf).
* **End a lease** (vacating facility) – use the [leased facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf). If staff are relocating to a facility that is not currently in the agency’s portfolio, refer to [Section 2. Add New Facilities](#_2._Add_New).

##### Master leases expiring on or after June 30, 2023 (update only if needed)

* **Missing lease payments –** use the [Lease Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Review%20Business%20Process%20Wizard.pdf) to add at least one lease payment series and the [Receivable Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Review%20Business%20Process%20Wizard.pdf) to add at least one receivable payment series.
* **Receivable lease renewal** (expiring before master lease) – use the [receivable lease renewal wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Lease%20Renewal%20-%20Facility.pdf) and attach supporting receivable lease documentation (outside of wizard, instructions included in receivable lease renewal job aid).
* **Make the master and/or receivable lease month-to-month** – use the Lease Review wizard to update the [Month-to-Month](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Month-To-Month-Facility.pdf) field in the lease contract table to “yes” and/or use the Receivable Review wizard to update the [Month-to-Month](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Month-To-Month-Facility.pdf) field in the receivable lease contract table to “yes.”
* [**Add a copy of the lease and receivable lease contracts**](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Upload%20Lease%20and%20Receivable%20Contracts%20-%20Facility.pdf)to FPMT, if not already attached.
* **Cancel the receivable lease –** use the [receivable facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf).
* **Cancel the master lease –** use the [leased facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf). If staff are relocating to a facility that is not currently in the agency’s portfolio, refer to [Section 2. Add New Facilities](#_2._Add_New).
* **Master lease amendments** (other than extension) – add a [lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and edit other tables as needed using the Lease Review wizard; attach a copy of the amendment.
* **Receivable lease amendments** (other than extension) – add a [receivable lease amendment](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20And%20Receivable%20Lease%20Amendments%20-%20Facility.pdf) and edit other tables as needed using the Receivable Review wizard; attach a copy of the amendment.

# 2. Add New Facilities (If Applicable)

## **Owned Facilities**

### [Add new owned facility](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Owned%20Facility.pdf) using FPMT creation wizard

Ensure the Facility Type field value in the facility table is “building.”

Ensure the Facilities Inventory field value in the facility table is “yes.”

If the owned facility is a duty station for staff, ensure the HRMS field value in the facility

table is “yes.”

Geocode the facility (put a point on the map).

Ensure the “Condition Assessment Score” field is populated in the owned facility table or add a

[condition matrix](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Condition%20Matrix%20-%20Facility.pdf) later in the wizard, which will populate a condition assessment score for you.

#### [Add new receivable lease(s)](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf), if applicable – this process involves two wizards

Complete Create Receivable Lease wizard.

Attach copy of receivable contract.

Complete Receivable Review wizard.

## **Leased Facilities**

Search FPMT for the new facility address to see if it is currently, or was previously, occupied by

another agency. If the facility already exists in the inventory, you will link to it as part of the new

leased facility wizard process. If the facility does not exist in the inventory, you will create a new

one as part of the wizard process. Search instructions included in wizard job aid.

### [Add new leased facility](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Leased%20Facility.pdf) – this process involves two wizards

#### Complete the Create Leased Facility wizard

Ensure the “Condition Assessment Score” field is populated in the leased facility table or

add a [condition matrix](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Condition%20Matrix%20-%20Facility.pdf) later in the wizard, which will populate the score for you.

###### If the facility is not already in the inventory, create new facility (vs. linking to one)

Ensure the Facility Type field value in the facility table is “building.”

Ensure the Facilities Inventory field value in the facility table is “yes.”

If the leased facility is a duty station for staff, ensure the HRMS field value in the

facility table is “yes.”

Geocode the facility (put a point on the map).

Report [available space](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Report%20Available%20Space.pdf), if applicable.

Attach copy of lease contract in the lease contract table (outside of wizard).

#### Complete the Lease Review wizard

Enter the required data in the lease contract table.

Add at least one lease payment series.

Add lease option, if applicable.

#### [Add new receivable lease(s)](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf) (if applicable) – this process involves two wizards

Complete the Create Receivable Lease wizard.

Attach copy of receivable contract in the facility receivable contract table

(outside of wizard).

Complete Receivable Review wizard.

# 3. Validate Data

Run the [QA reports](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/FPMT%20QA%20Reports%20-%20Facilities.pdf) in FPMT and review for potential errors.

Refer to the [QA Report Correction Steps](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/QA%20Report%20Correction%20Steps.xlsx) job aid for guidance on how to correct errors.

Correct any errors in the report.

After errors are corrected, rerun QA reports to ensure all errors have been addressed.

# 4. Submit Data

[Notify OFM](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2023/FPMT%20Data%20Submission.pdf) via FPMT when inventory data is complete – do not submit data if your agency has

pending facilities that have not yet been approved by OFM.