# Overview

This checklist provides an overview of the steps needed to complete the 2025 Facilities Inventory data collection process in FPMT.

Data requirements are organized by facility type. For receivable leased facilities, lessor (master lease holder or owning agency) responsibilities are detailed as a subsection of owned and leased facilities. Tenant agency responsibilities are listed separately.

**Due Dates**: All data must be submitted to OFM by June 23, 2025. New owned and leased facilities must be entered no later than June 2.

* 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.
* Definitions of Facility, Lease, and Receivable Lease:
  + **Facility**: a building with at least one wall, a roof and a permanent foundation, regardless of occupancy or cost.
  + **Lease**: a lease contract, MOU, IAA, RSA, federal license, or any other type of agreement for space regardless of whether there is an exchange of money (e.g., $0 leases).
  + **Receivable Lease** (or sublease): a lease agreement between an agency that owns a building or is the holder of the master lease and a tenant. This includes DES Occupancy Agreements for space on the Capitol Campus.
* 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. To reset your FPMT password, refer to the [Reset 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 and [Intro to FPMT eLearning](https://ofm.wa.gov/it-systems/facility-system/facilities-portfolio-management-tool-fpmt/introduction-fpmt-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 [Facilities Analyst](https://ofm.wa.gov/facilities/facilities-oversight-and-planning-staff-agency-assignments) or send an email to OFM Facilities Oversight and Planning at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

# 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.
* Add or update [workstation counts](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/Report%20Workstation%20Data.pdf), if not current (**office spaces only**).

#### Update existing receivable leases, if applicable.

##### Receivable leases expiring before June 30, 2025

* **Receivable 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 while in the wizard.
* **Receivable 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 in the wizard.
* **Holdover status** (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](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Holdover%20Status%20-%20Facility.pdf) field in the receivable contract table to “yes” and add a note in the Comment field. Do not change the receivable contract end date.
* **End a 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.

##### Receivable leases expiring on or after June 30, 2025 (update only if needed)

* **Make 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 contract table to “yes” and add a note in the Comment field.
* **Add a copy of the receivable contract** to FPMT, if not already attached. Use the [Receivable Review](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Review%20Business%20Process%20Wizard.pdf) wizard to add the attachment or [upload the contract manually](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Upload%20Lease%20and%20Receivable%20Contracts%20-%20Facility.pdf).
* **Receivable amendments** (other than extension) – 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 edit other tables as needed; attach a copy of the amendment inside the wizard.
* **Cancel a 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 leases, if applicable.

* Complete [Create Receivable Lease](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf) wizard and attach copy of receivable contract in the wizard.

### Remove owned facility from agency’s portfolio

* **Demolished or sold** – use the [owned 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 part of the agency’s portfolio, see [Section 2. Add New Facilities](#_Add_New_Facilities).
* **Transfer a facility** – contact OFM at [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov) for the administrative change. OFM 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.
* Add or update [workstation counts](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/Report%20Workstation%20Data.pdf), if not current (**office spaces only**).

### Update existing standard leases.

#### Leases expiring before June 30, 2025.

* **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 while in the wizard
* **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 while in the wizard.
* **Holdover status** (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](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Holdover%20Status%20-%20Facility.pdf) field in the lease contract table to “yes” and add a note in the Comment field.
* **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 relocating to a facility that is not currently part of the agency’s portfolio, see [Section 2. Add New Facilities](#_Add_New_Facilities).
* If staff are relocating to a facility that is not currently part of the state’s

inventory, create a new facility to generate a new UFI before deactivating the old facility.

* If staff are relocating, ensure to populate the Relocation UFI and Relocation Contract Number when prompted in the deactivation wizard.

#### Leases expiring on or after June 30, 2025.

* **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” and add a note in the Comment field.
* **Add a copy of the lease contract** to FPMT, if not already attached. Use the [Lease Review wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Review%20Business%20Process%20Wizard.pdf) or [add an attachment manually](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Upload%20Lease%20and%20Receivable%20Contracts%20-%20Facility.pdf).
* **Lease amendments** (other than extension) – 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 edit other tables as needed; attach a copy of the amendment while in the 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 relocating to a facility that is not currently part of the agency’s portfolio, see [Section 2. Add New Facilities](#_Add_New_Facilities).
* If staff are relocating to a facility that is not currently part of the state’s inventory, create a new facility to generate a new UFI before deactivating the old facility.
* If staff are relocating, ensure to populate the Relocation UFI and Relocation Contract Number when prompted in the deactivation wizard.

### Update existing master leases with one or more receivable leases.

#### Master leases expiring before June 30, 2025.

* **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 while in the wizard.

**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 an [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 while in the wizard. If the receivable lease is also being extended, follow the 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** (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](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Holdover%20Status%20-%20Facility.pdf) field in the lease contract table to “yes” and add a note in the Comment field. If the receivable lease is also in holdover status, follow the 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 part of the agency’s portfolio, see [Section 2. Add New Facilities](#_Add_New_Facilities).
* If staff are relocating to a facility that is not currently part of the state’s inventory, create a new facility to generate a new UFI before deactivating the old facility.
* If staff are relocating, ensure to populate the Relocation UFI and Relocation Contract Number when prompted in the deactivation wizard.

#### Master leases expiring on or after June 30, 2025.

* **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 while in the wizard
* **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 note in the Comment field to indicate why the contract is month-to-month.
* **Add a copy of the lease and receivable lease contracts** to FPMT, if not already attached. Use the [Lease Review](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Lease%20Review%20Business%20Process%20Wizard.pdf) and/or [Receivable Review](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Receivable%20Review%20Business%20Process%20Wizard.pdf) wizards, as applicable, or [upload the contracts manually](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Upload%20Lease%20and%20Receivable%20Contracts%20-%20Facility.pdf).
* **Master lease amendments** (other than extension) – 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 edit other tables as needed; attach a copy of the amendment while in the wizard.
* **Receivable lease amendments** (other than extension) – 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 edit other tables as needed; attach a copy of the amendment while in the wizard.
* **Cancel a receivable lease –** use the [receivable facility deactivation wizard](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Deactivation%20Wizard%20-%20Facility.pdf).
* **Cancel a 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 part of the agency’s portfolio, see [Section 2. Add New Facilities](#_Add_New_Facilities).
* If staff are relocating to a facility that is not currently part of the state’s inventory, create a new facility to generate a new UFI before deactivating the old facility.
* If staff are relocating, ensure to populate the Relocation UFI and Relocation Contract Number when prompted in the deactivation wizard.

### Add new receivable lease(s), if applicable.

* Complete [Create Receivable Lease](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf) wizard and attach copy of receivable contract while in the wizard.

## Receivable Facilities (Tenant Agency)

* Add/update [workstation counts](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/Report%20Workstation%20Data.pdf) (**office spaces only**).

# 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 facility serves as 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](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Condition%20Matrix%20-%20Facility.pdf) is populated in the owned facility table.
* For in-scope office spaces, ensure that the Six Year Facilities Plan field value in the owned facility table is “yes.”
* Add [workstation counts](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/Report%20Workstation%20Data.pdf) in the space table (**office spaces only**).
* [Report available space](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Report%20Available%20Space.pdf), if applicable.

### Add new receivable lease(s) (if applicable)

* Complete [Create Receivable Lease](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf) wizard and attach copy of receivable contract while in the 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) using FPMT creation wizard.

* Ensure the [condition assessment score](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Condition%20Matrix%20-%20Facility.pdf) in the leased facility table is populated.
* For in-scope office spaces, ensure the Six Year Facilities Plan field value in the leased facility table is “yes.”

#### If the facility is not 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).
* Attach copy of lease contract in the lease contract table.
* [Report available space](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Report%20Available%20Space.pdf), if applicable.
* Add [workstation counts](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/Report%20Workstation%20Data.pdf) in the space table (**office spaces only**).

### Add new receivable lease(s) (if applicable).

* Complete the [Create Receivable Lease](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/Create%20Receivable%20Lease%20-%20Facility.pdf) wizard and attach copy of the receivable contract while in the wizard.

## Receivable Leased Facilities (Tenant Agency)

* Add [workstation counts](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/Report%20Workstation%20Data.pdf) (**office spaces only**).

# Validate Data

* Run the [QA report](https://ofm.wa.gov/sites/default/files/public/itsystems/FPMT/FPMT%20QA%20Report%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 report to ensure all errors have been addressed.

# Submit Data

* [Notify OFM](https://ofm.wa.gov/sites/default/files/public/facilities/FIS/2025/FPMT%20Data%20Submission.pdf) when inventory data is complete via FPMT – do not submit data if your agency has pending facilities that have not yet been approved by OFM.