OFM
Office of Financial Management

Fiscal Year 2025

State Facilities Inventory

Agency Instructions

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Facilities Inventory

Introduction

Since 1997, RCW 43.82.150 has required all Washington state agencies, departments, boards, commissions and institutions to report their inventory of state-owned and leased facilities as of June 30 each year. The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington's facilities inventory. All facility data is collected and maintained in FPMT.

For the purposes of the State Facilities Inventory, a facility is defined as: *a building with at least one wall, a roof and a permanent foundation, regardless of occupancy*. Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.

Per OFM's inventory policy, **inventory data in FPMT must be current and accurate each month**. OFM will take a snapshot of the data on June 30 to comply with our reporting requirements

Reporting Process

Overview

Please refer to the FPMT Facilities Inventory Data Requirements Checklist for a detailed overview of required system updates, along with step-by-step instructions.

In order to meet statutory reporting requirements, data must be current as of June 30, 2025, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Leases that expire prior to June 30 should be renewed, extended, placed in holdover, or deactivated as applicable.

Key Requirements

All Facilities

- Reporting all receivable leases*

- Reporting available space, if applicable. Available space refers to unused or unneeded space that could be made available to another agency.

- Reporting a current condition assessment score for all owned and leased facilities. This data is statutorily required per RCW 43.82.150.

- Attaching a copy of each lease/receivable contract or amendment in FPMT.

*A receivable lease, or sublease, is a lease agreement between an agency that owns a building or is the holder of the master lease and a tenant. All receivable leases must be reported, including subleases to private entities. The master lease holder or owning agency is responsible for creating and updating receivable leases in FPMT.

Office Spaces in Scope for Six-Year Planning Only

The following requirement is limited to locations that are in scope for six-year planning. Per OFM's inventory policy reporting is required as change happens in an agency's portfolio, with data kept current each month.

- Workstation counts – Please designate any unassigned workspace (e.g., office, cubicle, etc.) that could be used for hoteling as a touchdown space.

NOTE: If your agency is a receivable lease tenant only and does not have its own leased or owned assets, your agency is not required to submit most inventory data to OFM; however, your agency is responsible for updating workstation counts for any office spaces that are in scope for six-year planning.

FPMT Access

All inventory data is reported via FPMT. Refer to the Request New User Account job aid for instructions on creating a new FPMT account. By default, all new accounts begin as Read Only. Edit rights must be requested and approved by each agency's FPMT Administrator.

Data Validation

Agencies are expected to validate their inventory data, and are required to run and review the system-generated QA report to check for, and correct, missing and/or invalid data.

The QA Report includes square footage errors as well as errors related to lease and receivable contract data. Please refer to OFM's data validation instructions, also included as Appendix A, for specific guidance on how to validate your data.

The QA report flags the most common types of data errors, but it is not exhaustive. If OFM finds a more complex error, staff will contact you for additional correction steps.

Data Submission

After data is validated, each agency will notify OFM via FPMT that its data is complete. The system will automatically generate an email to OFM with a copy to the agency user. Refer to the FPMT Data Submission job aid, also included as Appendix B, for step-by-step instructions.

If your agency has entered new facilities into FPMT, do not submit your data until you have received notification that they have been approved by OFM.

Due Dates

All inventory updates must be submitted by June 23, 2025. As a reminder, inventory data should be current and accurate each month in FPMT. This deadline is to ensure relevant updates are included in OFM's annual report to the Legislature.

NOTE: New facilities must be entered into FPMT by June 2 to allow sufficient time for OFM review and approval.

Contact Information

For questions about the State Facilities Inventory process, please contact your assigned OFM Facilities Analyst or send an email to ofmfacilitiesoversig@ofm.wa.gov.

For assistance with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.

This job aid provides step-by-step instructions for running and reviewing FPMT's QA Report, which captures the most common types of square footage and financial data errors.

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Where do I access the QA Report?	• The QA report is accessed from the agency tile. Select the menu button, Reports, and QA Report. • The report will open in a separate window, and you will have the option of downloading the report in Excel or PDF format.
When should I run the QA Report?	• The QA Report can be reviewed at any time to check for errors and may be used to identify contracts that have expired or will expire in the next 90 days. • Agencies are required to validate their data and correct any errors prior to submitting their inventory data to OFM. • If you have entered new owned or leased facilities, wait to run the QA Report until after you have received notification that the new facilities have been approved by OFM.
How do I know if I have errors in the QA Report?	• Errors/flags are grouped in tabs by category. • For most tabs, the goal is to have a "clean" QA, which means the worksheet will not have any content. • The report also includes a list of lease and receivable contracts that will expire in the next 90 days. • Make sure to check each tab for errors/flags.
What types of errors are included in the QA Report?	• The QA Report captures common types of errors related to square footage and financial data.
How do I fix the errors listed in the QA Report?	• Refer to the QA Report – Correction Steps job aid for instructions on how to fix errors in the QA report. • The square footage errors are explained on the first tab, and the financial data errors are explained on the second tab.
How do I know if the correction steps worked?	• Rerun the QA Report after making corrections. • If you have correctly followed the data validation instructions, the report will no longer include the specific errors/flags you have addressed.

Run the QA Report

Navigate to the agency tile and run the QA Report.

1. **Open** the Data Explorer module.
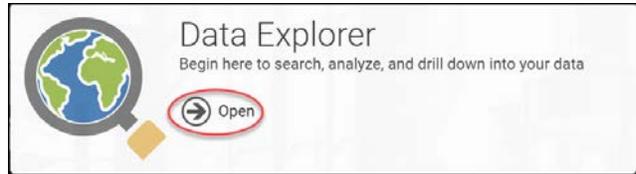
2. **Select** the Search button on the data explorer tool bar.

3. **Select** "Filter by" and choose Agencies.

4. **Select** "Refine by" and choose Agency Abbreviation.

   ➔These are SAAM acronyms.

5. **Enter** the abbreviation.

   ➔You can type in the text box to filter the list.

6. **Select** Search.
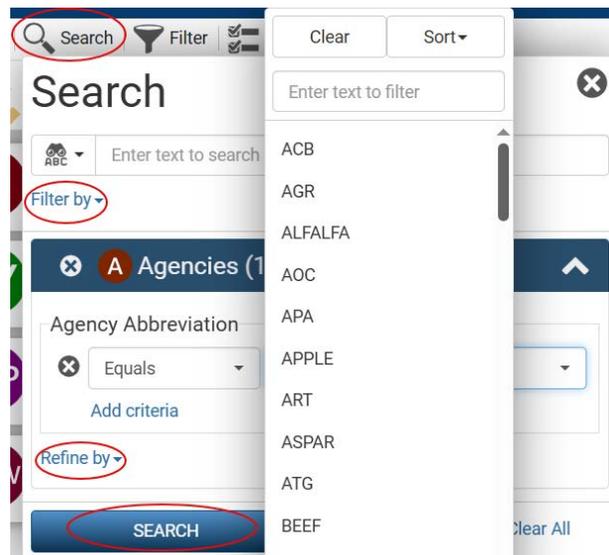
7. **Select** the menu button on the agency tile.

8. **Select** Reports.
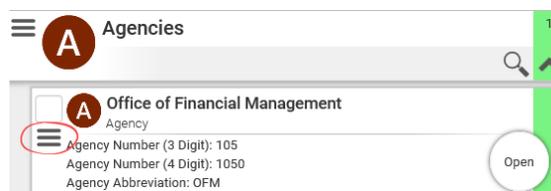
9. **Select** QA Report.

   ➔The report will open in a new window.

10. **Select** Download Excel Report	⊙ Download Excel Report

Correct Data Errors

1. **Review** all 12 tabs for errors.

2. If errors are present, follow the instructions in the QA Report – Correction Steps job aid.

   ➔Square footage errors are explained in the first tab, and financial data errors are explained in the second tab.

   ➔In the Workbook column, you will find error types that correspond to each of the tab names in the QA Report, along with a description of the error, causes and correction steps.

3. **Rerun** the QA Report to ensure the errors were fixed.

Overview

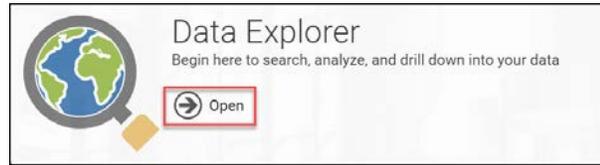FPMT includes functionality that allows agencies to notify OFM via the system when their data is complete.

✓ All FPMT data is due to OFM by June 23, 2025.

✓ New facilities must be entered into FPMT by June 2, 2025.

✓ Do not submit your data until new facilities have been approved by OFM.

✓ If you need to create a new FPMT account, please refer to the Request New User Account 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 via an email to the OFM Help Desk.

✓ For instructions on how to reset your password, please refer to the Reset or Change Password job aid.

✓ For help with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.

✓ For questions about the Facilities Inventory, please contact your assigned OFM Facilities Analyst or send an email to ofmfacilitiesoversig@ofm.wa.gov.

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Navigate to the Agency Notification Tile

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

Data Explorer
Begin here to search, analyze, and drill down into your data
→ Open

2. **Select** the Search button on the data explorer tool bar.

← History   Q Search   ▼ Filter   Selections

Starting Point
Navigate all data

3. **Select** "Filter by" and choose Agency Notification.

4. **Select** "Refine by" and choose Agency.

Search

Enter text to search
Filter by

⊗ AN Agency Notifications (3)

Agency
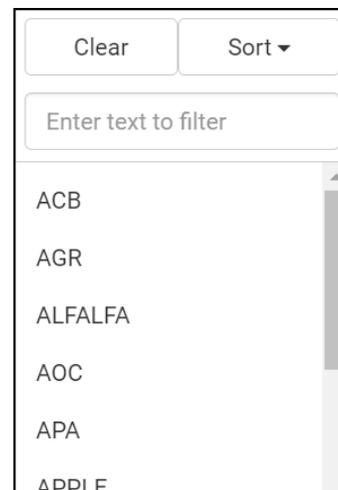⊗ Equals
Add criteria
Refine by

SEARCH   Explain   Clear All

5. **Select** your agency acronym from the list

➔ You can filter the list by typing in the box.

➔ These are SAAM abbreviations.

6. **Select** Search

Clear   Sort ▾

Enter text to filter
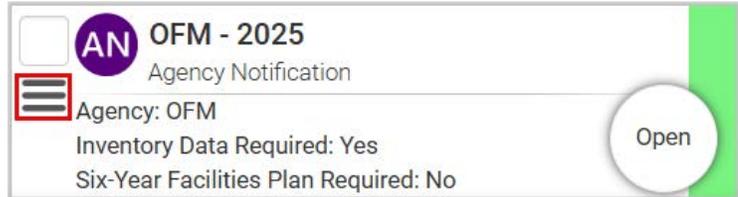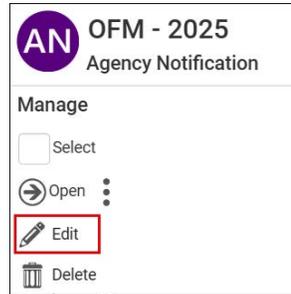
ACB

AGR

ALFALFA

AOC

APA

APPLE

Submit Your Data

1. **Select** the menu button on the 2025 Agency Notification tile.

   - There will be a new tile for each year.
   - For this inventory-only reporting cycle, all agencies will see No in the Six-Year Facilities Plan Required field.

2. **Select** Edit

AN OFM - 2025
Agency Notification
Agency: OFM
Inventory Data Required: Yes
Six-Year Facilities Plan Required: No

Open

AN OFM - 2025
Agency Notification
Manage
Select
Open
Edit
Delete

3. **Update** fields as applicable

   - Inventory Data Complete
     ➔ Defaulted to No
     ➔ Update the field to Yes if you are ready to submit your inventory data to OFM.
   - Baseline Data Complete
     ➔ Defaulted to No
     ➔ Agencies will not submit baseline data this year.
   - Fiscal Year (pre-populated)
     ➔ Do not change this field.

Inventory Data Complete
No
Agency Inventory Submitted Date

Baseline Data Complete
No
Agency Baseline Submitted Date

Fiscal Year
2025

4. **Select** SAVE AND CLOSE

   ➔ When you change the field to Yes and save the record, the system will send an email to OFM and the user.

   ➔ When OFM approves or denies your data, you will receive an email from the system.

   ➔ If OFM denies your data due to errors, you will receive additional information with needed correction steps.

SAVE AND CLOSE   Cancel