



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 17, 2025

TO: Agency Deputy Directors
Small Agency Cabinet
Presidents, Higher Education Institutions

FROM: Emily Beck
Deputy Director

SUBJECT: 2025 STATEWIDE FACILITIES INVENTORY

[RCW 43.82.150](#) requires all Washington state agencies, departments, boards, commissions, and institutions to report their inventories of state-owned and leased facilities as of June 30 each year. This data is used for budget development, strategic facilities planning and analysis, and reporting functions. 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.

The Office of Financial Management's (OFM) [facilities inventory policy](#) requires **inventory data in FPMT to be current and accurate each month**. OFM will take a snapshot of the data on June 30 to comply with our statutory reporting requirements.

Instructions for the 2025 facilities inventory are being distributed to agency facilities contacts and are also available on our [facilities inventory](#) web page. Maintaining current inventory data is critical for accurate ad hoc analysis and reporting, which is regularly provided to the Legislature upon request. To help agencies meet specific reporting requirements, OFM has created tailored instructions based on need, along with detailed, scenario-based checklists.

OFM annually publishes a Facilities Inventory [dashboard](#) that allows the Legislature, agencies, and the public to visualize and interact with facilities data. The dashboard will be updated with results from the 2025 inventory by October 1. We look forward to receiving feedback and working with your agencies and other stakeholders to improve the dashboard over time.

All inventory updates are due in FPMT by **Monday, June 23, 2025**. If you have any questions, please contact Facilities Oversight and Planning at ofmfacilitiesoversig@ofm.wa.gov.

Thank you for your partnership in this work.

cc: Robyn Williams, Interim Budget Director, OFM
Yvonne Knutson, Senior Budget Advisor for Facilities Oversight and Planning, OFM