



Statewide Facilities Inventory Policy

PURPOSE

The purpose of this policy is to define data requirements for the Statewide Facilities Inventory, which is reported and maintained in the Facilities Portfolio Management Tool (FPMT). Clearer guidelines will help ensure capital planning, reporting and decision making activities are informed by complete and accurate data.

AUTHORITY

[RCW 43.82.150](#) requires the Office of Financial Management (OFM) to develop and maintain an inventory system to account for all facilities owned or leased by state government. Since 2017, FPMT has served as the official record of the Statewide Facilities Inventory.

SCOPE

This policy applies to all state agencies, departments, boards, commissions and institutions (referred to as agencies) with facilities, except commodity commissions, which are exempt per [RCW 15.04.200\(3\)](#).

POLICY

To achieve greater clarity in facilities data collection processes and to ensure that capital planning and state facilities management and reporting activities are informed by complete and accurate data, OFM has defined the following inventory requirements.

INVENTORY REQUIREMENTS

1. In-scope facilities:
 - 1.1 Agencies are required to report all occupied, vacant or abandoned facilities that are:
 - 1.1.1 Owned by the state.
 - 1.1.2 Leased by the state from the private sector or another government entity using a lease contract, MOU or any other type of agreement for space.
 - 1.1.3 Licensed to the state from another government entity.
2. System requirements:
 - 2.1 Agencies are required to manually report through FPMT unless import permissions are granted by OFM. Import permissions may be granted only if the agency has a facilities technology solution that:
 - 2.1.1 Is a relational database that validates data types and
 - 2.1.2 Includes at least 75 percent of the data elements required in the facilities inventory.
 - 2.2 Required tables and fields:

2.2.1 Owned facilities

FPMT Table	Required for All Agencies?	Additional Requirements
Facility	YES	If the facility serves as a duty station for employees, the HRMS field value must be "Yes."
Owned Facility	YES	
Space	YES	

2.2.2 Leased facilities

FPMT Table	Required for All Agencies?	Additional Requirements
Facility	YES	If the facility serves as a duty station for employees, the HRMS field value must be "Yes."
Leased Facility	YES	
Lease Contract	YES	
Lease Payment	YES	
Space	YES	
Lease Amendment	Only if applicable	
Lease Option	Only if applicable	

3. Data maintenance

3.1 Agencies are expected to update their inventory as needed throughout the year. Current data allows for more accurate planning and reporting during the year and helps minimize the amount of updates needed for the annual report. The following inventory updates must be recorded in FPMT:

3.1.1 New facilities

- 3.1.1a New owned facilities should be added to FPMT after they are occupied.
- 3.1.1b New leased facilities should be added to FPMT after the lease has been executed.

- 3.1.1c A unique facility identifier (UFI) is generated in FPMT when a new facility is added to the system.
- 3.1.1d New facilities are saved in pending status and must be approved by OFM to ensure that key data, including the facility's map point, are correct.
- 3.1.2 Lease amendments and lease renewals
 - 3.1.2a Lease renewals should be entered into the system after they have been executed.
 - 3.1.2b If an executed lease renewal is entered into FPMT before the lease start date, the lease contract status should be set to "pending."
- 3.1.3 Vacated facilities
 - 3.1.3a Owned facilities that are no longer obligated to the state due to being sold, demolished or transferred must be inactivated in FPMT. The data will remain in the system but will no longer appear in reports.
 - 3.1.3b Leased facilities that have been vacated due to relocation or building closure must be inactivated in FPMT. The data will remain in the system but will no longer appear in reports.
- 3.1.4 Facility transfers
 - 3.1.4a In limited cases, an agency may need to transfer an owned facility to another agency.
 - 3.1.4b The current obligated agency must change the FPMT facility status to "Transfer" and notify OFM. Only OFM can make the actual transfer due to system permissions.
- 4. Data validation and annual reporting
 - 4.1 Per [RCW 43.82.150](#), agencies are required to update their facilities inventory by June 30 of each year. This statute also requires OFM to submit an annual facilities inventory report to the Legislature by October 1.
 - 4.2 Agencies are required to validate their data to ensure they are reporting a complete and accurate inventory.
 - 4.2.1 Prior to submitting their annual inventory to OFM, agencies are required to run and review the FPMT QA report to check for, and correct, missing and/or invalid data.
 - 4.2.2 Additional reporting requirements are planned for 2020.

DEFINITIONS

Term	Definition
Facility	A building or other structure 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.
Facilities Inventory	A complete record of state owned and leased facilities.
Facilities Portfolio Management Tool (FPMT)	The technology solution used to gather and report the state’s facilities inventory and baseline data for the Six-Year Facilities Plan. FPMT serves as the official record of state facilities.
Human Resource Management System (HRMS)	The enterprise human resources and payroll system for Washington state government.
Import	The means by which users transfer data into a technology solution.
Lease agreement	A contract where the primary purpose is to grant use of a property during a specific period. The contract may be in a traditional lease form or may take other forms, including but not limited to a sublease from a private sector entity, a resource sharing agreement (RSA), a memorandum of understanding (MOU), an interagency agreement with a local or federal government (IAA), or a federal license.