

OFM

Facilities Oversight and Planning

2021 Facilities Inventory Instructions

Contents

- [Overview](#)
- [What's New?](#)
- [Inventory Updates](#)
- [Data Validation](#)
- [Reporting Requirements](#)
- [Due Date](#)
- [Contact Information](#)



ANNUAL FACILITIES INVENTORY OVERVIEW

Facilities owned and leased by state agencies represent a significant financial investment by the citizens of Washington. Since 1997, [RCW 43.82.150](#) has required an annual inventory of these facilities, which provides critical leased and owned facility information for budget development, strategic facilities planning and analysis, and reporting functions.

For the purposes of the Statewide Facilities Inventory, a facility is defined as: *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.

The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington's inventory of state-owned and leased facilities. All facility data is collected and maintained in FPMT.

WHAT'S NEW?

Last year, OFM released new user interfaces, also known as wizards, for most business processes in FPMT. Wizards reduce manual activity by guiding users through each step of the process and automating steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors. Agencies should use the wizards for lease renewals as well as adding new, or inactivating existing, leased or owned facilities.

Wizards also apply to receivable leases, and for the first time, agencies are required to update existing receivable leases in FPMT as part of the inventory data collection process. Receivable leases that end at the same time as a master lease must be updated as part of the master lease renewal wizard process, otherwise they will automatically become inactive. Receivable leases that expire prior to the master lease or that are associated with an owned facility will be renewed on their own using the receivable lease renewal wizard.

Requiring all existing receivable leases to be updated, rather than just a subset, allows for more consistency in process and provides more accurate, real-time data in the system. It will also help agencies get a head start on data for the next Six-Year Facilities Plan and prepare for coming policy changes associated with FPMT's new [lease tracking functionality](#), scheduled to go live on October 1, 2021.

2021 REPORTING REQUIREMENTS, SUBMISSION, AND DUE DATE

Inventory Updates

Each agency is responsible for reviewing and updating all of its leased and owned inventory data in FPMT. Please refer to the [FPMT Inventory Data Requirements Checklist](#) for a detailed overview of required system updates along with step-by-step instructions. Do not overwrite existing lease data.

Inventory data must be current as of June 30, 2021. For example, a lease that ends on June 30 should have an active status in FPMT. Please note that pending renewals are no longer available. Leases must be renewed on or after the new lease start date.

NOTE: New facilities must be entered into FPMT by **June 1** to allow sufficient time for OFM review and approval.

Data Validation

Agencies are expected to validate their data prior to submitting their inventory reports and are required to run and review the system-generated QA report to check for, and correct, missing and/or invalid data. Please refer to OFM's [data validation instructions](#) for specific guidance on how to validate your data.

Reporting Requirements and Submission Process

After completing and validating inventory data, each agency will download its [Owned and/or Leased Facilities Summary Reports](#), as applicable, from FPMT and email them to OFM in Excel format at ofmfacilitiesoversig@ofm.wa.gov. This serves as your agency's official notice to OFM that your 2021 Facilities Inventory is complete.

Due Date

Owned and/or Leased Facilities Summary Reports, as applicable, must be submitted to OFM by **Wednesday, June 23, 2021**. Agency leadership will be notified if reports have not been received by this date.

CONTACT INFORMATION

For questions about the annual Statewide Facilities Inventory process, please contact your [OFM Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov.

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