



## Condition Assessment Score – Overview

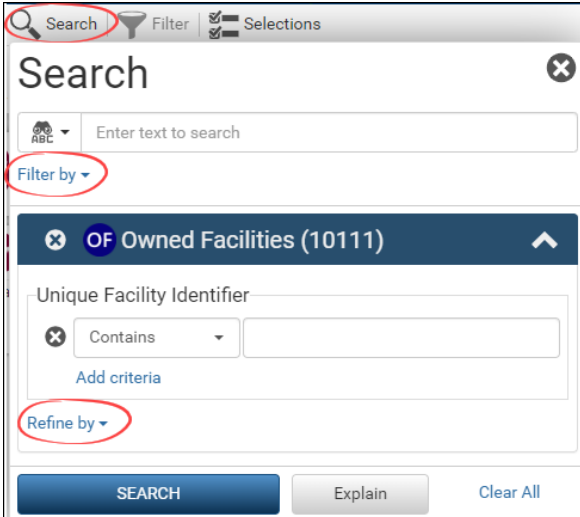
[RCW 43.82.150](#) requires state agencies to report the condition of their owned and leased facilities. As facilities age, they increasingly require more attention to maintain, and condition assessment is an important tool to help prioritize resource allocation.

- ✓ Agencies must rank their facility conditions on a 1 to 5 scale (1-Superior, 2-Adequate, 3-Fair, 4-Limited, 5-Emergent Services Only) and report the score in the owned or leased facility table, as applicable.
- ✓ An optional way to assess facility condition is to use the facilities inventory [condition assessment matrix](#), which will automatically populate the condition assessment score.
- ✓ If you need to locate a facility UFI, run the owned facilities inventory or leased facilities inventory report from the agency tile.



**1. Navigate** to the owned facility or leased facility tile

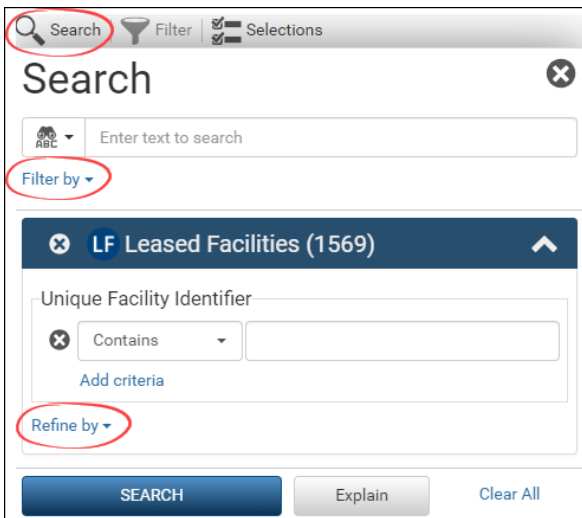
### Owned Facility:

- A. Click the  **Search** button on the data explorer toolbar
- B. Click **Filter by** and choose **Owned Facilities** from the dropdown menu
- C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- D. Enter the UFI
- E. Click the  button



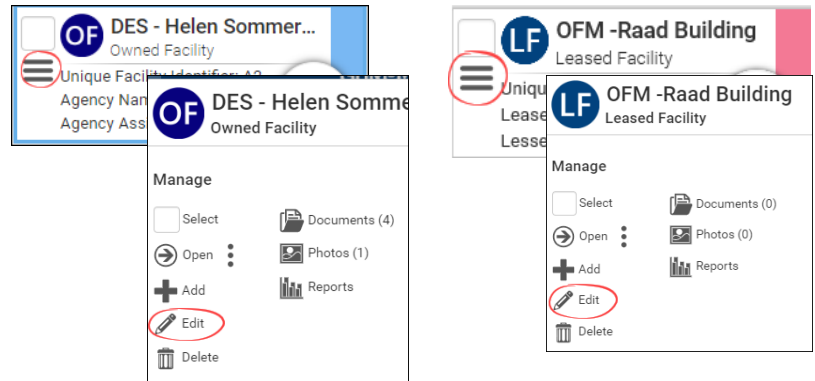
### Leased Facility

- A. Click the  **Search** button on the data explorer toolbar
- B. Click **Filter by** and choose **Leased Facilities** from the dropdown menu
- C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- D. Enter the UFI
- E. Click the  button



2. Click the  menu button

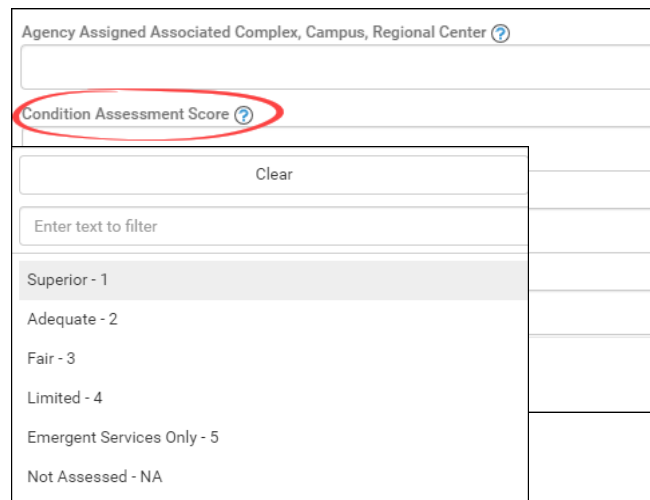
3. Click  Edit



4. Enter condition assessment score

→ This field has a dropdown menu

5. Click 



Agency Assigned Associated Complex, Campus, Regional Center ?

Condition Assessment Score ?

Clear

Enter text to filter

- Superior - 1
- Adequate - 2
- Fair - 3
- Limited - 4
- Emergent Services Only - 5
- Not Assessed - NA