



Inactivate (vacate) a Facility – Overview

This job aid contains step-by-step instructions for inactivating (vacating) both owned and leased facilities.

- ✓ An owned facility that is no longer obligated to the state because it has been sold, demolished or transferred must be inactivated in FPMT. The data will remain in the system but will no longer be included in reports.
- ✓ A leased facility that has been vacated due to relocation or building closure must be inactivated in FPMT. The data will remain in the system but will no longer be included in reports.

Note: An Agency Administrator can delete an owned or leased facility, and associated data, if it was created in error. Agency Editors cannot delete records. Only the OFM Facilities Administrator can delete a Facility. Contact OFM if a Facility was created in error.

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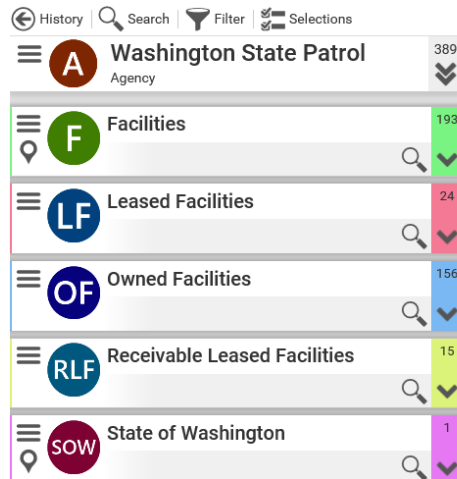
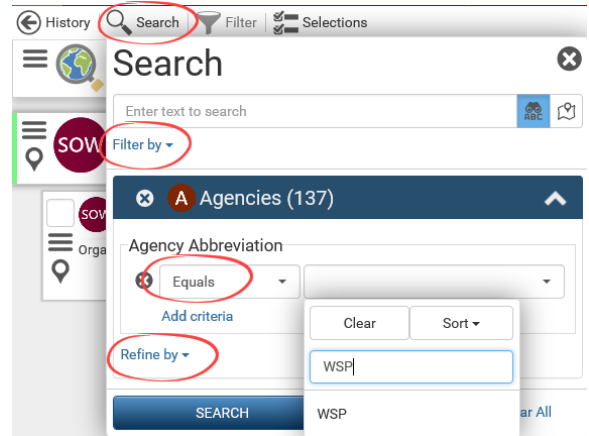
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Inactivate an Owned Facility

- 1. Navigate** to the Owned Facility tile
→ You can locate the Owned Facility tile through the Agency tile list.

To navigate to your agency:

- A. Click** the **Search** button on the data explorer toolbar
- B. Click** **Filter by** and choose **Agencies** from the dropdown menu
- C. Click** **Refine by** and choose **Agency Abbreviation** from the dropdown menu
- D. Choose** your agency from the list. You can filter the list by typing the abbreviation in the text box.
- E. Click** the **SEARCH** button
- F. Click** Open
- G. Expand** the Owned Facilities tile group to see all of your agency's owned facilities.



Click the arrow to expand the Owned Facilities tile group

2. Click the menu button on the Owned Facility tile

3. Click Edit

4. Change the Owned Facility Status to Inactive

5. Select the Owned Facility Inactive Reason From the dropdown menu

6. Click

→ The Inactive Date field will auto-populate when you save and close.

→ Inactivating the Owned Facility will also inactivate any linked Spaces.

OF - Bellevue - Warehouse Owned Facility

Unique Facility Identifier: A01614
Agency Name: Washington State F
Agency Assigned Regional Name:

Manage

Select Documents (0)
Open Photos (0)
Add Reports
Edit
Delete

- Bellevue - Warehouse - Data Manager

0

Number of Vending Machines
0

Number of Lactation Rooms
0

Number of Fitness Rooms
1

Six-Year Facilities Plan ?
Yes

Confidential

Owned Facility Status
Inactive

Owned Facility Inactive Reason

Clear

Enter text to filter

Demolished
Sold
Transferred Title
Other
Delete - Deleted because the record is incorrect or duplicate

Note: You will need to inactivate the Facility separately.

7. Navigate to the Facility tile

→ You can easily navigate to the Facility from the Owned Facility tile.

A. Click the menu button on the Owned Facility tile

B. Click the Facility under Navigate Up

OF - Bellevue - Warehouse Owned Facility


Unique Facility Identifier: A01614
Agency Name: Washington State F
Agency Assigned Regional Name:

Manage

Select Documents (0)
Open Photos (0)
Add Reports
Edit
Delete

Navigate Up

Washington
Washington State Patrol
State Legislative District 48
King
Bellevue
2803 156th Ave SE - BLDG 171001

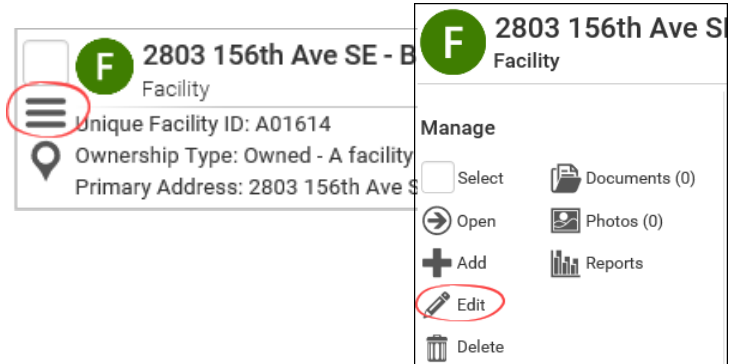
8. Click the  menu button on the Facility tile

9. Click  Edit

10. Change the Facility Status to Inactive

11. Click 

→ Inactivating a facility will remove it from standard reports, including the agency facility roll ups.



2803 156th Ave SE - BLDG 171001 - Data Manager



Campus Identification Number ?	225-0008
Conditioned Space ?	Yes
Portfolio Management Identification Number ?	2857841
Parent Portfolio Management Identification Number ?	3963282
Facilities Inventory System ?	Yes
Facility Status	Inactive
Active Date ?	6/27/2017
Inactive Date ?	
OFM Validation Date ?	



Inactivate a Leased Facility

Note: You will need to inactivate the Lease Contract first, followed by the Leased Facility and Facility.

- 1. Navigate** to the Lease Contract tile
→To search, use the Lease Contract Number

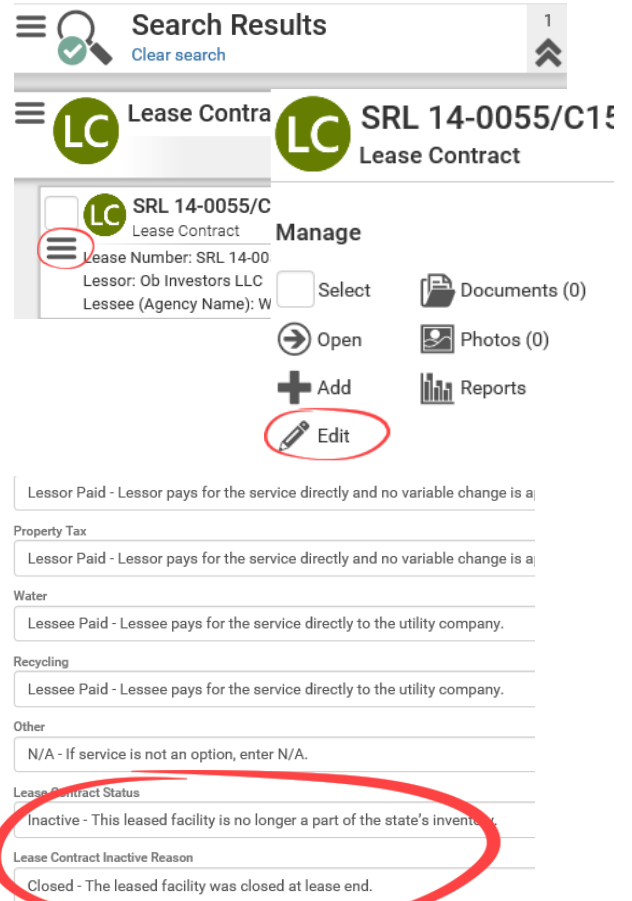
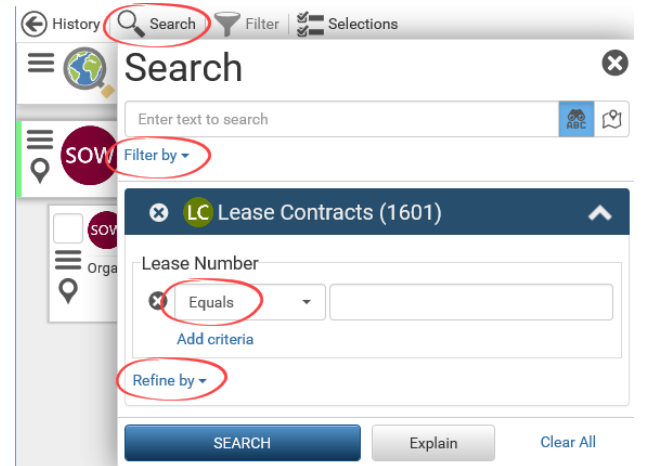
To navigate to your agency:

- A. Click** the  **Search** button on the data explorer toolbar
- B. Click** **Filter by** and choose **Lease Contracts** from the dropdown menu
- C. Click** **Refine by** and choose **Lease Number** from the dropdown menu
- D. Select** **Equals** in the search box criteria
- E. Enter** the lease number
- F. Click** 

- 2. Click** the  menu button on the Lease Contract tile
- 3. Click**  **Edit**
- 4. Change** the Leased Facility Status to Inactive
- 5. Select** the Leased Facility Inactive Reason from the dropdown menu
→If vacating due to relocation, select Cancelled
→If vacating due to facility closure, select Closed

- 6. Click** 

→Any associated Lease Amendments, Lease Options and Lease Payments will automatically inactivate.



7. **Navigate** to the Leased Facility tile
→ You can navigate to the Leased Facility through the Lease Contract menu
 8. **Click** the menu button on the Leased Contract tile
 9. **Click** Leased Facility under Navigate Up
 10. **Click** the menu button on the Leased Facility tile
 11. **Click** Edit
 12. **Change** the Leased Facility Status to Inactive
 13. **Select** the Leased Facility Inactive Reason from the dropdown menu
→ If vacating due to relocation, select Cancelled
→ If vacating due to facility closure, select Closed
 14. **Click**
- Any associated Spaces will automatically Inactivate.

LC SRL 14-0055/C15002 Lease Contract
 Lease Number: SRL 14-0055
 Lessor: Ob Investors LLC
 Lessee (Agency Name): Washingt

Manage

- Select
- Open
- Add
- Edit

Navigate Up

- Washington
- State Legislative District 22
- Washington State Patrol
- Olympia
- Thurston
- Liquor and Cannabis Board
- 3000 Pacific Ave SE
- WSP -3000 Building**

LF WSP -3000 Building Leased Facility
 Unique Facility Identifier: A0396:
 Lease Number: SRL 14-0055
 Lessee (Agency Name): Washing

Manage

- Select
- Open
- Add**
- Edit

WSP -3000 Building - Data Manager

Number of Fitness Rooms

Six-Year Facilities Plan ?

Confidential ?

Leased Facility Status
Inactive - This leased facility is no longer a part of the state's inventory.

Leased Facility Inactive Reason
Closed - The leased facility was closed at lease end.


Active Date
6/27/2017

Note: A Facility cannot be inactivated in the system if another state agency still occupies space in the Facility.

15. Navigate to the Facility tile

→ You can easily navigate to the Facility from the Leased Facility tile.

- A. Click** the menu button on the Leased Facility tile
- B. Click** the Facility under Navigate Up

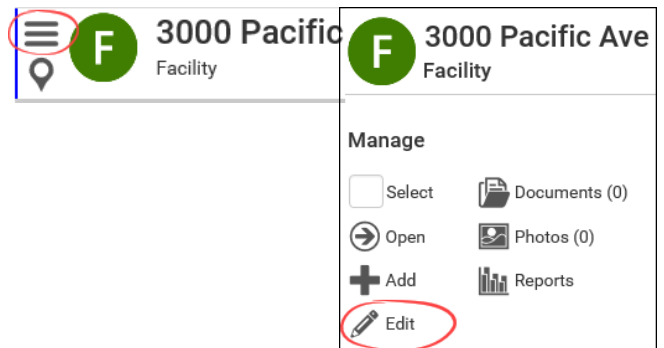
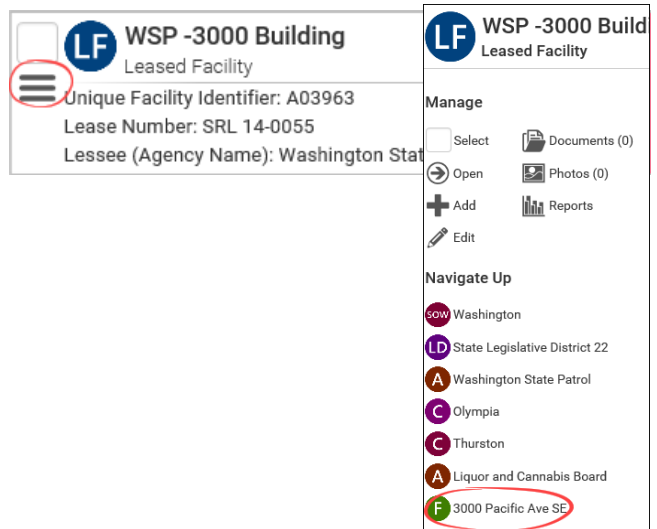
16. Click the  menu button on the Facility tile

17. Click  Edit

18. Change the Facility Status to Inactive

19. Click 

→ Inactivating a facility will remove it from standard reports, including the agency facility roll ups.



3000 Pacific Ave SE - Data Manager

Campus Identification Number ?	<input type="text"/>
Conditioned Space ?	<input type="text"/>
Portfolio Management Identification Number ?	<input type="text"/>
Parent Portfolio Management Identification Number ?	<input type="text"/>
Facilities Inventory System ?	Yes
Facility Status	Inactive
Active Date ?	6/27/2017