



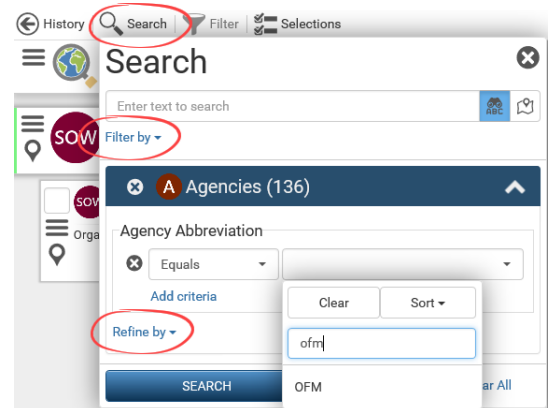
### Owned and Leased Facilities Summary Reports

As part of the annual Facilities Inventory process, agencies must run, download and submit their FPMT Owned and/or Leased Facilities Summary Reports, as applicable.

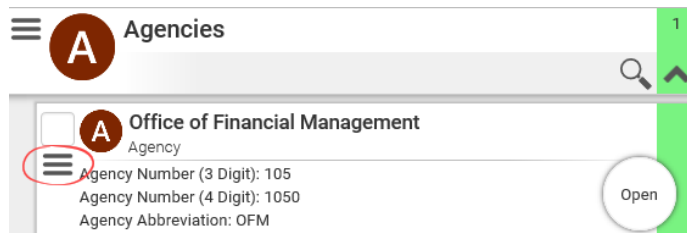
- ✓ The Owned and Leased Facilities Summary Reports are accessed from the agency tile in FPMT.
- ✓ Download and save the reports in Excel format. FPMT will give you the option of Excel or PDF.
- ✓ Email reports to OFM via [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov) by **June 23, 2020**.
- ✓ If you have entered new facilities into FPMT, do not submit your reports until you have received notification that they have been approved.
- ✓ For assistance with FPMT, please contact the OFM Help Desk at [HeretoHelp@ofm.wa.gov](mailto:HeretoHelp@ofm.wa.gov) or (360) 407-9100.

#### Step 1: Navigate to your agency tile

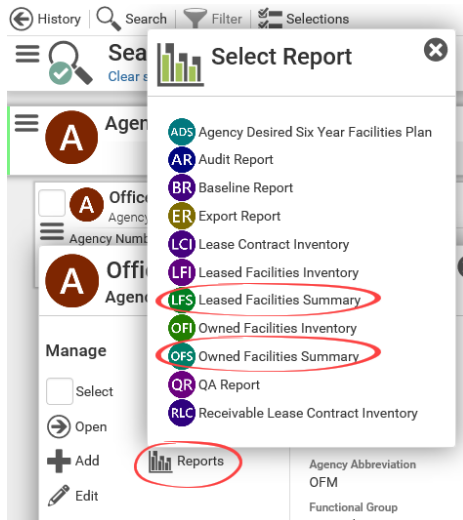
- A. Click the  Search button
- B. Click **Filter by** and choose **Agencies**
- C. Click **Refine by** and choose **Agency Abbreviation**  
**Note:** These are SAAM abbreviations
- D. Choose your agency from the list. You can filter the list by typing the abbreviation in the text box
- E. Click the  button



#### Step 2: Click the menu button on the agency tile



**Step 3: Click  Reports and select either Leased Facilities Summary or Owned Facilities Summary**



**Step 4: Click  Download Excel Report**