

Reporting Available Space in a Leased or Owned Facility - Overview

Agencies may have unused or unneeded space in a leased or owned facility that could be made available to another agency as a means to achieve savings and reduce footprint. This job aid explains how to report available space in FPMT.

- ✓ Available space is reflected in the system by adding an additional space table to the leased or owned facility.
 - **Note:** This step is unnecessary if the entire space is deemed available. See instructions below for more detail.
- ✓ Before adding a new space table, the existing space or spaces must be edited to reduce the square footage by the amount of square feet to be reported in the new available space. Failure to do so will result in a system error, as the combined square footage of all spaces cannot exceed the total square footage of the lease contract or owned facility.
- ✓ Select “yes” in the Available Space field. This is an important step that will allow OFM to run reports on available space.
- ✓ The new space table should be populated as completely as possible, including the number of offices, workstations, mobile benches and touchdown spaces available for use by another agency.
- ✓ For help with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.
- ✓ For questions about available space data and how it can be used, please contact your OFM [Facilities Analyst](#) or the Facilities Planning team via ofmfacilitiesoversig@ofm.wa.gov.

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Questions?

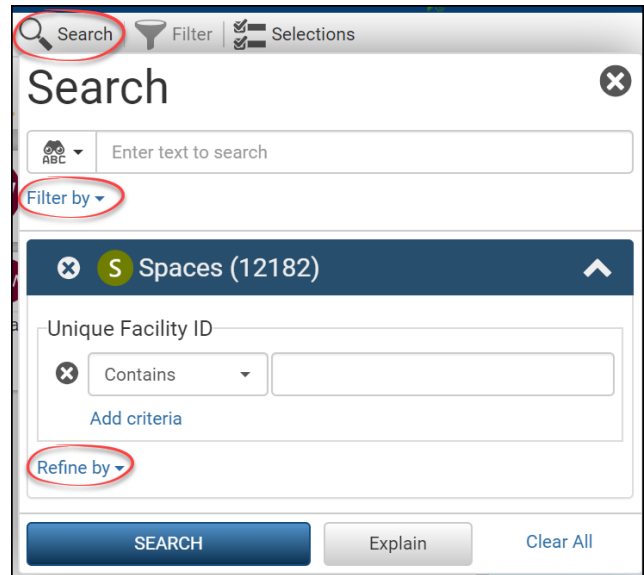



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Edit the Existing Space(s)

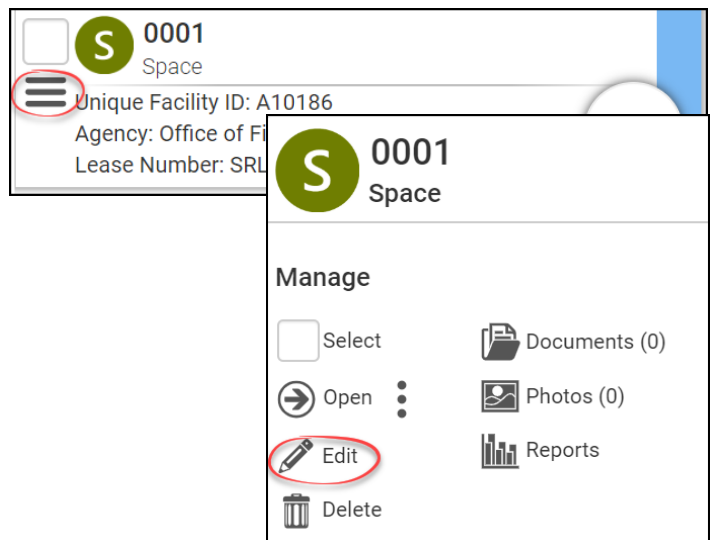
1. Navigate to the Space tile

- A. Click the  Search button on the data explorer toolbar
- B. Click  and choose **Spaces** from the dropdown menu
- C. Click  and choose **Unique Facility ID** from the dropdown menu
 - ➔ If you need to locate a UFI, run the Leased or Owned Facilities Inventory report from the agency tile in FPMT.
- D. Enter the UFI
- E. Click the  button



2. Click the  menu button on the Space tile

3. Click  Edit

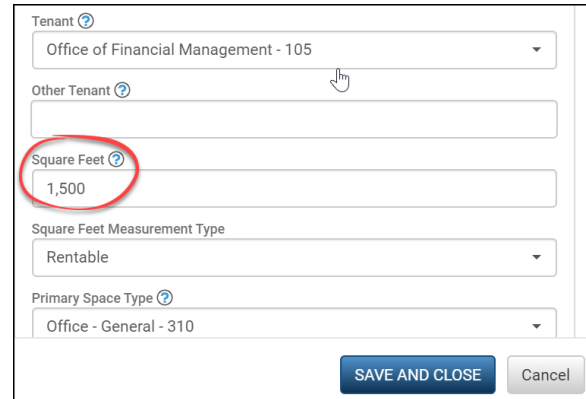
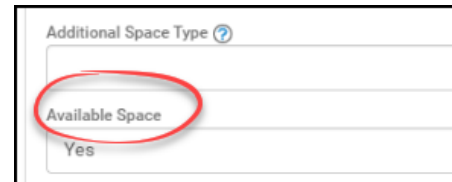


4. Reduce the existing space square footage by the amount of square feet you wish to make available to other agencies.

Note: If you want to make the entire space available for another agency, simply select “yes” in the Available Space field. There is no need to edit the square footage or add an additional space in this case.

Make sure the fields for number of offices, workstations, mobile benches and touchdown spaces are completed and up-to-date. If there is no furniture in the space, type “empty” in the Comments field.


5. Click 

Add a New Space

1. Navigate to the Lease Contract or Owned Facility tile

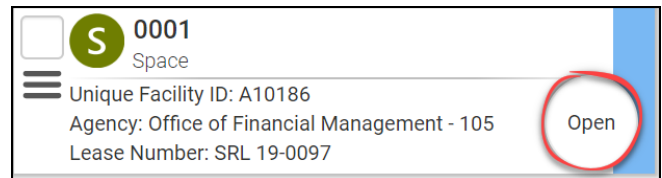
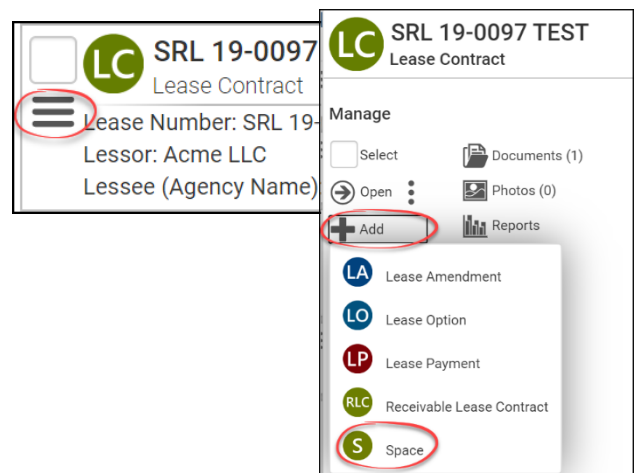
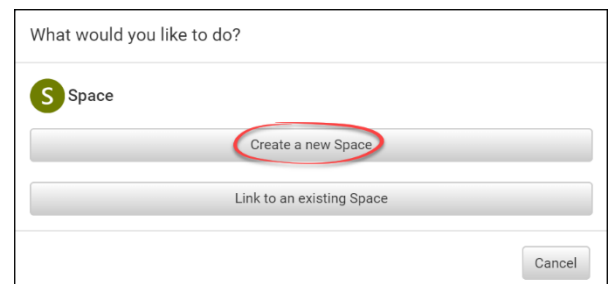
A. Click Open on the Space tile to see the associated Lease Contract or Owned Facility tile

B. Click the  menu button on the Lease Contract or Owned Facility tile

C. Click 

D. Select Space

E. Select Create a new Space



2. Enter data – red fields are required

Field-specific guidance:

Name: Tenant SAAM Acronym – Space ID

Example: DSHS - 0001

Unique Facility ID: You must enter the UFI. If you need to locate the number, it is visible on the existing Space tile or the Leased or Owned Facility tile.

Space ID: A unique number to identify the space

Example: 0001

Tenant: Enter the master lease holder or owning agency

Note on square footage: The sum of all Space square feet cannot exceed the total Lease Contract or Owned Facility square feet.

Square Feet Measurement Type: Dropdown menu
→ Refer to the [Facility Square Footage Measurement Guidelines](#) for more information.

Primary Space Type: Dropdown menu
→ Refer to the [Property Class & Space Type Categories job aid](#) for more information.

Available Space: Select “yes”

- Provide more detail about the available space by reporting the following:
- Number of Offices
 - Number of Workstations
 - Number of Mobile Benches
 - Number of Touchdown Spaces

→ Click the button next to each field name for a definition of the term.

3. Click