Reporting available space via the Facilities Portfolio Management Tool (FPMT) is now required as part of OFM's facilities inventory process.

Available space refers to unused or unneeded space in a leased or owned facility that could be made available to another agency as a means to achieve savings, reduce footprint and improve efficiency across the enterprise. This job aid explains how to enter available space in FPMT and how to run an available space report in the system.

Contents

Overview

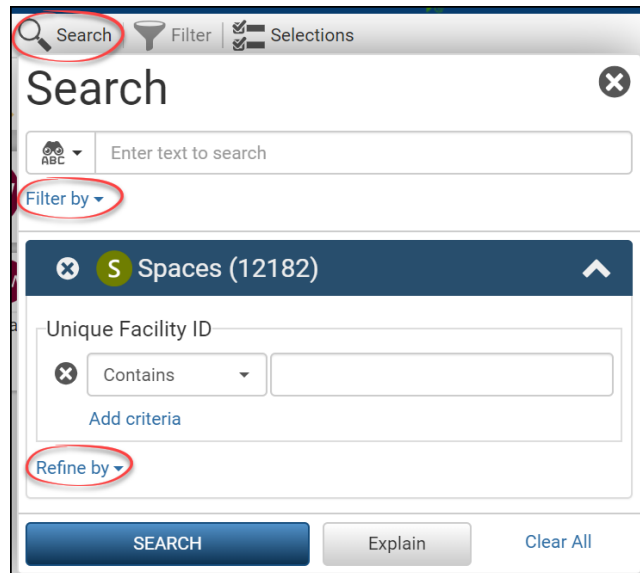|	
Which FPMT user roles can enter available space?	• Users must have the Facilities role and edit rights in order to enter available space in FPMT.
What does available space mean?	• Available space means a portion, or potentially all, of an obligated space is unneeded and could be used by another agency. • Agencies follow instructions for updating their data to reflect available space, which will then be included in FPMT's available space report. • FPMT's available space report can be reviewed by agencies looking to sublease space and potentially collocate with another agency.
How do I report available space in FPMT?	• Available space is reflected in the system by adding an additional space table to the leased or owned facility and selecting "yes" in the available space field. ○ 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 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.
Which FPMT user roles can access the available space report?	• All users can access the available space report.

Where do I access the available space report?	• The available space report can be run for each agency or for the entire enterprise.
	    ○ The agency available space report is accessed from the agency tile.
	    ○ The enterprise available space report is accessed from the State of Washington tile.

Edit the Existing Space

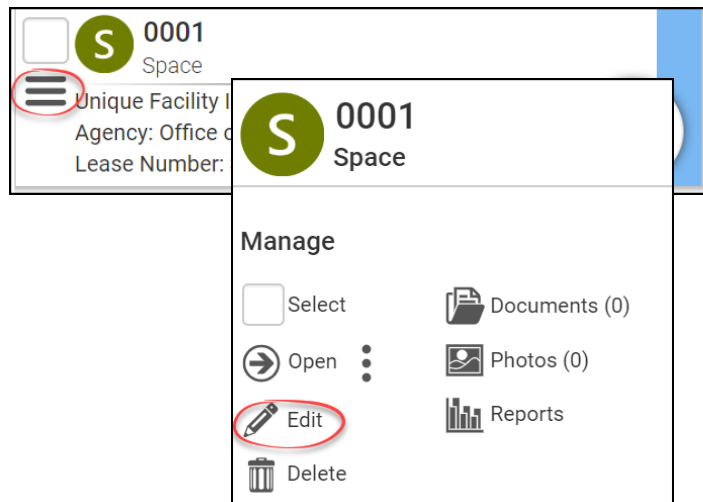Navigate to the existing space tile.

1. **Open** the Data Explorer module.

Data Explorer
Begin here to search, analyze, and drill down into your data
→ Open
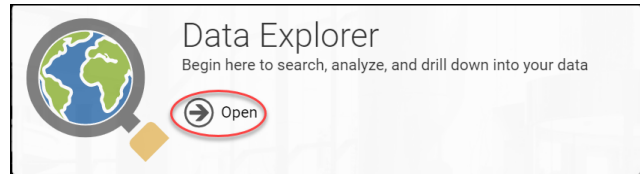
2. **Select** the 🔍 Search button on the data explorer tool bar.
3. **Select** Filter by ▾ and choose **Spaces**.
4. **Select** Refine by ▾ and choose **Unique Facility ID**.
5. **Enter** the UFI.
   ➔ If you need to locate a UFI, run the Owned Facilities Inventory Report or the Leased Facilites Inventory Report from the agency tile.
6. **Select** SEARCH

🔍 Search ▼ Filter ✔ Selections

Search ✕

ABC ▾ | Enter text to search

Filter by ▾

✕ Ⓢ Spaces (12182) ⌃

Unique Facility ID
✕ | Contains ▾ |
Add criteria

Refine by ▾

SEARCH | Explain | Clear All

7. **Select** the ☰ menu button on the space tile.
8. **Select** ✏ Edit

Ⓢ 0001
Space
☰ Unique Facility I
Agency: Office
Lease Number:

Ⓢ 0001
Space

Manage

☐ Select | 📄 Documents (0)
→ Open ⋮ | 🖼 Photos (0)
✏ Edit | 📊 Reports
🗑 Delete

Available Space - Facility
Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100
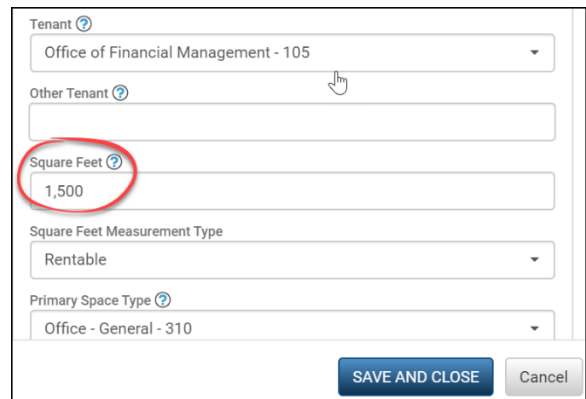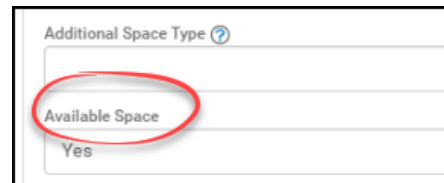
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9. Reduce the existing space square footage by the amount of square feet you wish to make available to other agencies.

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. To help interested agencies know if your space is a good fit for collocation, populate the remaining fields as completely as possible.

➔The following fields are required when selecting "yes" to Available Space:

- Annual Full Service Rate per Square Foot
- Available Occupancy Date
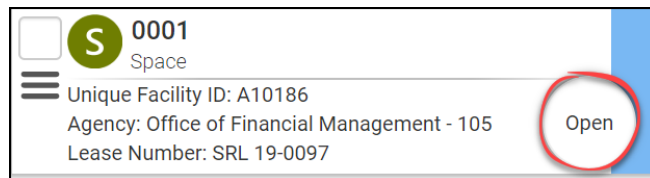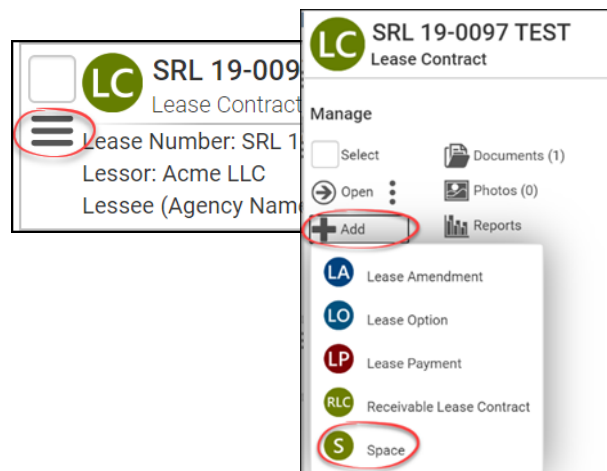
10. Select SAVE AND CLOSE

Add a New Space

Navigate to the Owned Facility or Lease Contract tile to add a new space.

1. Select Open on the Space tile to see the associated Lease Contract or Owned Facility tile.

2. Select the ☰ menu button on the Owned Facility or Lease Contract tile.

3. Select ➕ Add

4. Select Space

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5. **Select** Create a new Space.

6. **Enter** agency data. Red fields are required.

➔Select the information ⑦icon for additional guidance about fields.

▪ Name

➔Tenant SAAM Acronym – Available

(e.g., DSHS – Available)

▪ 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

(e.g., 0001)

▪ Tenant

➔Enter your agency.

▪ Square Feet

➔ The sum of all Space square feet cannot exceed the total Lease Contract or Owned Facility square feet.

▪ Square Feet Measurement Type (dropdown)

▪ Primary Space Type (dropdown)

➔Refer to the Property Class & Space Type Categories job aid for additional information.

- Available Space
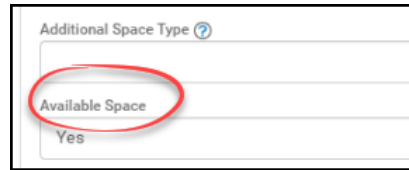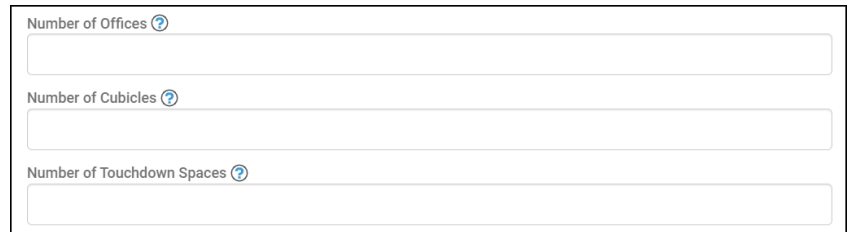 → Select "yes"

Additional Space Type ⑦

Available Space

Yes

→ Provide more detail about the available space by populating the following fields. Select the information icon ⑦ for definitions.

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  → Refer to any <u>unassigned</u> workspace that could be used for hoteling as a touchdown space. These spaces can take a number of forms, including but not limited to, an office, cubicle, bench, table etc.
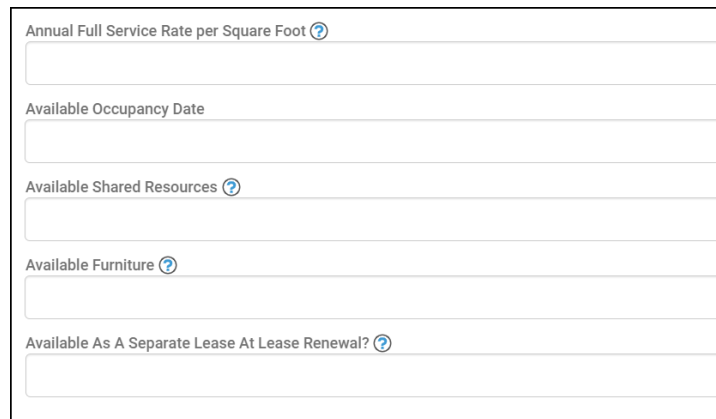
Number of Offices ⑦

Number of Cubicles ⑦

Number of Touchdown Spaces ⑦

Number of Resident Users ⑦

Number of Externally Mobile Users ⑦

- .Annual Full Service Rate per SF
  → This field is required when Available Space is marked "yes."
- Available Occupancy Date
  → This field is required when Available Space is marked "yes."

→ The remaining fields are not required, but they provide important information for potential collocation. We encourage agencies to complete as many fields as possible.

7. Select **SAVE AND CLOSE**

Annual Full Service Rate per Square Foot ⑦

Available Occupancy Date

Available Shared Resources ⑦

Available Furniture ⑦

Available As A Separate Lease At Lease Renewal? ⑦
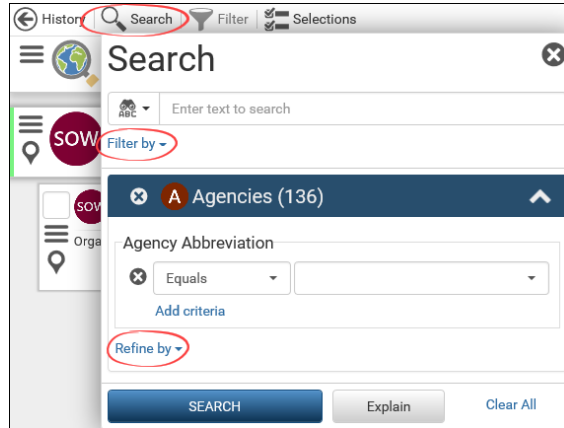
Run Available Space Report

Navigate to the agency tile or the State of Washington tile to run the available space report. If you are not already in Data Explorer, open the module.

1. **Open** the Data Explorer module.

Data Explorer
Begin here to search, analyze, and drill down into your data
→ Open
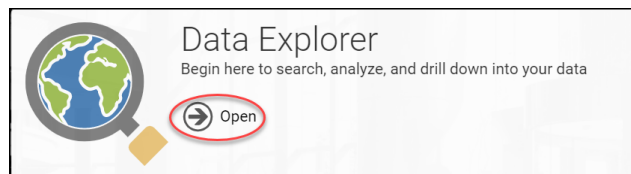
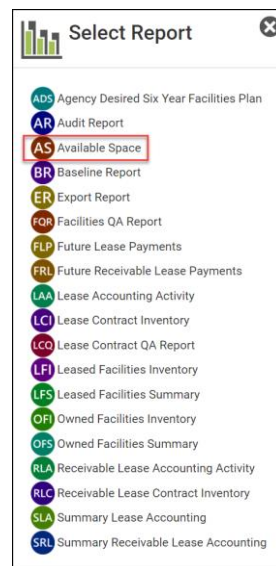## Agency Available Space Report

1. **Select** the 🔍 Search button on the data explorer tool bar.
2. **Select** Filter by ▾ and choose **Agencies**.
3. **Select** Refine by ▾ and choose **Agency Abbreviation**.
4. **Enter** the abbreviation.
    ➔These are SAAM acronyms.
5. **Select** SEARCH

6. **Select** the ≡ menu button on the agency tile.
7. **Select** 📊 Reports
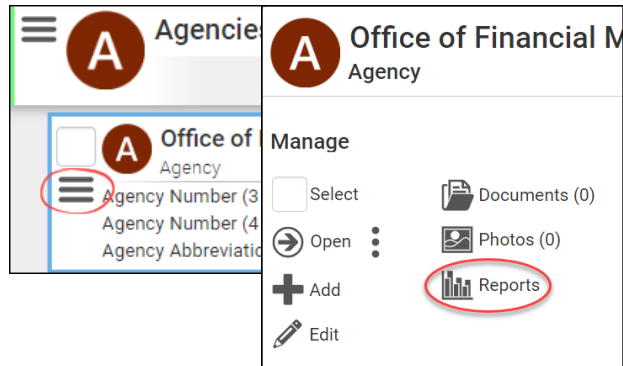
8. **Select** Available Space.
    ➔The report will open in a new window.
9. **Download** the report in Excel or PDF format.

⊕Download Excel Report   ⊕Download PDF Report

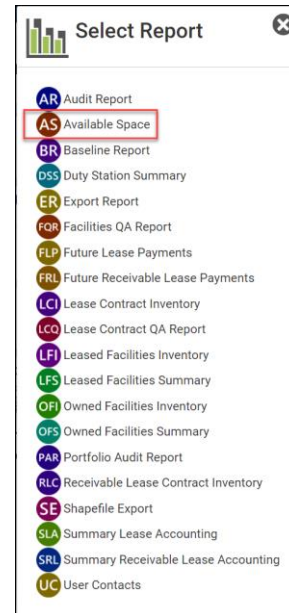Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100

Enterprise Available Space Report

Navigate to the State of Washington tile if you are not already at the Starting Point.

1. **Select** the ⬅ History button on the data explorer tool bar.

2. **Select** 🔍 Starting Point

3. **Select** the ☰ menu button on the State of Washington tile.

4. **Select** 📊 Reports
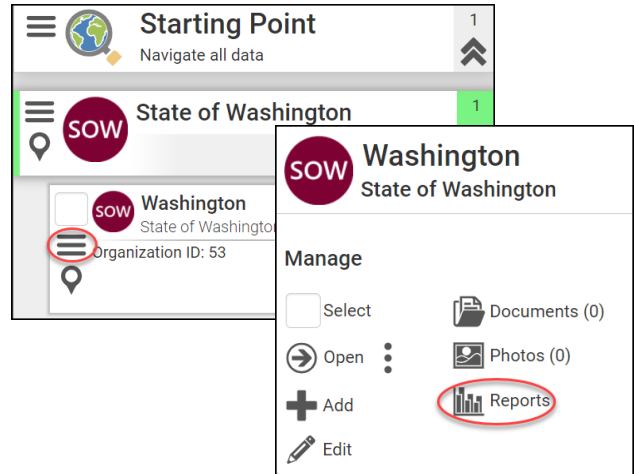
5. **Select** Available Space.

   ➔ The report will open in a new window.

6. **Download** the report in Excel or PDF format.