



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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January 15, 2024

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: 2024 FACILITIES INVENTORY & 2025-31 SIX-YEAR FACILITIES PLAN**

As we begin the new calendar year, the Office of Financial Management (OFM) is preparing for the 2024 Statewide Facilities Inventory required by [RCW 43.82.150](#) and the 2025-31 Six-Year Facilities Plan required by [RCW 43.82.055](#). I am writing to inform you of the coming data collection cycle and to reiterate the importance of accurate facilities data, which will be relied upon for planning and decision-making by OFM, the Governor's Office, and the Legislature. Please refer to the [2024 Facilities Data Collection Cycle Milestones](#) for a high-level overview of key dates.

The annual [Statewide Facilities Inventory](#) and biennial [Six-Year Facilities Plan](#) provide critical data on the current state of Washington's facilities portfolio, as well as the long-term facility needs of agencies. The data we collect this year will be used to: (1) document agency plans to right-size their physical footprint, (2) report actual and unrealized opportunities to reduce leased office space per [OFM's Directive](#), and (3) support the 2025-27 budget development process, with a focus on efficiency and collocation as agencies implement and refine hybrid work environments.

As part of the coming six-year planning process, agencies will report current telework participation and facility utilization rates and provide a rationale for planned facility actions, including renewals, at each [in-scope office location](#). Accurate space use data, along with updated narratives on agency business needs, will enable decision-makers to better assess project priorities and identify opportunities for improved efficiency.

Additional details and published instructions will be shared with agency facilities contacts at OFM's Facilities Forum in April. I encourage your agency to attend and to take full advantage of OFM's Facilities Portfolio Management Tool (FPMT) [online resources](#), which are updated as needed throughout the year.

As agencies embrace hybrid work, it is important for us to be good stewards of taxpayer dollars and strive to be as efficient as possible. We appreciate your partnership in this effort.

If you have any questions, please contact Yvonne Knutson, Senior Budget Advisor for Facilities Oversight, at [yvonne.knutson@ofm.wa.gov](mailto:yvonne.knutson@ofm.wa.gov).

cc: Agency Deputy Directors  
Agency Facilities Contacts