

ANNUAL FACILITIES INVENTORY INSTRUCTIONS

ANNUAL FACILITIES INVENTORY OVERVIEW

Facilities owned and leased by state agencies represent a significant financial investment by the citizens of Washington. Since 1997, [RCW 43.82.150](#) has required an annual inventory of these facilities. This inventory is called the Facilities Inventory System (FIS). It is one of several sources of information that support the Office of Financial Management's (OFM) oversight responsibilities for leased and owned facilities. The inventory provides critical information to the Legislature, various state agencies and OFM for budget development, strategic facilities planning and facilities analysis and reporting functions.

The 2016 FIS Report listed approximately 115 million square feet of facilities, both owned and leased, with more than 10,700 facilities reported by 73 different agencies. The 2017 Annual FIS Report builds on the work accomplished in the 2016 report.

OFM appreciates each agency taking the time to provide a complete and accurate facility inventory.



WHAT'S NEW IN 2017

New Facilities Portfolio Management Tool

This year, state agencies will use the new state facilities portfolio management tool (FPMT) to submit their facilities inventory to OFM. The FPMT solution is a web-based tool that will be used to gather and report all state facilities inventory data. The system will be fully operational and available for use by state agencies in July. Find more information about the new FPMT system on our [website](#).

We strongly encourage you to attend FPMT training. Training information is available [here](#).

If you have fewer than five facilities and would prefer one-on-one training, please contact your [agency's assigned facilities analyst](#).

New Facilities Inventory Policy

To support the roll-out of the new FPMT system, OFM has established a new policy on statewide facilities inventory ([Policy 2.01](#)). This policy establishes expectations for reporting the state's facilities and maintaining the data in FPMT.

REPORTING REQUIREMENTS, SUBMISSION, AND DUE DATES

Inventory Updates

Each agency is responsible for validating and updating all data stored in the FPMT system for the agency. All data should be current as of August 2017.

Reporting Requirement and Submission Process

Once all data has been validated and is complete to the best of your knowledge, download your agency's owned and leased facility summary reports, as applicable, from the system and submit them to OFM. Refer to the FPMT user manual for details on accessing these reports.

The report should be provided in PDF format via email to ofmfacilitiesoversig@ofm.wa.gov.

Due Date

All agency data must be validated in the system and all reports must be submitted to OFM no later than close of business **Friday, September 1, 2017**.

It is in the agency's best interest to submit the validated FIS inventory **early**. This will ensure time for questions and acceptance of inventory records by OFM.

CONTACT INFORMATION

For questions about the annual facilities reporting process, the FPMT, instructions or to provide feedback, contact an OFM staff members:

Laurie Wood
Facilities Inventory & GIS Data Administrator
laurie.wood@ofm.wa.gov
360.902.0461

Grace Edwards
Program Assistant
grace.edwards@ofm.wa.gov
360.902.3063

Amy McMahan
Facilities Oversight Program Manager
amy.mcmahan@ofm.wa.gov
360.902.9824