



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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July 5, 2017

TO: Agency Directors

FROM: Patricia Lashway
Deputy Director

SUBJECT: 2017 STATE FACILITIES INVENTORY REPORT

[RCW 43.82.150](#) requires all Washington state agencies, departments, boards, commissions and institutions to report their inventories of state-owned and leased facilities each year in a standard format provided by the Office of Financial Management (OFM). This statute also directs OFM to report to the Legislature on the state's facilities inventory by October 1, 2017.

This year, the reporting process is transitioning from an Excel spreadsheet to a new Facilities Portfolio Management Tool. Your facilities inventory contact(s) are being trained to use this new system by the OFM facilities oversight team; they will have access starting today. This web-based technology solution improves the accuracy of the data, reduces workload associated with the report, and enhances our ability to report facilities data to the Legislature and other stakeholders. To support the new system, a [facilities inventory policy](#) has been published that describes the agency reporting requirements.

In addition to the annual legislative report, the data provided by agencies will be used to develop upcoming operating and capital budgets and the next six-year state facilities plan. Instructions on how to complete your 2017 FIS report by **Friday, September 1, 2017** are on the [facilities inventory website](#).

We appreciate your efforts to submit your data on time to help us meet the deadline for our report to the Legislature. If you have questions, please contact Amy McMahan, Facilities Oversight Program Manager, at 360.902.9824 or amy.mcmahan@ofm.wa.gov.

cc: Agency Deputy Directors
Amy McMahan, OFM