



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Facilities Managers

FROM: Amy McMahan
Facilities Oversight Manager

AKM

SUBJECT: 2011-2017 SIX-YEAR FACILITY PLANNING

[RCW 43.82.055](#) requires the Office of Financial Management (OFM) in coordination with General Administration (GA) and all other state agencies to determine the long-term facility needs of state government through the development of a six-year facility plan.

The first step in this planning process is the completion of the Agency Facility Needs Survey by each agency. You will find the following materials on the OFM Facilities Oversight website:

Agency Facilities Needs Survey Instructions

<http://www.ofm.wa.gov/budget/documents/FinalAgencyInstructions.pdf>.

Agency Strategic Business Needs Statement Template

<http://www.ofm.wa.gov/budget/documents/AgencyStrategicBusNeedsStatementTemplate.doc>

Agency Facilities Needs Report Template

<http://www.ofm.wa.gov/budget/documents/2011-17AgencyFacilitiesNeedReportTemplate.xls>

Your assigned OFM Facility Oversight Analyst will send a second e-mail to you with the Agency Facilities Needs Report pre-populated with your agency's information provided through the 2009 Facilities Inventory Systems Report if you have facilities within the scope of this planning effort.

The submission date for the Agency Facilities Needs Survey is as follows:

For agencies with less than 25 facilities: March 31, 2010

For agencies with 25 facilities or more: April 21, 2010

Thank you for your efforts and support as we begin this process again. This process represents an opportunity for the state to continue to improve our space management and we appreciate your work to make it successful.

If you have any questions, please contact you OFM Facilities Analyst. Contact information is available at <http://www.ofm.wa.gov/budget/contacts/facilityoversight.asp>.