



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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March 28, 2012

TO: Agency Directors

FROM: Marty Brown
Director

SUBJECT: 2013-2019 SIX-YEAR FACILITIES PLAN FOR STATE AGENCIES

State-owned and leased agency properties represent a significant financial investment for Washington citizens of approximately \$240 million a year. During the past three years, executive branch agencies have reduced office space by about five percent, saving roughly \$9 million annually. These savings are notable, but we have the opportunity to do more while also creating a facilities portfolio that reflects the many changes that have occurred in state government.

Under [RCW 43.82.055](#), the Office of Financial Management (OFM), in cooperation with all state agencies, is to determine long-term facility needs and develop a Six-Year Facilities Plan for state government. This plan – the *2013-2019 Six-Year Facilities Plan* – is due to the Legislature on January 1, 2013. It will: (1) identify square footage and cost targets expected for each agency's facilities; and (2) document actions necessary to meet these targets within the six-year period. The planning process will focus on reducing our statewide footprint and on positioning us to better manage facilities within and across state agencies. For more information, please see the 2013-2019 Implementation Approach at <http://www.ofm.wa.gov/budget/sixyearplan.asp>.

OFM, through the Facilities and Oversight Management Program, will work with your agency to set appropriate cost and square footage targets for the next six-year period. [National reports](#) indicate that private and public office space currently averages 250 square feet per employee, with an expected decline to 150 square feet per employee by 2022. The state now averages approximately 290 square feet per employee, indicating room for improvement and, in turn, additional state savings.

Agency representatives play a key role during the six-year facilities planning process. Because their feedback in setting targets and in identifying and analyzing solutions is critical, we respectfully request that you confirm your agency's representative(s) to Amy McMahan, OFM Facilities Oversight Manager, at amy.mcmahan@ofm.wa.gov no later than April 4, 2012. Amy also can be reached at (360) 902-9824 if you have any questions or concerns about the process.

Thank you for your attention and support as we develop the 2013-2019 Six-Year Facilities Plan. This is an important opportunity for the state to continue to improve its space management. We appreciate the work of you and your staff to make this effort successful.

cc: Deputy Directors
Budget Directors
Facilities Managers