Fiscal Year 2026

State Facilities Inventory

Community & Technical College Instructions

WASHINGTON STATE
Office of Financial Management
Facilities Oversight and Planning

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Facilities Inventory

Introduction

Since 1997, RCW 43.82.150 has required all Washington state agencies, departments, boards, commissions and institutions to report their inventory of state-owned and leased facilities as of June 30 each year. The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington's facilities inventory. All facility data is collected and maintained in FPMT.

For the purposes of the State Facilities Inventory, a facility is defined as: *a building with at least one wall, a roof and a permanent foundation, regardless of occupancy*. Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.

Per OFM's inventory policy, **inventory data in FPMT must be current and accurate each month**. OFM will take a snapshot of the data on June 30 to comply with our reporting requirements

Reporting Process

Overview

Please refer to the FPMT Facilities Inventory Data Requirements Checklist for a detailed overview of required system updates, along with step-by-step instructions.

In order to meet statutory reporting requirements, data must be current as of June 30, 2026, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Leases that expire prior to June 30 should be renewed, extended, placed in holdover, or deactivated as applicable.

Key Requirements

- Reporting all receivable leases*
- Reporting available space, if applicable. Available space refers to unused or unneeded space that could be made available to another agency.
- Reporting a current condition assessment score for all owned and leased facilities. This data is statutorily required per RCW 43.82.150.
- Attaching a copy of each lease/receivable contract or amendment in FPMT.

*A receivable lease, or sublease, is a lease agreement between an agency that owns a building or is the holder of the master lease and a tenant. All receivable leases must be reported, including subleases to private entities. The master lease holder or owning agency is responsible for creating and updating receivable leases in FPMT.

FPMT Access

All inventory data is reported via FPMT. Refer to the Request New User Account job aid for instructions on creating a new FPMT account. By default, all new accounts begin as Read Only. Edit rights must be requested and approved by the designated FPMT Administrator at the State Board for Community and Technical Colleges (SBCTC).

If you need one-on-one FPMT training, please contact Tim Swenson, your assigned OFM Facilities Analyst, at timothy.swenson@ofm.wa.gov.

Data Validation

OFM will work with individual colleges as needed to address data validation issues.

Data Submission

Each college will notify SBCTC that its inventory data is complete. SBCTC will submit the community and technical college system's data to OFM.

Due Dates

All inventory updates must be submitted by June 23, 2026. As a reminder, inventory data should be current and accurate each month in FPMT. This deadline is to ensure relevant updates are included in OFM's annual report to the Legislature.

NOTE: New facilities must be entered into FPMT by June 1 to allow sufficient time for OFM review and approval.

Contact Information

For questions about the State Facilities Inventory process, please contact Tim Swenson at timothy.swenson@ofm.wa.gov or send an email to ofmfacilitiesoversig@ofm.wa.gov.

For assistance with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.