Fiscal Year 2026

State Facilities Inventory

Agency 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

All Facilities

- 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.

Office Spaces Only

The following requirement is limited to office spaces and only applies to agencies that participate in six-year planning.

- Workstation counts – Please designate any unassigned workspace (e.g., office, cubicle, etc.) that could be used for hoteling as a touchdown space. Do not double-count workstations. For example, if an unassigned cubicle serves as a hoteling station, count it as a touchdown space only. Do not include it in your cubicle counts as well.

NOTE: If your agency is a receivable lease tenant only and does not have its own leased or owned assets, your agency is not required to submit most inventory data to OFM; however, your agency is responsible for updating workstation counts for office spaces. If you need help navigating FPMT, please contact your assigned OFM Facilities Analyst.

Six-Year Facilities Plan Preview

Beginning this cycle, OFM is aligning the Six-Year Facilities Plan timeline with the biennial budget build. Six-year planning requirements will be incorporated into Chapter 9 of OFM's budget instructions, which are distributed to agencies in June. All materials, including the Facility Cost Template, which replaces the Agency Desired Plan (ADP) report, and project request forms, now called Decision Package (DP) Addendums, will be due at the same time as DPs and other budget forms in September. OFM will preview the new requirements in more detail at the next quarterly Facilities Forum on April 23.

At a high level, agencies can expect the following:

- The following agencies and institutions are not required to submit a Facility Cost Template or other six-year planning data:
    - Four-year universities
    - Two-year colleges
    - Washington State School for the Blind
    - Washington Center for Deaf and Hard of Hearing Youth
    - Washington State Historical Society
    - Eastern Washington State Historical Society

- For the first time, agencies will run the Facility Cost Template as a report in FPMT.
- All facilities will appear on the Facility Cost Template. For this cycle, the template will include two tabs – Leased/Receivable and Owned.
- Leased and Receivable Facilities – Agencies will report cost data by fiscal year as well as planned action data. For receivable facilities included in the Central Service Model (CSM), agencies will only report planned action data. OFM will pre-populate ongoing cost data.
- Owned Facilities – Agencies will only report planned action data this cycle, although OFM is working toward collecting ongoing cost data for all facilities in the future.
- Planned Action – Planned actions will default to either Renew or No Action depending on facility type and lease end date. Agencies will update the column accordingly if there is a planned project. Options will include: Six-Year Facilities Plan Project, 10-Year Capital Plan Project, Transportation Capital Project, and Minor Works Project. The latter three project types will not require additional template data or a DP Addendum.
- Campuses – The new FPMT Facility Cost Template (currently under development), will allow agencies to organize facilities by campus. **To facilitate this functionality, OFM will work with agencies to collect campus data via Excel by May 15**.

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 each agency's FPMT Administrator.

If you need one-on-one FPMT training, please contact your assigned OFM Facilities Analyst.

Data Validation

Agencies are expected to validate their inventory data, and are required to run and review the system-generated QA report to check for, and correct, missing and/or invalid data.

The QA Report includes square footage errors as well as errors related to lease and receivable contract data. Please refer to OFM's data validation instructions for specific guidance on how to validate your data.

The QA report flags the most common types of data errors, but it is not exhaustive. If OFM finds a more complex error, staff will contact you for additional correction steps.

Data Submission

After data is validated, each agency will notify OFM via FPMT that its data is complete. The system will automatically generate an email to OFM with a copy to the agency user. Refer to the FPMT Data Submission job aid for step-by-step instructions.

If your agency has entered new facilities into FPMT, do not submit your data until you have received notification that they have been approved by 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 your assigned OFM Facilities Analyst 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.