Tenant Agency Instructions

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.

Receivable Facilities

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, including occupancy agreements for space in DES-managed buildings on the Capitol Campus, must be reported as part of the inventory data collection process.

Receivable leases are created in FPMT by the master lease holder or owning agency. While this process covers the majority of receivable lease data, **the tenant agency is responsible for supplying current workstation counts**.

Updating Workstation Counts

The Office of Financial Management (OFM) will email you a system-generated report that includes your current workstation counts. Review the report and make any needed updates on the spreadsheet in a highlighted color to flag the change. Return the report or reply to confirm that the current counts are accurate no later than **June 23, 2026**.

If you have any questions, please contact your assigned OFM Facilities Analyst or send an email to ofmfacilitiesoversig@ofm.wa.gov.

Workstation Type	Definition
Cubicle	A cubicle is an open or partially enclosed workspace.
Office	An office is an enclosed workspace with floor-to-ceiling walls.
Touchdown Space	A touchdown space is an unassigned space that provides seating in varying forms to conduct work on an irregular basis or for short periods. Refer to any unassigned workspace (e.g., office, cube, etc.) that could be used for hoteling as a touchdown space; however, do not double-count workstations. Any workspace that is counted as a touchdown space should not be included in your office or cubicle counts.