Fiscal Year 2026

State Facilities Inventory

Small Agency Instructions

WASHINGTON STATE
Office of Financial Management
Facilities Oversight and Planning

March 2026

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

Small agencies supported by DES Small Agency Financial Services (SAFS) are not required to do their own data entry in FPMT. SAFS will update the system for you. If your agency has active FPMT users who want to input their own data, please wait to update the system until you are contacted by SAFS.

SAFS will reach out to individual agencies to ask for the specific information needed for this reporting cycle. The data ask will vary based on your agency's portfolio. Some small agencies have at least one leased facility, while others only have a receivable lease (sublease) or owned facilities.

Contact Information

For questions about FPMT data, please contact Gwen McClanahan with SAFS at gwen.mcclanahan@des.wa.gov.

For questions about OFM's facilities inventory policy, please contact Linda Ward at linda.ward@ofm.wa.gov or send an email to ofmfacilitiesoversig@ofm.wa.gov.