

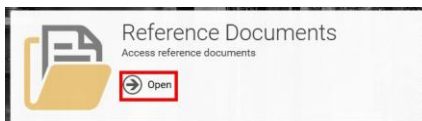
Space Utilization Report

This job aid provides instructions for downloading OFM's Space Utilization Report from the Reference Documents module in the Facilities Portfolio Management Tool (FPMT).

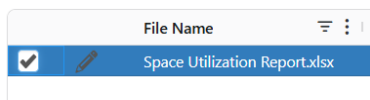
- The Space Utilization Report data will be updated each month.
- The report only contains data for agencies that use the Human Resource Management System (HRMS), and the facilities listed are limited to those locations that are currently coded as "office" in FPMT.
- Refer to the report's reference tabs for instructions on how to use the data.
- For Facility Optimization Directive implementation guidance, refer to the [directive resource page](#) available on the Department of Enterprise Services' website.

Navigate to the FPMT Reference Documents module.

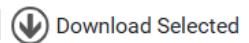
1. **Sign in** to [FPMT](#).
2. **Select** Open on the Reference Documents module.



3. **Select** the checkbox next to the Space Utilization Report file.



4. **Select** the Download Selected button.



5. **Retrieve** the report from your browser or File Explorer downloads.

PLEASE NOTE: This data only includes facilities with a primary space type of office in FPMT. It also includes agencies that don't report FTE's in HRMS. Contact Facilities Oversight if you have any questions regarding other facilities.

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Reflects HRMS data reported as of September 10th, 2020 payroll.

Reflects FPMT inventory data reported as of September 17th, 2020.

Tenant Co.	Tenant Description	Facility	Primary Address	City	Leased Ref or Owned	Campus	Common Name	End Date
011	House of Representatives	A09100	504 15th Ave SW	Olympia	IAA K20018 - House			6/30/2027
012	Senate	A07296	304 15th Ave SW	Olympia	IAA K20018 - Senate			6/30/2027
012	Senate	A08727	215 5th Snyder Ave SW	Olympia	K30008			6/30/2027
013	Joint Transportation Committee	A27213	606 Columbia St NW	Olympia	JTC Olympia Office Lease			11/30/2026
014	Joint Legislative Audit and Review Committee	A25478	106 11th Ave SW	Olympia	OA 25-0054			6/30/2027
020	Legislative Evaluation and Accountability Program (LEAP)	A25478	106 11th Ave SW	Olympia	OA 25-0055			6/30/2027
027	Office of Legislative Support Services	A04556	416 5th Snyder Ave SW	Olympia	IAA K20018 - LIS			6/30/2027
027	Office of Legislative Support Services	A09046	801 Capitol Way S	Olympia	OA 26-0077			6/30/2027
038	Joint Legislative Systems Committee	A04556	416 5th Snyder Ave SW	Olympia	IAA K20018 - JLS			6/30/2027
038	Joint Legislative Systems Committee	A25478	106 11th Ave SW	Olympia	OA 25-0056			6/30/2027
038	Joint Legislative Systems Committee	A27215	505 12th Ave SW	Olympia	IAA K20018 - JLS/L			6/30/2027
040	Statute Law Committee	A27215	505 12th Ave SW	Olympia	OA 25-0076 CR			6/30/2027
048	Court of Appeals	A26856	600 University Street Suite 2020	Seattle	SRL22001			
048	Court of Appeals	A26878	909 A Street	Tacoma	LEA24246			
050	Commission on Judicial Conduct	A00386	1110 Capitol Way S	Olympia	OA 25-0036			6/30/2027
055	Administrative Office of the Courts	A09101	415 12th Ave SW	Olympia	OA 25-0025			6/30/2027
055	Administrative Office of the Courts	A00821	243 Israel Rd SE	Tumwater	SRL220012			11/30/2027
055	Administrative Office of the Courts	A26852	1112 Quince Street SE	Olympia	LEA16175			
055	Administrative Office of the Courts	A26854	1200 Quince St SE	Olympia	LEA16175			
056	Office of Public Defense	A08864	711 Capitol Way S	Olympia	SRL 16-0076		Office of Public Defense	6/30/2030
075	Office of the Governor	A00105	8840 Fort Dent Way	Tukwila	SRL 22-0002			2/28/2027
075	Office of the Governor	A00456	416 5th Snyder Ave SW	Olympia	OA 25-0002 GDO/R			6/30/2027
075	Office of the Governor	A00586	302 5th Snyder Ave SW	Olympia	OA 25-0073			6/30/2027
075	Office of the Governor	A25478	106 11th Ave SW	Olympia	OA 25-0057			6/30/2027