



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

March 14, 2018

TO: Agency Deputy Directors
Small Agency Cabinet

FROM: Patricia K. Lashway 
Deputy Director

SUBJECT: 2019-25 SIX-YEAR FACILITIES PLAN

RCW 43.82.055 directs the Office of Financial Management (OFM) to work with state agencies to determine the long-term facility needs of state government. We transmit these facility needs to the Legislature through the state Six-Year Facilities Plan on January 1 of each odd-numbered year after alignment with the Governor's proposed biennial budget.

The six-year planning process is a good opportunity to review how your agency's future workplace aligns with its vision, mission, and work patterns. OFM's Facilities Oversight Program will work with agency representatives to understand business needs, discuss workforce management strategies and workplace use, gather and analyze facilities data, and prepare alternatives. Your primary agency facilities contact will soon receive an email from OFM Facilities Oversight with instructions on how to provide the data we will need for this report.

Thank you for your attention and support as we work together to develop the 2019-25 Six-Year Facilities Plan. If you have questions or need more information, see the Implementation Approach on the [six-year facilities plan website](#) or contact OFM Facilities Oversight at (360) 902-3063 or ofmfacilitiesoversig@ofm.wa.gov.

cc: OFM Facilities Oversight staff