



Statewide Facilities Inventory Policy

PURPOSE

The purpose of this policy is to define data requirements for the Statewide Facilities Inventory, which is reported and maintained in the Facilities Portfolio Management Tool (FPMT). Clear guidelines will help ensure capital planning, reporting and decision-making activities are informed by complete and accurate data.

AUTHORITY

[RCW 43.82.150](#) requires the Office of Financial Management (OFM) to develop and maintain an inventory system to account for all facilities owned or leased by state government. Since 2017, FPMT has served as the system of record for the Statewide Facilities Inventory.

SCOPE

This policy applies to all state agencies, departments, boards, commissions and institutions (referred to as agencies) with facilities, except commodity commissions, which are exempt per [RCW 15.04.200\(3\)](#).

POLICY

To achieve greater clarity in facilities data collection processes and to ensure that capital planning and state facilities management and reporting activities are informed by complete and accurate data, OFM has defined the following inventory requirements.

INVENTORY REQUIREMENTS

1. In-scope facilities:
 - 1.1 For the purposes of the Statewide Facilities Inventory, a facility is defined as a building with at least one wall, a roof and a permanent foundation, regardless of occupancy or cost.
 - 1.1.1 Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.
 - 1.2 Agencies are required to report all occupied, vacant or abandoned facilities that are:
 - 1.2.1 Owned by the state.
 - 1.2.2 Leased by the state from the private sector or another government entity using a lease contract, MOU or any other type of agreement for space.
 - 1.2.3 Licensed to the state from another government entity.
 - 1.2.4 Receivable leased (subleased) to or from a state agency.
2. System requirements:
 - 2.1 Agencies are required to manually report through FPMT unless import permissions are granted by OFM. Import permissions may be granted only if the agency has a facilities technology solution that:
 - 2.1.1 Is a relational database that validates data types and
 - 2.1.2 Includes at least 75 percent of the data elements required in the facilities inventory.

2.2 Required tables and fields:

2.2.1 Owned facilities

FPMT Table	Required for All Facilities?	Additional Requirements and Comments
Facility	Yes	The Facility Type field value must be “building.” The Facilities Inventory field value must be “Yes.” If the facility serves as a duty station for employees, the HRMS field value must be “Yes.”
Owned Facility	Yes	Condition assessment score is required for all facilities.
Condition Matrix (optional)	No	May be used to populate condition assessment score.
Space	Yes	Available space, if applicable, must be reported. Workstation counts are required for office space facilities that are in scope for the Six-Year Facilities Plan.
Debt Service	Only if applicable and in scope for Six-Year Facilities Plan	
Debt Service Payment	Required if there is debt service.	
Receivable Facility	Only if there is a receivable lease	The owning agency is responsible for creating receivable leases in FPMT.
Receivable Contract	Only if there is a receivable lease	The receivable lease contract number must be unique; it cannot be used more than once. One-time cost fields are required for office space facilities that are in scope for the Six-Year Facilities Plan. A copy of the contract must be attached in FPMT.
Receivable Payment	Only if there is a receivable lease	At least one receivable payment is required. Enter additional payments if the rent changes during the term of the lease. If there is no base rent, add a receivable payment for \$0.
Receivable Space	Only if there is a receivable lease	Workstation counts are required for office space facilities that are in scope for the Six-Year Facilities Plan.
Receivable Option	Only if applicable	
Receivable Amendment	Only if applicable	

2.2.2 Leased facilities

FPMT Table	Required for All Facilities?	Additional Requirements and Comments
Facility	Yes	The Facility Type field value must be “building.” The Facilities Inventory field value must be “Yes.” If the facility serves as a duty station for employees, the HRMS field value must be “Yes.”
Leased Facility	Yes	Condition assessment score is required for all facilities.
Condition Matrix (optional)	No	May be used to populate condition assessment score.
Lease Contract	Yes	The lease contract number must be a unique number; it cannot be used more than once. One-time cost fields are required for office space facilities that are in scope for the Six-Year Facilities Plan. A copy of the lease contract must be attached in FPMT.
Lease Payment	Yes	At least one lease payment is required. Enter additional payments if the rent changes during the term of the lease. If there is no base rent, add a lease payment for \$0.
Space	Yes	Available space, if applicable, must be reported. Workstation counts are required for office space facilities that are in scope for the Six-Year Facilities Plan.
Lease Amendment	Only if applicable	
Lease Option	Only if applicable	
Receivable Facility	Only if there is a receivable lease	The master lease holding agency is responsible for creating receivable leases in FPMT.
Receivable Contract	Only if there is a receivable lease	The receivable contract number must be unique; it cannot be used more than once. One-time cost fields are required for office space facilities that are in scope for the Six-Year Facilities Plan. A copy of the contract must be attached in FPMT.
Receivable Payment	Only if there is a receivable lease	At least one receivable payment is required. Enter additional payments if the rent changes during the term of the lease. If there is no base rent, add a receivable payment for \$0.
Receivable Space	Only if there is a receivable lease	Workstation counts are required for office space facilities that are in scope for the Six-Year Facilities Plan.
Receivable Option	Only if applicable	
Receivable Amendment	Only if applicable	

3. Data maintenance

3.1 Agency facilities inventory data must be up-to-date and accurate each month. The following inventory updates must be recorded in FPMT:

3.1.1 New facilities

- 3.1.1a Leased facilities should be added to FPMT no earlier than 30 days before, and no later than 30 days after, the lease contract start date.
- 3.1.1b Owned facilities should be added to FPMT no earlier than 30 days before, and no later than 30 days after, the occupancy date.
- 3.1.1c Receivable facilities should be added to FPMT within 30 days of the receivable contract start date.
- 3.1.1d A unique facility identifier (UFI) is generated in FPMT when a new leased or owned facility is added to the system.
- 3.1.1e New leased and owned facilities are saved in pending status and must be approved by OFM to ensure that key data, including the facility's map point and address, are correct.
- 3.1.1f New UFIs cannot be uploaded to the Human Resource Management System (HRMS) until new facility records have been approved by OFM.

3.1.2 Lease renewals and extensions

- 3.1.2a Lease renewals should be entered into the system within 30 days of the new lease start date.
- 3.1.2b Lease extensions are captured in FPMT through a lease amendment table and updated lease contract and lease payment end dates.
- 3.1.2c Holdover status is captured in FPMT by selecting "yes" in the Holdover Status field located in the lease contract or receivable contract table.

3.1.3 Available space

- 3.1.3a Available space, defined as unused or unneeded space that could be made available to another agency, must be accurate in FPMT each month.

3.1.4 Vacated facilities

- 3.1.4a Owned facilities that are no longer obligated to the state due to being sold or demolished must be deactivated in FPMT. The data will remain in the system but will no longer appear in reports.
- 3.1.4b Owned facilities that are vacant and unused but are still obligated to the state must remain in the inventory, even if they will eventually be demolished. The space type (e.g., vacant) and/or condition assessment score may be updated to more accurately reflect a facility's current state.
- 3.1.4c Leased facilities that have been vacated due to relocation or building closure must be deactivated in FPMT. The data will remain in the system but will no longer appear in reports.

3.1.5 Facility transfers

- 3.1.5a In limited cases, an agency may need to transfer a leased or owned facility to another agency.
- 3.1.5b The current obligated agency must change the FPMT facility status to "Transfer" and notify OFM. Only OFM can make the actual transfer due to system permissions.

4. Data validation and annual reporting
 - 4.1 Agencies are required to validate their data to ensure they are reporting a complete and accurate inventory.
 - 4.1.1 Agencies are required to run and review the [FPMT QA Report](#) to check for, and correct, missing and/or invalid data.
 - 4.2 Per [RCW 43.82.150](#), OFM annually reports a snapshot of facilities inventory data to the Legislature.

DEFINITIONS

Term	Definition
Available Space	Unused or unneeded space that could be made available to another agency.
Facility	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.
Facilities Inventory	A complete record of state owned and leased facilities.
Facilities Portfolio Management Tool (FPMT)	The technology solution used to gather and report the state's facilities inventory and baseline data for the Six-Year Facilities Plan. FPMT serves as the official record of state facilities.
Human Resource Management System (HRMS)	The enterprise human resources and payroll system for Washington state government.
Import	The means by which users transfer data into a technology solution.
Lease agreement	A contract where the primary purpose is to grant use of a property during a specific period. The contract may be in a traditional lease form or may take other forms, including but not limited to, a sublease from a private sector entity, a resource sharing agreement (RSA), a memorandum of understanding (MOU), an interagency agreement with a local or federal government (IAA), or a federal license.
Receivable lease	Receivable leases are subleases. Contracts may be between state agencies or between a state agency and a local government agency, federal government agency, non-profit or private entity.