State of Washington
Office of Financial Management

2010
Facilities Inventory System Instructions

June 2010

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INTRODUCTION

Welcome to the instructions for completing the 2010 Facility Inventory System (FIS). The FIS builds on the work accomplished in 2009 by adding optional fields to assist agencies in better defining their facilities portfolio. For example, one field in the Association section (Section 1.2) allows agencies to clearly associate complex, campus or regional centers. In the Space Type section (section 1.5), agencies have two options to further define their use of space. A few special-use space codes have been added in the Appendix.

We appreciate your taking the time to provide a complete and accurate report. Please contact us if you need assistance. Staff contact information is listed in Section 4.5.

SECTION 1
FIELD-BY-FIELD INSTRUCTIONS FOR OWNED FACILITY ASSETS

The Field-by-Field or Column-by-Column instructions move from the far left to right in an alpha-numeric numbering format. Each row in the owned worksheet represents a record documenting one facility asset. The sections in the worksheet are numbered starting with the far left section. The fields are alphanumeric, matching the worksheet columns, and also move from left to right.

1.1 Facility Asset Number

A. Unique Facility Identifier (UFI): The UFI number is under development through the Washington State Enterprise Architecture Data Standard process. UFI numbers will be assigned at the conclusion of this process. Contact your Facilities Analyst for more information about UFIs.

B. Owning Agency Number: Enter your agency SAAM number. This field has a SAAM number look-up validation.

1.2 Association

C. Agency Assigned Regional, Campus, Area Name (optional field): If your agency employs a regional name for the facility asset (such as SW Region, Tacoma Campus, etc.), enter it here.

D. Agency Assigned Regional, Campus, Area Number (optional field): If your agency employs a regional number for the asset (such as Region 6), enter it here.

E. Agency Assigned Common Name (optional field): If your agency has a specific name for this asset (such as Conference Building, Othello Material Storage Building, Daniel J. Evans Library, etc.), enter it here.

F. Agency Assigned Number (optional field): If your agency has a numbering system for the asset (such as building 27), enter it here.

G. Agency Assigned Associated Complex, Campus, Regional Center (optional field): If your agency has regional facilities, or facilities that are interrelated, enter it here.

1.3 Location Data

H. Situs Address: Enter YES for typical addresses recorded with the county assessor and that follow standard USPS format. Enter NO for non-county documented addresses and describe the location in the Non-Situs Address Description field. In addition, non-situs addresses need to include complete city (nearest city), county and GPS fields. This field has condition look-up validation.

I. Non-Situs Address Description: Enter as one line non-situs address.

J. Situs Address Number: Enter the number only for this facility asset address or enter N/A if the address has no number.

K. Situs Address Pre Directional: Enter the pre directional as a capitalized abbreviation. If the pre directional is part of the legal name, enter N/A for this field and enter the pre

directional in the naming field. If no pre directional is used, enter N/A. This field has a directional abbreviation look-up validation (N, NW, NE, S, SE, SW, E and W).

L. Situs Address Name: Enter the name in capitals for the address.
   a. If the name employs a pre or post directional as part of the legal address name, enter the directional as an abbreviation with no punctuation (such as N DIVISION, W VALLEY, BAY DR W, etc).
   b. If the name employs a suffix such as "Drive" as part of the legal address name, enter the suffix as an abbreviation, with no punctuation and the address name as a word in capitals (such as UNIVERSITY DR, VALLEY HWY, FIRST AVE, OLD STATION RD, etc).

M. Situs Address Suffix: Enter the suffix as a capitalized abbreviation, with no punctuation. If no suffix is used, enter N/A. This field has a suffix abbreviation look-up validation (such as AVE, RD, ST, HWY, CT, etc).

N. Situs Address Post Directional: Enter the post directional as a capitalized abbreviation. If the post directional is part of the legal name, enter N/A for this field and enter the post directional in the naming field. If no post directional is used, enter N/A. This field has a directional abbreviation look-up validation (N, NW, NE, S, SE, SW, E and W).

O. Secondary Unit (Address) Designations: Enter secondary designation such as suite, department or space as a capitalized abbreviation. If there is no secondary designation, enter N/A. This field has a secondary designation abbreviation look-up validation (such as STE, DEPT or SPC).

P. Secondary Unit (Address Number): Enter the secondary number or alphanumeric designation (such as 1, B, C2, etc). If there is no secondary number, enter N/A.

Q. City Name: Enter the mailing address city name as a capitalized word. Remote, rural locations are associated with cities for mailing addresses. This field has a city name look-up validation.

R. County Name: This is auto-filled based on the city name.

S. Zip Code: Enter the five-digit zip code. This field has a zip code look-up validation.

T. City, State and County Name if outside Washington state: Enter facility asset city and state (county if outside U.S.) name if located outside of Washington state. Enter N/A if not applicable.

U. GPS Datum Employed: Enter the GPS Datum used to generate coordinates for this record by selecting WGS 84 or NAD 83. This field has look-up validation. See Appendix D for detailed GPS instructions.

V. GPS Lat: Enter GPS latitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GPS instructions.

W. GPS Long: Enter GPS longitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GPS instructions.

1.4 Size

X. Square Feet Type: Enter square foot type (gross square feet, gross measured area or other). This field has look-up validation.

Y. Square Feet Reported: Enter the total square feet in whole numbers. This field is restricted to whole digits.

Z. Number of Floors: Enter the total number of floors in whole numbers. A floor is defined as a space that shelters persons, animals, plants, materials or equipment in a structure. Mechanical rooms, elevator rooms and unique spaces built into structures should not be counted.

1.5 Space Type

AA. Primary Space Type (Required): Enter the primary space type category number. See Appendix B for space type categories descriptions. This field has space code look-up validation.

AB. Secondary Space Type (Optional): Enter the secondary space type category number. A secondary space type must comprise 20% of the total square footage of a facility. See Appendix B for space type categories descriptions. This field has space code look-up validation.

AC. Additional Space Type (Optional): Enter the additional space type category number. An additional space type must comprise 20% of the total square footage of a facility. See Appendix B for space type categories descriptions. This field has space code look-up validation.

1.6 Condition

AD. Condition Matrix: Enter the condition code number. See Appendix C for a description of the condition matrix. This field has condition code look-up validation.

1.7 Asset Characteristic

AE. Legislative District: Enter the legislative district number associated with the asset's location. Legislative district location information is available at the Washington State Legislature's webpage: http://apps.leg.wa.gov/DistrictFinder/Default.aspx. This field has look-up validation for district numbers.

AF. Homeland Security Region: Enter the homeland security region number associated with the asset's location. Homeland Security region information is available at http://exercises.washingtonguard.org/ and then by selecting the Regions Map tab.

AG. Registered Historic Location: Enter YES if this facility is registered as a national, state or local historic building. Enter NO if the building is not registered. This field has condition look-up validation.

AH. Essential Public Facilities: Enter YES if this facility asset meets definition under RCW 36.70A.200, RCW 47.06.140 or RCW 71.09.020 as an essential public facility. Enter NO if the asset does not meet the RCW standard. Essential public facilities include those facilities that are typically difficult to site. RCW information is available at the Washington State Legislature's webpage: http://apps.leg.wa.gov/rcw/. This field has look-up validation for YES/NO.

1.8 Capital Budget

AI. Year Constructed: Enter the four-digit year the asset was completed. If purchased, enter N/A. This field has look-up validation for the past 164 years.

AJ. Original Construction Cost: Enter the total cost of construction in thousand-dollar increments.

AK. Year Purchase: Enter the four-digit year the asset was purchased. If constructed, enter N/A. This field has look-up validation for the past 164 years.

AL. Original Purchase Price: Enter the total cost of purchase in thousand-dollar increments.

AM. Year Last Major Renovation: Enter the four-digit year of the asset's last major renovation. A major renovation is defined as making improvements to a major component of the facility. The cost for a major renovation must exceed 60% of the replacement value of the facility and include work on the basic building components, such as the structural, HVAC or electrical systems. This field has look-up validation for the past 164 years.

AN. Cost Last Major Renovation: Enter the total cost of the major renovation in thousand-dollar increments.

1.9 Tenant Section

AO. Tenants: Enter YES if this facility has state agency tenants or NO if the building has no state agency tenants. Non-state agency tenants are not considered in the 2010 FIS report. This field has condition look-up validation.

AP. through BC. Tenant's SAAM Acronym: Enter the tenant's agency SAAM acronym for each tenant at this owned facility. These fields have SAAM acronym look-up validation.

BD. Comments: Enter comments relevant to this specific facility or record just completed..

SECTION 2
FIELD-BY-FIELD INSTRUCTIONS FOR LEASED FACILITY ASSETS

The Field-by-Field or Column-by-Column instructions move from the left to right in an alphanumeric numbering format. Each row in the leased worksheet represents a record documenting one facility asset. The sections in the worksheet are numbered starting with the far left section. The fields are alphanumeric matching the worksheet columns, and also move from left to right.

2.1 Facility Asset Number

A. Master Leasing Agency Number: Enter your agency SAAM number. This field has a SAAM number look-up validation.

2.2 Lease Owner

B. Lease Property Owner Name: Enter the name of the legal owner.

C. Lease Property Tax Parcel Number: Enter the parcel number.

2.3 Association

D. Agency Assigned Regional, Campus, Area Name (optional field): If your agency employs a regional name for this facility asset (such as SW Region, Tacoma Campus, etc.), enter it here.

E. Agency Assigned Regional, Campus, Area Number (optional field): If your agency employs a regional number for the asset (such as Region 6), enter it here.

F. Agency Assigned Common Name (optional field): If your agency has a specific name for this asset (such as Conference Building, Othello Material Storage Building, Daniel J. Evans Library, etc.), enter it here.

G. Agency Assigned Number (optional field): If your agency has a numbering system for the asset (such as building 27), enter it here.

H. Agency Assigned Associated Complex, Campus, Regional Center (optional field): If your agency has regional facilities, or facilities that are interrelated, enter it here.

2.4 Location Data

H. Situs Address: Enter YES for typical addresses recorded with the county assessor and that follow standard USPS format. Enter NO for non-county documented addresses and describe the location in the Non-Situs Address Description field. In addition, non-situs addresses need to include complete city (nearest city), county and GPS fields. This field has condition look-up validation.

I. Non-Situs Address Description: Enter as one line non-situs address in this field.

J. Situs Address Number: Enter the number only for this facility asset address or enter N/A if the address has no number.

K. Situs Address Pre Directional: Enter the pre directional as a capitalized abbreviation.

If the pre directional is part of the legal name, enter N/A for this field and enter the pre directional in the naming field. If no pre directional is used, enter N/A. This field has a directional abbreviation look-up validation (N, NW, NE, S, SE, SW, E and W).

L. Situs Address Name: Enter the name in capitals for the address.
   a. If the name employs a pre or post directional as part of the legal address name, enter the directional as an abbreviation with no punctuation (such as N DIVISION, W VALLEY, BAY DR W, etc.).
   b. If the name employs a suffix such as "Drive" as part of the legal address name, enter the suffix as an abbreviation, with no punctuation and the address name as a word in capitals (such as UNIVERSITY DR, VALLEY HWY, FIRST AVE, OLD STATION RD, etc.).

M. Situs Address Suffix: Enter the suffix as a capitalized abbreviation, with no punctuation. If no suffix is used, enter N/A. This field has a suffix abbreviation look-up validation (such as AVE, RD, ST, HWY, CT, etc.).

N. Situs Address Post Directional: Enter the post directional as a capitalized abbreviation. If the post directional is part of the legal name, enter N/A for this field and enter the post directional in the naming field. If no post directional is used, enter N/A. This field has a directional abbreviation look-up validation (N, NW, NE, S, SE, SW, E and W).

O. Secondary Unit (Address) Designations: Enter secondary designation such as suite, department or space as a capitalized abbreviation. If there is no secondary designation, enter N/A. This field has a secondary designation abbreviation look-up validation (such as STE, DEPT or SPC).

P. Secondary Unit (Address Number): Enter the secondary number or alphanumeric designation (such as 1, B, C2, etc.). If there is no secondary number, enter N/A.

Q, City Name: Enter the mailing address city name as a capitalized word. Remote, rural locations are associated with cities for mailing addresses. This field has a city name look-up validation.

R. County Name: This is auto-filled based on the city name.

S. Zip Code: Enter the five-digit zip code. This field has a zip code look-up validation.

T. City, State and County Name if out of Washington State: Enter facility asset city and state (county if outside U.S.) name if located outside of Washington state. Enter N/A if not applicable.

U. GPS Datum Employed: Enter the GPS Datum used to generate coordinates for this record by selecting WGS 84 or NAD 83. This field has look-up validation. See Appendix D for detailed GPS instructions.

V. GPS Lat: Enter GPS latitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GPS instructions.

W. GPS Long: Enter GPS longitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GPS instructions.

2.5 Size

X. Square Feet Type: Enter square foot type (rentable square feet, usable square feet or gross rentable square feet). This field has look-up validation.

Y. Reported Square Feet for this Leased Asset: Enter the total square feet in whole numbers as stated in the lease agreement. This field is restricted to whole digits.

Z. Number of Floors: Enter the total number of floors in whole numbers. A floor is defined as a space that shelters persons, animals, plants, materials or equipment in a structure. Mechanical rooms, elevator rooms and unique spaces built into structures should not be counted.

2.6 Space Type

AA. Primary Space Type (Required): Enter the primary space type category number. See Appendix B for space type categories descriptions. This field has space code look-up validation.

AB. Secondary Space Type (Optional): Enter the secondary space type category number. A secondary space type must comprise 20% of the total square footage of a facility. See Appendix B for space type categories descriptions. This field has space code look-up validation.

AC. Additional Space Type (Optional): Enter the additional space type category number. An additional space type must comprise 20% of the total square footage of a facility. See Appendix B for space type categories descriptions. This field has space code look-up validation.

2.7 Condition

AB. Condition Matrix: Enter the condition code number. See Appendix C for a description of the condition matrix. This field has condition code look-up validation.

2.8 Asset Characteristic

AC. Legislative District: Enter the legislative district number associated with the location. Legislative district location information is available at the Washington State Legislature's webpage at http://apps.leg.wa.gov/DistrictFinder/Default.aspx. This field has look-up validation for district numbers.

AD. Homeland Security Region: Enter the homeland security region number associated with the location. Homeland Security region information is available at http://exercises.washingtonguard.org/ and then by selecting the Regions Map tab.

AE. Registered Historic Location: Enter YES if this facility is registered as a national, state or local historic building. Enter NO if the building is not registered. This field has condition code look-up validation.

AF. Essential Public Facilities: Enter YES if this facility asset meets the definition under RCW 36.70A.200, RCW 47.06.140, or RCW 71.09.020 as an essential public facility. Enter NO if the asset does not meet the RCW standard. Essential public facilities include those facilities that are typically difficult to site. Statute information is available at the Washington State Legislature's webpage at http://apps.leg.wa.gov/rcw/. This field has look-up validation for YES/NO.

2.9 Basic Lease Data

AG. Lease Number: Enter either a General Administration (GA) lease number if recorded with GA or an agency lease number if initiated by agency.

AH. Lease Type: Enter lease type (GA negotiated/recorded lease; agency negotiated lease, not recorded with GA; or higher ed negotiated lease, not recorded with GA). This field has look-up validation.

AI. Lease Start Date: Enter the start date for the current leased term in month/day/year format, with no zeros in front of single digit months.

AJ. Lease End Date: Enter the end date for the current leased term in month/day/year format, with no zeros in front of single digit months.

AK. Monthly Rent: Enter the dollar amount for rent in dollars and cents.

AL. Amortized Tenant Improvements: Enter YES if this lease has amortized tenant improvement stated in the lease agreement. Enter NO if this leased facility does not have amortized tenant improvements. This field has look-up validation for YES/NO.

AM. Amortized Tenant Improvements Amount: Enter the total cost of tenant improvement, in thousand-dollar increments, that are obligated and amortized in the lease agreement.

AN. Year Agency First Leased at this Location: Enter the four-digit year this asset was first leased. This field has look-up validation for the past 100 years.

AO. Cancellation Clause: Enter YES if this leased facility has a cancellation clause. Enter NO if this leased facility does not have a cancellation clause. This field has look-up validation for YES/NO.

AP. First Date Cancellation Clause Useable: Enter the first date that the cancellation clause can be used in month/day/year format, with no zeros in front of single digit months.

AQ. Cancellation Clause Condition: Enter YES if there are any conditions to execute cancellation clause. Enter NO if there are no conditions other than date. This field has look-up validation for YES/NO.

AR. Option to Purchase: Enter YES if there is an option to purchase the leased facility. Enter NO if there are no options. This field has look-up validation for YES/NO.

2.10 Tenant s

AS. Tenants: Enter YES if this facility has state agency tenants. Enter NO if the building has no state agency tenants. This field has condition look-up validation.

AT. through BG. Tenant's SAAM Acronym: Enter the tenant's agency SAAM acronym for each tenant. These fields have SAAM number look-up validation.

2.11 Parking

BH. Parking Included in Lease: Enter YES if any parking spaces are included. Enter NO if there are no parking spaces included. This field has look-up validation for YES/NO.

BI. Parking Additional Spaces Leased: Enter YES if any additional parking spaces are leased beyond what is included in the original lease agreement at this location. Enter NO if there are no additional parking spaces purchased. This field has look-up validation for YES/NO.

2.12 Standard Services Paid

BJ. All Services Paid: Enter who pays for services. Selecting Owner or Lessee will result in the auto filling of the rest of the service field. This field has look-up validation for Owner, Lessee or N/A.

BK. Assessment: Enter who pays for assessment. This field has look-up validation for Owner, Lessee or N/A.

BL. Bulbs/Tubes: Enter who pays for bulbs and tubes. This field has look-up validation for Owner, Lessee or N/A.

BM. Natural Gas: Enter who pays for natural gas. This field has look-up validation for Owner, Lessee or N/A.

BN. Electric: Enter who pays for electricity. This field has look-up validation for Owner, Lessee or N/A.

BO. Garbage: Enter who pays for garbage/trash removal. This field has look-up validation for Owner, Lessee or N/A.

BP. Insurance: Enter who pays for insurance. This field has look-up validation for Owner, Lessee or N/A.

BQ. Janitorial: Enter who pays for janitorial services. This field has look-up validation for Owner, Lessee or N/A.

BR. Restroom Supply: Enter who pays for restroom supplies. This field has look-up validation for Owner, Lessee or N/A.

BS. Sewer: Enter who pays for sewer. This field has look-up validation for Owner, Lessee or N/A.

BT. Storm Water: Enter who pays for storm water management. This field has look-up validation for Owner, Lessee or N/A.

BU. Property Tax: Enter who pays for property taxes. This field has look-up validation for Owner, Lessee or N/A.

BV. Water: Enter who pays for water. This field has look-up validation for Owner, Lessee or N/A.

BW. Recycling/Composting: Enter who pays for recycling/composting. This field has look-up validation for Owner, Lessee or N/A.

BX. Comments: Enter comments relevant to this specific facility or record just completed.

SECTION 3

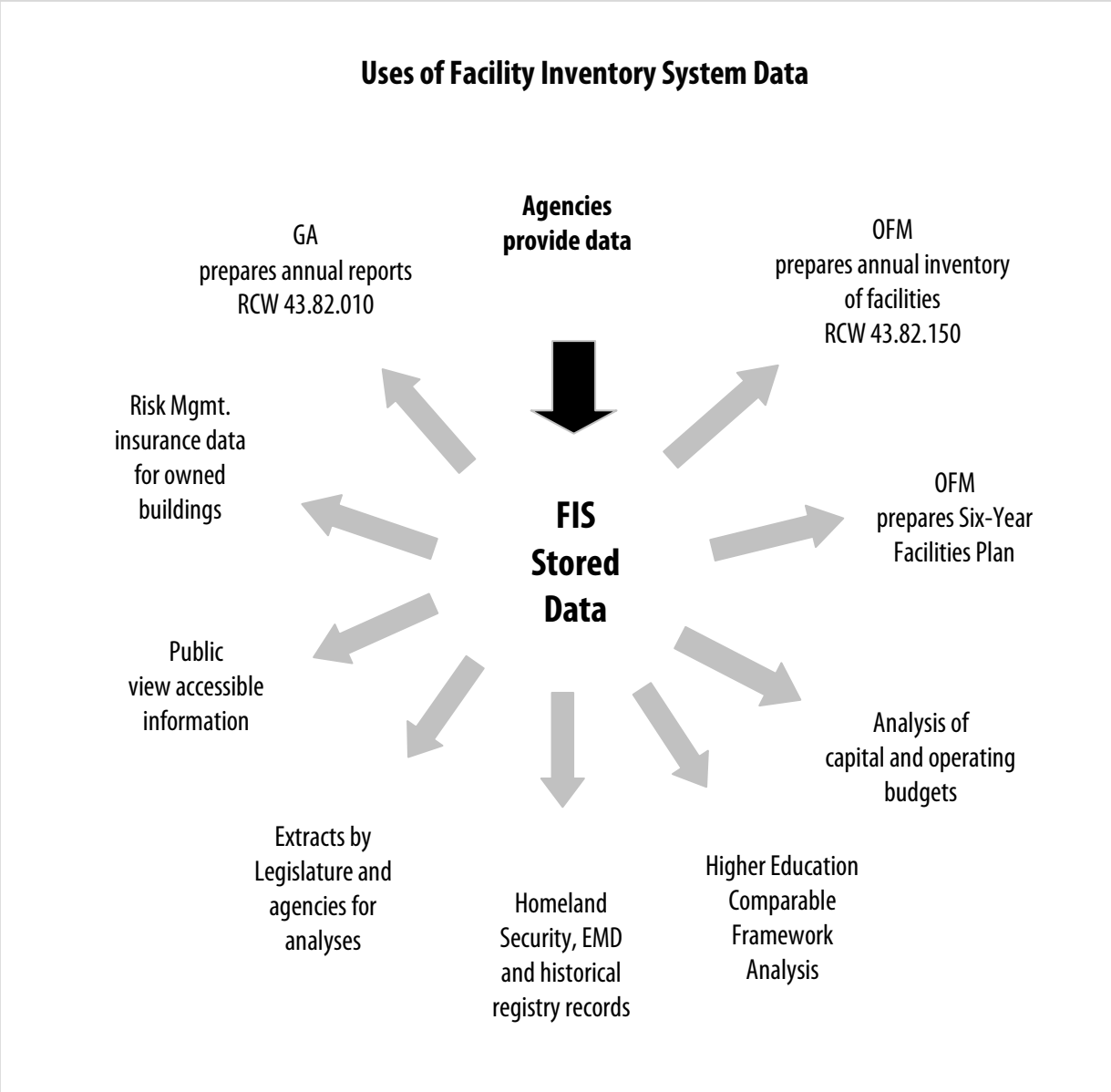
FACILITY INVENTORY SYSTEM OVERVIEW

3.1 Why Washington State Has a Facility Inventory System

The inventory of state-owned and leased facilities by state agencies represents a significant financial investment by the citizens of Washington. Because of this, RCW 43.82.150 has required an annual inventory of state-owned and leased facilities since 1997. OFM first collected the data by distributing DOS diskettes to state agencies and higher education institutions to be updated on an annual basis. In 2006, the method was changed to electronic spreadsheets (Excel).

Washington's 2009 FIS report lists a total of approximately 106 million square feet of facilities, both owned and leased. More than 8,500 facilities were reported. If Washington follows the trends in other states, this information is likely under-reported. An incomplete inventory can lead to missed opportunities.

The FIS report is one of several sources of information that support OFM's responsibilities for leased and owned facilities. Other examples include capital and operating budget development, six-year strategic facilities planning, and various facilities oversight analysis and reporting functions. The FIS report serves as the primary database, and is also used by other groups, such as OFM's Risk Management division and the Emergency Management Department, for their reporting and analysis needs.


Uses of Facility Inventory System Data
Agencies provide data
FIS Stored Data
GA prepares annual reports RCW 43.82.010
OFM prepares annual inventory of facilities RCW 43.82.150
Risk Mgmt. insurance data for owned buildings
OFM prepares Six-Year Facilities Plan
Public view accessible information
Analysis of capital and operating budgets
Extracts by Legislature and agencies for analyses
Homeland Security, EMD and historical registry records
Higher Education Comparable Framework Analysis

3.2 Enabling Statute

RCW 43.82.150

(1) The office of financial management shall develop and maintain an inventory system to account for all owned or leased facilities utilized by state government. At a minimum, the inventory system must include the facility owner, location, type, condition, and size of each facility. In addition, for owned facilities, the inventory system must include the date and cost of original construction and the cost of any major remodeling or renovation.
The inventory must be updated by June 30th of each year. The office of financial management shall publish a report summarizing information contained in the inventory system for each agency by October 1st of each year, beginning in 2010 and shall submit this report to the appropriate fiscal committees of the legislature.

(2) All agencies, departments, boards, commissions, and institutions of the state of Washington shall provide to the office of financial management a complete inventory of owned and leased facilities by September 1, 2010. The inventory must be updated and submitted to the office of financial management by September 1st of each subsequent year. The inventories required under this subsection must be submitted in a standard format prescribed by the office of financial management.

(3) The office of financial management shall report to the legislature by September 1, 2008, on recommended improvements to the inventory system, redevelopment costs, and an implementation schedule for the redevelopment of the inventory system. The report shall also make recommendations on other improvements that will improve accountability and assist in the evaluation of budget requests and facility management by the governor and the legislature.

(4) For the purposes of this section, "facilities" means buildings and other structures with walls and a roof. "Facilities" does not mean roads, bridges, parking areas, utility systems, and other similar improvements to real property.
[2007 c 506 § 7; 1997 c 96 § 2; 1993 c 325 § 1.]

Notes:

Findings -- Intent -- 2007 c 506: "The legislature finds that the capital stock of facilities owned and leased by state agencies represents a significant financial investment by the citizens of the state of Washington. Capital construction projects funded in the state's capital budget require diligent analysis and approval by the governor and the legislature. In some cases, long-term leases obligate state agencies to a larger financial commitment than some capital construction projects without a comparable level of diligence. State facility analysis and portfolio management can be strengthened through greater oversight and support from the office of financial management and the legislature and with input from stakeholders.

The legislature finds that the state lacks specific policies and standards on conducting life-cycle cost analysis to determine the cost-effectiveness of owning or leasing state facilities and lacks clear guidance on when and how to use it. Further, there is limited oversight and review of the results of life-cycle cost analyses in the capital project review process. Unless decision makers are provided a thorough economic analysis, they cannot identify the most cost-effective alternative or identify opportunities for improving the cost-effectiveness of state facility alternatives.

The legislature finds that the statewide accounting system limits the ability of the office of financial management and the legislature to analyze agency expenditures that include only leases for land,

buildings, and structures. Additionally, other statewide data systems that track state-owned and leased facility information are limited, onerous, and inflexible.

Therefore, it is the intent of the legislature to strengthen the office of financial management's oversight role in state facility analysis and decision making. Further, it is the intent of the legislature to support the office of financial management's and the department of general administration's need for technical expertise and data systems to conduct thorough analysis, long-term planning, and state facility portfolio management by providing adequate resources in the capital and operating budgets." [2007 c 506 § 1.]

3.3 Definition of Facilities to be Inventoried

A *facility* is defined as a constructed asset with a permanent roof which is for the shelter of persons, animals, plants, materials or equipment. The facility inventory may encompass many types of structures (whether staffed or not) such as aquariums, office buildings, storage buildings or recreation buildings.

Building Assets to Be Included

The inventory should include buildings that are under 24-hour, seven days-per- week jurisdiction of an agency, regardless of location. As a guideline, separate, minor structures should be included in the inventory if all of the following criteria are met:

- Are permanently attached to a foundation;
- Are roofed and have one wall; and
- May require maintenance and repair activities, as determined by the agency.

Following these guidelines, an example of a minor structure is a permanent information booth that is roofed, walled, attached to a foundation and on a regular maintenance schedule. An example of a separate structure is a job shack, which is roofed and temporarily attached to a sidewalk or parking lot with utility service.

Buildings to Be Excluded

Structures with the following features are excluded from the inventory:

- Do not have a permanent foundation.
- Do not have a roof.
- Do not have walls.
- Do not require maintenance and repair activities, as determined by the agency.
- Are components of the transportation system such as roads, bridges and parking areas (land).
- Are components of a utility system and/or other similar improvements to real property.

3.4 Facility Asset Measurement

In an asset inventory system, it is important to have a common measurement unit to make effective comparisons. Unfortunately, there are no common measurement units for owned and leased buildings at this time. The 2010 FIS uses several measurement types: gross square feet, gross measured area, rentable square feet, usable square feet and gross rentable square feet.

Owned facility assets will typically be measured in gross square feet, although gross measured area square feet may be used by some agencies.

Leased facility assets will be measured according to the terms stated in their master lease agreement: rentable square feet, usable square feet or gross rentable square feet.

FIS acknowledges that most leases will typically be measured as rentable square feet, although usable square feet and gross rentable square feet may be used in some lease agreements.

3.5 Defining Who Reports Owned, Leased and Subleased

Agencies will document space the agency owns and all master leased properties held by the agency. Subleased space from state agencies and non-state agencies will not be reported in 2010.

- Reporting State Owned Assets. Owning agencies will document the total gross square feet for each owned asset in one record. In Excel, a record is a row and the columns are fields.
- Reporting Master Leased Assets. Leasing agencies will generate one record for each master lease they hold. Leasing agencies will document the total square feet in the format stated in the master lease agreement.
- Owning or Master Leasing Agencies. Both will document state agency tenants for each owned and master leased facilities.

SECTION 4

ASSISTANCE, DUE DATES AND SUBMISSIONS

4.1 Assistance

Your Facilities Analyst is available to answer questions or correspond with you via email or phone. See 4.5.

4.2 Due Date for Small Agencies

Small agencies are defined as agencies with 25 or fewer facility assets. Their 2010 FIS reports are due to OFM by close of business **Monday, Aug. 2, 2010**.

4.3 Due Date for Large Agencies

Large agencies are defined as agencies with more than 25 facility assets. Their 2010 FIS reports are due to OFM by close of business **Wednesday, Sept. 1, 2010.**

4.4 Submission of Inventory to OFM

Send your completed FIS report via e-mail to OFM Facilities Oversight at OFMFacilitiesOversig@ofm.wa.gov. Send both worksheets as one Excel workbook (document).

4.5 Contact Information

For questions about the FIS process or instructions, or to provide feedback, contact an OFM staff member:

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SECTION 5
PUBLICATION

5.1 Data Verification

FIS data verification is a multiple phase process. Agency FIS reports will be reviewed for missing data, and incomplete FIS reports will be returned to the agency. A random sampling of key sections in each worksheet will be verified against non-FIS data sources such as county parcel records, situs addressing and GPS coordinates.

5.2 Analysis

An initial analysis of the FIS will be conducted to answer the following queries:

- How accurate is the report?
- How many square feet did the state of Washington use in 2010?
- How many square feet are leased versus owned?
- Are there owned and leased facilities assets in every county and if so, what agencies are located in each county?
- Are there owned and leased facilities assets in every legislative district and if so, what agencies are located in each district?
- How many square feet are in each space type?
- What is the condition of the owned and lease facility assets?
- What are the typical services the state pays for when leasing?

5.3 Publication

The report will be published Friday, Oct. 1, 2010, in accordance with RCW 43.82.150.

SECTION 6

2011 FACILITIES INVENTORY SYSTEM PREVIEW

6.1 2011 FIS Due Dates (tentative)

The tentative 2011 due dates are scheduled to meet the RCW 43.82.150 (1) yearly publication requirement of October 1. Agency reporting due dates may be adjusted in future years.

Tuesday, June 6, 2011 – 2011 FIS forms and instructions emailed to agencies
Monday, Aug. 1, 2011 – Small agencies reports due
Thursday, Sept. 1, 2011 – Large agencies reports due
Monday, Oct. 3, 2011 – FIS report published to the Legislature

6.2 Section-by-Section Preview – Owned

Number:
Unique Facility Identifier number will be assigned to each facility.

Association and Locations:
No change anticipated for either section.

Size and Space Type:
We will seek to establish a more unified method of measuring owned and leased square feet. In addition, FIS will expand space types and introduce sub-type by square feet.

Building Type:
This will be a new section to describe building type to establish replacement estimates.

Condition and Characteristic:
No change anticipated for either section.

Capital Budget:
No change anticipated with the addition of OFM annually calculated replacement cost data.

Tenant:
No change anticipated.

6.3 Section-by-Section Preview – Leased

Number:
Unique Facility Identifier number will be assigned to each facility.

Association and Locations:
No change anticipated for either section.

Lease Owner:
No change anticipated.

Size and Space Type:
We will seek to establish a more unified method of measuring owned and leased square feet. In addition, FIS will expand space types and introduce sub-type by square feet.

Condition and Characteristic:
No change anticipated for either section.

Basic Lease Data:
No change anticipated.

Tenant Section:
No change anticipated.

Parking and Standard:
No change anticipated for either section.

APPENDIX A: GLOSSARY OF TERMS

Term	Definition
Building Jurisdiction	All facilities in which the agency has 24 hours/7days per week control. Examples include agency-owned facilities and leased facilities. Tenants of GA-owned facilities such as the state Capitol campus are leasing state-owned facilities.
Datum	Is a mathematical model which describes the shape of the Earth. There are more than 100 datums in use around the world.
Datum, State Standard	The Washington Department of Information Services has established the North American Datum 1983 as the statewide standard. **Agencies should report the 2010 FIS in WGS 84.** The 2010 FIS report will be converted to the state standard (NAD 83) post agency reporting.
Datum, WGS 84	WGS 84 is the common datum for online latitude and longitude coordinates, and the 2010 FIS standard for reporting latitude and longitude.
Definition of Facilities	See Section 1.5.
Gross Measured Area	Means the total area of a building enclosed by the dominant portion, excluding parking areas and loading docks outside the building line. It is generally not used for leasing purposes.
Gross Rentable Square Feet	Rentable area plus the prorated share of the building common area.
Gross Square Feet	Total constructed area of a building, as measured from exterior wall to exterior wall.
Master Lease	Is the controlling lease under which a lessee can sub-lease the property for a period not extending the term of the master lease. Many master leases allow for subleasing of all or part of the leased facility. An example is a 10,000 SF lease to a state agency that has a 1,000 SF sub-lease to another state agency. The master leased agency would report 10,000 SF and report only the subleasing agency acronym.
Rentable Square Feet	Rentable area is the tenant's prorated portion of the floor, excluding major vertical penetrations.
Situs	Place where something exists or originates. Commonly used in parcel addressing of real property.
Usable Square Feet	Usable area is the actual area available for occupation of the floor or office suite.
Unique Facility Identifier (UFI)	Is a new statewide data standard for uniquely identifying all state owned or leased facilities.

APPENDIX B: SPACE TYPE CATEGORIES

Primary Use

Most locations that an agency manages fall readily into one primary space type category. In some cases, however, individual locations have multiple or different uses (e.g., office and shop). In this case, the inventory system requires a Primary Use or single category to indicate the dominate use of the space. FIS defines Primary Use as more than 60 percent of the space dedicated to one category.

A space that has both an Office (310) and a Laboratory (270) and is used principally for laboratory testing, but which also includes space used as an office, should be coded as a laboratory facility. In another example, a building that is a storage/warehouse by appearance or design, but is being used primarily as an office (more than 60 percent in office), is coded as an office instead of a storage/warehouse.

Secondary and Additional Space Use (new for 2010)

FIS defines Secondary and Additional Use as more than 20 percent of the space dedicated to one category. If a space has multiple uses such as 60 percent Office Administrative (311) 20 percent Primary Use Laboratory (270) and 20 percent Storage/Warehouse (730), an agency may elect to define the Secondary Space Use (270), and a third or Additional Space Use (730).

Space Type Category Structure

The definitions and codes for the Space Type category structures are required by FIS. The 10 major series numbers of assignable space and the non-assignable space defined in this manual are intended to provide flexibility in coding space use at the agency level and to provide appropriate comparability in reporting space uses statewide.

For purpose of this manual, the term *space* will be used wherever the terms *space* and *room* could be used interchangeably. For example, wherever space type codes are mentioned, they are called "space use codes." When a use could be housed in either a *room* or a *space*, the term *space* is used. However, the term *room* is retained in most examples of use classifications provided in the definitions; for example, dark room, laundry room, operating room. *Room* is also used for functions that would be housed only in enclosed rooms, as defined in this manual.

The basic categories of FIS are structured by these key concepts:

- The coding system is intended to provide meaningful and comparable summary data. That is, the definitions of space uses are sufficiently specific to give reasonable assurance that all agencies will map or crosswalk comparable spaces to the same category.
- The structure is intended to provide a significant degree of standardization and compatibility for comparisons across agencies. It also provides the data to develop the key building ratios to understand the efficiencies of one building design compared to another. FIS employs two standards: Gross Square Feet (GSF) for state owned buildings and Net Rentable Square Feet (NRSF) to workstations.
- The focus of definitions is on the actual space use (primary or predominant) at the time of inventory, which may be different from the intended use at the time it was built. Space intent, original design, type, name, organizational unit assignment or contained equipment does not

affect the coding classification at the time of the inventory unless it is compatible with actual use.

100 Series: Educational Facilities

The 100 category aggregates classroom and training facilities as an institution/agency-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms and other spaces used primarily for scheduled non-laboratory instruction. The category Classroom (110) is for degree-granting instruction. The term "training room" includes all the same types of space as classrooms where training programs are conducted.

110 Classroom

Definition: A room or space used primarily for instruction classes and is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

Description: Includes rooms or spaces generally used for scheduled instruction that require no special restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups or flexible in arrangement), tables and chairs (as in a seminar room) or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment for a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Limitations: This category does not include Training Rooms (120), Conference Rooms (350), Meeting Rooms (680), Auditoria (610) or Class Laboratories (210). If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered a laboratory (see Code 200 series).

120 Training room

Definition: A space serving an office that is used primarily for staff and public training activities and is not tied to a degree-granting educational program.

Description: Includes rooms or spaces generally used for scheduled training that require no special restrictive equipment or configuration. These spaces may contain multimedia or telecommunications equipment. A training room may be furnished with special equipment specific to the agency work if this equipment does not render the space unsuitable for use by others in the facility.

Limitations: This category does not include Classroom (110), Conference Rooms (350), Meeting Rooms (680), Laboratories (270) or Agency Lounge (650).

200 Series: Laboratory Facilities

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits the space use. An agency may have very limited laboratory space or the laboratory activities may define the agency.

270 Laboratories

Definition: A space used for laboratory experimentation, research or testing.

Description: A laboratory is designed or equipped for staff to conduct research and testing in a controlled or structured environment. Activities may include experimentation, application, observation, composition or research in a structured environment as directed by the agency.

300 Series: Office Facilities

Office facilities are individual, multi-person or workstation spaces specifically assigned to an agency's administrative, service and support functions. While small agencies may classify all office space as Office (310), larger agencies should differentiate office space between Administrative (3101), Service Delivery (3102) or Project Delivery (3103) by applying additional codes.

310 Office General

Definition: A space housing staff, community volunteers, contractors, state agency partners or community partners working at one or more desks, tables or workstations.

Description: An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers or other office equipment.

Limitations: Any other spaces, such as shops, printing shops, study rooms, training rooms, laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space rather than as an office. Office areas do not need to have clearly visible physical boundaries. In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage.

311 Office Administrative

Definition: An office space housing staff primarily dedicated to administrative support for the agency mission.

312 Office Service

Definition: An office space housing staff primarily dedicated to direct delivery of human services. Examples include driver licenses examination facilities, unemployment benefit offices and public health offices.

313 Office Project

Definition: An office space housing staff primarily dedicated to a major project in support for the agency mission. Examples include engineers, design teams and planning teams.

350 Conference Room

Definition: A space serving an office complex and used primarily for agency-wide staff meetings and public activities.

Description: A conference space is equipped with tables and chairs and typically provides additional parking. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes meetings. If a space is used for both conference and meeting space functions, then the space should be classified according to its primary use.

Limitations: Does not include Classrooms (110), Training Rooms (120) or Meeting Rooms (680).

400 Series: Study Facilities

Study spaces may contain equipment or materials that aid the study or learning process (for example, computers, reference materials, records and tapes) and that do not restrict the space.

410 Study Space

Definition: A room or area used by individuals to study with the space not being restricted.

Description: Includes study or reading rooms located in libraries, residential facilities, academic study carrels and booth areas. Study stations may be grouped as in a library reading room or individualized as in a carrel. Study spaces are primarily used by staff for learning at their convenience, although access may be restricted by management.

Limitations: This category excludes Laboratories (270) that are restricted to a particular use and Lounges (650) that are intended for relaxation and casual interaction.

420 Libraries

Definition: A space used to house arranged collections of educational materials for use as a study resource.

Description: Agency or departmental libraries and are characterized by accessible, arranged and managed collections. Collections can include books, periodicals, journals, monographs, electronic storage media (such as tapes, disks, slides, etc.), musical scores, maps and other educational materials.

Limitations: Does not include general storage areas for materials that serve a particular room or area. Such spaces would take the service code Storage/Warehouse (730).

500 Series: Special Use Facilities

This category includes space uses that are sufficiently specialized in their primary activity or function to merit a unique space code. Although many of these special spaces provide service to other areas, their special use or configuration dictates use of an individual category.

502 Hearings

Definition: A hearing room is a facility characterized by specific space configuration or special purpose equipment that limits the use of the space to hearing activities or closely related activities.

Description: Hearing room activities may include judicial hearings (all levels), formal hearings and informal hearings. Rooms may be equipped with special desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers or other office equipment.

Limitations: Any other spaces such as meeting rooms, study rooms or offices that are occasionally used as hearing rooms are classified according to the primary use of the space rather than as a hearing room. Hearing rooms do not include Classroom (110), Training Room (120), Office (310), Study Space (410), Library (420), Lounge (650) or Meeting Room (670).

503 Corrections
Definition: A building, room or area used by the Department of Corrections for people who are judicially ordered to be kept in custody.
Description: Building, room or area that has a secure boundary maintained by the Department of Corrections.

Limitations: Conventional space use types such as Classrooms (110), Training (120), Laboratories (270), Offices (310), Study Space (410), Library (420), Lounge (650) or Meeting Room (670) are designated as such, even though they are located on Department of Corrections' property.

504 Military
Definition: A building, room or area used by Washington National Guard and ancillary units for military training and/or instructional activities.

Description: Spaces that are designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations: Conventional space use types such as Classrooms (110), Laboratories (270), Offices (310) and Study Rooms (410) are designated as such even though they are located on military property.

505 Fish Hatchery
Definition: A building, pods or tanks used primarily for raising fish.

Description: Spaces that are obviously designed or equipped for use as fish hatcheries, such as indoor pods or tanks, outdoor pods and specially designed buildings.

Limitations: Conventional space use types such as Classrooms (110), Laboratories (270), Offices (310) and Residential Facilities (900) are designated as such even though they are located at a fish hatchery.

506 Park
Definition: A building, shelter or facility used primarily by the public at a state park.

Description: Spaces that are obviously designed or equipped for public use, such as picnic shelters, comfort stations, wood sheds and specially designed buildings.

Limitations: Conventional space use types such as Office General (310), Shop (720) and Residential Facilities (900) are designated as such even though they are located at a state park.

507 Ferry Terminal (new for 2010)
Definition: A building, shelter or facility used primarily by the public for vehicles/passage loading and un-loading.

Description: Spaces that are obviously designed or equipped for public use, such as tollbooths, waiting areas, comfort stations and specially designed buildings.

Limitations: Conventional space use types such as Office General (310), Shop (720) and Residential Facilities (900) are designated as such even though they are located at a ferry terminal.

508 Public Restroom (new for 2010)
Definition: A building, shelter or facility used primarily by the public.

Description: Spaces that are obviously designed or equipped for public use, such as highways, parks and public venue restrooms.

Limitations: Used primarily by the public even thought they are located in facilities with different primary use.

590 Other (define purpose when used)
Definition: A category of last resort.

Description: Included as a category of last resort to be used only for those spaces or facilities that cannot be described with other codes and definitions.

Limitations: Should have very limited use, if used at all. Requires supplemental statement to define why used.

600 Series: General Use Facilities

General use facilities are characterized by their broader availability to staff and/or the public than are Special Use Facilities (500 series), which are typically limited to unique functions or special populations. General Use Facilities comprise support space such as lounge, recreation and general meetings space for the agency and/or public.

650 Lounge
Definition: A space used for rest and relaxation that is not restricted to a specific group of people, unit or area.

Description: A lounge facility is typically equipped with furniture, tables and chairs, and may include vending machines. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation or informal socializing.

Limitations: A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation or casual interaction and its public availability.

680 Meeting Room
Definition: A room that is used by the agency or the public for a variety of meetings.

Description: The key concept here is availability. Conference Rooms (350) are often confused with Meeting Rooms because they are both used for meetings. However, conference spaces have visitor parking components for a building or complex. Although Meeting Rooms may be assigned to a specific organizational unit, a meeting space is more available and open to staff groups.

Limitations: Spaces serving a headquarter complex and used primarily for agency-wide staff meetings are classified as Conference Room (350). Training rooms used primarily for scheduled class, training and seminars are classified as Training Rooms (120).

700 Series: Support Facilities

Support facilities provide centralized space for various auxiliary support systems and help keep all agency programs and activities operational. While not as directly accessible to agency and community members as General Use Facilities (600 series), these areas provide a continuous, indirect support system to administration, staff and the public. Support facilities are centralized in that they typically serve an area ranging from a building to an entire region. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage, and supply and vehicle storage.

710 Central Computer or Telecommunications

Definition: A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative needs of a central group of users, department or agency.

Description: A central computer or telecommunications room or a secured compartmented information facility may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups.

Limitations: Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel and other technical staff even though these spaces usually contain an access terminal. Also does not include Laboratory (270), Study Room (410) or offices with data processing equipment used as office tools. Personal computers, terminal work spaces, printer rooms and data closets that serve an office area should be coded Office General (310).

720 Shop

Definition: A space used for the manufacture, repair or maintenance of products and equipment.

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction, repair and maintenance of equipment and devices. Special purpose shops supporting multiple spaces for scientific instruction and research are included in this category.

Limitations: Does not include architectural and engineering drafting rooms that serve the facilities management operation, which are classified as Office (310). This category also does not include areas used for the repair and maintenance of agency-owned vehicles, which are Vehicle Storage (740).

730 Storage/Warehouse

Definition: A space or building that is used to store equipment or materials and serves multiple space use categories, organizational units or buildings.

Description: The concept of storage is central to applying this code correctly. The majority of storage spaces are service rooms that directly support a primary activity of the agency; for example, a furniture storage room serving several Offices (310). Central storage areas include areas commonly called warehouses, surplus storage, central storage and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category.

Limitations: Does not include a storage space directly serving a primary space such as Office (310). Also, this category does not include Custodial Supply Closet used to store small quantities of janitorial supplies or any other non-assignable small storage.

740 Vehicle Storage Structure
Definition: A structure that is used to house or store vehicles.

Description: Includes structures and buildings generally called parking decks, garages, boathouses and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, lawn equipment and other powered transport devices or equipment, as well as automobiles and trucks.

Limitations: This category does not include surface parking lots.

750 Central Service
Definition: A room or area that is used for the processing, preparation or delivery of agency-wide support service.

Description: The central service area includes centralized stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities if they serve the occupants and activities of more than one building.

Limitations: Does not include those spaces providing the above-listed functions if they support other primary activity spaces in the same building. For example, a storage area in an office should be coded as Office (310). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720), Central Storage (730) and Vehicle Storage (740).

790 Central Utility Plant (new for 2010)
Definition: A facility that primarily houses central utility production and/or distribution to more than one facility at a complex, campus or regional center. These include such facilities as steam plants, co-generation facilities and electrical distribution facilities.

Description: Spaces that are obviously designed or equipped for distribution of energy.

Limitations: Conventional space use types such as Office General (310), Shop (720) and Conference Rooms (350) are designated as such even though they are located in a central utility plant.

800 Series: Health Care Facilities

At this time there is no delineation of categories for Health Care Facilities. The 800 series includes all patient care areas that are located in separately organized and budgeted health care facilities, such as infirmaries, hospitals and stand-alone clinics that are run by agencies.

900 Series: Residential Facilities

At this time there is no delineation of categories for Residential Facilities. The 900 series includes housing for staff, patients, inmates and visitors. Note: Not all space in residential facilities is categorized using the 900 series. Conventional primary activity and service categories such as Offices

(310), Lounges (650), Study Rooms (410), Recreation (670) and Training Rooms (120) are not included.

000 Series: Unclassified

Unclassified facilities include those assignable areas that are inactive or unassigned, in the process of being altered, renovated or converted, or in an unfinished state.

050 Inactive Spaces

Definition: Assets available for assignment but unassigned at the time of inventory.

Limitations: This category does not include space being modified or space which is unusable.

060 Alteration or Conversion Spaces

Definition: Assets temporarily out of use because they are being altered, remodeled or rehabilitated at the time of inventory.

Limitations: This category does not include space which is inactive or space which is unusable.

090 Vacate Unusable Spaces

Definition: Assets which are unusable at the time of inventory.

Limitations: This category does not include inactive space or space temporarily under conversion.

APPENDIX C: CONDITION MATRIX

As owned or leased facilities inventories age, they increasingly require more attention to maintain. To help planners organize their efforts, the FIS condition matrix was developed to provide a building conditions assessment tool. A detailed building condition assessment consists of measuring all major facility asset components and translating the inspection data into a meaningful condition metrics. These are then used to support the asset management decision making. The FIS condition matrix, however, is not a substitute for this detailed building condition assessment process.

The FIS condition matrix provides nine categories to evaluation each facility:

- Facility Support and Response Time – facility staff support and response time to request.
- Satisfaction – agency satisfaction with facility.
- Preventive vs. Corrective Maintenance – to what degree is maintenance addressed in a preventive or corrective manner.
- Maintenance – response to preventive, reactive and emergency maintenance.
- Interior – aesthetic assessment of interior finishes.
- Exterior – aesthetic assessment of exterior finishes.
- Lighting – aesthetic assessment of lighting.
- Service Efficiency – service and maintenance call evaluation.
- Building Systems Reliability – evaluation of system breakdowns and repairs.

Agencies need to rank their facility conditions on a 1 to 5 scale. The condition matrix below is optional. The evaluator is asked to rank each category by placing an X in one of the five levels. The level receiving the most Xs is the condition to report in FIS.

Level	1 Superior	2 Adequate	3 Fair	4 Needs Improv	5 Needs Improv
Facility Support and Response Time					
Satisfaction					
Preventive vs. Corrective Maintenance					
Maintenance					
Interior					
Exterior					
Lighting					
Service Efficiency					
Building Systems Reliability					

Condition Matrix Description

Level	1	2	3	4	5
Description	**Superior**	**Adequate**	**Fair**	**Needs Improvement: Limited Functionality**	**Needs Improvement: Marginal Functionality**
Facility Support and Response Time	Able to respond to virtually any type of service; immediate response.	Response to most service needs, including limited non-maintenance activities, is typically in a week or less.	Services available only by reducing maintenance, with response times of 1 month or less.	Services available only by reducing maintenance, with response times of 1 year or less.	Services not available unless directed from top administration; none provided except emergencies.
Satisfaction	Proud of facilities, have a high level of trust for the facilities organization.	Satisfied with facilities-related services, usually complimentary of facilities staff.	Accustomed to basic level of facilities care. Generally able to perform mission duties. Lack of pride in physical environment.	Generally critical of cost, responsiveness and quality of facilities services.	Consistent customer ridicule, mistrust of facilities services.
Preventive vs. Corrective Maintenance	100 %	75-99%	50-74%	25-49%	<25%
Maintenance	All recommended preventive maintenance (PMs) are scheduled and performed on time. Reactive maintenance (spot re-lamping and adjusting door closers) is minimized to the unavoidable or economical. Emergencies (storms or power outages) are very infrequent and handled efficiently.	A well-developed PM program: most required PMs are done at a frequency slightly less than per defined schedule. Appreciable reactive maintenance required due to systems wearing out prematurely and high number of lamps burning out. Occasional emergencies caused by pump failures, cooling system failures, etc.	Reactive maintenance predominates due to systems failing to perform, especially during harsh seasonal peaks. An effort still made at PM: priority to schedule as time and manpower permit. The high number of emergencies (pump failures, heating and cooling system failures) causes reports to upper administration.	Worn-out systems require manpower to be scheduled to react to systems that are performing poorly or not at all. Significant time spent procuring parts and services due to the high number of emergencies with weekly reporting. PM work possible consists of simple tasks and is done inconsistently (filter changing, greasing and fan belt replacement, etc.).	No PM performed due to more pressing problems. Reactive maintenance is a necessity due to worn-out systems (doors won't lock, fans lock up, HVAC systems fail). Good emergency response because of skills gained in reacting to frequent system failures (no status reporting, upper administration is tired of reading the reports).

Level	1	2	3	4	5
Description	**Superior**	**Adequate**	**Fair**	**Needs Improvement: Limited Functionality**	**Needs Improvement: Marginal Functionality**
Interior	Like-new finishes.	Clean/crisp finishes.	Average finishes.	Dingy finishes.	Neglected finishes.
Exterior	Window, doors, trim exterior walls are like new.	Watertight, good appearance of exterior, clean.	Minor leaks and blemishes, average exterior appearance.	Somewhat drafty and leaky, rough-looking exterior, extra painting necessary.	Inoperable windows, leaky windows, unpainted or cracked panes, significant air and water penetration, poor appearance overall.
Lighting	Bright and clean, attractive lighting.	Bright and clean, attractive lighting.	Small percentage of lights out, generally well lit and clean.	Numerous lights out, some missing diffusers, secondary areas dark.	Dark, lots of shadows, bulbs and diffusers missing, cave-like, damaged, hardware is missing.
Service Efficiency	Maintenance activities appear highly organized and focused. Typically, equipment and building components are fully functional and in excellent operating condition. Service and maintenance calls are responded to immediately. Buildings and equipment are routinely and regularly upgraded, keeping them current with modern standards and usage.	Maintenance activities appear organized with direction. Equipment and building components are usually functional and in operating condition. Service and maintenance calls are responded to in a timely manner. Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.	Maintenance activities appear to be somewhat organized, but remain people dependent. Equipment and building components are mostly functional, but suffer occasional breakdowns. Service and maintenance call response times are variable and sporadic, without apparent cause. Buildings and equipment are periodically upgraded to current standards and use, but not enough to control the effects of normal usage and deterioration.	Maintenance activities appear somewhat chaotic and are people dependent. Equipment and building components are frequently broken and inoperative. Service and maintenance calls are typically not responded to in a timely manner. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.	Maintenance activities appear chaotic and without direction. Equipment and building components are routinely broken and inoperative. Service and maintenance calls are never responded to in a timely manner. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.
Building Systems Reliability	Breakdown maintenance is rare and limited to vandalism and abuse repairs.	Building components occasionally breakdown.	Building and systems components periodically or often fail.	Many systems unreliable. Constant need for repair. Backlog of repair needs exceeds resources.	Many systems unreliable. Constant need for repair. Backlog of repair needs exceeds resources.

APPENDIX D: GLOBAL POSITIONING SYSTEM

Instructions for the 2010 Facility Inventory System GPS Coordinates

The GPS coordinates will be supplied through an online viewer client application using WGS 84 datum. Most online viewers use WGS 84 datum and FIS requires all GPS coordinates be in this format. The state standard for statewide layering is the Washington Coordinate System of 1983 South Zone (NAD 83).

Agencies are advised that some "free" online viewers are legally usable for individual use only and are proprietary for public use such as FIS. Many online viewer client applications are available. When selecting one, be sure that the coordinates are in WGS 84 datum and report latitude and longitude to five decimal points.

A free online viewer client application that supports public use is ArcGIS Explorer, available at http://resources.esri.com/arcgisexplorer/. You will need to download ArcGIS Explorer. Once it is running, click on Find Address and enter a location. ArcGIS Explorer will zoom to the location. Next click the Tools tab and select Go to Location. A diagonal box appears with latitude and longitude boxes inside with an * symbol. Left click the * symbol and place it on top of the facility asset and right click. The latitude and longitude will then appear to six decimal points.

Address is required in the 2010 FIS. ArcGIS may not find addresses in a remote area or it may take you to the center of the nearest road. In either case, take the * symbol, place it on the facility asset and right click it to find the asset's latitude and longitude.

APPENDIX E: CONFIDENTIAL FACILITIES

All state agencies are required under RCW 43.82.150 (2) to provide OFM with a complete inventory of owned and leased facilities in a standard format prescribed by OFM. Agencies that have confidential locations are advised to consult with their Facilities Analyst before submitting a confidential facility inventory report.

At a minimum, agencies with a confidential facility will need to submit the following:

- Separate FIS Excel worksheet documenting the confidential facility, which must be clearly marked as "Confidential."
- Statement why this facility location information needs to be held in a confidential file.
- Citation of the law(s) sustaining non-disclosure.

To accommodate persons with disabilities, this document is available in alternative formats and can be obtained by contacting
The Office of Financial Management at 360-902-0555 or TTY 360-902-0679

VISIT OUR WEB SITE AT www.ofm.wa.gov