

## 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	A datum is a mathematical model which describes the shape of the Earth. More than 100 datums are in use around the world.
Datum, State Standard	The state of Washington, Department of Information Services, has established the North American Datum 1983 as the statewide standard. <b>Agencies should report the 2009 FIS in WGS 84.</b> The 2009 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 2009 FIS standard for reporting latitude and longitude.
Definition of Facilities	See <a href="#">Section 1.5</a> .
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	The 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-square-foot lease to a state agency that has a 1,000-square-foot 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	A place where something exists or originates. Commonly used in parcel addressing of real property.
Usable Square Feet	Usable area is the area of the floor or office suite available for occupation.
UFI	Is a statewide data standard for 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 employs only a single category to indicate the dominate use of the space as the Primary Use. FIS defines Primary Use as more than 60 percent of the space dedicated to one category. A space that is used as both an Office (310) and a Laboratory (270) and 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 rather than a storage/warehouse.

If a space has no dominate use, such as 40 percent Office Administrative (311), 40 percent Laboratory (270) and 20 percent Storage/Warehouse (730), it is recommended that agencies evaluate the location in terms of the human activity element that focuses on primary use rather than percentage of space use by each category.

### Secondary and Additional Space Use

A Secondary and one Additional Space Use fields are provided as optional fields in FIS. The above example illustrates the optional use of secondary space type Laboratory (270) and additional space type Storage/Warehouse (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) for workstations.

<b>Series Numbers</b>	<b>Space Type</b>
<b>100 Educational</b>	110 Classroom 120 Training Room
<b>200 Laboratory</b>	270 Laboratory
<b>300 Office</b>	310 Office General 311 Office Administrative 312 Office Services 313 Office Project 350 Conference Room
<b>400 Study</b>	410 Study Space 420 Library
<b>500 Special Use</b>	502 Hearing Room 503 Correction 504 Military Dept/National Guard 505 Fish Hatchery 506 Park 507 Ferry Terminal 508 Public Restroom 510 Armory 590 Other (purpose defined when used)
<b>600 General</b>	650 Lounge 680 Meeting Room
<b>700 Support</b>	710 IT and Communications 720 Shop 730 Storage/Warehouses 740 Vehicle Storage Facilities 750 Central Service 790 Central Utility Plant
<b>800 Health Care</b>	800 Includes Patient Room, Nurse Station, Surgery, Treatment/ Examination, Diagnostic, Public Waiting
<b>900 Residential</b>	900 Includes Sleeping Room, Apartments, House, etc.
<b>000 Unclassified</b>	050 Inactive Space 060 Alteration or Conversion Space 090 Vacate Unusable Space

- ◆ 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 as a laboratory (see Code 200 series).

### 120 Training room

*Definition:* A space serving an office and 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.

*Limitations:* This category does not include educational Class Laboratory (210), Open Laboratory (220) and Research/Non-class Laboratory (250).

## **300 Series: Office Facilities**

---

Office facilities are individual, multi-person or workstation spaces specifically assigned to 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 Offices Administrative**

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

### **312 Office Service Deliver**

*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 Deliver**

*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) and 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 material, 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. They 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 station, wood shed 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**

*Definition:* A building, shelter or facility used primarily by the public for vehicles/passage loading and unloading.

*Description:* Spaces that are obviously designed or equipped for public use, such as tollbooths, waiting area, comfort station 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**

*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 venues restrooms.

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

### **590 Other (purpose defined 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 function 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 computer, terminal work spaces, printer rooms and data closet 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 serving 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 that 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**

*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: 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. Residential facilities include 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 in the 900 series.

## **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 for agencies. 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 is not a substitute for this detailed building condition assessment process.

The FIS condition matrix provides nine categories to evaluate 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 vs. 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 System 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 X's 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					
Description					
Interior					
Lighting					
Service Efficiency					
Building Systems Reliability					

<b>Level</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>DESCRIPTION</b>	<b>SUPERIOR</b>	<b>ADEQUATE</b>	<b>FAIR</b>	<b>NEEDS IMPROVEMENT: LIMITED FUNCTIONALITY</b>	<b>NEEDS IMPROVEMENT: MARGINAL FUNCTIONALITY</b>
<b>Facility Support and Response Time</b>	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 in emergencies.
<b>Satisfaction</b>	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.
<b>Preventive vs. Corrective Maintenance</b>	100%	75-99%	50-74%	25-49%	<25%
<b>Maintenance</b>	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).

<b>Level</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>DESCRIPTION</b>	<b>SUPERIOR</b>	<b>ADEQUATE</b>	<b>FAIR</b>	<b>NEEDS IMPROVEMENT: LIMITED FUNCTIONALITY</b>	<b>NEEDS IMPROVEMENT: MARGINAL FUNCTIONALITY</b>
<b>Interior</b>	Like-new finishes.	Clean/crisp finishes.	Average finishes.	Dingy finishes.	Neglected finishes.
<b>Lighting</b>	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.
<b>Service Efficiency</b>	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.
<b>Building Systems Reliability</b>	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: GEOGRAPHIC INFORMATION SYSTEM (GIS)

---

### Instructions for the 2011 Facility Inventory System GIS Coordinates

The 2011 FIS GIS 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 GIS 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 free online viewers are legally useable 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, which is available at <http://resources.esri.com/arcgisexplorer/>. You will need to download ArcGIS Explorer, and 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 of it 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.

Addresses are required in the 2011 FIS, but ArcGIS might not find addresses in remote area or it might 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, the following information must be submitted for a confidential facility:

- ◆ A separate FIS Excel worksheet, which must be clearly marked as “Confidential,” documenting the confidential facility.
- ◆ A statement why this facility location information needs to be held in a confidential file.
- ◆ A citation of the law(s) supporting non-disclosure.

## APPENDIX F: UNIQUE FACILITIES IDENTIFICATION (UFI) NUMBER

---

The Governor, legislators and decision makers are hampered by the lack of statewide facilities data that is standardized, accurate, and accessible by all. Such standardized information on state owned and leased facilities is necessary to make informed decisions. The UFI is a standardized numbering method that uniquely identifies each owned and leased facilities location held by the state of Washington.

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. OFM has adopted the UFI as an enterprise data standard.

Data standards are developed using the Enterprise Data Standards Target Governance Framework document. This document defines the framework and processes to help the state enterprise, lines of business and agencies to establish and maintain enterprise data standards. UFI data standard and supporting docs are available on the Enterprise Data Registry.

The UFI numbers will be assigned to the 2010 FIS data and sent to agencies as part of the 2011 FIS inventory process. All changes (additions/changes/deletions) to the FIS inventory will be assigned UFI numbers and incorporated in the 2011 FIS report published Oct. 3, 2011. OFM will begin assigning individual UFI numbers monthly starting Sept. 2, 2011, with an agency-completed UFI request form.

The process of completing a UFI request depends on what the agency needs to do:

- ◆ To “add” a new facility with no UFI number means to enter one full record in FIS. The UFI request requires an agency to have a signed lease and/or owner occupancy permit to apply for a new UFI.
- ◆ To “change” means to update FIS data with an existing UFI number. A lease renewal is an example. You would update only the changed fields, such as lease cost information, to submit.
- ◆ To “delete” a facility, an agency would select the delete option from the UFI request form and submit. There will be a verification process to remove records from FIS and retire the UFI number.

The turnaround time for UFI request forms submitted by the 20<sup>th</sup> of any given month will be the first of the following month.

UFI request forms will be available Sept. 1, 2011, from OFM at <http://www.ofm.wa.gov/budget/sixyearplan.asp>.