



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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June 4, 2012

**TO:** Agency Directors  
Agency Facility Inventory Coordinators

**FROM:** Stan Marshburn, Deputy Director 

**SUBJECT: FACILITIES INVENTORY REPORT**

[RCW 43.82.150](#) requires all Washington State agencies, departments, boards, commissions, and institutions to report their inventories of state-owned and leased facilities each year in a standard format provided by the Office of Financial Management (OFM). This statute also directs OFM to publish an inventory report of all of these facilities by October 1, 2012.

Facilities Inventory System (FIS) reports from agencies with 25 or fewer facilities are due Wednesday, August 1, 2012. All other agency reports are due Friday, August 31, 2012. Agencies will find a detailed field-by-field instruction with appendices on how to complete the 2012 FIS Report on [OFM's Facilities Oversight website](#).

Soon after receiving this memo, you or your agency facility contact will receive a second e-mail from Chuck McKinney, OFM Facilities Analyst, with a pre-populated workbook containing your agency's information. The 2012 FIS has been pre-populated with the 2011 FIS report data including any monthly updates provided by agencies over the past year. Each pre-populated workbook has a spreadsheet for state-owned facilities and a second one for leased facilities.

The Facilities Oversight Program continues to move forward with two projects. The first project is the Facilities GIS (geographic information system) Inventory grant that is allowing OFM to validate each facility's address and GIS coordinates. The second project is developing a modern web-based database targeted for implementation in June 2013. These projects will affect how the state gathers the 2013 facilities inventory, but do not require any changes in how you submit your agency's 2012 FIS report.

Thank you for your efforts to complete the required reports by the August deadline. If you have any questions, please contact Chuck directly at (360) 902-0450 or [chuck.mckinney@ofm.wa.gov](mailto:chuck.mckinney@ofm.wa.gov).