



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 9, 2010

TO: Agency Directors
Agency Facility Inventory Managers

FROM: Stan Marshburn, Deputy Director

SUBJECT: FACILITY 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, 2010.

The 2010 Facility Inventory System (FIS) has been pre-populated with the 2009 FIS report format and data. Each pre-populated workbook has a spreadsheet for state-owned facilities and a second one for leased facilities.

FIS reports from agencies with 25 or fewer facilities are due Monday, August 2, 2010. All other agency reports are due Wednesday, September 1, 2010.

Agencies will find the following materials on [OFM's website](#):

- A blank Excel workbook containing one worksheet for owned assets and one worksheet for leased assets.
- Detailed field-by-field instructions on how to complete the 2010 FIS Report.

Each Washington state agency, department, board, commission, and institution of higher education is required to complete an inventory of *all* facility assets. You or your agency facility contact will receive a second e-mail with the pre-populated workbook.

If you have any questions, please contact Chuck McKinney, OFM Facilities Analyst, at 360-902-0450 or chuck.mckinney@ofm.wa.gov.