

State of Washington
Office of Financial Management

2013 Facilities Inventory System Instructions

JUNE 2013



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FACILITIES INVENTORY SYSTEM REPORT OVERVIEW

The inventory of state-owned and leased facilities by state agencies represents a significant financial investment by the citizens of Washington. Since 1997, [RCW 43.82.150](#) has required an annual inventory of state-owned and leased facilities. The Facilities Inventory System (FIS) report serves as the statewide inventory of state facilities. This inventory is one of several sources of information that support The Office of Financial Management's (OFM) oversight responsibilities for leased and owned facilities. The inventory also provides information to state government and other groups for budget development, strategic facilities planning, and various facilities oversight analysis and reporting functions.

The 2012 FIS Report listed a total of approximately 109 million square feet of facilities, both owned and leased. More than 10,300 facilities were reported. The 2013 FIS Report builds on the work accomplished in the 2012 Report.

We appreciate you taking the time to provide a complete and accurate facility inventory. Staff contact information is listed on Page 14.



WHAT'S NEW IN 2013

Facilities Oversight is in the process of acquiring a database for increased functionality. To prepare for this effort, data submitted in the FIS 2012 Report has been further validated for conversion to a database. Any facility record that has been edited includes a comment in the Comments field. Additionally, OFM has highlighted missing values in facility records that have been identified from previous submissions. Fill in missing values with current information, please.

As a result of the GIS validation process, new records have been added to some agency workbooks. OFM has provided the data from the validation process. Agencies need to complete these records for the 2013 FIS. **No Unique Facility Identifier (UFI) numbers have been assigned to these additional facilities. Please leave these records blank when returned to OFM.** A UFI number will be assigned at a later date, and OFM will notify agencies of UFI numbers once they are assigned.

Please review the FIS instructions carefully. An * in the instruction field will denote instructions new this year.

DUE DATES AND SUBMISSION PROCESS

Due Date for Small Agencies

Small agencies are defined as agencies with 25 or fewer facility assets. Both worksheets (sent as one Excel workbook) are due via email to josh.calvert@ofm.wa.gov by close of business **Thursday, Aug. 1, 2013.**

Due Date for Large Agencies

Large agencies are defined as agencies with more than 25 facility assets. Both worksheets (sent as one Excel workbook) are due via email to josh.calvert@ofm.wa.gov by close of business **Friday, Aug. 30, 2013**.

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

The Field-by-Field instructions move from the far left to right in an alphanumeric numbering format. Each row on the owned worksheet represents a record documenting one facility asset.

Unless the directions state otherwise, do not enter N/A or any other value entry if column data aren't applicable to the facility record — leave blank. Capitalize all facility data entered.

1.1 Inventory

- A. To Inventory a facility, enter the number one (1). This field has conditional formatting and a check mark will appear. By selecting Inventory only, you are validating that the data are accurate and there are NO CHANGES to the existing FIS record.
- B. To Add a facility (new), enter the number one (1). This field has conditional formatting and a check mark will appear. Agencies are required to have an occupancy permit by September 1 to add a record. A Unique Facilities Identifier (UFI) number will be assigned by OFM.
- C. To Change (update) a facility record, enter the number one (1). This field has conditional formatting and a check mark will appear. Edit the change(s) in the facility record and HIGHLIGHT the change(s).
- D. To Delete (remove) a facility, enter the number one (1). This field has conditional formatting and a check mark will appear. All deleted records must have a brief justification statement and effective month/year in the comment field (column BA).

1.2 Number

- E. Unique Facility Identifier (UFI): The UFI number is assigned by OFM. Facilities added after Oct. 1, 2012, will have no UFI assigned until migration into an FIS database.
- F. Agency Number: Enter your agency SAAM number. Refer to [SAAM look-up list](#) for agency number.

1.3 Association

- G. 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 in this field.
- H. Agency Assigned Regional, Campus, Area Number (optional field): If your agency employs a regional number for the facility asset (such as REGION 6), enter in this field.
- I. Agency Assigned Common Name (optional field): If your agency has a specific name for the facility asset (such as CONFERENCE BUILDING, OTHELLO MATERIAL STORAGE BUILDING, DANIEL J. EVANS LIBRARY, etc.), enter in this field.

- J. Agency Assigned Number (optional field): If your agency has a numbering system for the asset (such as BUILDING 27), enter in this field.
- K. Agency Assigned Associated Complex, Campus, Regional Center (optional field): If your agency has regional facilities or facilities that are interrelated, enter in this field.

1.4 Location Type

- L. USPS Address: Enter YES for typical addresses recorded with the county assessor and that follow a [standard USPS format](#). Leave column M and N blank. Enter NO if address is a mile post or out-of-state address.
- M. Mile Post Address: If address is a mile post, enter the DOT mile post number and the number of miles to one decimal point from the DOT mile post to the non-USPS Address facility.
- N. Out-of-State Address: If address is out of state (including out of country), Enter YES. Enter the state or country name in the County Name field (column W).

1.5 Location Data

- O. Address Number: Enter the address number for the facility asset.
- P. Address Pre Directional: If address has a pre directional, enter as a capitalized abbreviation. If the pre directional is part of the legal name, enter the pre directional in column Q. Refer to Reference sheet for directional abbreviation look-up list.
- Q. Address Name:
 - 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.).
- R. Address Suffix: If applicable, enter the suffix as a capitalized abbreviation, with no punctuation. Refer to Reference sheet for suffix abbreviation look-up list (such as AVE, RD, ST, HWY, CT, etc.).
- S. Address Post Directional: If applicable, enter the post directional as a capitalized abbreviation. If the post directional is part of the legal name, enter the post directional in column Q. Refer to Reference sheet for directional abbreviation look-up list.
- T. Secondary Unit Designations: If applicable, enter secondary designation such as suite, department or space as a capitalized abbreviation. Refer to Reference sheet for secondary designation abbreviation look-up list.
- U. Secondary Unit Number: If applicable, enter the secondary number or alphanumeric designation (such as 1, B, C2, etc).
- V. City Name: Enter the mailing address city name as a capitalized word. Remote, rural locations are associated with cities for mailing addresses.
- W. County Name: Enter the county in which the facility is located. If the facility is out of state, enter the state. If the facility is out of country, enter the country.
- X. Zip Code: Enter the five-digit zip code.

- Y. Latitude: Enter GIS latitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GIS instructions.
- Z. Longitude: Enter GIS longitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GIS instructions.

1.6 Size

- AA. Square Feet Type: Enter square foot type (gross square feet, gross measured area or other).
- AB. Reported Square Feet: Enter the total square feet in whole numbers.

1.7 Space Type

- AC. Primary Space Type (Required): Enter the primary space type category number. See Appendix B for space type categories descriptions.
- AD. Secondary Space Type (Optional): Enter the secondary space type category number. A secondary space type must comprise 20 percent of the total square footage of a facility. See Appendix B for space type categories descriptions.
- AE. Additional Space Type (Optional): Enter the additional space type category number. An additional space type must comprise 20 percent of the total square footage of a facility. See Appendix B for space type categories descriptions.

1.8 Condition

- AF. Condition Matrix: Enter the condition code number. See Appendix C for a description of the condition matrix.

1.9 Asset Characteristic

- AG. 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](#).
- AH. Homeland Security Region: Enter the homeland security region number associated with the asset's location. Homeland Security region information can be found [here](#).
- AI. 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.
- AJ. Essential Public Facilities: Enter YES if this facility asset meets definition under [RCW 36.70A.200](#), [RCW 47.06.140](#), [RCW 71.09.020](#) or [WAC 365.196.550](#) as an essential public facility. Enter NO if the asset does not meet the RCW or WAC standard. Essential public facilities include those facilities that are typically difficult to site.

1.10 Capital Budget

- AK. Year Constructed: Enter the four-digit year the asset was completed. If purchased, skip to column AM.
- AL. Original Construction Cost: Enter the total cost of construction in thousand-dollar increments.
- AM. Year Purchased: If applicable, enter the four-digit year the asset was purchased.
- AN. Original Purchase Price: Enter the total cost of purchase in thousand-dollar increments.

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

1.11 Tenants

- AQ.** Tenants: Enter YES if this facility has state agency tenants. Enter NO if the building has no state agency tenants. Non-state agency tenants should not be included in the 2013 FIS report.
- AR. through AZ.** Tenant’s SAAM Acronym: If applicable, enter the tenant’s agency SAAM acronym for each tenant at this owned facility.
- BA.** Comments: Enter change or other relevant comments to the specific facility record just completed. This information will be crucial to OFM’s understanding of changes to the facility record. Any edits to facility data by OFM will be in this field. Please add comments you make to the facility record in this field.

SECTION 2: FIELD-BY-FIELD INSTRUCTIONS FOR LEASED FACILITIES

The Field-by-Field instructions move from the far left to right in an alphanumeric numbering format. Each row on the leased worksheet represents a record documenting one lease.

Unless the directions state otherwise, do not enter N/A or any other value entry if column data aren’t applicable to the facility record — leave blank. Capitalize all facility data entered.

2.1 Inventory

- A.** To Inventory a facility, enter the number one (1). This field has conditional formatting and a check mark will appear. By selecting Inventory only, you are validating that the data are accurate and there are NO CHANGES to the existing FIS record.
- B.** To Add a facility (new), enter the number one (1). This field has conditional formatting and a check mark will appear. Agencies are required to have a signed lease and/or occupancy permit by September 1 to add a record. A Unique Facilities Identifier (UFI) number will be assigned by OFM.
- C.** To Change (update) a facility record, enter the number one (1). This field has conditional formatting and a check mark will appear. Edit the change(s) in the facility record and HIGHLIGHT the change(s).
- D.** To Delete (remove) a facility, enter the number one (1). This field has conditional formatting and a check mark will appear. All deleted records must have a brief justification statement and effective month/year in the comment field (column BY).

2.2 Number

- E. Unique Facility Identifier (UFI): The UFI number is assigned by OFM. Additions made after Oct. 1, 2012, will have no UFI assigned until migration into an FIS database.
- F. Agency Number: Enter your agency SAAM number. Refer to [SAAM look-up list](#) for agency number.

2.3 Association

- G. 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 in this field.
- H. Agency Assigned Regional, Campus, Area Number (optional field): If your agency employs a regional *number* for the asset (such as REGION 6), enter in this field.
- I. 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 in this field.
- J. Agency Assigned Number (optional field): If your agency has a *numbering system for the asset (such as BUILDING 27)*, enter in this field.
- K. Agency Assigned Associated Complex, Campus, Regional Center (optional field): If your agency has regional facilities, or facilities that are interrelated, enter in this field.

2.4 Location Type

- L. USPS Address: Enter YES for typical addresses recorded with the county assessor and that follow a [standard USPS format](#). Leave column M and N blank. Enter NO if address is a mile post or out of state address.
- M. Mile Post Address: If address is a mile post, enter the DOT mile post number and the number of miles to one decimal point from the DOT mile post to the non-USPS Address facility.
- N. Out-of-State Address: If address is out of state (including out of country), enter YES. Enter the state or country name using the County Name field (column W).

2.5 Lease Owner

- O. Lease Property Owner Name: Enter the name of the legal owner.
- P. Lease Property Tax Parcel Number: Enter the parcel number.

2.6 Location Data

- Q. Address Number: Enter the address number for the lease.
- R. Address Pre Directional: If address has a pre directional, enter as a capitalized abbreviation. If the pre directional is part of the legal name, enter the pre directional in column S. Refer to the Reference sheet for directional abbreviation look-up list.

- S. Address Name:
 - 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.).
- T. Address Suffix: If applicable, enter the suffix as a capitalized abbreviation, with no punctuation. Refer to Reference sheet for suffix abbreviation look-up list (such as AVE, RD, ST, HWY, CT, etc.).
- U. Address Post Directional: If applicable, enter the post directional as a capitalized abbreviation. If the post directional is part of the legal name, enter the post directional in column S. Refer to Reference sheet for directional abbreviation look-up list.
- V. Secondary Unit Designations: If applicable, enter secondary designation such as suite, department or space as a capitalized abbreviation. Refer to Reference sheet for secondary designation abbreviation look-up list.
- W. Secondary Unit Number: If applicable, enter the secondary number or alphanumeric designation (such as 1, B, C2, etc.).
- X. City Name: Enter the mailing address city name as a capitalized word. Remote, rural locations are associated with cities for mailing addresses.
- Y. County Name: Enter the county for which the facility resides. If the facility is out of state, enter the state. If the facility is out of country, enter the country.
- Z. Zip Code: Enter the five-digit zip code.
- AA. Latitude: Enter GIS latitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GIS instructions.
- AB. Longitude: Enter GIS longitude coordinates in datum WGS 84 format to six decimal points. See Appendix D for detailed GIS instructions.

2.7 Size

- AC. Square Feet Type: Enter square foot type (rentable square feet, usable square feet or gross rentable square feet).
- AD. Reported Square Feet: Enter the total square feet in whole numbers as stated in the lease agreement.

2.8 Space Type

- AE. Primary Space Type (Required): Enter the primary space type category number. See Appendix B for space type categories descriptions.
- AF. 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.

AG. 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.

2.9 Condition

AH. Condition Matrix: Enter the condition code number. See Appendix C for a description of the condition matrix.

2.10 Facility Characteristic

AI. Legislative District: Enter the legislative district number associated with the location. Legislative district location information is available at the Washington State Legislature's [webpage](#).

AJ. Homeland Security Region: Enter the homeland security region number associated with the location. Homeland Security region information is available [here](#).

K. 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

AL. Essential Public Facilities: Enter YES if this facility asset meets definition under [RCW 36.70A.200](#), [RCW 47.06.140](#), [RCW 71.09.020](#) or [WAC 365.196.550](#) as an essential public facility. Enter NO if the asset does not meet the RCW or WAC standard. Essential public facilities include those facilities that are typically difficult to site.

2.11 Basic Lease Data

AM. Lease Number: Enter the lease number assigned by General Administration (GA)/Department of Enterprise Services (DES) or the agency/institution.

AN. Lease Type: Enter lease type (DES, AGENCY, HIGHER EDUCATION).

AO. 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. If the lease has no start date, note this in the comments section.

AP. 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. If the lease has no end date, note this in the comments section.

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

AR. Amortized Tenant Improvements: Enter YES if this lease has amortized tenant improvements stated in the lease agreement. Enter NO if this leased facility does not have amortized tenant improvements.

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

AT. First Leased at this Location: Enter the four-digit year this facility was first leased.

AU. Cancellation Clause: Enter YES if this lease has a cancellation clause. Enter NO if this lease does not have a cancellation clause.

AV. 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.

AW. Cancellation Clause Condition: Enter YES if there are any conditions to execute cancellation clause. Enter NO if there are no conditions other than date.

AX. Option to Purchase: Enter YES if there is an option to purchase the leased facility in the current lease. Enter NO if there are no options.

2.12 Tenants

AY. Tenants: Enter YES if this leased facility has additional state agency tenants. Enter NO if the building has no additional state agency tenants.

AZ. through BH. Tenant's SAAM Acronym: Enter the tenant's agency SAAM acronym for each tenant. Refer to [SAAM look-up list](#) for agency number.

2.13 Parking

BI. Parking Included in Lease: Enter YES if any parking spaces are included. Enter NO if there are no parking spaces included.

BJ. Parking Additional Spaces Leased: Enter YES if any additional parking spaces are leased outside of what is included in the current lease agreement at this location. Enter NO if there are no additional parking spaces purchased.

2.14 Standard Services Paid

BK. All Services Paid: Enter who pays for services (OWNER or LESSEE). If not applicable, enter N/A.

BL. Assessment: Enter who pays for assessment (OWNER or LESSEE). If not applicable, enter N/A.

BM. Bulbs/Tubes: Enter who pays for bulbs and tubes (OWNER or LESSEE). If not applicable, enter N/A.

BN. Natural Gas: Enter who pays for natural gas (OWNER or LESSEE). If not applicable, enter N/A.

BO. Electric: Enter who pays for electricity (OWNER or LESSEE). If not applicable, enter N/A.

BP. Garbage: Enter who pays for garbage/trash removal (OWNER or LESSEE). If not applicable, enter N/A.

BQ. Insurance: Enter who pays for insurance (OWNER or LESSEE). If not applicable, enter N/A.

BR. Janitorial: Enter who pays for janitorial services (OWNER or LESSEE). If not applicable, enter N/A.

BS. Restroom Supply: Enter who pays for restroom supplies (OWNER or LESSEE). If not applicable, enter N/A.

BT. Sewer: Enter who pays for sewer (OWNER or LESSEE). If not applicable, enter N/A.

BU. Stormwater: Enter who pays for stormwater management (OWNER or LESSEE). If not applicable, enter N/A.

BV. Property Tax: Enter who pays for property taxes (OWNER or LESSEE). If not applicable, enter N/A.

- BW.** Water: Enter who pays for water (OWNER or LESSEE). If not applicable, enter N/A.
- BX.** Recycling/Composting: Enter who pays for recycling/composting (OWNER or LESSEE). If not applicable, enter N/A.
- BY.** Comments: Enter change or other relevant comments to the specific facility record just completed. This information will be crucial to OFM's understanding of changes to the facility record. Any edits to facility data by OFM will be in this field. Please add comments you make to the facility record in this field.

INVENTORY DEFINITIONS

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.

Buildings to be Included

All occupied, vacant, or abandoned buildings are to be inventoried. As a guideline, separate, minor structures should be included in the inventory if all the following criteria are met:

- ◆ Under 24-hour, seven-days-per-week jurisdiction of an agency;
- ◆ Permanently attached to a foundation;
- ◆ Roofed and have one wall; and
- ◆ Has a square footage value greater than zero.

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

Buildings to be Excluded

Structures with any of the following features are excluded from the inventory:

- ◆ No permanent foundation.
- ◆ No roof.
- ◆ No walls.
- ◆ Components of the transportation system such as roads, bridges, tunnels and mechanical rooms that are built into bridges and tunnels, and parking areas (land).
- ◆ Components of a utility system such as power generating facilities (dams, gas or oil fire electrical power plants), electrical vaults, utility tunnels, water systems (towers, tanks or reservoirs) and communication towers.
- ◆ Other similar improvements to real property such as fuel tanks, soil bins, solar panels placed on land and temporary shelters without permanent foundations.

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. 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 the current 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.

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 should be reported.

- ◆ **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.

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.]

FIS REPORT ANALYSIS

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 and addressing and GIS coordinates.

Analysis

An initial analysis of the inventory data will be conducted to answer the following questions:

- ◆ How accurate is the report?
- ◆ How many square feet did the state of Washington use in 2013?

- ◆ How many square feet are leased versus owned?
- ◆ Are there owned and leased facility 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 leased facility assets?
- ◆ What are the typical services the state pays for when leasing?

Publication

The report will be published Tuesday, Oct. 1, 2013, in accordance with RCW 43.82.150.

2014 FACILITIES INVENTORY SYSTEM PREVIEW

For the past several years, OFM has relied on more than 80 state agency data reports to successfully generate a single statewide inventory using a MS Excel spreadsheet. This manual effort has created inefficiencies not only for OFM, but for all reporting agencies.

In 2011, OFM began working with information technology professionals in the Department of Enterprise Services to acquire a FIS database. The FIS Upgrade will provide a new statewide tool to gather, store and report the data associated with the inventory of facilities used by the state of Washington, including six-year facilities planning data. This system will provide data necessary to conduct the thorough analysis, long-term planning and state facility portfolio management as required under state law.

The scope of the FIS Upgrade is to provide a tool for agencies to capture, use and report relevant facility inventory data to OFM and improve the state's ability to display the facility data via the web. The solution will:

- ◆ Replace the FIS excel spreadsheet with modern systems technology, including a web interface for data collection, validation, editing and storage in a relational database.
- ◆ Add functionality to eliminate the data collection requirements associated with the Six-Year Facilities Plan.
- ◆ Retain the data so they can be extracted and viewed at a yearly level for trend analysis and comparisons of projected versus actual data.
- ◆ Upload historical annual data from previous years.
- ◆ Provide functionality to attach supporting documents.
- ◆ Provide standard views and reports, ad-hoc filtering and reporting, and data extraction.
- ◆ Provide import and export functionality of facilities data with agency facility systems to minimize workload if it is determined to save time/cost for manual entry versus time/cost for development and support.
- ◆ Provide system security and verification functions for agencies.

In early 2013, OFM and the Department of Enterprise Services partnered to issue a request for proposal for an FIS solution. As of May 2013, alternative solutions are being considered. A solution is expected to be deployed before the 2014 Facilities Report.

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APPENDIX A: GLOSSARY OF TERMS

TERM	DEFINITION
Building Jurisdiction	All facilities in which the agency has responsibility. Examples include agency-owned facilities and leased facilities. Tenants of DES-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.
Datum, WGS 84	World Geodetic System (WGS) is a standard datum. The latest version is WGS 84. WGS 84 is a common datum for web latitude and longitude coordinates and the datum standard for 2013 FIS reported latitude and longitude.
Definition of Facilities	See Page 10.
Gross Measured Area	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	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 instead of 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.

Series Numbers	Space Type
100 Educational	110 Classroom 120 Training Room
200 Laboratory	270 Laboratory
300 Office	310 Office General 311 Office Administrative 312 Office Services 313 Office Project 350 Conference Room
400 Study	410 Study Space 420 Library
500 Special Use	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)
600 General	650 Lounge 680 Meeting Room
700 Support	710 IT and Communications 720 Shop 730 Storage/Warehouses 740 Vehicle Storage Facilities 750 Central Service 790 Central Utility Plant
800 Health Care	800 Includes Patient Room, Nurse Station, Surgery, Treatment/ Examination, Diagnostic, Public Waiting
900 Residential	900 Includes Sleeping Room, Apartments, House, etc.
000 Unclassified	050 Inactive Space 060 Alteration or Conversion Space 090 Vacant 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, instead of 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 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

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 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

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.

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 Vacant 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 evaluating 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					

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 in 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.
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: GEOGRAPHIC INFORMATION SYSTEM (GIS)

Instructions for the 2013 Facility Inventory System GIS Coordinates

FIS GIS coordinates can be accessed 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.

Agencies are advised that 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 application that supports public use is ArcGIS Online, which is available at <http://www.arcgis.com/home/>. You will need to create an account and follow the online instructions to find latitude and longitude coordinates.

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 FACILITY IDENTIFIER NUMBER

The Unique Facility Identifier (UFI) number is an OFM data standard that establishes consistent specifications for facility data elements such as name, definition, data field length and other components. Data standards are designed to align business process and information systems to promote information sharing as well as improve decision making and service delivery. More information about the UFI can be found on the [OCIO website](#).

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.

No UFI numbers have been assigned since October 1, 2012, for newly reported facilities.

This is to ensure accuracy when migrating FIS data to a database solution in 2013. A UFI number will be assigned at a later date, and OFM will notify agencies of UFI numbers once they are assigned.

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