

State of Washington  
**Office of Financial Management**

# 2015

# Facilities Inventory System Instructions

JUNE 2015



To accommodate persons with disabilities, this document is available in alternate formats by calling the Office of Financial Management at 360-902-0555. TTY/TDD users should contact OFM via the Washington Relay Service at 711 or 1-800-833-6388.

---

Visit our website at [www.ofm.wa.gov](http://www.ofm.wa.gov)

# TABLE OF CONTENTS

---

|   |          |
|---|----------|
| <b>Facilities Inventory System Report Overview</b>                  | <b>1</b> |
| <b>What's New in 2015</b>   | <b>1</b> |
| <b>Reporting Requirements</b>                                       | <b>2</b> |
| <b>Due Dates and Submission Process</b>                             | <b>2</b> |
| <b>Contact Information</b>  | <b>2</b> |
| <b>Section 1: Field-by-Field Instructions for Owned Facilities</b>  | <b>3</b> |
| 1.1 Owned Inventory Status  | 3        |
| 1.2 Property and Location Ownership                                 | 3        |
| 1.3 Agency Association  | 3        |
| 1.4 Property Site Data  | 4        |
| 1.5 Facility Measurements   | 4        |
| 1.6 Property Description  | 4        |
| 1.7 Property Zones  | 5        |
| 1.8 Property Designation  | 5        |
| 1.9 Facility Capital Data   | 5        |
| 1.10 Energy Benchmarking  | 6        |
| 1.11 Tenants  | 6        |
| 1.12 Comments   | 6        |
| <b>Section 2: Field-by-Field Instructions for Leased Facilities</b> | <b>7</b> |
| 2.1 Leased Inventory Status   | 7        |
| 2.2 Property and Location Ownership                                 | 7        |
| 2.3 Agency Association  | 8        |
| 2.4 Property Site Data  | 8        |
| 2.5 Facility Measurements   | 9        |
| 2.6 Property Description  | 9        |
| 2.7 Property Zones  | 9        |
| 2.8 Property Designation  | 10       |
| 2.9 Lease Ownership Data  | 10       |
| 2.10 Lease Dates  | 11       |
| 2.11 Lease Financial Data   | 11       |

|   |           |
|---|-----------|
| 2.12 Lease Options  | 11        |
| 2.13 Parking  | 12        |
| 2.14 Standard Services Paid                                   | 12        |
| 2.15 Energy Benchmarking                                      | 13        |
| 2.16 Tenants  | 13        |
| 2.17 Comments   | 13        |
| <b>Appendix A: Definition of a Facility</b>                   | <b>14</b> |
| Facilities to be Included                                     | 14        |
| Facilities to be Excluded                                     | 14        |
| <b>Appendix B: Confidential Facilities</b>                    | <b>15</b> |
| <b>Appendix C: Property Class &amp; Space Type Categories</b> | <b>16</b> |
| Property Class  | 16        |
| Primary Space Type  | 16        |
| Secondary and Additional Space Type                           | 16        |
| <b>Appendix D: Facility Square Footage Measurement</b>        | <b>32</b> |
| <b>Appendix E: Condition Matrix</b>                           | <b>33</b> |

## FACILITIES INVENTORY SYSTEM OVERVIEW

---

Facilities owned and leased by state agencies represent a significant financial investment by the citizens of Washington. Since 1997, [RCW 43.82.150](#) has required an annual inventory of these facilities. This inventory is called the Facilities Inventory System (FIS). It 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 provides critical information to the Legislature, various state agencies, other groups and OFM for budget development, strategic facilities planning, and facilities analysis and reporting functions.

The 2014 FIS Report listed approximately 112 million square feet of facilities, both owned and leased, with more than 10,500 facilities reported by 73 different agencies. The 2015 Annual FIS Report builds on the work accomplished in the 2014 report.

OFM appreciates each agency taking the time to provide a complete and accurate facility inventory.



## WHAT'S NEW IN 2015

---

### Energy Benchmarking

[Executive Order 14-04 – Washington Carbon Pollution Reduction and Clean Energy Action](#), directs executive cabinet agencies to collaborate with the Department of Commerce, Washington State University, the Department of Enterprise Services and OFM to track energy consumption in state facilities. Agencies are directed to validate or input data used for linking its facilities to the centralized Energy Star Portfolio Manager database. Additionally, agencies are advised to review who is responsible for service payments in leased facilities. Accurate accounting of service responsibility will help inform which facilities are required to report energy benchmarking data.

### Tenants

Agencies that have leased or owned facilities with leasing or subleasing tenant(s) are requested to provide the names of both state agencies and organizations that occupy space in the facility. FIS has two separate columns to capture this information. Please note that subleasing state agencies do not report in FIS.

### Additional Space Types

FIS has added space types for agencies to select from. These new space type options fall under the categories of Space Use, General and Support. FIS adopted the Postsecondary Education Facilities Inventory and Classification Manual for guidance, and expands it to accommodate non-higher education agencies.

### Mapping Tool

OFM will be providing agencies the ability to view the 2014 FIS using an online map for reference in July. Once the inventory validation process is completed in October, the 2015 FIS will available online. Please visit the [FIS home page](#) for more information.

## REPORTING REQUIREMENTS

---

### Required Fields

FIS has required data fields necessary for acceptance by OFM. These fields are crucial to identifying facility records. If required data fields are not populated, the record may be rejected by OFM and the agency will be asked to provide the missing data. If data are unavailable, please note in the comments field or contact OFM.

Required fields are denoted throughout the instructions with this symbol: 

### Highlight Changes to Records

To increase the accuracy and understanding of changes to current records, please highlight the data field in the record that has been edited in **yellow**. If additional explanation is needed for historical purposes, please note in the Comments field.

## 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 [laurie.wood@ofm.wa.gov](mailto:laurie.wood@ofm.wa.gov) by close of business **Friday, July 31, 2015**.

### Due Date for Large Agencies

Large agencies are defined as agencies with 26 or more facility assets. Both worksheets (sent as one Excel workbook) are due via email to [laurie.wood@ofm.wa.gov](mailto:laurie.wood@ofm.wa.gov) by close of business **Monday, Aug. 24, 2015**.

It is in the agency's best interest to submit the validated FIS inventory **early**. This will ensure time for questions and acceptance of inventory records by OFM.

## CONTACT INFORMATION

---

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

Josh Calvert  
Facilities Analyst  
[josh.calvert@ofm.wa.gov](mailto:josh.calvert@ofm.wa.gov)

Laurie Wood  
FIS/GIS Analyst  
[laurie.wood@ofm.wa.gov](mailto:laurie.wood@ofm.wa.gov)  
360-902-0461

Amy McMahan  
Senior Facilities Oversight Manager  
[amy.mcmahan@ofm.wa.gov](mailto:amy.mcmahan@ofm.wa.gov)  
360-902-9824

## SECTION 1: FIELD-BY-FIELD INSTRUCTIONS FOR OWNED FACILITIES

---

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 owned facility. The owned facility record is made up of property and location data. Enter all information in uppercase.

### 1.1 Owned Inventory Status

- ✦ **A. Property Status:** Validate or enter the property status. All records provided to agencies begin with an “ACTIVE” status. Status options are:
  - ◆ **Active:** Property has been reported previously and continues to be a part of the agency’s facility inventory. If an agency has made changes to an existing property, leave as “ACTIVE” and highlight changes in **yellow**.
  - ◆ **New:** Property is new to the inventory.
  - ◆ **Delete:** Property is no longer a part of the facility inventory and should be deleted from the agency’s report. **Removal of an inventory record requires a brief note indicating reason for deletion in the Comments field** (e.g., DEMOLISHED, SOLD, TRANSFERRED TITLE, OTHER reason).

### 1.2 Property and Location Ownership

- ✦ **B. Unique Facility Identifier (UFI):** Do not edit. The UFI is provided for reference and is a key field in FIS that cannot be edited. If the property is new, leave field blank. OFM will assign a UFI.
- ✦ **C. Agency:** Validate or enter the [Agency Number](#) as defined in the SAAM table as a three-digit code without the final numeral 0 listed in the table (e.g., OFM = 105, not 1050).
- ✦ **D. Location Number:** Do not edit. The location number is provided for reference. This is a key field in FIS used to associate the obligated space to the agency within the property and cannot be edited. The number has been predefined for all existing owned properties as 0001. If the location is new, leave field blank. OFM will assign a location number.
- E. Location Description:** Validate, edit or enter the location description. This field has been prepopulated with the [Agency SAAM acronym](#). Agencies are encouraged to make the location description unique, meaningful and descriptive of the space occupied. The requirement is that the description must begin with the SAAM acronym (e.g., DSHS-COMMUNITY SERVICES OFFICE, OFM-INSURANCE BUILDING).

### 1.3 Agency Association

- F. Agency Assigned Regional Name (optional):** Validate or enter the regional name for the property (e.g., SW REGION).
- G. Agency Assigned Regional Number (optional):** Validate or enter the regional number for the property (e.g., REGION 6).
- H. Agency Assigned Common Name (optional):** Validate or enter the common name given to the property (e.g., OTHELLO MATERIAL STORAGE BUILDING).
- I. Agency Assigned Number (optional):** Validate or enter the numbering system for the property (e.g., BUILDING 27).

- J. **Agency Assigned Associated Complex (optional):** Validate or enter the name of the associated property grouping. This could be a complex, campus or other property grouping (e.g., MCNEIL ISLAND).

#### 1.4 Property Site Data

- ✦ K. **Address 1:** Validate or enter the full legal address of the property (e.g., 909 NE BOAT ST). If the property has no address, enter the mile post number. Refer to the [USPS addressing standards](#). Legal address is defined as the local jurisdiction’s address of record.
- L. **Address 2:** Validate or enter the secondary designation and unit number of the property if applicable (e.g., SUITE 2, ROOM 403).
- M. **Alias Address (optional):** Validate or enter the full alternate known address for the property, if applicable (e.g., 909 NE BOAT DRIVE, SUITE 12).
- ✦ N. **City:** Validate or enter the legal city name for the property. If the property is outside of city limits, use the mailing address city.
- ✦ O. **County:** Validate or enter the county for the property. If the property is out of state, enter OS (Out of State).
- P. **State:** Validate or enter the state abbreviation for the property, if applicable.
- Q. **ZIP code:** Validate or enter the five-digit ZIP code for the property, if applicable.
- R. **Country:** Validate or enter the country acronym for the property. Refer to [U.S. State Department](#) for a list of country acronyms.
- S. **Parcel Number:** Validate or enter the county parcel number for the property. This information is commonly found on a county assessor’s website.
- T. **Latitude:** Do not edit existing records. These coordinates have been validated.
- U. **Longitude:** Do not edit existing records. These coordinates have been validated.

√ For new properties, enter coordinates for the GIS latitude and longitude coordinates in WGS Web Mercator format to six decimal points. Coordinates can be identified using a variety of free online applications, such as [ArcGIS Online](#). You will need to create an account and follow the online instructions to find latitude and longitude coordinates.

#### 1.5 Facility Measurements

- ✦ V. **Square Feet:** Validate or enter the square footage of the property. Refer to [Appendix D](#) for measurement information.
- ✦ W. **Square Feet Type:** Validate or enter the measurement name used to identify the square feet. Choose between gross, rentable or assignable. Refer to [Appendix D](#) for measurement information.

#### 1.6 Property Description

- ✦ X. **Property Type:** Do not edit existing records. All properties in the current facilities inventory should have a property type of facility. If the property is new, enter “FACILITY.”
- ✦ Y. **Property Class:** Validate or enter the category name of the primary space type. Refer to [Appendix C](#) for Property Class categories.

- ✦ **Z. Primary Space Type:** Validate or enter the primary space type number of the obligated space within the facility. The primary space generally accounts for at least 60 percent of the total obligated space. Refer to [Appendix C](#) for space type descriptions.
- AA. Secondary Space Type:** Validate or enter the secondary space type number of the obligated space within the facility. The secondary space generally accounts for at least 20 percent of the total remaining use of the obligated space. Refer to [Appendix C](#) for space type descriptions.
- AB. Additional Space Type:** Validate or enter any additional space type numbers of the obligated space within the facility. The additional space should account for the remaining use of the obligated space. Refer to [Appendix C](#) for space type descriptions.
- AC. Condition Matrix:** Validate or enter the condition number of the facility. Refer to [Appendix E](#) for a description of the condition matrix.

## 1.7 Property Zones

- AD. Legislative District:** Do not edit existing records. The legislative districts for all existing records have been validated. If the property is new, enter the legislative district. Legislative district information is available at the [Washington State Legislature's web page](#). If out of state, enter "OS" (Out of State).
- ✦ **AE. Homeland Security Region:** Do not edit existing records. Homeland Security Region Coordination Districts for all existing records have been validated. If the property is new, enter the Homeland Security Region where the property is located. Homeland Security Region information can be found [here](#). If unknown, leave blank. If out of state, enter OS (Out of State).

## 1.8 Property Designation

- AF. Essential Public Facility:** Validate or enter "YES" or "NO" if the facility meets the definition of an essential public facility. The term "essential public facility" generally refers to public facilities that are typically hard to site and critical to state government. Refer to [WAC 365.196.550](#), [RCW 36.70A.200](#), [RCW 47.06.140](#) or [RCW 71.09.020](#).
- AG. Registered Historic Property:** Validate or enter "YES" or "NO" if the property is a registered national, state or local historic property. Refer to the Department of Archeology and Historic Preservation – [Washington Information System for Architectural and Archeological Records Data](#) for more information.

## 1.9 Facility Capital Data

- AH. Date Constructed:** Validate or enter the date that construction on the facility was completed. Use short date format (01/12/1999). If the exact date is unknown, use an approximate date. If still unknown or purchased, leave blank.
- AI. Original Construction Cost:** Validate or enter the original cost of the construction for the facility. If unknown or purchased, leave blank.
- AJ. Date Purchased:** Validate or enter the date the facility was purchased. Use short date format (01/12/1999). If exact date is unknown, use an approximate date. If still unknown or not purchased, leave blank.

**AK. Original Purchase Cost:** Validate or enter the original purchase cost of the facility. If unknown or not purchased, leave blank.

**AL. Date Last Major Renovation:** Validate or enter the date the last major renovation was completed. Use short date format (01/12/1999). If exact date is unknown, use an approximate date. If still unknown or not applicable, leave blank.

A major renovation is defined as improvements to a major component of a facility where the cost exceeds 60 percent of the replacement value for a basic building component, such as the structural, HVAC or electrical systems.

**AM. Cost Last Major Renovation:** Validate or enter the total cost of the last major renovation to the facility. If unknown, leave blank.

### 1.10 Energy Benchmarking

**AN. Campus Identification Number:** Do not edit. The campus identification number has been assigned to facilitate compliance with [Executive Order 14-04 – Washington Carbon Pollution Reduction and Clean Energy Action](#). The identification is formatted with the agency SAAM Number and Campus ID (e.g., 405-0123). This number was assigned only to executive agencies. If unknown, leave blank.

**AO. Conditioned Space:** Enter “YES” or “NO” if the facility is conditioned space as defined by the Washington State Energy Code – Any facility which has a room or area that is being heated or cooled, containing uninsulated ducts or with a fixed opening directly into adjacent conditioned space.

**AP. Portfolio Management Identification Number:** Validate or enter the Energy Star Portfolio Management Identification Number (PMID) assigned to the facility. If unknown, leave blank.

**AQ. Parent Portfolio Management Identification Number:** Validate or enter the Energy Star Parent PMID assigned to the campus. If unknown, leave blank.

### 1.11 Tenants

**AR. State Agency Tenants:** Enter the SAAM acronym for each state agency that occupies space within the facility, separated by a comma (e.g., WSDOT, ECY, OFM). If unknown or not applicable, leave blank.

**AS. Other Tenants:** Enter the name or acronym for each non-state agency that occupies space within the facility, separated by a comma (e.g., US COAST GUARD). If unknown or not applicable, leave blank.

### 1.12 Comments

**AT. Comments:** Enter comments relevant to the specific record. If the property status is “DELETE,” a comment is **required** as noted in the instructions above (see A).

## 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 lease for either a part of or the whole facility. The leased facility record is composed of property, location and lease data. Please enter all information in uppercase.

### 2.1 Leased Inventory Status

- ✦ **A. Property Status:** Validate or enter the property status. All records provided to agencies begin with an “ACTIVE” status. Status options are:
  - ◆ **Active:** Property has been reported previously and continues to be a part of the agencies facility inventory. If an agency has made changes to an existing property, leave as “ACTIVE” and highlight changes in **yellow**.
  - ◆ **New:** Property is a new agency submission to the inventory.
  - ◆ **Delete:** Property is no longer a part of the facility inventory and should be deleted from the agency’s report. **Removal of an inventory record requires a brief note indicating reason for deletion in the Comments field** (e.g., DEMOLISHED, SOLD, TRANSFERRED TITLE, OTHER-reason).
  
- ✦ **B. Lease Status:** Validate or enter the status of the lease connected to the property. OFM has prepopulated all records as “ACTIVE.” Status options include:
  - ◆ **Active:** Lease is active and connected to the property. If an agency has made changes to an existing lease, leave as “ACTIVE” and highlight changes in **yellow**.
  - ◆ **New:** Lease is new to the property.
  - ◆ **Delete:** Lease is inactive or the lease number is wrong. Include a brief note indicating reason for deletion in the Comments field (see instructions for field BV). Reasons for deletion include VACATED - EXPIRED, VACATED CANCELED, RENEWED). **Removal of a lease record requires a brief note indicating reason for deletion in the comments field.**

√ If an agency is changing the lease number due to a renewal or editing the listed lease number, agencies are required to create a new lease record with the property, location and associated lease information. An agency must indicate “Delete” on the old record and indicate “Active” on the new lease record. Only one active lease can be assigned to each agency location.

### 2.2 Property and Location Ownership

- ✦ **C. Unique Facility Identifier (UFI):** Do not edit. The UFI is provided for reference and is a key field in FIS that cannot be edited. If the property is new, leave the UFI field blank. OFM will assign a UFI.
  
- ✦ **D. Agency:** Validate or enter the [Agency Number](#) as defined in the SAAM table as a three-digit code without the final numeral 0 listed in the table (e.g., OFM = 105, not 1050).
  
- ✦ **E. Location Number:** Do not edit. The location number is provided for reference. This is a key field in FIS used to associate the obligated space to the agency within the property and cannot be edited. The number has been predefined for all existing properties as 0001. If the location is new, leave blank. OFM will assign a location number.

- F. **Location Description:** Validate, edit or enter the location description. This field has been prepopulated with the [Agency SAAM acronym](#). Agencies are encouraged to make the location description unique, meaningful and descriptive of the space occupied. However, the description must begin with the SAAM acronym (e.g., DSHS-COMMUNITY SERVICES OFFICE, OFM-INSURANCE BUILDING).

## 2.3 Agency Association

- G. **Agency Assigned Regional Name (optional):** Validate or enter the regional name for the property (e.g., SW REGION).
- H. **Agency Assigned Regional Number (optional):** Validate or enter the regional number for the property (e.g., REGION 6).
- I. **Agency Assigned Common Name (optional):** Validate or enter the common name given to the property (e.g., OHELLO MATERIAL STORAGE BUILDING).
- J. **Agency Assigned Number (optional):** Validate or enter the numbering system for the property (e.g., BUILDING 27).
- K. **Agency Assigned Associated Complex (optional):** Validate or enter the name of the associated property grouping. This could be a complex, campus or other property grouping (e.g., MCNEIL ISLAND).

## 2.4 Property Site Data

- ★ L. **Address 1:** Validate or enter the full legal address of the property (e.g., 909 NE BOAT ST). If the property has no address, enter the mile post number. Refer to the [USPS addressing standards](#). Legal address is defined as the local jurisdiction's address of record.
- M. **Address 2:** Validate or enter the secondary designation and unit number of the property, if applicable (e.g., SUITE 2, ROOM 403).
- ★ N. **City:** Validate or enter the legal city name for the property. If the property is outside of city limits, use the mailing city.
- ★ O. **County:** Validate or enter the county for the property. If the property is out of state, enter OS (Out of State).
- P. **State:** Validate or enter the state abbreviation for the property, if applicable.
- Q. **ZIP code:** Validate or enter the five-digit ZIP code for the property, if applicable.
- R. **Country:** Validate or enter the country acronym for the property. Refer to [U.S. State Department](#) for a list of county acronyms.
- S. **Lease Address 1:** If distinctly different, validate or enter the address listed on the lease contract.
- T. **Lease Address 2:** If distinctly different, validate or enter the secondary designation and unit number listed on the lease contract.
- U. **Lease City:** If distinctly different than the legal city name, validate or enter the city listed on the lease contract.
- V. **Parcel Number:** Validate or enter the county parcel number for the property. This information is commonly found on a county assessor's website.
- W. **Latitude:** Do not edit existing records. These coordinates have been validated.

- X. **Longitude:** Do not edit existing records. These coordinates have been validated.

√ For new properties, enter coordinates for the GIS latitude coordinates in WGS Web Mercator format to six decimal points. Coordinates can be identified using a variety of free online applications, such as [ArcGIS Online](#). You will need to create an account and follow the online instructions to find latitude and longitude coordinates.

## 2.5 Facility Measurements

- ★ Y. **Square Feet:** Validate or enter the amount of square feet of the obligated space within the property as specified on the lease contract. Refer to [Appendix D](#) for measurement information.
- ★ Z. **Square Feet Type:** Validate or enter the measurement used to identify the square feet. Choose rentable, gross or assignable. Refer to [Appendix D](#) for measurement information.

## 2.6 Property Description

- ★ AA. **Property Type:** Do not edit existing records. All properties in the current facilities inventory should have a property type of facility. If the property is new, enter “FACILITY.”
- ★ AB. **Property Class:** Validate or enter the category name of the primary space type. Refer to [Appendix C](#) for Property Class categories.
- ★ AC. **Primary Space Type:** Validate or enter the primary space type number of the obligated space within the property. The primary space generally accounts for at least 60 percent of the total obligated space. Refer to [Appendix C](#) for space type descriptions.
- AD. **Secondary Space Type:** Validate or enter the secondary space type number of the obligated space within the property. The secondary space generally accounts for at least 20 percent of the total remaining use of the obligated space. Refer to [Appendix C](#) for space type descriptions.
- AE. **Additional Space Type:** Validate or enter any additional space type numbers of the obligated space within the property. The additional space accounts for the remaining use of the obligated space. Refer to [Appendix C](#) for space type descriptions.
- AF. **Condition Matrix:** Validate or enter the condition number of the facility. Refer to [Appendix E](#) for a description of the condition matrix.

## 2.7 Property Zones

- AG. **Legislative District:** Do not edit existing records. Legislative district for all existing records have been validated. If the property is new, enter the legislative district. Legislative district information is available at the [Washington State Legislature’s web page](#). If out of state, enter OS (Out of State).
- ★ AH. **Homeland Security Region:** Do not edit existing records. Homeland Security Region Coordination Districts for all existing records have been validated. If the property is new, enter the Homeland Security Region where the property is located. Homeland Security Region information can be found [here](#). If unknown, leave blank. If out of state, enter OS (Out of State).

## 2.8 Property Designation

- AI. **Essential Public Facility:** Validate or enter “YES” or “NO” if this facility meets the definition of an essential public facility. The term “essential public facility” generally refers to public facilities that are typical to site and critical to state government. Refer to [WAC 365.196.550](#), [RCW 36.70A.200](#), [RCW 47.06.140](#) or [RCW 71.09.020](#).
- AJ. **Registered Historic Property:** Validate or enter “YES” or “NO” if the property is a registered national, state or local historic property. Refer to the Department of Archeology and Historic Preservation – [Washington Information System for Architectural and Archeological Records Data](#) for more information.

## 2.9 Lease Ownership Data

- AK. **Lessor:** Validate or enter the full name of the legal property owner (lessor). If unsure, enter TBD.
- ★AL. **Lease Number:** Validate or enter the lease number assigned by General Administration/ Department of Enterprise Services (DES) or the agency/institution. A value is required for acceptance into the inventory.

Previous FIS records without a lease number were populated with the facility UFI and OFM (A01234 – OFM). If a record had a lease number but was a duplicate number of other submitted lease numbers, OFM added a letter or number to each duplicate lease. No duplicate lease numbers can be accepted in FIS.

√If an agency is changing the lease number due to a renewal or editing the listed lease number, agencies are required to create a new lease record with the property, location and associated lease information.

- ★AM. **Lease Type:** Validate or enter the type of lease. Definitions for each possible value are listed below. If unknown, enter “LEASE.”
  - ◆ **Capital Lease:** A lease that transfers substantially all the benefits and risks inherent in the ownership of property to the state. Criteria are available in SAAM Policy 30.20.30.
  - ◆ **Delegated Lease:** A lease where the authority to negotiate and execute the lease has been transferred from DES to another state agency consistent with RCW 43.82.010(12).
  - ◆ **Delegated Sublease:** A lease where authority to negotiate and execute a sublease is delegated from DES to another state agency consistent with RCW 43.82.010(12). All delegated subleases must be reported **unless** you are subleasing from another state agency.
  - ◆ **IAA/MOU (short for inter-agency agreement/memorandum of understanding):** A cooperative agreement between one or more agencies, units of government or other public sector entities that specifies the purpose, objectives, responsibilities and terms of agreement for the use or management of a facility. IAA/MOUs should be reported **unless** the agreement is with another state agency.
  - ◆ **Lease:** A contractual obligation for all or part of a property. This type of agreement is generally used when the state contracts with private lessors.
  - ◆ **Licensed:** An agreement for a facility owned by an entity other than the state and used by the state through a license. This type of agreement is generally used by the Military Department when leasing from the federal government.

- ◆ **Sublease:** A lease of property or a portion of a property made by an entity that is a lessee or tenant of that property. All subleases must be reported **unless** you are subleasing from another state agency.

- ✦ **AN. Real Estate Authority:** Validate or enter the real estate authority of the lease (DES, AGENCY OR HIGHER EDUCATION). The real estate authority is the entity with the authority to acquire facilities through the negotiation of leases or similar contracts (see [RCW 43.82.010](#) for clarification).

## 2.10 Lease Dates

- AO. Year First Leased:** Validate or enter the four-digit year the property was first leased by the agency. If unknown, leave blank.
- ✦ **AP. Lease Executed Date:** Validate or enter the lease executed date. Use the short date format (e.g., 4/10/12). If the lease executed date is unknown, enter the same date as the lease start date.
- ✦ **AQ. Lease Start Date:** Validate or enter the lease start date. Use the short date format with the last two digits of the year (e.g., 4/10/12).
- ✦ **AR. Lease End Date:** Validate or enter the end date for the current lease term. Use the short date format with the last two digits of the year (e.g., 4/10/12). If the lease has no end date, enter 9/9/99.

## 2.11 Lease Financial Data

- ✦ **AS. Payment Frequency:** Validate or enter the payment frequency. Choose among “WEEKLY,” “MONTHLY,” “QUARTERLY” or “YEARLY.” The payment frequency indicates when rent is paid.
- ✦ **AT. Base Rent:** Validate or enter the amount for rent in dollars and cents. If unknown, enter \$0.
- AU. Amortized Tenant Improvements Amount:** If applicable, validate or enter the total cost of tenant improvements, in thousand-dollar increments, that are obligated and amortized in the lease agreement. If unknown or not applicable, leave blank.

## 2.12 Lease Options

- AV. Cancellation Clause:** Validate or enter if the lease has a cancellation clause. If so, enter “CAN CLAUSE.” If unknown or not applicable, leave blank.
- AW. Cancellation Clause Condition:** Validate or enter a brief description of the conditions for exercising the cancellation clause (e.g., 60 DAYS NOTICE). If unknown or not applicable, leave blank.
- AX. First Date Cancellation Clause Useable:** Validate or enter the first date that the cancellation clause can be used in short date format (e.g., 4/10/12). If unknown or not applicable, leave blank.
- AY. 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.

## 2.13 Parking

- AZ. Parking Included in Lease:** Validate or enter if parking is included in the lease agreement. If so, enter “YES.” If unknown or not applicable, leave blank.
- BA. Additional Parking Spaces Leased:** Validate or enter if additional parking spaces are leased outside of the lease. If so, enter “YES.” If unknown or not applicable, leave blank.

## 2.14 Standard Services Paid

For standard services related to the lease, enter or validate the responsibility of service with the following options:

- ◆ **Lessee Paid:** Lessee pays for the service directly to the utility company.
- ◆ **Lessee Paid via Reimbursement:** Lessor pays for the service directly and is reimbursed by the lessee.
- ◆ **Lessor Paid:** Lessor pays for the service directly and no variable change is applied to the tenant.
- ◆ If service is not an option, enter N/A.

√ The distinction between paying directly and via reimbursement is critical for determining whether the facility must be benchmarked and complies with [RCW 19.27A.190](#) and [Executive Order 12-06 – Achieving Energy Efficiency in State Buildings](#).

- BB. Assessment:** Validate or enter who pays for Assessment.
- BC. Bulbs/Tubes:** Validate or enter who pays for Bulbs/Tubes.
- BD. Natural Gas:** Validate or enter who pays for Natural Gas.
- BE. Electric:** Validate or enter who pays for Electric.
- BF. Garbage:** Validate or enter who pays for Garbage.
- BG. Insurance:** Validate or enter who pays for Insurance.
- BH. Janitorial:** Validate or enter who pays for Janitorial.
- BI. Restroom Supply:** Validate or enter who pays for Restroom Supply.
- BJ. Sewer:** Validate or enter who pays for Sewer.
- BK. Stormwater:** Validate or enter who pays for Stormwater.
- BL. Property Tax:** Validate or enter who pays for Property Tax.
- BM. Water:** Validate or enter who pays for Water.
- BN. Recycling:** Validate or enter who pays for Recycling.
- BO. Other:** Validate or enter who pays for other services.

## 2.15 Energy Benchmarking

- BP. Campus Identification Number:** Do not edit. The campus identification number has been assigned to facilitate compliance with [Executive Order 14-04 – Washington Carbon Pollution Reduction and Clean Energy Action](#). This identification is formatted with the agency SAAM Number and Campus ID (e.g., 405-0123). This number was assigned only to executive agencies. If unknown, leave blank.
- BQ. Conditioned Space:** Enter “YES” or “NO” if the facility is conditioned space as defined by the Washington State Energy Code – Any facility which has a room or area that is being heated or cooled, containing uninsulated ducts or with a fixed opening directly into adjacent conditioned space.
- BR. Portfolio Management Identification Number:** Validate or enter the Energy Star PMID assigned to your facility. If unknown, leave blank.
- BS. Parent Portfolio Management Identification Number:** Validate or enter the Energy Star Parent PMID assigned to your campus. If unknown, leave blank.

## 2.16 Tenants

- BT. State Agency Tenants:** Enter the SAAM acronym for each state agency that occupies space within the facility, separated by a comma (e.g., WSDOT, ECY, OFM). If unknown or not applicable, leave blank.
- BU. Other Tenants:** Enter the name or acronym for each non-state agency that occupies space with the facility, separated by a comma (e.g., US COAST GUARD). If unknown or not applicable, leave blank.

## 2.17 Comments

- BV. Comments:** Enter comments relevant to the specific record. If the property or lease status is “DELETE,” a comment is **required** as noted in the instructions above (see A&B).

## APPENDIX A: DEFINITION OF A FACILITY

---

A facility is defined as the combination of property, location and pertinent lease information. In FIS 2015, a facility is defined as a building or other structure with at least one wall, a roof and a permanent foundation, regardless of occupancy. It is the only type of property accepted in FIS 2015.

### Facilities to be Included

All occupied, vacant or abandoned facilities are to be inventoried. Minor facilities 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
- ◆ Have a square footage value greater than zero.

### Facilities 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.

**Inventory this:** a permanent information booth that is roofed, walled and attached to a foundation.

**Do not inventory this:** a job shack, which is roofed, walled and temporarily attached to a sidewalk or parking lot with utility service.

## **APPENDIX B: 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 facilities are advised to consult with OFM before submitting a confidential facility inventory report.

At a minimum, the following information would need to be submitted for a confidential facility:

- ◆ A separate FIS Excel worksheet 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 nondisclosure.

## APPENDIX C: PROPERTY CLASS & SPACE TYPE CATEGORIES

---

The 10 major series numbers of spaces are intended to provide flexibility in coding space use at the agency level and to provide appropriate comparability in reporting space uses statewide.

The words *space* and *room* could be used interchangeably. For example, wherever space type codes are mentioned, they are called “space use codes.” When space use could be either in a *room* or a *space*, the term *space* is used.

### **Property Class**

The property class is the space type series that the primary space type falls under. An example would be an agency having a primary space as classroom. This space type is in the Education series. Refer to the Space Type chart on page 21 for categories of Property Classifications.

### **Primary Space Type**

Most locations that an agency manages fall readily into one primary space type. FIS defines primary use as more than 60 percent of the space dedicated to one space types. A space that is used as both an Office (310) and a Laboratory (270) and used principally for laboratory testing should be coded as Laboratory. A space that appears or is designed for storage or warehousing but is used primarily as an office (60 percent or more) should be coded as an office.

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 space use 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 Type**

Secondary and one Additional Space Type field are provided as optional fields in FIS.

## Property Class and Space Type Breakdown

| Property Class                       | Space Type #                      | Space Type                             |
|--------------------------------------|-----------------------------------|--|
| <b>Unclassified<br/>(000 Series)</b> | 30                                | Mechanical                             |
|                                      | 50                                | Inactive Space                         |
|                                      | 60                                | Alteration or Conversion Space         |
|                                      | 90                                | Vacant Unusable Space                  |
| <b>Educational<br/>(100 Series)</b>  | 110                               | Classroom                              |
|                                      | 120                               | Training Room                          |
|                                      | 130                               | Departmental Classroom                 |
| <b>Laboratory<br/>(200 Series)</b>   | 210                               | Laboratory - General                   |
|                                      | 210                               | Classroom Laboratory                   |
|                                      | 250                               | Research/Non-Class Laboratory          |
|                                      | 255                               | Research/Non-Class Laboratory Service  |
|                                      | 270                               | Laboratories                           |
| <b>Office<br/>(300 Series)</b>       | 310                               | Office - General                       |
|                                      | 311                               | Office - Administrative                |
|                                      | 312                               | Office - Services                      |
|                                      | 313                               | Office - Project                       |
|                                      | 350                               | Conference Room                        |
| <b>Study<br/>(400 Series)</b>        | 410                               | Study Space                            |
|                                      | 420                               | Library                                |
| <b>Special Use<br/>(500 Series)</b>  | 502                               | Hearing Room                           |
|                                      | 503                               | Correction                             |
|                                      | 504                               | Military Department/National Guard     |
|                                      | 505                               | Fish Hatchery                          |
|                                      | 506                               | Park                                   |
|                                      | 507                               | Ferry Terminal                         |
|                                      | 508                               | Public Restroom                        |
|                                      | 510                               | Armory                                 |
|                                      | 520                               | Athletic or Physical Education         |
|                                      | 525                               | Athletic or Physical Education Service |
|                                      | 530                               | Media Production                       |
|                                      | 535                               | Media Production Service               |
|                                      | 540                               | Clinic                                 |
|                                      | 560                               | Field Building                         |
|                                      | 570                               | Animal Facilities                      |
|                                      | 575                               | Animal Quarters Service                |
|                                      | 580                               | Greenhouse                             |
| 585                                  | Greenhouse Service                |  |
| 590                                  | Other (purpose defined when used) |  |

|                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <b>General<br/>(600 Series)</b>     | 610                   | Assembly  |
|                                     | 620                   | Exhibition  |
|                                     | 630                   | Food Facility   |
|                                     | 635                   | Food Facility Service   |
|                                     | 640                   | Daycare   |
|                                     | 650                   | Lounge  |
|                                     | 660                   | Merchandising   |
|                                     | 670                   | Recreation  |
|                                     | 675                   | Recreation Service  |
|                                     | 680                   | Meeting Room  |
| <b>Support<br/>(700 Series)</b>     | 710                   | IT and Communications   |
|                                     | 715                   | Central Computer/Telecom Service  |
|                                     | 720                   | Shop  |
|                                     | 725                   | Central Shop Service  |
|                                     | 730                   | Storage - General   |
|                                     | 740                   | Vehicle Storage Structure   |
|                                     | 745                   | Institute Vehicle Storage Service   |
|                                     | 750                   | Central Service   |
|                                     | 760                   | Hazardous Waste   |
|                                     | 770                   | Hazardous Waste Storage   |
| 790                                 | Central Utility Plant |   |
| <b>Health Care<br/>(800 Series)</b> | 800                   | Patient Room, Nurse Station, Surgery, Treatment/Examination, Diagnostic and/or Public Waiting Rooms |
| <b>Residential<br/>(900 Series)</b> | 900                   | Sleeping Room, Apartments and/or House  |

## **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.

### **030 Inactive Mechanical Spaces**

**Definition:** Available for assignment of mechanical assets but unassigned at the time of inventory.

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

### **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 that 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 that is inactive or space that is unusable.

## 090 Vacant Unusable Spaces

**Definition:** Assets unusable at the time of inventory.

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

## 100 Series: Educational

---

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), Class Laboratories (210), Conference Rooms (350), Auditoria (610) or Meeting Rooms (680). 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), Laboratories (270), Conference Rooms (350), Agency Lounge (650) or Meeting Rooms (680).

### 130 Departmental Classroom

**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), Laboratories (270), Conference Rooms (350), Agency Lounge (650) or Meeting Rooms (680).

## **200 Series: Laboratory**

---

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.

### **210 Classroom Laboratory**

**Definition:** A space used primarily for formally or regularly scheduled instruction that require special purpose equipment or a specific space configuration for student participation, experimentation, observation or practice in an academic discipline.

**Description:** A classroom laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled class.

**Limitations:** Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (270).

### **220 Open Laboratory**

**Definition:** A laboratory used primarily for individual or group instructions that is informally scheduled, unscheduled or open.

**Description:** An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups or students.

**Limitations:** Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (210). This category also does not include spaces defined as Research/Non-class Laboratory.

### **250 Research/Non-Class Laboratory**

**Definition:** A space used for laboratory experimentation, research or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research.

**Description:** A research/non-class laboratory is designed or equipped for faculty, staff and students for the conduct of research and controlled or structured creative activities.

**Limitations:** Student practice activity rooms should be classified under Open Laboratory (220).

### **255 Research/Non-Class Laboratory Service**

**Definition:** A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

**Description:** Includes only those spaces that directly serve a research/non-class laboratory.

**Limitations:** Does not include service spaces that support a Classroom (115), Class Laboratory (210), Open Laboratory (220).

## 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

---

Office facilities are individual, multi-person or workstation spaces specifically assigned to the agency's administrative, service and support functions.

### 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 - Services

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

### 313 Office - Project

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

### 350 Conference Room

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

**Description:** A conference space equipped with tables and chairs and typically providing 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

---

Study spaces may contain equipment or materials that aid the study or learning process (e.g., 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 Stack (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

---

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 Hearing Rooms

**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 (680).

### 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 Department/National Guard**

**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, woodsheds 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 venue restrooms.

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

### **510 Armory**

**Definition:** A room or area used by Reserve Officer Training Corps and ancillary units for military training and/or instructional activities.

**Description:** Spaces that are obviously 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.

**Limitations:** Conventional space use types such as Classrooms (110), Class Laboratories (210), Office (310), and Study Rooms (410) are designated as such, even though they are located in an armory building.

### **520 Athletic or Physical Education**

**Definition:** A room or area used by students, staff or the public for athletic or physical education activities.

**Description:** Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor stadium fields and field houses.

**Limitations:** This space use code does not distinguish instructional from intercollegiate, intramural or recreational use of these areas.

### **525 Athletic or Physical Education Service**

**Definition:** A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

**Description:** Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and spaces for dressings, equipment, supply, storage, first aid, skate-sharpening, towels, etc.

**Limitations:** Does not include public restrooms, which should be classified as non-assignable building service space.

### **530 Media Production**

**Definition:** A space used for the production or distribution of multimedia materials or signals.

**Description:** Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers.

**Limitations:** Does not include spaces that merely store media materials and equipment.

### **535 Media Production Service**

**Definition:** A space that directly serves a media production or distribution space as an extension of the activities in that facility.

**Description:** The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space.

**Limitations:** Those spaces containing media materials, equipment or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

### **540 Clinic**

**Definition:** A space used for providing diagnosis, consultation, treatment or other services to patients or clients or subjects with a primary purpose of instruction, research or public service.

**Description:** Included are examination rooms, testing rooms, consultation rooms and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech and hearing.

**Limitations:** Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories, testing or counseling rooms in non-health or non-discipline-related programs, or Health Care Facilities (800)

### **560 Field Building**

**Definition:** A barn or similar agricultural structure used for animal shelters or for the handling, storage or protection of farm products, supplies, vehicles or implements.

**Description:** Includes barns, animal and poultry shelters, sheds, silos, feed units and hay storage.

**Limitations:** Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570).

### **570 Animal Facilities**

**Definition:** A space that houses laboratory animals used for research and/or instructional purposes.

**Description:** Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine and similar spaces for instruction and research.

**Limitations:** Animal Facilities are typically subject to the rules and regulations of agencies on the care and use of laboratory animals.

### **575 Animal Quarters Service**

**Definition:** A space that directly serves an animal quarters facility as an extension of the activities in that facility.

**Description:** Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, an internal (nonpublic) circulation space.

**Limitations:** Does not include areas that directly serve facilities used for the treatment of animals.

### **580 Greenhouse**

**Definition:** A building or space usually composed chiefly of glass, plastic or other light-transmitting material, used for the cultivation or protection of plants or seedlings for research, instruction or campus physical maintenance or improvement purposes.

**Description:** The primary criterion is the combination of structural design as a greenhouse and the use for cultivation or protection.

**Limitations:** Greenhouses that are not used for plant cultivation or protection should be classified according to specific use.

### **585 Greenhouse Service**

**Definition:** A space that directly serves a greenhouse facility as an extension of the activities in that facility.

**Description:** Includes equipment or materials storage areas and rooms generally called head houses.

**Limitations:** Excludes storage areas that do not directly serve greenhouses.

### **590 Other (All Purpose)**

**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**

---

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.

### **610 Assembly**

**Definition:** A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging or commencement activities.

**Description:** Includes theaters, auditoria, concert halls, arenas, chapels and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance) or devotional services.

**Limitations:** Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space. Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

### **620 Exhibition**

**Definition:** A room or areas used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff and the public.

**Description:** Includes both departmental and institution-wide museums, galleries and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public.

**Limitations:** Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical or geological specimens) should be classified as laboratory or laboratory service.

### **630 Food Facility**

**Definition:** A space used for eating.

**Description:** Includes dining halls, cafeterias, snack bars, restaurants and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff or the public.

**Limitations:** Vending areas not provided with seating, counters or tables are classified as Merchandising (660).

### **635 Food Facility Service**

**Definition:** A space that directly serves a food facility as an extension of the activities in that facility.

**Description:** Includes kitchens and other preparations areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food servicing areas, cleaning areas, etc.

**Limitations:** Does not include any type of food preparation space that does not serve a food facility or eating area.

### **640 Daycare**

**Definition:** A space used to provide day or night, child or elderly adult care as nonmedical service to members of the institutional community.

**Description:** Includes all primary activity spaces that provide oversight, supervision, developmental training and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas and child training spaces).

**Limitations:** Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630).

### **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.

### **660 Merchandising**

**Definition:** A space used to sell products or services.

**Description:** Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces and central ticket outlets servicing multiple facilities or activities.

**Limitations:** Does not include dining rooms, restaurants, snack bars, similar Food Facilities (630).

### **670 Recreation**

**Definition:** A space used by students, staff or the public for recreational purposes.

**Description:** Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms and music listening rooms that are used for recreation and amusement and not for instructional purposes.

**Limitations:** Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education and intramural or intercollegiate athletic activities.

### **675 Recreation Service**

**Definition:** A space that directly serves a recreation facility as an extension of the activities in that facility.

**Description:** Includes storage rooms, closets, equipment issue rooms, cashiers desks, first aid and other support areas that directly serve a Recreation (670) facility.

**Limitations:** Does not include kitchens, snack bars or other Food Facilities (630) and Food Facility Service (635) areas.

### **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**

---

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 IT and Communications**

**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).

### 715 Central Computer/Telecom Service

**Definition:** A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

**Description:** Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.) and separate areas used for delivering tapes or picking up printouts.

**Limitations:** Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O) rooms (see IT and Communications-710) and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315).

### 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).

### 725 Shop Service

**Definition:** A space that directly serves a shop facility as an extension of the activities in that facility.

**Description:** Includes tool storage rooms, materials storage rooms and similar equipment or material supply or storage rooms.

**Limitations:** Does not include service areas for Class Laboratories (210) or Research/Nonclass Laboratories (250). Also does not include vehicular repair facilities (e.g., garages) classified as Vehicle Storage Service (745).

### 730 Storage - General

**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 closets or other similar, non-assignable small storage spaces.

### 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.

### **745 Institute Vehicle Storage Service**

**Definition:** A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

**Description:** Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes and other vehicles as defined in Vehicle Storage (740).

**Limitations:** Does not include shops defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.).

### **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), Storage-General (730) and Vehicle Storage (740).

### **760 Hazardous Materials Storage**

**Definition:** A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological or radioactive nature of the materials.

**Description:** Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic or radioactive.

**Limitations:** Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage -770); small satellite storage areas located around the institution; satellite accumulation areas location near or adjacent to instructional, research or process facilities; or dedicated unit storage).

### **770 Hazardous Waste Storage**

**Definition:** A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified and controlled under government environmental regulations.

**Description:** This includes facilities specifically devoted to the storage, treatment and/or disposal of toxic or hazardous waste.

**Limitations:** Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research or process facilities; or dedicated unit storage.

### **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), Conference Rooms (350) or Shop (720) are designated as such even though they are located in a Central Utility Plant.

### **800 Series: Health Care**

---

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**

---

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 Training Rooms (120), Offices (310), Study Rooms (410), Lounges (650) and Recreation (670) are not included in the 900 series.

## APPENDIX D: FACILITY SQUARE FOOTAGE MEASUREMENT

---

In an 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, assignable, non-assignable and rentable square feet.

Owned facilities will typically be measured in gross square feet but can also be measured in rentable or assignable square feet.

Leased facilities will typically be measured in rentable square feet but can also be measured in gross or assignable square feet.

**Gross Square Feet:** The total constructed square footage of a building is the sum of all spaces on all floors of a building measured to the exterior enclosing walls.

**Rentable Square Feet:** The tenant's prorated portion of the floor, excluding major vertical penetrations. Typically, this is the square footage report on the lease.

**Assignable Square Feet:** A measurement used to describe the office, storage, special and internal circulation areas assigned to an occupant.

## APPENDIX E: CONDITION MATRIX

---

As owned or leased facilities age, they increasingly require more attention to maintain. To help planners organize their efforts, the FIS condition matrix was developed to provide a facility conditions assessment tool for agencies. A detailed facility 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 Xs is the condition to report in FIS.

| Level  | 1 Superior | 2 Adequate | 3 Fair | 4 Limited | 5 Emergent |
|--|------------|------------|--------|-----------|------------|
| <b>Facility Support and Response Time</b>    |            |            |        |           |            |
| <b>Satisfaction</b>                          |            |            |        |           |            |
| <b>Preventive vs. Corrective Maintenance</b> |            |            |        |           |            |
| <b>Maintenance</b>                           |            |            |        |           |            |
| <b>Description</b>                           |            |            |        |           |            |
| <b>Interior</b>                              |            |            |        |           |            |
| <b>Lighting</b>                              |            |            |        |           |            |
| <b>Service Efficiency</b>                    |            |            |        |           |            |
| <b>Building Systems Reliability</b>          |            |            |        |           |            |

| Level  | 1   | 2  | 3  | 4   | 5   |
|--|---|--|--|---|---|
| Description                                  | Superior  | Adequate   | Fair   | Limited   | Emergent Services Only  |
| <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). |

| Level                               | 1   | 2   | 3   | 4  | 5   |
|-------------------------------------|---|---|---|--|---|
| Description                         | Superior  | Adequate  | Fair  | Limited  | Emergent Services Only  |
| <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.   |

Washington State Office of Financial Management  
Insurance Building \* PO BOX 43113 \* Olympia, WA 98504-3113  
(360) 902-0555 \* FAX (360) 664-2832