



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 5, 2013

TO: Agency Directors

FROM: Tracy Guerin, Deputy Director

SUBJECT: 2013 FACILITIES INVENTORY REPORT

[RCW 43.82.150](#) requires all Washington State agencies, departments, commissions, and institutions to report their inventories of state-owned and leased facilities each year in a standard format provided by the Office of Financial Management (OFM). This statute also directs OFM to publish an inventory report of all of these facilities by October 1, 2013.

The 2013 Facilities Inventory System (FIS) has been pre-populated with 2012 FIS report data. The pre-populated workbooks include a spreadsheet for state-owned facilities and a second spreadsheet for leased facilities. The pre-populated report may also include data for additional facilities from the Geographic Information System (GIS) Inventory Grant project. Soon after receiving this memo, you or your agency facility contact will receive a second e-mail from Josh Calvert, OFM Facilities Analyst, with the pre-populated workbook for your agency.

The Facilities Oversight Program expects to complete two FIS-related projects this year. The first is the Facilities GIS Inventory Grant project that will enable OFM to work with state agencies to validate each facility's GIS coordinates. The second project is to develop a modern web-based facilities database.

FIS reports from agencies with 25 or fewer facilities are due on Thursday, August 1, 2013. All other agency reports are due on Friday, August 30, 2013. There is a detailed field-by-field instruction guide with appendices on how to complete the 2013 FIS Report on [OFM's Facilities Inventory website](#).

We appreciate your efforts to complete the required reports by the August deadline. If you have any questions, please contact Josh Calvert at (360) 902-0548 or josh.calvert@ofm.wa.gov.

cc: Agency Facility Inventory Coordinators
Amy McMahan, Senior Facilities Oversight Manager