



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 4, 2014

**TO:** Agency Deputy Directors  
University Vice Presidents

**FROM:** Tracy Guerin  
Deputy Director

**SUBJECT: 2014 FACILITIES INVENTORY REPORT**

[RCW 43.82.150](#) requires all Washington State agencies, departments, boards, commissions and institutions to report their inventories of state-owned and leased facilities each year in a standard format provided by the Office of Financial Management (OFM). This statute also directs OFM to submit a summary report of the facilities data provided by agencies to the Legislature by October 1, 2014. The data each agency provides will also be used to develop the Governor's capital and operating budget proposals, and the state's six-year facilities plan.

This year OFM is working with the Department of Enterprise Services and state agencies to implement a new facilities inventory system that will be available to agencies and the Legislature by the end of the year. Information your agency provides will be used to populate the new system and, therefore, it is important that we receive complete and accurate facility data.

Within a few days, OFM will send your facilities inventory contact a workbook that is pre-populated with owned and leased facilities data from the 2013 FIS report, the recently completed Federal Emergency Management Agency grant project, and additional data elements required for the new facilities inventory system.

Detailed instructions for completing the 2014 facilities inventory workbook are on the [facilities inventory website](#). Agency facilities inventory contacts are also invited to attend a walkthrough of the 2014 facilities inventory workbook on Friday, June 20, 9 a.m. to 12 p.m., in the First Floor Presentation Room at 1500 Jefferson, in Olympia.

FIS reports from agencies with 25 or fewer facilities are due Friday, August 1, 2014. All other agency reports are due Monday, August 25, 2014.

If you have any questions, please contact Josh Calvert, OFM Facilities Analyst, at (360) 902-0548 or [josh.calvert@ofm.wa.gov](mailto:josh.calvert@ofm.wa.gov).

cc: Amy McMahan, Senior Facilities Oversight Manager, OFM