



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

June 6, 2016

**TO:** Agency Directors

**FROM:** Tracy Guerin  
Deputy Director

**SUBJECT: 2016 STATE FACILITIES INVENTORY SYSTEM (FIS) 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 report to the Legislature on the state's facilities inventory by October 1, 2016.

Within a few days, OFM Facilities Oversight will provide each agency contact with an inventory of its leased and owned facilities. This year, we are asking agencies to also report on food and beverage offerings in their facilities. We are assisting the Department of Health (DOH) with tracking access to healthy food and beverages in state facilities pursuant to [Executive Order 13-06: Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities](#).

The data each agency provides will be used to develop our annual legislative report, the next capital and operating budgets, and the state's next six-year facilities plan. Detailed instructions on how to complete worksheets for the 2016 FIS Report are on the [facilities inventory website](#).

FIS worksheets from agencies with 25 or fewer facilities are due on Monday, August 1, 2016. All other agency worksheets are due on Monday, August 22, 2016. We greatly appreciate your efforts to meet these deadlines.

If you have any questions, please contact Amy McMahan, Senior Facilities Oversight Manager, at (360) 902-9824 or [amy.mcmahan@ofm.wa.gov](mailto:amy.mcmahan@ofm.wa.gov).

cc: Agency Facility Inventory Coordinators  
Amy McMahan, Senior Facilities Oversight Manager, OFM  
Alyssa Auvinen, Heath Services Consultant 3, DOH