

State Facilities Oversight

CHANGE OF CONDITIONS INSTRUCTIONS

If your project has a change of conditions, you must complete a [change of conditions form](#) and submit it to the Office of Financial Management (OFM). OFM will review the proposed changes and provide a response within 10 business days.

Approved changes in the terms and conditions of a modified pre-design (MPD) are provided to the Legislature for its information and to the Department of Enterprise Services (DES) and other agencies with real estate authority to update approved conditions. In some cases, these documents are also shared with local governments, community groups or stakeholders.

DEFINITION OF CHANGE IN TERMS OR CONDITIONS

A change in terms and conditions is an **increase** in the project's square footage, ongoing or one-time cost, or timeline over what was previously approved by OFM using the MPD process.

COMPLETING AND SUBMITTING THE FORM

The user shall answer all the applicable questions in the [form](#) as completely as possible. The change of condition form must be signed by the agency's financial manager and director or designee before OFM will consider the request.

Tips

- Submit the form once you have actual terms that have been finalized.
- If it is unclear if the terms and conditions are estimated or actual terms, confirm with the real estate authority before submitting.
- If the square footage exceeds the previous approval, submit a proposed floor plan or updated MPD Space Planning Data Sheet with the change of conditions request form.

ADDITIONAL INFORMATION

Additional information about the modified pre-design process and the change of conditions form can be found at the OFM website at:

<http://www.ofm.wa.gov/budget/facilities/modifiedpredesign.asp>

To receive assistance in completing this form, contact your agency's assigned facilities analyst. Contact information can be found at:

<http://www.ofm.wa.gov/budget/facilities/contacts.asp>

