

**Condition Matrix – Overview**

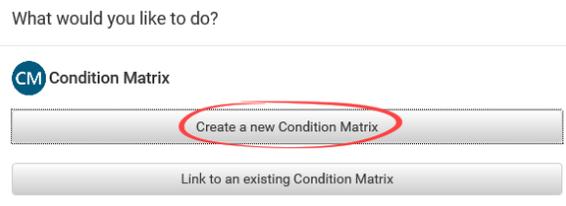
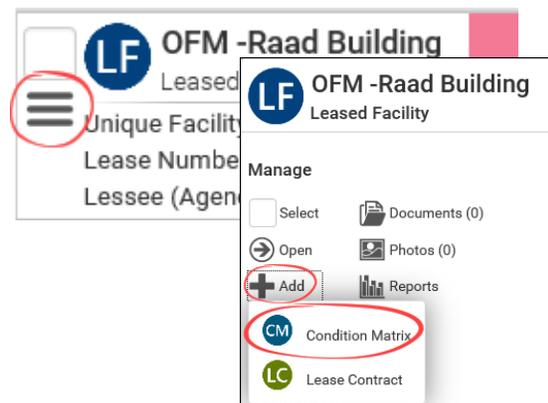
[RCW 43.82.150](#) requires state agencies to report the condition of their owned and leased facilities. As facilities age, they increasingly require more attention to maintain, and condition assessment is an important tool to help prioritize resource allocation.

- ✓ Agencies must rank their facility conditions on a 1 to 5 scale (1-Superior, 2-Adequate, 3-Fair, 4-Limited, 5-Emergent Services Only) and report the score in the owned or leased facility table, as applicable.
- ✓ An optional way to assess facility condition is to use the facilities inventory condition assessment matrix (see following tables), which includes nine assessment categories.
- ✓ The condition matrix table in FPMT collects values on each category and populates the average assessment score in the owned or leased facility table.

**Condition Matrix Table**

1. Navigate to the leased or owned facility tile
2. Click the  menu button
3. Click  Add

4. **Select** Condition Matrix
5. **Select** Create a new Condition Matrix
6. **Populate** fields  
  
**Name:** Use the UFI and fiscal year reported  
  
 Example: A10825 – FY 2019
7. **Click** SAVE AND CLOSE
8. The average assessment score will be populated in the owned or leased facility table.



**Condition Matrix Properties**

Name

Description

Unique Facility ID

Lease Number

Date of Assessment

**SAVE AND CLOSE** Cancel

Agency Assigned Associated Complex, Campus, Regional Center

**Condition Assessment Score**

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 one month or less.	Services available only by reducing maintenance, with response times of one 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.

Level	1	2	3	4	5
Description	<b>Superior</b>	<b>Adequate</b>	<b>Fair</b>	<b>Limited</b>	<b>Emergent Services Only</b>
Building Systems Reliability	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.