



Operating Costs - Overview

Agencies are required to report operating costs for all in-scope owned and leased facilities as part of the biennial Six-Year Facilities Plan baseline data collection process. This job aid provides step-by-step operating cost instructions for existing facilities. Operating costs can also be added as part of the [New Owned Facility Creation Wizard](#) and [New Leased Facility Creation Wizard](#) processes.

- ✓ Operating costs will be entered differently depending on whether the agency has previously reported operating costs. Refer to instructions below for details.
- ✓ Use fiscal year 2019 annual operating cost data as an estimate for 2020 operating costs.
- ✓ If you do not have actuals, use OFM’s [estimated operating costs](#).
- ✓ Only fill out applicable fields. Most facilities will not include all costs. If the agency does not pay for any of the listed operating costs, the field should be left blank.
 - Parking Annual Cost
 - Assessment Annual Cost
 - Natural Gas Annual Cost
 - Electricity Annual Cost
 - Garbage Annual Cost
 - Insurance Annual Cost
 - Janitorial Annual Cost
 - Restroom Supply Annual Cost
 - Sewer Annual Cost
 - Stormwater Annual Cost
 - Property Tax Annual Cost
 - Water Annual Cost
 - Recycling Annual Cost
 - Maintenance and Repair Annual Cost
 - Other Annual Cost

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Existing Facilities with Previous Cost Data

1. Navigate to the owned facility or leased facility tile

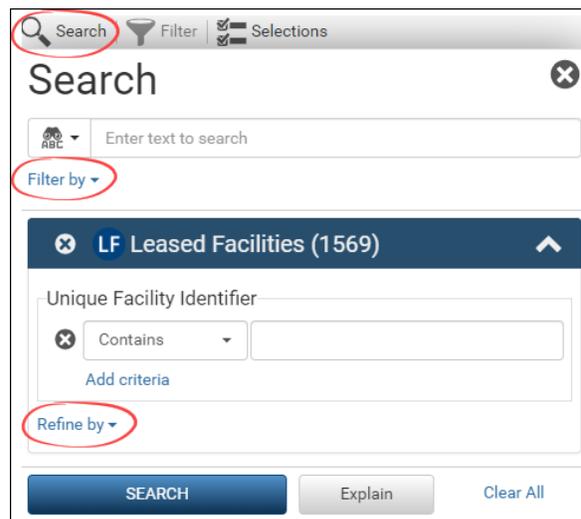
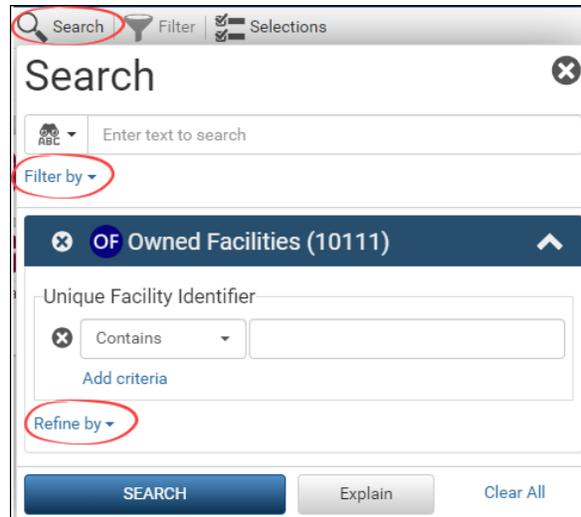
→ If you need to locate a UFI, run the Owned or Leased Facilities Inventory report from the Agency tile

Owned Facility:

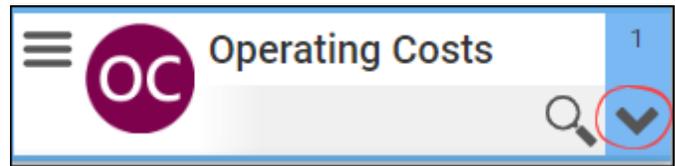
- A. Click the  **Search** button on the data explorer toolbar
- B. Click **Filter by** and choose **Owned Facilities** from the dropdown menu
- C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- D. Enter the UFI
- E. Click the  button
- F. Click Open

Leased Facility

- A. Click the  **Search** button on the data explorer toolbar
 - B. Click **Filter by** and choose **Leased Facilities** from the dropdown menu
 - C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- You can also search by lease number
- D. Click 
 - E. Click Open



2. Click the arrow to expand the Operating Costs tile group
3. Click the  menu button on the Operating Costs tile
4. Click  Edit



5. Overwrite existing operating cost data

Field-specific guidance:

Name: Fiscal Year

Example: FY 2019

Operating Costs ID: A number to identify the record

Example: 1

Fiscal Year: Enter 2020

→ It is critical that this field is properly populated. OFM’s baseline report pulls data based on this field.

6. Click 

Note: Agencies must overwrite existing data due to an issue with FPMT that is being addressed. OFM will export a copy of all existing operating cost data to ensure it is not lost. Data will be imported back into FPMT once the issue has been corrected.



Existing Facilities without Previous Cost Data

1. Navigate to the owned facility or leased facility tile

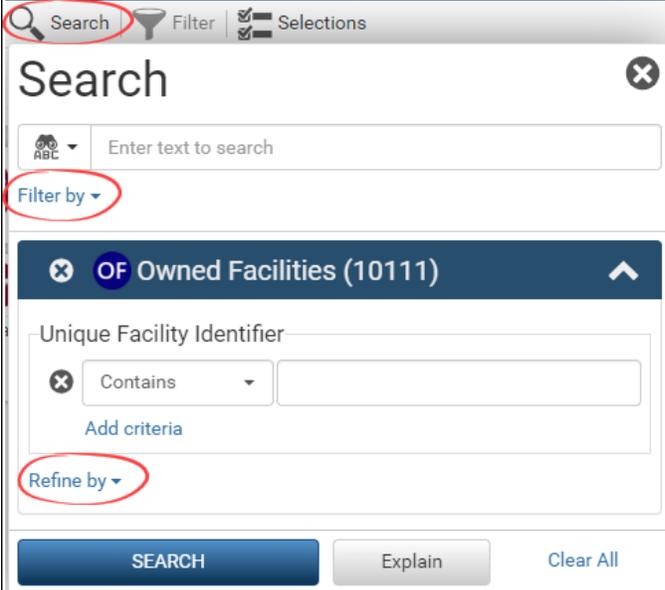
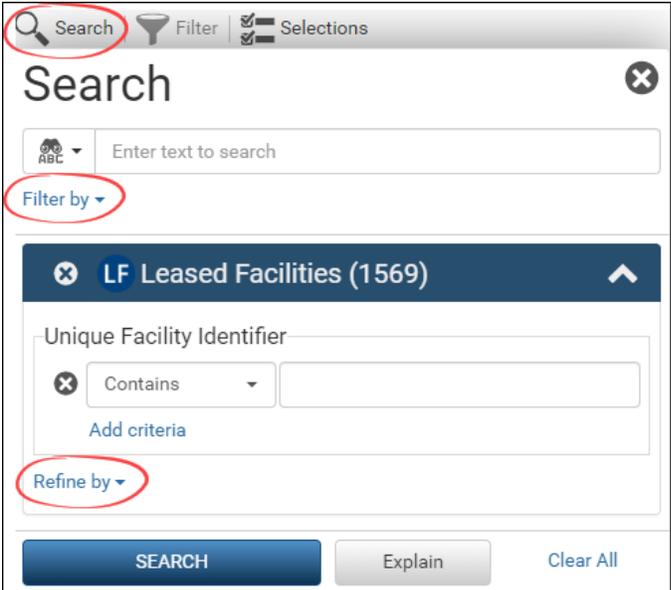
→ If you need to locate a UFI, run the Owned or Leased Facilities Inventory report from the Agency tile

Owned Facility:

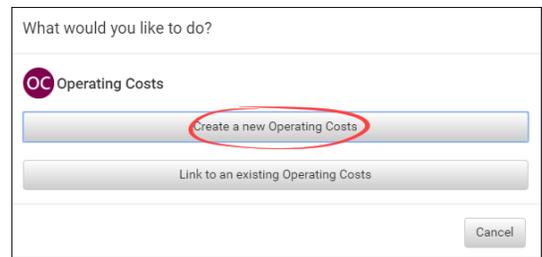
- A. Click the  Search button on the data explorer toolbar
- B. Click **Filter by** and choose **Owned Facilities** from the dropdown menu
- C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- D. Enter the UFI
- E. Click the  button

Leased Facility

- A. Click the  Search button on the data explorer toolbar
 - B. Click **Filter by** and choose **Lease Facilities** from the dropdown menu
 - C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- You can also search by lease number
- D. Enter the UFI
 - E. Click the  button

2. Click the menu button
3. Click Add
4. Select Operating Costs
5. Select Create a new Operating Costs



5. Enter agency data

Field-specific guidance:

Name: Fiscal Year

Example: FY2019

Operating Costs ID: A number to identify the record

Example: 1

Fiscal Year: Enter 2020

→ It is critical that this field is properly populated. OFM's baseline report pulls data based on this field.

6. Click

