



This job aid provides information about common naming conventions.

FPMT Table	Naming Convention	Example
Facility	Primary Address – Secondary Address	1313 N 13th Ave - BLDG 1W165000
Owned Facility	Agency SAAM Abbreviation - Agency Assigned Common Name	DOC - J-40 Telecommunication BLDG L
Leased Facility	Agency SAAM Abbreviation - Agency Assigned Common Name	COM - Olympia Headquarters
Land	Primary Address - Secondary Address	1313 N 13th Ave - LOT 123W
Owned Land	Agency SAAM Abbreviation - Agency Assigned Common Name	DNR - Seattle Waterfront
Leased Land	Agency SAAM Abbreviation - Agency Assigned Common Name	DOC - Cell Tower
Other Asset	Agency SAAM Abbreviation - Agency Assigned Common Name	DSHS - HQ Copy Machines
Lease Contract	Lease Number	SRL 12-0013; B301; 67-3-89-153A
Lease Payment	Payment Type - Payment Series Number	Base Rent - 1
Lease Option	Option Type - Option Number	Cancel - 1
Lease Amendment	Lease Amendment Type - Amendment Number	Lease Extension - 1
Space	SAAM Acronym - Space ID	DSHS - 0001
Condition Matrix	UFI - Fiscal Year Reported	A02721 - FY 2018
Operating Costs	Fiscal Year	FY 2019
Debt Service	Unique Debt Service ID	S179-051-01
Debt Service Payment	Year - Number (1-20 or 1-40)	2010 - 1
Receivable Facility	Lessee SAAM Acronym - Lessee Common Name	ESD - Yakima Worksource
Receivable Land	Lessee SAAM Acronym - Lessee Common Name	DNR - Ephrata Orchard
Receivable Other Asset	Lessee SAAM Acronym - Lessee Common Name	DOT - Equipment
Receivable Contract	Receivable Lease Number	SSL 14-0079
Receivable Payment	Payment Type - Payment Series Number	Base Rent - 1
Receivable Option	Option Type - Option Number	Cancel - 1
Receivable Amendment	Lease Amendment Type - Amendment Number	Lease Extension - 1
Document Type	Naming Convention	Example
Lease or Receivable Contract	Contract Number	SRL 20-0034
Amendment	Contract Number - LA # (if more than one, number sequentially)	SRL 20-0034 - LA 1
Option	Contract Number - LO # (if more than one, number sequentially)	SRL 20-0034 - LO 1