

## **Administrative Policy No. 14.21**

**Subject:** Building and Land Management of State Owned Facilities

**Information Contact:** Lands and Buildings Division  
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**Authorizing Source:** [RCW 72.01.050](#), Secretary's Powers and Duties –  
Management of Public Institutions and Correctional Facilities

**Effective Date:** November 17, 2009

**Revised:**

**Approved By:** Original signed by Kathleen Brockman  
Chief Administrative Officer

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### **Purpose**

This policy creates consistent management and oversight of state owned lands, buildings and infrastructure managed by the Department of Social and Health Services (DSHS). This policy addresses:

- A. Maintaining an accurate and comprehensive inventory and assessment of capital assets.
- B. Identifying excess capital assets and managing them to promote efficient and appropriate use.
- C. Preserving capital assets to promote efficient use of state resources.
- D. Centralizing contract management related to state owned land, buildings, and infrastructure to promote consistency, efficiency, and legal compliance.

### **Scope**

This policy applies to the Lands and Buildings Division (LBD) and all DSHS administrations and divisions that operate state-owned facility campuses or community facilities. This policy does not apply to:

1. Equipment. For information regarding control of equipment, see [Administrative Policy 14.07](#).
2. Land and buildings leased for nonresidential use or office space unless the building is on a state-owned facility campus. For information regarding building management of DSHS leased facilities see [Administrative Policy No. 14.15](#).

## Definitions

**Asset Manager:** Staff appointed by the LBD Director to provide consultation, guidance, and oversight to DSHS programs related to the administration of this policy.

**Asset Preservation:** Management of capital assets to preserve them for their intended use.

**Capital Asset:** Lands, buildings, and infrastructure managed by DSHS including facility campuses and state-owned community facilities. Infrastructure includes utility lines, wastewater treatment plants, wells and water holding tanks, roads, and storm water facilities.

**Capital Asset Management Advisory Committee:** A standing committee made up of agency staff with responsibility for state owned facility campus or community facility capital assets. The committee is chaired by the LBD Director or designee, and includes: the LBD Asset Manager, Capital Coordinators, Capital Project Managers, Plant Managers, and facility superintendents, or their designees.

**Capital Project Manager:** Staff identified in the Lands and Buildings Division, Office of Capital Programs, whose function is to manage all design and construction for funded capital projects, assess and monitor the condition of capital assets and make recommendations for required maintenance, preservation, replacement, or demolition.

**Capital Coordinator:** Staff appointed by the Division Director for a program that operates a capital asset to act as the liaison with the Lands and Buildings Division, Office of Capital Programs. The Capital Coordinator is responsible for coordinating with the Office of Capital Programs on design, construction, capital budget development, and capital asset management issues.

**DSHS Programs that Operate Capital Assets:** DSHS programs that operate facility campuses or community facilities, include the Juvenile Rehabilitation Administration, Division of Developmental Disabilities, Mental Health Systems, and the Special Commitment Center.

**Excess Property:** Building or land that is not necessary for facility operations and can be used for another purpose without negative impacts upon facility operations. The property will be identified as Temporary Excess, Property Excess to Facility, or Property Excess to Agency.

**Facility Assessment:** Annual assessment of the condition of buildings and infrastructure, prioritization of critical preservation needs, and a planned preservation program of replacement, maintenance, and repair.

**Facility Campus:** Lands, buildings, and infrastructure of one state-owned facility that is managed by DSHS. DSHS facility campuses include: Western State Hospital, Eastern State Hospital, Child Study and Treatment Center, Fircrest School, Rainier School, Lakeland Village, Yakima Valley School, Frances Haddon Morgan Center, Echo Glen Children's Center, Maple Lane School, Green Hill School, Naselle Youth Camp, the Special Commitment Center, the Pierce County Regional Secure Community Transition Facility, the King County Regional Secure Community Transition Facility, and the former Interlake School.

**Mothballing:** Managing the temporary or permanent closure of a capital asset to prevent financial loss from deterioration and to assure it does not pose a safety hazard to staff, clients, and the public.

**Plant Manager:** The person designated by the Facility Superintendent or Chief Executive Officer (CEO) to be responsible for facility maintenance on the campus. The Plant Manager may also be referred to as the Facilities Services Administrator. At Eastern State Hospital and Lakeland Village facility campuses, the role of Plant Manager is included in the responsibilities of the Consolidated Support Services Administrator.

**Property Excess to Agency:** A capital asset that is not necessary for current or foreseeable future agency operations. It may be sold, transferred, or otherwise disposed of without negative impacts upon current or future agency operations.

**Property Excess to Facility:** A capital asset that is not necessary for current or foreseeable future facility operations by the managing program and that maybe utilized for other agency operations without negative impacts upon current or future facility operations.

**State-owned Community Facility:** Community residential facilities managed by DSHS Juvenile Rehabilitation Administration. These include Canyon View Community Facility, Oakridge Community Facility, Ridgeview Community Facility, Parke Creek Community Facility, Sunrise Community Facility, Twin River Community Facility, and Woodinville Community Facility.

**Replacement Value:** The cost to replace an existing capital asset with a similar asset in today's dollars. The replacement value is established and maintained in the Facility Assessment Data Base.

**Temporary Excess Property:** A capital asset that is currently not utilized or underutilized, but is anticipated to be needed for future facility operations.

## Policy Requirements

- A. **Centralized Coordination.** The Lands and Buildings Division (LBD) must provide centralized coordination and oversight for DSHS managed lands, buildings, and infrastructure.
- B. **Inventory of Capital Assets.** LBD must establish and maintain a current capital asset inventory including: title history, boundaries and surveys, water rights, easements, leases, and other encumbrances.
- C. **Facility Assessment Data Base.** LBD must establish and maintain a current facility assessment data base that is consistent with Office of Financial Management Capital Budget instructions.
  1. The Capital Project Manager assigned to a facility campus or state –owned community facility must oversee and coordinate the survey of all capital assets and complete an annual facility assessment. The Capital Project Manager is responsible for quality control and timely completion of the facility assessment.

2. Facility Superintendents/CEO, or their designees, and the program Capital Coordinators must participate in the annual facility assessment and identify program concerns regarding the condition of capital assets.

**D. Excess Capital Assets.**

1. LBD must establish, publish, and maintain procedures and criteria to identify and manage excess property. LBD will comply with state laws directing disposal of property that is excess to the agency's needs.
  - a. The Capital Asset Management Advisory Committee must review the procedures and criteria and provide change recommendations to LBD and the Chief Administrative Officer.
  - b. The Chief Administrative Officer will provide the final approval for the procedures and criteria.
  - c. Procedures must include, but are not limited to:
    - Identification of excess property.
    - Excess property review to determine appropriate use.
2. LBD staff and facility staff must implement the procedures.
3. The Capital Project Manager must include an inventory of all excess property in the annual facility assessment.

**E. Space Use.**

1. LBD must establish, publish, and maintain procedures to promote the efficient and appropriate use of capital assets.
  - a. The Capital Asset Management Advisory Committee must review the space use procedures and provide change recommendations to LBD and the Chief Administrative Officer.
  - b. The Chief Administrative Officer will provide the final approval for the space use procedures.
  - c. Procedures must include, but are not limited to:
    - i. Space availability.
    - ii. Program compatibility.
    - iii. Financial impacts.
    - iv. Community considerations
2. LBD staff must implement the space use procedures in coordination with the Capital Coordinators and the facilities staff.
3. Space use procedures will be applied to the following proposed uses of space on facility campuses and at state-owned community facilities:
  - a. All requests to use space from a DSHS program that is not the primary program assigned to the facility and where the requested use does not directly support the functions of the facility campus or community facility. Exemptions from this requirement include: a Human Resources Division (HRD) or a LBD satellite office located on a facility campus where the sole purpose of the satellite office

is to support the campus.

- b. All requests where a DSHS program assigned to the facility campus wants to reoccupy vacant building space or occupy new land or building space on the site. In these cases, the program Capital Coordinator must inform the LBD Project Manager assigned to the facility campus. In addition, the Capital Coordinator must initiate the space use procedures in all situations when the space request:
  - i. Is a new use or structure that may impact infrastructure needs, including utilities, parking, and roads and the project is not contained in the Ten-Year DSHS Capital Plan; or
  - ii. Includes a remodel for a change of use and the project is not contained in the Ten-Year DSHS Capital Plan; or
  - iii. Is a change in the occupancy type under the building code and the project is not contained in the Ten-Year DSHS Capital Plan; or
  - iv. Is in a building previously designated as Property Excess to Facility.

The Program Capital Coordinator must inform the facility campus or community facility assigned LBD Project Manager of the following situations, but is not required to initiate the space use procedures:

- Facility designation of space for emergency housing in the facility's emergency management plan.
  - A nonpermanent use of space where the space is occupied due to an emergency and the space use will terminate within thirty (30) days. If the use will continue longer than thirty days, the Capital Coordinator must initiate a space use request no later than thirty days from the date the space is occupied.
  - Building reoccupation when a building is temporarily vacant due to repairs, renovations, or fluctuations in the resident population, as long as reoccupation of the building is the same use and is in the DSHS Program's facility campus master plan.
- c. All requests to use space where the request is from an organization, agency, or individual external to DSHS except for temporary space use agreements for the short term use of pools, gyms, fields, or meeting rooms. Requests from an external organization, agency, or individual to renew the lease for space are subject to the space use procedures, except that the lease may be renewed once for a term not to exceed one year if these factors apply:
    - The requested lease renewal is not a change or expansion of the existing use.
    - The Facility Superintendent/CEO or their designee approves the one year lease extension. At the Medical Lake Campus, the one year renewal must be approved by both the Facility Superintendent/CEO and the Consolidated Support Services Administrator.
  - d. Requests by a regional support network to use space at the Western State Hospital or Eastern State Hospital facility campuses, where the campus is

located within the boundaries of the regional support network making the request, are given first priority under [RCW 71.24.300\(7\)](#) if there are competing requests for the same space.

- F. **Asset Preservation.** Responsible management of state-owned capital assets must include appropriate funding for asset preservation.
1. LBD must provide centralized coordination with the facility campuses on oversight of facility maintenance.
  2. LBD must develop standards to support asset preservation in coordination with the DSHS Programs that operate capital assets, the Facility Superintendent/CEO or their designee, the Plant Managers, the Capital Coordinators, and the DSHS Chief Financial Officer or designee.
    - a. The Capital Asset Management Advisory Committee will review the standards and provides recommendations to LBD, the Chief Administrative Officer, and the Assistant Secretaries for DSHS programs that operate capital assets.
    - b. The Secretary will approve the standards.
    - c. The standards must include, but are not limited to:
      - i. Facility resources designated for asset preservation.
      - ii. A tracking system for resources designated for asset preservation.
      - iii. Communication between the facility staff, the assigned Capital Project Manager, the Capital Coordinator, and appropriate program staff.
      - iv. Consistent data systems for management of asset preservation.
- G. **Capital Asset Contract Management.**
1. LBD Director or designee is responsible for contracts related to rights to, or the use of, state-owned capital assets at facility campuses or community facilities, except for the following:
    - a. The facility campus superintendent/CEO, or designee, is responsible for leases for state-owned living facilities for employee housing, see [Administrative Policy No. 6.17](#).
    - b. The facility campus superintendent/CEO, or designee, is responsible for temporary space use agreements for the short term use of pools, gyms, fields, or meeting rooms.
    - c. The Department of General Administration (DGA) is responsible for the acquisition, sale, transfer, or disposal of capital assets, see [RCW 43.82.010](#). LBD must coordinate with DGA to represent DSHS' interests in these transactions.
  2. LBD Director or designee must review and coordinate pending contracts with the appropriate division director or designee and the Facility Superintendent/CEO or designee prior to execution.
  3. LBD Director or designee must review all contracts with DSHS Central Contract Services and obtain appropriate approval.

- H. **Developmental Disabilities Community Trust Account.** LBD must manage the capital assets subject to the Developmental Disabilities Community Trust Account, established under [RCW 71A.20.170](#), in coordination with the Division of Developmental Disabilities.

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