

**State of Michigan**

Department of Management and Budget

Space Estimator (Page 1 of 4)

**(Must be submitted with your 618)**

**Office Work Area Requirements**

Agency: Attorney General Department: Governmental Affairs Bureau Location:			Contact Person: Telephone: Email:			Creation Date: Revised Date:					
					Current Space Needs		Future Space Needs				
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)	
Department Director	Enclosed Office	350		x		0		0	0		
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0		
Special Designation Office (requires justification)	Enclosed Office	150		x	2	300		2	300	Attorney Staff.	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x	2	160	1	3	240		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					<b>Total Current Work Area Requirements</b> Staff    Area <b>4        460</b>		<b>Total Future Work Area Requirements</b> Staff    Area <b>5        540</b>				

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**Special Support Area Requirements**

Agency: Attorney General Department: Governmental Affairs Bureau Location:		Contact Person: Telephone: Email:			Creation Date: Revised Date:			
					Space Needs			
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A		x	N/A	1	0	
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A	1	80	
<b>TOTAL PUBLIC USE SPACE:</b>							<b>80</b>	
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	x	0		0	
Conference (10-12 Person)		225	N/A	x	0	1	225	shared conferencing space would be considered
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	1		120	
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>445</b>	
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		x	1		80	
Records & Storage	Enclosed file / supply storage.	100		x	0		0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	1	36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0		0	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	3	2	18	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>320</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS</b>							<b>845</b>	

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**User Defined Area (Non-Standard Office Space)**

Agency: Attorney General		Contact Person:			Creation Date:			
Department: Governmental Affairs Bureau		Telephone:			Revised Date:			
Location:		Email:						
						<b>Space Needs</b>		
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>0</b>	

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**Summary Page**

Agency: Attorney General Department: Governmental Affairs Bureau Location:		Contact Person: Telephone: Email:		Date: Date Revised:		DMB Project Number:		
				<b>Current Space Needs</b>		<b>Future Space Needs</b>		<b>Comments</b>
<b>Office Work Area Requirements</b>				<b>Staff</b>	<b>Area</b>	<b>Staff</b>	<b>Area</b>	
Enclosed Office				3	450	3	450	Attorney floor to ceiling offices required.
Open Office				2	160	3	240	Legal Secretary modular station & waiting room area for 2 to 4 people.
TOTAL NET WORK AREA REQUIREMENTS:				<b>5</b>	<b>610</b>	<b>6</b>	<b>690</b>	
						<b>Space Needs</b>		<b>Comments</b>
<b>Special Support Area Requirements</b>						<b>Area</b>		
Public Use Area							80	Copy/multif-unction machine & work area for compiling/colating briefs, exhibits, etc.
Conference & Meeting Area							445	For meetings & depositions. Also library space.
Special Use Area							320	File/storage room.
User Defined Area							0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							<b>845</b>	
TOTAL NET OFFICE SPACE REQUIREMENTS:							<b>1,535</b>	
<p style="text-align: right;">Net to Usable Ratio: 70%</p> <p style="text-align: right;">User Override Net to Usable Ratio:</p> <p style="text-align: center;"><b>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 2,193 Square Feet</b></p> <p style="text-align: right;"><b>Total Current Staff: 2 to 3</b></p> <p style="text-align: right;"><b>Total Future Staff: 3 to 5</b></p> <p style="text-align: right;"><b>Percent Growth: 34 to 60%</b></p>								