

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: Dept. Of Human Services Location: Genesee - 2320 W. Pierson Rd.				Contact Person: Steve Gleason Telephone: (517) 335-3996 Email: gleasons2@michigan.gov				Creation Date: February 4, 2009 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	1	180		1	180	District Manager	
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	3	360		3	360	Second Line Supervisors	
Supervisors	Open Office	80	100	x	12	1,200		12	1,200	First Line Supervisors F/C	
Professionals, Technicians	Open Office	80		x	90	7,200		90	7,200		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	5	240		5	240		
Hotelling Space	Shared Open Office	20		x	2	40		2	40		
					Total Current Work Area Requirements Staff 113 Area 9,220		Total Future Work Area Requirements Staff 113 Area 9,220				

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Special Support Area Requirements

Agency:		Contact Person: Steve Gleason				Creation Date: February 4, 2009		
Department: Dept. Of Human Services		Telephone: (517) 335-3996				Revised Date:		
Location: Genesee - 2320 W. Pierson Rd.		Email: gleasons2@michigan.gov						
						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	3,000	x	N/A	1	3,000	
Service Counter/Waiting Area		N/A	500	x	N/A	1	500	
Security Guard Station		N/A	80	x	N/A	3	240	
Interview Rooms		120		x	N/A	50	6,000	
Public Access Toilet Facilities		80	400	x	N/A	2	800	
TOTAL PUBLIC USE SPACE:						10,540		
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	2	1,600	
Conference (10-12 Person)		225	N/A	x	1	6	1,350	
Conference (6-8 Person)		150	N/A	x	2	4	600	
Conference (2-4 Person)		100	N/A	x	3	6	600	
Team Work Area		120		x	0	4	480	
TOTAL CONFERENCE & MEETING SPACE:						4,630		
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	400	x	1		400	
Records & Storage	Enclosed file / supply storage.	100	3000	x	0	1	3,000	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	4	6	216	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2	4	144	
Lunch / Break Room	(Assumes 20% usage)	410	1500	x	0	1	1,500	
First Aid Room		120		x	0	2	240	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	57	90	810	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
TOTAL SPECIAL USE SPACE:						6,460		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						21,630		

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User Defined Area (Non-Standard Office Space)

Agency: Dept. Of Human Services Location: Genesee - 2320 W. Pierson Rd.		Contact Person: Steve Gleason Telephone: (517) 335-3996 Email: gleasons2@michigan.gov			Creation Date: February 4, 2009 Revised Date:			
						Space Needs		
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)
Janitor Closets		N/A	64	x	N/A	2	128	
Volunteer Storage		N/A	500	x	N/A	1	500	
Forms/Supplies		N/A	200	x	N/A	1	200	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							828	

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Summary Page

Agency: Department: Dept. Of Human Services Location: Genesee - 2320 W. Pierson Rd.		Contact Person: Steve Gleason Telephone: (517) 335-3996 Email: gleasons2@michigan.gov		Date: February 4, 2009 Date Revised:		
DMB Project Number:						
		Current Space Needs		Future Space Needs		Comments
		Staff	Area	Staff	Area	
Office Work Area Requirements						
Enclosed Office		1	180	1	180	
Open Office		112	9,040	112	9,040	
TOTAL NET WORK AREA REQUIREMENTS:		113	9,220	113	9,220	
				Space Needs		Comments
Special Support Area Requirements				Area		
Public Use Area					10,540	
Conference & Meeting Area					4,630	
Special Use Area					6,460	
User Defined Area					828	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					22,458	
TOTAL NET OFFICE SPACE REQUIREMENTS:					31,678	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:						
TOTAL USABLE OFFICE SPACE REQUIREMENTS:					45,254	Square Feet
Total Current Staff: 113 Total Future Staff: 113 Percent Growth: 0%						