

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: DELEG Department: MRS Potential Location:		Contact Person: Kris Petersen Telephone: 517-243-3399 Email: petersenk@michigan.gov				Creation Date: February 4, 2009 Revised 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) - MRS Program Administrator	Enclosed Office	250	140	x	1	140		1	140	
Deputy Dir, Asst Dir, Bureau Dir (18 & above) - Program Developer	Enclosed Office	225	120	x	1	120		1	120	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0			0	
Special Designation Office (requires justification)	Enclosed Office	150		x		0			0	
Assistant Division Director or Chief, Managers (13 & above) - Rehab Counselor (1), Step-Up Instructors (2), Certified Nurses Asst (2)	Open Office	120		x	5	600		5	600	
Supervisors - Contracted Small Business Coordinator	Open Office	80	100	x	1	100		1	100	
Professionals, Technicians	Open Office	80		x		0		0	0	
Part-Time, Students, Interns, Field Staff, etc. - Administrative Asst.	Open Office	48	64	x	1	64		1	64	
Hotelling Space - Growth Space	Enclosed Office	20	120	x		0		0	0	
					Total Current Work Area Requirements Staff Area 9 1,024		Total Future Work Area Requirements Staff Area 9 1,024			

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Special Support Area Requirements

Agency: DELEG		Contact Person: Kris Petersen			Creation Date: February 4, 2009			
Department: MRS		Telephone: 517-243-3399			Revised Date:			
Potential		Email: petersenk@michigan.gov						
Location:								
Public Use Space						Space Needs		Comments
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
Reception Area	N/A	64	x	N/A	1	64		
Service Counter/Waiting Area	N/A	100	x	N/A	1	100		
Security Guard Station	N/A	80	x	N/A	1	80		
Interview Rooms	120		x	N/A	2	240		
Public Access Toilet Facilities	80		x	N/A	3	240	1 in Nursery Area	
TOTAL PUBLIC USE SPACE:						724		
Conference & Meeting Space						Space Needs		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Classrooms (20-25 Person)	600	1000	x	1	4	4,000	for CNA, Direct Placement, Green Jobs, and Evaluation/Cool Tools	
Conference (10-12 Person)	225		x	1	1	225		
Nursery Area	150	250	x	1	1	250	Monitored by contract staff person	
	100	N/A	x	0		0		
Concession Stand (vending)	120	300	x	0	1	300		
TOTAL CONFERENCE & MEETING SPACE:						4,775		
Special Use Space						Space Needs		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Mail Area	80		x	1	1	80		
Records & Storage	Enclosed file / supply storage.	100	200	x	1	200		
Copy / Fax Area	(1 for every 30 staff)	64	N/A	x	2	64		
Recycling Station	(1 for every 60 staff)	36	N/A	x	2	36		
Lunch / Break Room	(Assumes 20% usage)	100	200	x	1	200		
First Aid Room		120		x	0	0		
Unassigned Filing	(1 lateral file for 2 staff)	10	N/A	x		30		
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	150		
TOTAL SPECIAL USE SPACE:						760		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS						6,259		

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User Defined Area (Non-Standard Office Space)

Agency: DELEG Department: MRS Physical Location:		Contact Person: Kris Petersen Telephone: 517-243-3399 Email: petersenk@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)
10% Allowance for Existing Bldg		N/A	454	x	N/A	1	454	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							454	

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Summary Page

Agency: DELEG Department: MRS Potential Location:		Contact Person: Kris Petersen Telephone: 517-243-3399 Email: petersenk@michigan.gov		Date: February 4, 2009 Date Revised:	
DMB Project Number:					
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		2	260	2	260
Open Office		7	764	7	764
TOTAL NET WORK AREA REQUIREMENTS:		9	1,024	9	1,024
				Space Needs	
				Area	
Special Support Area Requirements					Comments
Public Use Area				724	
Conference & Meeting Area				4,775	
Special Use Area				760	
User Defined Area				454	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				6,713	
TOTAL NET OFFICE SPACE REQUIREMENTS:				7,737	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS: 11,053 Square Feet					
Total Current Staff: 9 Total Future Staff: 9 Percent Growth: 0%					