

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: Department: Dept. Of Human Services Location: INKSTER REPLACEMENT			Contact Person: Telephone: Email:			Creation Date: January 31, 2008 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	1	150		1	150	DISTRICT MANAGER
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	1	120		1	120	PRIVATE OFFICES FOR PROGRAM MANAGER
Supervisors	Open Office	80	100	x	11	1,100		11	1,100	PRIVATE OFFICES FOR DIST. SEC., ASM, ANALYSTS, OFFICE SUPVR. AND FIMS
Professionals, Technicians	Open Office	80		x	70	5,600		70	5,600	WORKERS
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48	64	x	9	576		9	576	CLERICAL WORKERS
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff Area 92 7,546		Total Future Work Area Requirements Staff Area 92 7,546			

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User Defined Area (Non-Standard Office Space)

Agency: Department: Dept. Of Human Services Location: INKSTER REPLACEMENT		Contact Person: Telephone: Email:			Creation Date: January 31, 2008 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)
MECHANICAL ROOM		N/A	2000	x	N/A	1	2,000	POSSIBLE PENTHOUSE
ELECTRICAL ROOM		N/A	200	x	N/A	1	200	
COLABORATIVES		N/A	800	x	N/A	1	800	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							3,000	

REQUIRED PARKING SPACES:
 110 EMPLOYEE SPACES
 125 CLIENT SPACES

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Special Support Area Requirements

Agency:		Contact Person:		Creation Date: January 31, 2008				
Department: Dept. Of Human Services		Telephone:		Revised Date:				
Location: INKSTER REPLACEMENT		Email:						
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		0	INCLUDED IN WAITING AREA
Service Counter/Waiting Area		N/A	1560	x	N/A	1	1,560	15 SQ. FT. /PERSON
Security Guard Station		N/A		x	N/A		0	INCLUDED IN WAITING AREA
Interview Rooms		120		x	N/A	3	360	MINIMUM OF 2.5 SQ. FT./PERSON
Public Access Toilet Facilities		80		x	N/A	21	1,680	1 PLUMBING FIXTURE/5 PEOPLE
TOTAL PUBLIC USE SPACE:						3,600		
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	1	800	16 SQ. FT./PERSON OF CONF. SPACE
Conference (10-12 Person)		225	N/A	x	3		675	HEARINGS ROOMS
Conference (6-8 Person)		150	N/A	x	1		150	DISTRICT MANAGER CONF. ROOM
Conference (2-4 Person)		100	N/A	x	2		200	
Team Work Area		120		x	0	8	960	FOR FIM TEAMING
TOTAL CONFERENCE & MEETING SPACE:						2,785		
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	3	200	MINIMUM OF 1.8 SQ. FT./PERSON
Records & Storage	Enclosed file / supply storage.	100		x	0	14	1,400	850 FOR CLOSED FILES AND 550 FOR STOCK (13 SQ. FT./PERSON). MOBILE FILING WILL REDUCE CLOSED FILES.
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	4		144	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	340		x	0	2	680	7.25 SQ. FT./PERSON
First Aid Room		120		x	0	1	120	1 ROOM/100 PEOPLE
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	46		414	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	2	300	1 ROOM/100 PEOPLE
TOTAL SPECIAL USE SPACE:						3,330		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS						9,715		

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Summary Page

Agency: Dept. Of Human Services Location: INKSTER REPLACEMENT		Contact Person: Telephone: Email:		Date: January 31, 2008 Date Revised:		DMB Project Number:	
		Current Space Needs		Future Space Needs		Comments	
Office Work Area Requirements		Staff	Area	Staff	Area		
Enclosed Office		1	150	1	150		
Open Office		91	7,396	91	7,396		
TOTAL NET WORK AREA REQUIREMENTS:		92	7,546	92	7,546		
				Space Needs		Comments	
Special Support Area Requirements				Area			
Public Use Area					3,600		
Conference & Meeting Area					2,785		
Special Use Area					3,330		
User Defined Area					3,000		
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					12,715		
TOTAL NET OFFICE SPACE REQUIREMENTS:					20,261		
Net to Usable Ratio: 70% User Override Net to Usable Ratio:							
TOTAL USABLE OFFICE SPACE REQUIREMENTS:					28,944	Square Feet	
Total Current Staff:					92		
Total Future Staff:					92		
Percent Growth:					0%		