

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: Transportation Department: Transportation Location: Hwys/Metro/Macomb-St. Clair						Creation Date: July 26, 2011 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	4	600	0	4	600	The TSC Manager requires the enclosed office to conduct private calls and private confidential meetings. Three EML 14's.
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	2	240		2	240	Two Eng Lic Spl 13's.
Supervisors	Open Office	80		x	0	0		0	0	
Professionals, Technicians	Open Office	80		x	30	2,400		30	2,400	Four Clericals, Ten TE 12's, Two TMC's, Four TT 11's, Eight TT 10's, One TT 12, One TE 9-11
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	8	384		8	384	Eight Co-op Students
Hotelling Space	Shared Open Office	20		x	0	0		0	0	
					Total Current Work Area Requirements Staff 44 Area 3,624		Total Future Work Area Requirements Staff 44 Area 3,624			

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Special Support Area Requirements

Agency: Transportation Department: Transportation Location: Hwys/Metro/Macomb-St. Clair						Creation Date: July 26, 2011 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	100	x	N/A	1	100		
Service Counter/Waiting Area		N/A	150	x	N/A	1	150		
Security Guard Station		N/A		x	N/A		0		
Interview Rooms		120		x	N/A		0		
Public Access Toilet Facilities		80		x	N/A		0		
TOTAL PUBLIC USE SPACE:							250		
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		
Conference (10-12 Person)		225	N/A	x	1		225		
Conference (6-8 Person)		150	N/A	x	1		150		
Conference (2-4 Person)		100	N/A	x	2		200		
Team Work Area		120		x	0		0		
TOTAL CONFERENCE & MEETING SPACE:							1,375		
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	2	200		
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2	3	108		
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36		
Lunch / Break Room	(Assumes 20% usage)	160	200	x	0	1	200		
First Aid Room		120		x	0		0		
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	22		198		
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150		
TOTAL SPECIAL USE SPACE:							972		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							2,597		

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User Defined Area (Non-Standard Office Space)

Agency: Transportation Department: Transportation Location: Hwys/Metro/Macomb-St. Clair								Creation Date: July 26, 2011 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)	
Lab- Construction Testing		N/A	200	x	N/A	1	200		
Storage- Construction		N/A	200	x	N/A	1	200		
		N/A		x	N/A		0		
		N/A		x	N/A		0		
		N/A		x	N/A		0		
TOTAL USER DEFINED AREA REQUIREMENTS:							400		

Summary Page

Agency: Transportation Department: Transportation Location: Hwys/Metro/Macomb-St. Clair				Date: July 26, 2011 Date Revised:	DMB Project Number:
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					
Enclosed Office		4	600	4	600
Open Office		40	3,024	40	3,024
TOTAL NET WORK AREA REQUIREMENTS:		44	3,624	44	3,624
		Space Needs		Comments	
Special Support Area Requirements				Area	
Public Use Area				250	
Conference & Meeting Area				1,375	
Special Use Area				972	
User Defined Area				400	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				2,997	
TOTAL NET OFFICE SPACE REQUIREMENTS:				6,621	
<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: right;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 9,459 Square Feet</p> <p style="text-align: right;">Total Current Staff: 44</p> <p style="text-align: right;">Total Future Staff: 44</p> <p style="text-align: right;">Percent Growth: 0%</p>					