

**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: MRS Department: LARA Location: 15950 12 Mile Road, Roseville, MI 48066			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	120	x	8	960		8	960	MRS Site Manager, Rehabilitation Counselor	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	Blended Staff	
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians Rehabilitation Assistant	Open Office	80	64	x	14	896		14	896		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20	120	x	1	120		1	120		
					<b>Total Current Work Area Requirements</b> Staff: 23, Area: 1,976		<b>Total Future Work Area Requirements</b> Staff: 23, Area: 1,976				

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**Special Support Area Requirements**

Agency: MRS Department: LARA Location: 15950 12 Mile Road, Roseville, MI 48066			Contact Person: Telephone: Email:			Creation Date: Revised Date:		
						<b>Space Needs</b>		
<b>Public Use Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>Number of Areas</b>	<b>Total Area</b>	<b>Comments</b>
Reception Area		N/A	64	x	N/A	1	64	8 x 8
Service Counter/Waiting Area		N/A	300	x	N/A	1	300	15 - 20 person waiting area
Security Guard Station		N/A	64	x	N/A	1	64	8 x 8
Interview Rooms		120	100	x	N/A	4	400	10 x 10 Testing/Interview
Public Access Toilet Facilities		80		x	N/A	1	80	
<b>TOTAL PUBLIC USE SPACE:</b>							<b>908</b>	
<b>Conference &amp; Meeting Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required when using User Override)</b>
Conference (40+ Person)		600	600	x	2	3	1,200	1 room dividers (40 - 60 People)
Conference (10-12 Person)		225	N/A	x	0	0	0	
Resource Room		150	150	x	0	1	150	
Conference (2-4 Person)		100	N/A	x	0	0	0	
Team Work Area		120	240	x	0	0	0	Testing/Assessment Area
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>1,350</b>	
<b>Special Use Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required when using User Override)</b>
Mail Area		80		x	1		80	
Records & Storage	Enclosed file / supply storage.	100	240	x	1		240	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2		72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	100	240	x	1		240	
First Aid Room/Nursing Mothers	Counter/Sink	120		x	1		120	Counter/Sink
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	12		108	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>1,082</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>							<b>3,340</b>	

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

Agency: MRS Department: LARA Location: 15950 12 Mile Road, Roseville, MI 48066		Contact Person: Telephone: Email:			Creation Date: Revised Date:			
					<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: MRS Department: LARA Location: 15950 12 Mile Road, Roseville, MI 48066		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				8	960	8	960	
Open Office				15	1,016	15	1,016	
TOTAL NET WORK AREA REQUIREMENTS:				<b>23</b>	<b>1,976</b>	<b>23</b>	<b>1,976</b>	
						<b>Space Needs</b>		<b>Comments</b>
<b>Special Support Area Requirements</b>						<b>Area</b>		
Public Use Area							908	
Conference & Meeting Area							1,350	
Special Use Area							1,082	
User Defined Area							0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							<b>3,340</b>	
TOTAL NET OFFICE SPACE REQUIREMENTS:							<b>5,316</b>	
<p style="text-align: right;">Net to Usable Ratio: 70%</p> <p style="text-align: right;">User Override Net to Usable Ratio: <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span></p> <p style="text-align: right;"><b>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 7,594 Square Feet</b></p> <p style="text-align: right;"><b>Total Current Staff: 23</b></p> <p style="text-align: right;"><b>Total Future Staff: 23</b></p> <p style="text-align: right;"><b>Percent Growth: 0%</b></p>								