

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: Highways Department: Transportation Location: University Region / Brighton TSC			Contact Person: Telephone: Email:			Creation Date: November 9, 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	1	150		1	150	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	3	360		3	360	
Supervisors	Open Office	80		x	6	480		6	480	
Professionals, Technicians	Open Office	80		x	15	1,200		15	1,200	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	10	480		10	480	
Hotelling Space	Shared Open Office	20		x	5	100		5	100	
					Total Current Work Area Requirements Staff: 40, Area: 2,770		Total Future Work Area Requirements Staff: 40, Area: 2,770			

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Special Support Area Requirements

Agency: Highways Department: Transportation Location: University Region / Brighton TSC			Contact Person: Telephone: Email:			Creation Date: November 9, 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	150	x	N/A	1	150	
Service Counter/Waiting Area		N/A	400	x	N/A	1	400	20X20 lobby
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A	2	240	
Public Access Toilet Facilities		80		x	N/A	6	480	
TOTAL PUBLIC USE SPACE:							1,270	
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	Large Regionwide Training Rooms needed
Conference (10-12 Person)		225	N/A	x	1		225	Automatically added to spreadsheet
Conference (6-8 Person)		150	N/A	x	1		150	Automatically added to spreadsheet
Conference (2-4 Person)		100	N/A	x	2		200	Automatically added to spreadsheet
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	500	x	0	1	500	Large file and plan storage for Construction, Design, T & S and Traffic Signals for 3 Counties
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	1		36	
Lunch / Break Room	(Assumes 20% usage)	150		x	0		0	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	20		180	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							1,018	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							3,663	

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User Defined Area (Non-Standard Office Space)

Agency: Highways Department: Transportation Location: University Region / Brighton TSC		Contact Person: Telephone: Email:			Creation Date: November 9, 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)
ITS Monitors/Server	Enclosed Office (locked)	N/A	400	x	N/A	1	400	ITS Monitors and Equipment to control University Region ITS System
Survey/T & S Equipment Storage	Enclosed Office (locked)	N/A	600	x	N/A	1	600	Locked Storage for Storing/recharging Survey / T & S / Construction Equipment
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,000	

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Summary Page

Agency: Highways Department: Transportation Location: University Region / Brighton TSC		Contact Person: Telephone: Email:		Date: November 9, 2011 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		39	2,620	39	2,620		
TOTAL NET WORK AREA REQUIREMENTS:		40	2,770	40	2,770		
				Space Needs		Comments	
Special Support Area Requirements				Area			
Public Use Area					1,270		
Conference & Meeting Area					1,375		
Special Use Area					1,018		
User Defined Area					1,000		
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					4,663		
TOTAL NET OFFICE SPACE REQUIREMENTS:					7,433		
<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: center;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 10,619 Square Feet</p> <p style="text-align: right;">Total Current Staff: 40</p> <p style="text-align: right;">Total Future Staff: 40</p> <p style="text-align: right;">Percent Growth: 0%</p>							