

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: Michigan Dept of Transportation Department: Highway Operations/ Bay Region Location: Saginaw			Contact Person: Telephone: Email:			Creation Date: October 12, 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	1	225		1	225	
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		4	600	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	5	600		5	600	
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x	47	3,760	8	55	4,400	Current includes 43 office staff and 4 Electricians. Future includes 4 Techs to run materials lab and 4 entry level engineers
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	32	1,536	10	42	2,016	Currently 1 Student Asst, 10 Co-ops, 21 Youth Corp. Future will add additional co-ops for materials/construction duties
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					89	6,721	107	7,841		

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 Space Estimator (Page 2 of 4)
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Special Support Area Requirements

Agency: Michigan Dept of Transportation		Contact Person:		Creation Date: October 12, 2011				
Department: Highway Operations/ Bay Region		Telephone:		Revised Date:				
Location: Saginaw		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	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 Room (70+ Person) - changed to two to account for sit
Conference (10-12 Person)		225	N/A	x	1		225	
Conference (6-8 Person)		150	N/A	x	2		300	
Conference (2-4 Person)		100	N/A	x	3		300	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							1,625	
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	2	160	
Records & Storage	Enclosed file / supply storage.	100	500	x	0	1	500	Large file and plan storage for Real Estate, Soils, Bridge, Construction, Design, T&S, etc.
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)	390		x	0	1	390	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	54		486	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							1,902	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							4,797	

State of Michigan

Department of Management and Budget

Space Estimator (Page 3 of 4)

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User Defined Area (Non-Standard Office Space)

Agency: Michigan Dept of Transportation Department: Highway Operations/ Bay Region Location: Saginaw			Contact Person: Telephone: Email:			Creation Date: October 12, 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	N/A	400	x	N/A	1	400	ITS Monitor and Equipment to control Bay Region ITS System
Survey Equipment Storage	Enclosed Office	N/A	400	x	N/A	1	400	Locked sotrage for storing/recharging survey equipment
Asphalt/Concrete Lab Area	Open lab Area and storage	N/A	1500	x	N/A	1	1,500	Lab and locked storage w/ ventilation and water
IT Storage	Enclosed Office	N/A	300	x	N/A	1	300	Computer storage for Business needs Analyst - Bay and North Region IT Equipment
Garage Area	Enclosed Garage Area with locked/gated storage areas	N/A	8000	x	N/A	1	8,000	Unfinished garage area with min 5,16' overhead doors for 4 electrician bucket trucks and Region Soils Rig. Includes large storage area for Signals electrical supplies, soil boring equipment and material testing equipment.
TOTAL USER DEFINED AREA REQUIREMENTS:							10,600	

State of Michigan

Department of Management and Budget
 Space Estimator (Page 4 of 4)
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Summary Page

Agency: Michigan Dept of Transportation Department: Highway Operations/ Bay Region Location: Saginaw		Contact Person: Telephone: Email:		Date: October 12, 2011 Date Revised:	
DMB Project Number:					
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					
Enclosed Office		5	825	5	825
Open Office		84	5,896	102	7,016
TOTAL NET WORK AREA REQUIREMENTS:		89	6,721	107	7,841
				Space Needs	
Special Support Area Requirements				Area	
Public Use Area				1,270	
Conference & Meeting Area				1,625	
Special Use Area				1,902	
User Defined Area				10,600	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				15,397	
TOTAL NET OFFICE SPACE REQUIREMENTS:				23,238	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				33,197 Square Feet	
Total Current Staff: 89 Total Future Staff: 107 Percent Growth: 20%					