

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 Department of Transportation				Contact Person:				Creation Date:			
Department: Southwest Region				Telephone:				Revised Date:			
Location: Kalamazoo				Email:							
					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		0		0	0		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x	5	400	1	6	480		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0	4	4	192		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements		Total Future Work Area Requirements				
					Staff	Area	Staff	Area			
					5	400	10	672			

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Special Support Area Requirements

Michigan Department of Agency: Transportation Department: Southwest Region Location: Kalamazoo		Contact Person: Telephone: Email:			Creation Date: 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		x	N/A		0	
Service Counter/Waiting Area		N/A		x	N/A		0	
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:							0	
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		0	
Conference (10-12 Person)		225	N/A	x	0		0	
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	0	1	120	For Preproduction meetings, etc. combined area with small conference room.
TOTAL CONFERENCE & MEETING SPACE:							220	
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	1	100	Combined records/storage with lunch/break room and copy/fax room
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	1	36	Combined records/storage with lunch/break room and copy/fax room
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0	1	100	Combined records/storage with lunch/break room and copy/fax room
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	5	3	27	Project records
LAN / Telecommunications Closet	(1 closet for 150 staff)	150	1	x	1		1	
TOTAL SPECIAL USE SPACE:							380	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							600	

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Space Estimator (Page 3 of 4)

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User Defined Area (Non-Standard Office Space)

Michigan Department of Agency: Transportation Department: Southwest Region Location: Kalamazoo		Contact Person: Telephone: Email:			Creation Date: 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)
Aggregate Lab	25 ft X 30 ft	N/A	750	x	N/A	1	750	Materials testing, associated equipment and preparation space
Concrete Lab	25 ft X 30 ft	N/A	750	x	N/A	1	750	Materials testing, associated equipment and preparation space
HMA Lab	30 ft X 60 ft	N/A	1800	x	N/A	1	1,800	Materials testing, associated equipment and preparation space
Receiving Area	20 ft X 20 ft	N/A	400	x	N/A	1	400	Sample receiving and short term storage
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							3,700	

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Summary Page

Agency: Michigan Department of Transportation Department: Southwest Region Location: Kalamazoo		Contact Person: Telephone: Email:		Date: Date Revised:		DMB Project Number:		
				Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements				Staff	Area	Staff	Area	
Enclosed Office				0	0	0	0	
Open Office				5	400	10	672	
TOTAL NET WORK AREA REQUIREMENTS:				5	400	10	672	
						Space Needs		Comments
Special Support Area Requirements						Area		
Public Use Area							0	
Conference & Meeting Area							220	
Special Use Area							380	
User Defined Area							3,700	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							4,300	
TOTAL NET OFFICE SPACE REQUIREMENTS:							4,972	
<p style="text-align: right;">Net to Usable Ratio: 70%</p> <p style="text-align: right;">User Override Net to Usable Ratio: 66%</p> <p style="text-align: center;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 7,533 Square Feet</p> <p style="text-align: right;">Total Current Staff: 5</p> <p style="text-align: right;">Total Future Staff: 10</p> <p style="text-align: right;">Percent Growth: 100%</p>								