

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: DLEG Department: MRS Location: 1635 Apple Ave, Muskegon			Contact Person: Kris Petersen Telephone: (517) 373-3846 Email: klpeter@michigan.gov				Creation Date: September 5, 2006 Revised Date: January 17, 2007			
					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) - MRS District Manager	Enclosed Office	250	150	x	1	150		1	150	
Deputy Director, Asst Director, Bureau Director (18 & above) - MRS Site Manager	Enclosed Office	225	140	x	1	140		1	140	
Division Heads or Chiefs, Agency Director (18 & above) - Rehabilitation Counselors (8) & Blended Staff (5): Assessment Spec, Transition Spec, SSA Specs (2), Placement Spec	Enclosed Office	180	120	x	13	1,560		13	1,560	
Special Designation Office (requires justification) - Shared Space for Prof Staff: Psychologists/Substance Abuse/Blind Services/Benefits Planning	Enclosed Office	150	120	x	1	120		1	120	
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		0			0	
Part-Time, Students, Interns, Field Staff, etc. - Rehabilitation Assistants	Open Office	48	64	x	3	192		3	192	
Hotelling Space - Growth Space	Enclosed Office	20	120	x	1	120		1	120	
					Total Current Work Area Requirements		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					20	2,282	20	2,282		

State of Michigan

Department of Management and Budget
 Space Estimator (Page 2 of 4)
 (Must be submitted with your 618)

Special Support Area Requirements

Agency: DLEG Department: MRS Location: 1635 Apple Avenue, Muskegon		Contact Person: Kris Petersen Telephone: (517) 373-3846 Email: klpeter@michigan.gov				Creation Date: September 5, 2006 Revised Date: January 17, 2007		
						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	80	x	N/A	1	80	
Service Counter/Waiting Area		N/A	100	x	N/A	1	100	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A	1	80	
TOTAL PUBLIC USE SPACE:							260	
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 (30+ Person)		400	N/A	x	1		400	
Conference (10-12 Person)		225		x			0	
Resource Room		120	N/A	x	1		120	
Testing-Assessment Office		100		x	1		100	
Team Work Area		120		x			0	
TOTAL CONFERENCE & MEETING SPACE:							620	
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	1	80	
Records & Storage	Enclosed file / supply storage.	100	150	x	1	1	150	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2	2	72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100	150	x	1	1	150	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	10	N/A	x	8	8	80	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150	240	x	1	1	240	
TOTAL SPECIAL USE SPACE:							808	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							1,688	

State of Michigan

Department of Management and Budget
 Space Estimator (Page 3 of 4)
(Must be submitted with your 618)

User Defined Area (Non-Standard Office Space)

Agency: DLEG Department: MRS Location: 1635 Apple Avenue, Muskegon		Contact Person: Kris Petersen Telephone: (517) 373-3846 Email: klpeter@michigan.gov			Creation Date: September 5, 2006 Revised Date: January 17, 2007			
					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)
		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	
TOTAL USER DEFINED AREA REQUIREMENTS:							0	

State of Michigan

Department of Management and Budget
 Space Estimator (Page 4 of 4)
 (Must be submitted with your 618)

Summary Page

Agency: DLEG Department: MRS Location: 1635 Apple Avenue, Muskegon		Contact Person: Kris Petersen Telephone: (517) 373-3846 Email: klpeter@michigan.gov		Date: September 5, 2006 Date Revised: January 17, 2007		
DMB Project Number:						
		Current Space Needs		Future Space Needs		Comments
		Staff	Area	Staff	Area	
Office Work Area Requirements						
Enclosed Office		16	1,970	16	1,970	
Open Office		4	312	4	312	
TOTAL NET WORK AREA REQUIREMENTS:		20	2,282	20	2,282	
				Space Needs		Comments
Special Support Area Requirements				Area		
Public Use Area					260	
Conference & Meeting Area					620	
Special Use Area					808	
User Defined Area					0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					1,688	
TOTAL NET OFFICE SPACE REQUIREMENTS:					3,970	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:						
TOTAL USABLE OFFICE SPACE REQUIREMENTS:					5,671	Square Feet
Total Current Staff: 20 Total Future Staff: 20 Percent Growth: 0%						