

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: DELEG/LARA Location: BATTLE CREEK, MI			Contact Person: Telephone: Email:			Creation Date: April 12, 2011 Revised Date:			DMTB Project Number: 2011-0233		
					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	13	1,560		13	1,560		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x	15	1,200		15	1,200		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20		x	3	60		3	60		
					Total Current Work Area Requirements Staff 31 Area 2,820		Total Future Work Area Requirements Staff 31 Area 2,820				

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Special Support Area Requirements

Agency: MRS		Contact Person:		Creation Date: April 12, 2011				
Department: DELEG/LARA		Telephone:		Revised Date:				
Location: BATTLE CREEK, MI		Email:		DMTB Project Number: 2011-0233				
						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	1	0	
Service Counter/Waiting Area		N/A		x	N/A	1	0	
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	2	160	
TOTAL PUBLIC USE SPACE:							400	
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	
Conference (10-12 Person)		225	N/A	x	1	2	450	
Conference (6-8 Person)		150	N/A	x	1	2	300	
Conference (2-4 Person)		100	N/A	x	2		200	
Team Work Area		120		x	0	1	120	
TOTAL CONFERENCE & MEETING SPACE:							1,870	
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		x	0	1	100	
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)	120		x	0	1	120	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	16	1	9	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
TOTAL SPECIAL USE SPACE:							567	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							2,837	

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User Defined Area (Non-Standard Office Space)

Agency: MRS Department: DELEG/LARA Location: BATTLE CREEK, MI		Contact Person: Telephone: Email:		Creation Date: April 12, 2011 Revised Date: DMTB Project Number: 2011-0233				
						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)
Computer Lab		N/A	250	x	N/A	1	250	
		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:							250	

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Summary Page

Agency: MRS Department: DELEG/LARA Location: BATTLE CREEK, MI		Contact Person: Telephone: Email:		Date: April 12, 2011 Date Revised:	
DMTB Project Number: 2011-0233					
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		0	0	0	0
Open Office		31	2,820	31	2,820
TOTAL NET WORK AREA REQUIREMENTS:		31	2,820	31	2,820
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area					400
Conference & Meeting Area					1,870
Special Use Area					567
User Defined Area					250
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					3,087
TOTAL NET OFFICE SPACE REQUIREMENTS:					5,907
Net to Usable Ratio: 70% User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				8,439	Square Feet
Total Current Staff:				31	
Total Future Staff:				31	
Percent Growth:				0%	