

**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:			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	
					<b>Total Current Work Area Requirements</b> Staff      Area <b>40      2,770</b>		<b>Total Future Work Area Requirements</b> Staff      Area <b>40      2,770</b>			

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**Special Support Area Requirements**

Agency: Highways		Contact Person:		Creation Date: November 9, 2011				
Department: Transportation		Telephone:		Revised Date:				
Location:		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	
<b>TOTAL PUBLIC USE SPACE:</b>							<b>1,270</b>	
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	
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>1,375</b>	
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	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>1,018</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS</b>							<b>3,663</b>	

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**User Defined Area (Non-Standard Office Space)**

Agency: Highways Department: Transportation Location:		Contact Person: Telephone: Email:			Creation Date: November 9, 2011 Revised Date:			
						<b>Space Needs</b>		
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	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>1,000</b>	

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**Summary Page**

Agency: Highways Department: Transportation Location:		Contact Person: Telephone: Email:		Date: November 9, 2011 Date Revised:		DMB Project Number:		
				<b>Current Space Needs</b>		<b>Future Space Needs</b>		<b>Comments</b>
				<b>Staff</b>	<b>Area</b>	<b>Staff</b>	<b>Area</b>	
<b>Office Work Area Requirements</b>								
Enclosed Office				1	150	1	150	
Open Office				39	2,620	39	2,620	
TOTAL NET WORK AREA REQUIREMENTS:				<b>40</b>	<b>2,770</b>	<b>40</b>	<b>2,770</b>	
						<b>Space Needs</b>		<b>Comments</b>
						<b>Area</b>		
<b>Special Support Area Requirements</b>								
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:							<b>4,663</b>	
TOTAL NET OFFICE SPACE REQUIREMENTS:							<b>7,433</b>	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:								
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>						<b>10,619</b>	Square Feet	
<b>Total Current Staff:</b>						40		
<b>Total Future Staff:</b>						40		
<b>Percent Growth:</b>						0%		