

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: UIA PRO/Wage & Hour		Contact Person: John S. Nixon				Creation Date: January 17, 2008				
Department: Labor & Economic Growth		Telephone: 517-335-5935				Revised Date: October 23, 2009				
Location: Livonia staff transfer to new Southfield location		Email: nixonj@michigan.gov								
					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	3	360		3	360	Figures revised from attached Ghafari report per UIA/Wage & Hour request
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x	28	2,240		28	2,240	Figures revised from attached Ghafari report per UIA, Field Audit, Fraud, and Wage & Hour request
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff Area 31 2,600		Total Future Work Area Requirements Staff Area 31 2,600			

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Special Support Area Requirements

Agency: UIA PRO/Wage & Hour		Contact Person: John S. Nixon		Creation Date: January 17, 2008				
Department: Labor & Economic Growth		Telephone: 517-335-5935		Revised Date: October 23, 2009				
Location: Livonia staff transfer to new Southfield location		Email: nixonj@michigan.gov						
Public Use Space						Space Needs		Comments
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
Reception Area	N/A		x	N/A		0	Figures revised from attached Ghafari report per UIA request Figures revised from attached Ghafari report per UIA request See attached Ghafari report	
Service Counter/Waiting Area	N/A	1200	x	N/A	1	1,200		
Security Guard Station	N/A		x	N/A		0		
Interview Rooms	120		x	N/A	1	120		
Public Access Toilet Facilities	80		x	N/A	2	160		
TOTAL PUBLIC USE SPACE:						1,480		
Conference & Meeting Space						Space Needs		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Conference (40+ Person)	800	N/A	x	0		0	Disregard this conference room - see special use area	
Conference (10-12 Person)	225	N/A	x	1		225		
Conference (6-8 Person)	150	N/A	x	1		150		
Conference (2-4 Person)	100	N/A	x	2	0	200		
Team Work Area	120		x	0		0		
TOTAL CONFERENCE & MEETING SPACE:						575		
Special Use Space						Space Needs		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Mail Area	80		x	1		80	See attached Ghafari report See attached Ghafari report	
Records & Storage	Enclosed file / supply storage.	100	80	x	0	1		80
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	150	x	0	1		150
First Aid Room		120		x	0			0
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	16			144
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:						712		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						2,767		

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User Defined Area (Non-Standard Office Space)

Agency: UIA PRO/Wage & Hour		Contact Person: John S. Nixon			Creation Date: January 17, 2008			
Department: Labor & Economic Growth		Telephone: 517-335-5935			Revised Date: October 23, 2009			
Location: Livonia staff transfer to new Southfield location		Email: nixonj@michigan.gov						
						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)
Public Interview Windows		N/A	40	x	N/A	8	320	Figures revised from attached Ghafari report per UIA request
Large Conference Room		N/A	300	x	N/A	1	300	See attached Ghafari report
Small Conference Room		N/A	120	x	N/A	1	120	See attached Ghafari report
Public Use Carrels		N/A	20	x	N/A	8	160	See attached Ghafari report
Staff Restrooms		N/A	80	x	N/A	2	160	Separate staff restrooms
TOTAL USER DEFINED AREA REQUIREMENTS:							1,060	

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Summary Page

Agency: UIA PRO/Wage & Hour		Contact Person: John S. Nixon		Date: January 17, 2008	
Department: Labor & Economic Growth		Telephone: 517-335-5935		Date Revised: October 23, 2009	
Location: Livonia staff transfer to new Southfield location		Email: nixonj@michigan.gov		DMB Project Number: [REDACTED]	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		0	0	0	
Open Office		31	2,600	31	
TOTAL NET WORK AREA REQUIREMENTS:		31	2,600	31	2,600
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area				1,480	
Conference & Meeting Area				575	
Special Use Area				712	
User Defined Area				1,060	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				3,827	
TOTAL NET OFFICE SPACE REQUIREMENTS:				6,427	
		Net to Usable Ratio: 70%		User Override Net to Usable Ratio: [REDACTED]	
TOTAL USABLE OFFICE SPACE REQUIREMENTS:		9,181		Square Feet	
		Total Current Staff: 31		Total Future Staff: 31	
		Percent Growth: 0%			