

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: 1641 Porter Street, Detroit		Contact Person: Carlos Jaramillo Telephone: (517) 335-1968 Email: jaramillo@mtichigan.gov		Creation Date: September 23, 2008 Revised Date:			
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A	64	N/A	1	64	
Service Counter/Waiting Area		N/A	80	N/A	1	80	
Security Guard Station		N/A	80	N/A	1	80	
Interview Rooms		120	120	N/A	3	360	
Public Access Toilet Facilities		80	80	N/A	2	160	
TOTAL PUBLIC USE SPACE:						744	
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		600	600	1		600	
Conference (10-12 Person)		225	225	1		225	
Resource Room		150	150	1		150	
Testing-Assessment Office		250	250	1		250	
Team Work Area		120				0	
TOTAL CONFERENCE & MEETING SPACE:						1,225	
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80	80	1		80	
Records & Storage	Enclosed file / supply storage.	100	120	1		120	
Copy / Fax Area	(1 for every 30 staff)	36	36	2		72	
Recycling Station	(1 for every 60 staff)	36	36	1		36	
Lunch / Break Room	(Assumes 20% usage)	100	200	1		200	
First Aid Room		120		0		0	
Unassigned Filing	(1 lateral file for 2 staff)	10	12	10		120	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150	240	1		240	
TOTAL SPECIAL USE SPACE:						868	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						2,837	

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User Defined Area (Non-Standard Office Space)

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User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	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

Summary Page

Agency: DLEG		Contact Person: Carlos Jaramillo		Date: September 23, 2008	
Department: MRS		Telephone: (517) 335-1968		Date Revised:	
Location: 1641 Porter Street, Detroit		Email: jaramillo@michigan.gov		DMB Project Number:	
Office Work Area Requirements	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Enclosed Office	13	1,580	13	1,580	
Open Office	8	736	8	736	
TOTAL NET WORK AREA REQUIREMENTS:					
	21	2,316	21	2,316	
Special Support Area Requirements					
Space Needs					
Area					
Public Use Area				744	
Conference & Meeting Area				1,225	
Special Use Area				868	
User Defined Area				0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					
				2,837	
TOTAL NET OFFICE SPACE REQUIREMENTS:				5,153	
<p>Net to Usable Ratio: 70%</p> <p>User Override Net to Usable Ratio:</p> <p>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 7,361 Square Feet</p> <p>Total Current Staff: 21</p> <p>Total Future Staff: 21</p> <p>Percent Growth: 0%</p>					