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 Roseville Office
Department: Labor & Economic Growth
Location: 15950 12 Mile Rd, Roseville, MI 48066

Contact Person: Carlos Jaramillo
Telephone: 517.335.1968
Email: jaramilloc@michigan.gov

Creation Date: October 21, 2008
Revised Date: August 31, 2009

					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 - **District Mgr.**	Enclosed Office	350	150	x	1	150	0	1	150	Wheel Chair/Scooter Accessible, Privacy Mandated
Chief Deputy Director (19 & above) - **Site Mgr.**	Enclosed Office	250	150	x	1	150	0	1	150	Wheel Chair/Scooter Accessible, Privacy Mandated
Dpty Dir, Asst Dir, Bureau Dir - **Rehab Counselors, BWT, JET, Placement, CMH & Social Security**	Enclosed Office	225	140	x	10	1,400	2	12	1,680	Wheel Chair/Scooter Accessible, Privacy Mandated
Agency Director - **Shared Offices for Part-Time Placement & Psychologist**	Enclosed Office	180	120	x	10	1,200	2	12	1,440	Wheel Chair/Scooter Accessible, Privacy Mandated
Special Designation Office - **Handicap Staff, Special Equipment**	Enclosed Office	150	150	x	2	0		2	300	Wheel Chair/Scooter Accessible, Privacy Mandated, Blind, Deaf/Hard of Heaing, Equipment
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 - **Orientation, Advocate Staff**	Open Office	80		x		0		0	0	
Part-Time, Students, Interns, Field Staff, etc. - **Rehab Assts, Clerical**	Open Office	48	64	x	4	256		3	192	
Hotelling Space	Shared Open Office	20	120	x		1		1	120	Wheel Chair/Scooter Accessible
					Total Current Work Area Requirements Staff **28** Area **3,157**		**Total Future Work Area Requirements** Staff **32** Area **4,032**			

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Special Support Area Requirements

Agency: MRS Roseville Office
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Contact Person: Carlos Jaramillo
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Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Space Needs: Number of Areas	Space Needs: Total Area	Comments
Reception Area		N/A	80	x	N/A	1	80	
Service Counter/Waiting Area		N/A	120	x	N/A	1	120	
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	1	80	
					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	1		800	
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			0	
Resource Room		150	225	x	1		225	4-Station Resouce/Trianing Room
					TOTAL CONFERENCE & MEETING SPACE:		1,400	

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.	120		x	1		120	
Copy / Fax Area	(1 for every 30 staff)	64	N/A	x	2		128	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	250		x	1		250	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	12		108	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
					TOTAL SPECIAL USE SPACE:		908	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: 2,708

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User Defined Area (Non-Standard Office Space)

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Email: jaramilloc@michigan.gov

Creation Date: October 21, 2008
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						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**	

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Summary Page

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Date: October 21, 2008
Date Revised: August,31, 2009

DMB Project Number:

Office Work Area Requirements	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Enclosed Office	24	2,900	28	3,720	
Open Office	4	257	4	312	
TOTAL NET WORK AREA REQUIREMENTS:	**28**	**3,157**	**32**	**4,032**	

Special Support Area Requirements	Space Needs		Comments
		Area	
Public Use Area		400	
Conference & Meeting Area		1,400	
Special Use Area		908	
User Defined Area		0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:		**2,708**	
TOTAL NET OFFICE SPACE REQUIREMENTS:		**6,740**	

Net to Usable Ratio: 70%
User Override Net to Usable Ratio:

TOTAL USABLE OFFICE SPACE REQUIREMENTS: **9,629** Square Feet

Total Current Staff: 28
Total Future Staff: 32
Percent Growth: **14%**