

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: State Office of Administrative Hearings & Department: Labor and Economic Growth Location: New			Contact Person: John S. Nixon Telephone: 517-335-5935 Email: nixonj@michigan.gov				Creation Date: August 26, 2009 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	12	1,800		12	1,800	Floor to ceiling offices for Administrative Law Examiners
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	Open Office	80		x	9	720		9	720	
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		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					21	2,520	21	2,520		

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Special Support Area Requirements

State Office of Administrative Hearings		Contact Person: John S. Nixon				Creation Date: August 26, 2009		
Agency: & Rules		Telephone: 517-335-5935				Revised Date:		
Department: Labor and Economic Growth		Email: nixonj@michigan.gov						
Location: New								
Public Use Space		Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A	80	x	N/A	1	80	Reception area to greet public
Service Counter/Waiting Area		N/A	400	x	N/A	1	400	Waiting area for 20 persons
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120	100	x	N/A	3	300	3 attorney client meeting rooms
Public Access Toilet Facilities		80	150	x	N/A	2	300	Public restroom facilities
TOTAL PUBLIC USE SPACE:							1,080	
Conference & Meeting Space		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		0	
Conference (10-12 Person)		225	N/A	x	0		0	
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1	0	100	Conference room deleted per request
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							100	
Special Use Space		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		x	0	1	100	Additional file storage for office records
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1		36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100	150	x	0	1	150	Employee break room for 20 staff
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	11		99	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							651	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							1,831	

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User Defined Area (Non-Standard Office Space)

State Office of Administrative Agency: Hearings & Rules Department: Labor and Economic Growth Location: New			Contact Person: John S. Nixon Telephone: 517-335-5935 Email: nixonj@michigan.gov			Creation Date: August 26, 2009 Revised Date:		
						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)
Hearing room - large	20' by 25'	N/A	500	x	N/A	1	500	One large hearing room
Hearing room - size reduced	18' by 20'	N/A	360	x	N/A	6	2,160	6 reduced size hearing rooms
Employee restrooms	10' by 15'	N/A	150	x	N/A	2	300	Separate men's/women's staff restrooms
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							2,960	

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Summary Page

Agency: State Office of Administrative Hearings & Rules		Contact Person: John S. Nixon		Date: August 26, 2009	
Department: Labor and Economic Growth		Telephone: 517-335-5935		Date Revised:	
Location: New		Email: nixonj@michigan.gov		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		12	1,800	12	1,800
Open Office		9	720	9	720
TOTAL NET WORK AREA REQUIREMENTS:		21	2,520	21	2,520
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area				1,080	
Conference & Meeting Area				100	
Special Use Area				651	
User Defined Area				2,960	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				4,791	
TOTAL NET OFFICE SPACE REQUIREMENTS:				7,311	
				Net to Usable Ratio: 70%	
				User Override Net to Usable Ratio:	
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				10,444	Square Feet
				Total Current Staff:	21
				Total Future Staff:	21
				Percent Growth:	0%