

Office Work Area Requirements

Agency: DELEG Department: MRS Taylor Location: 20500 Eureka Rd. Taylor, MI. 48180			Contact Person: Carlos Jaramillo Telephone: (517) 335-1968 Email: <a href="mailto:jaramilloc@michigan.gov">jaramilloc@michigan.gov</a>				Creation Date: July 31, 2009 Revised Date: April 2, 2010			
					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) - MRS District Manager	Enclosed Office	250	168	x	0	0		0	0	
Deputy Director, Asst Director, Bureau Director (18 & above) - MRS Site Manager	Enclosed Office	225	120	x	1	120		0	0	Site Manager; Privacy Mandate
Division Heads or Chiefs, Agency Director (18 & above) - Rehabilitation Counselors	Enclosed Office	180	120	x	10	1,200	2	12	1,440	Rehabilitation Counselors; Privacy Mandate
Special Designation Office - Rehabilitation Counselors	Enclosed Office	150	100	x		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors - ESA Worker	Open Office	80	120	x	0	0		0	0	
Professionals, Technicians - Receptionist, Clerical	Open Office	80		x	1	80		0	0	
Part-Time, Students, Interns, Field Staff, etc. - Rehabilitation Assistants & Intern	Open Office	48	68	x	6	408	1	7	476	Rehabilitation Assistants
Hotelling Space - Growth Space	Open Office	20	80	x	1	80		0	0	
					<b>Total Current Work Area Requirements</b> Staff 19 Area 1,888		<b>Total Future Work Area Requirements</b> Staff 0 Area 1,916			

**State of Michigan**

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**Special Support Area Requirements**

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Department: MRS Taylor		Telephone: (517) 335-1968				Revised Date: April 2, 2010		
Location: 20500 Eureka Rd. Taylor, MI. 48180		Email: jaramillo@michigan.gov						
						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	64	x	N/A	1	64	
Service Counter/Waiting Area		N/A	64	x	N/A	1	64	
Security Guard Station		N/A	80	x	N/A	1	80	
Interview Rooms		0	120	x	N/A	1	120	
Public Access Toilet Facilities		80	0	x	N/A	1	80	
<b>TOTAL PUBLIC USE SPACE:</b>							<b>408</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)		400	540	x	1	1	540	
Conference (10-12 Person)		200	200	x	0		0	
Resource Room		150	240	x	1	1	240	
Testing-Assessment Office		120	120	x	0		0	
Team Work Area		120		x			0	
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>780</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	48	x	0	1	48	
Records & Storage	Enclosed file / supply storage / Copy / Fax.	100	216	x	1	1	216	
Copy / Fax Area	(1 for every 30 staff)	0	0	x	1	1	0	
Recycling Station	(1 for every 60 staff)	0	0	x	1	0	0	
Lunch / Break Room	(Assumes 20% usage)	100	406	x	1	1	406	
First Aid Room		120		x	0	0	0	
Unassigned Filing	(1 lateral file for 2 staff)	10	0	x	10	0	100	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	0	0	0	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>770</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>							<b>1,958</b>	

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

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					<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)
		N/A		x	N/A		0	
		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>0</b>	

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**Summary Page**

Agency: DELEG		Contact Person: Carlos Jaramillo		Date: July 31, 2009	
Department: MRS Taylor		Telephone: (517) 335-1968		Date Revised: April 2, 2010	
Location: 20500 Eureka Rd. Taylor, MI. 48180		Email: jaramilloc@michigan.gov		DMB Project Number: .....	
		<b>Current Space Needs</b>		<b>Future Space Needs</b>	
		<b>Staff</b>	<b>Area</b>	<b>Staff</b>	<b>Area</b>
<b>Office Work Area Requirements</b>					<b>Comments</b>
Enclosed Office		11	1,320	12	1,440
Open Office		8	568	7	476
TOTAL NET WORK AREA REQUIREMENTS:		19	1,888	19	1,916
				<b>Space Needs</b>	<b>Comments</b>
<b>Special Support Area Requirements</b>				<b>Area</b>	
Public Use Area				408	
Conference & Meeting Area				780	
Special Use Area				770	
User Defined Area				0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				1,958	
TOTAL NET OFFICE SPACE REQUIREMENTS:				3,874	
		Net to Usable Ratio: 70%		User Override Net to Usable Ratio: .....	
TOTAL USABLE OFFICE SPACE REQUIREMENTS:		5,534		Square Feet	
		Total Current Staff: 19		Total Future Staff: 19	
		Percent Growth: 0%			