

**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: Dept. Of Human Services  
 Department: 1975 W. Main St., Owosso, MI 48867  
 Location:

Contact Person: Michelle Holloway  
 Telephone: 517.241.2999  
 Email: hollowaym@michigan.gov

Creation Date: October 9, 2009  
 Revised Date:

Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	Current Space Needs		Future Space Needs		Comments (Required when using User Override)	
				Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff		Total Net Work Area
Department Director	Enclosed Office	350	x	1	0	0	0		
Chief Deputy Director (19 & above)	Enclosed Office	250	x	0	0	0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225	x	0	0	0	0		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180	x	1	180	0	1	180	
Special Designation Office (requires justification)	Enclosed Office	150	x	0	0	0	0		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120	x	12	1,440	5	17	2,040	
Supervisors	Open Office	80	x	0	0	0	0	0	
Professionals, Technicians	Open Office	80	x	55	4,400	15	70	5,600	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48	x	5	240	2	7	336	
Hotelling Space	Shared Open Office	20	x	5	100	2	7	140	
				<b>Total Current Work Area Requirements Staff</b>	<b>78</b>	<b>6,360</b>	<b>Total Future Work Area Requirements Staff</b>	<b>102</b>	<b>8,296</b>

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**Special Support Area Requirements**

Agency: Dept. Of Human Services  
 Department: 1975 W. Main St., Owosso MI 48867  
 Location: 1975 W. Main St., Owosso MI 48867

Contact Person: Michelle Holloway  
 Telephone: 517.241.2989  
 Email: hollowaym@michigan.go

Creation Date: October 9, 2009  
 Revised Date:

						Space Needs			
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	Standard Number of Areas	User Override Number of Areas	Total Area	Comments		
Reception Area		N/A	400	x	N/A	1	400		
Service Counter/Waiting Area		N/A	300	x	N/A	1	300		
Security Guard Station		N/A	80	x	N/A	1	80		
Interview Rooms		120		x	N/A	6	720		
Public Access Toilet Facilities		80	200	x	N/A	2	400		
<b>TOTAL PUBLIC USE SPACE:</b>							<b>1,900</b>		
<b>Conference &amp; Meeting Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required when using User Override)</b>		
Conference (40+ Person)		800	N/A	x	0	1	800		
Conference (10-12 Person)		225	N/A	x	1	4	900		
Conference (6-8 Person)		150	N/A	x	2	4	600		
Conference (2-4 Person)		100	N/A	x	3	4	400		
Team Work Area		120		x	0	0	0		
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>2,700</b>		
<b>Special Use Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required when using User Override)</b>		
Mail Area	Enclosed file / supply storage	80	120	x	1	1	120		
Records & Storage		100	450	x	0	1	450		Mobile File System - Concentrated Load
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	4		144		
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72		
Lunch / Break Room	(Assumes 20% usage)	370		x	0	1	370		
First Aid Room		120		x	0	1	120		
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	51	30	270		
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150		
<b>TOTAL SPECIAL USE SPACE:</b>							<b>1,696</b>		
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>							<b>6,296</b>		

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

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 Location:

Contact Person: Michelle Holloway  
 Telephone: 517.241.2989  
 Email: hollowaym@michigan.go

Creation Date: October 9, 2009  
 Revised Date:

						Space Needs			
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)		
Visitation Room	family visits	N/A	150	x	N/A	2	300	family visits	
Observation Room	observe visits	N/A	100	x	N/A	2	200	observe visits	
Accounting Room	Highly confidential information	N/A	120	x	N/A	1	120	Highly confidential information	
Employee Bathrooms	must have separate bathrooms from clients	N/A	400	x	N/A	2	800	must have separate bathrooms from clients	
Janitor Closet	stop sink & plastic wall covering	N/A	60	x	N/A	1	60	janitor closet	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>1,480</b>		

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**Summary Page**

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 Location: 1975 W. Main St., Owosso MI 48867

Contact Person: Michelle Holloway  
 Telephone: 517.241.2989  
 Email: hollowaym@michigan.go

Date: October 9, 2009  
 Date Revised:

DMB Project Number:

Office Work Area Requirements	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Enclosed Office	1	180	1	180	
Open Office	77	6,180	101	8,116	
TOTAL NET WORK AREA REQUIREMENTS:		78	6,360	102	8,296
<b>Special Support Area Requirements</b>					
Public Use Area		1,900			
Conference & Meeting Area		2,700			
Special Use Area		1,696			
User Defined Area		1,480			
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:			7,776		
TOTAL NET OFFICE SPACE REQUIREMENTS:			16,072		

Net to Usable Ratio: 70%  
 User Override Net to Usable Ratio:   
 TOTAL USABLE OFFICE SPACE REQUIREMENTS: 22,960 Square Feet  
 Total Current Staff: 78  
 Total Future Staff: 102  
 Percent Growth: 31%