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: Michigan Department of Corrections
Department: Regiona
Location: Ann Arbor Parole Office to Ypsilanti

Contact Person: Susan Donaldson
Telephone: 517-335-1340
Email: donaldsk@michigan.gov

Creation Date: November 24, 2008
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		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	2	240	0	2	240	0
Supervisors	Open Office	80		x	0	0		0	0	
Professionals, Technicians	Open Office	80		x	21	1,680	0	21	1,680	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	2	96	0	2	96	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff **25** Area **2,016**		**Total Future Work Area Requirements** Staff **25** Area **2,016**			

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Special Support Area Requirements

Agency: Michigan Department of Corrections
Department: Field Operations Administration/Metropolitan Regiona
Location: Ann Arbor Parole Office to Ypsilanti

Contact Person: Susan Donaldson
Telephone: 517-335-1340
Email: donaldsk@michigan.gov

Creation Date: November 24, 2008
Revised Date:

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		x	N/A		#VALUE!	
Service Counter/Waiting Area		N/A		x	N/A	1	336	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A	2	160	
					TOTAL PUBLIC USE SPACE:		496	

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	0	1	800	
Conference (10-12 Person)		225	N/A	x	0	0	0	Currently has & requires 10-12 person conference room
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1	0	100	
Team Work Area		120		x	0		0	
					TOTAL CONFERENCE & MEETING SPACE:		900	

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	1	80	
Records & Storage	Enclosed file / supply storage.	100		x	0		0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	1	36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1	1	36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0	1	100	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	13	1	9	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
					TOTAL SPECIAL USE SPACE:		411	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: 1,807

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User Defined Area (Non-Standard Office Space)

Agency: Michigan Department of Corrections
Department: Field Operations Administration/Metropolitan Regiona
Location: Ann Arbor Parole Office to Ypsilanti

Contact Person: Susan Donaldson
Telephone: 517-335-1340
Email: donaldsk@michigan.gov

Creation Date: November 24, 2008
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)
		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

Agency: Michigan Department of Corrections	**Contact Person:** Susan Donaldson	**Date:** November 24, 2008
Department: Field Operations Administration/Metropolitan Regiona	**Telephone:** 517-335-1340	**Date Revised:**
Location: Ann Arbor Parole Office to Ypsilanti	**Email:** donaldsk@michigan.gov	
		DMB Project Number:

	Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements	**Staff**	**Area**	**Staff**	**Area**	
Enclosed Office	0	0	0	0	
Open Office	25	2,016	25	2,016	
TOTAL NET WORK AREA REQUIREMENTS:	**25**	**2,016**	**25**	**2,016**	

	Space Needs	Comments
Special Support Area Requirements	**Area**	
Public Use Area	496	
Conference & Meeting Area	900	
Special Use Area	411	
User Defined Area	0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	**1,807**	
TOTAL NET OFFICE SPACE REQUIREMENTS:	**3,823**	

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

TOTAL USABLE OFFICE SPACE REQUIREMENTS: 5,461 Square Feet

Total Current Staff: 25
Total Future Staff: 25
Percent Growth: **0%**