

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 State Police Department: Location: Ionia iPost				Contact Person: Denise Rhadigan Telephone: (517) 336-6496 Email: rhadigad@michigan.gov				Creation Date: 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	1	150		1	150		
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	5	400		5	400		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	6	288		6	288		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements Staff Area 12 838		Total Future Work Area Requirements Staff Area 12 838				

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Special Support Area Requirements

Agency: Michigan State Police		Contact Person: Denise Rhadigan				Creation Date:		Comments
Department:		Telephone: (517) 336-6496				Revised Date:		
Location: Ionia iPost		Email: rhadigad@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	
Reception Area		N/A	100	x	N/A	1	100	
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120	100	x	N/A		0	
Public Access Toilet Facilities		80		x	N/A		0	
TOTAL PUBLIC USE SPACE:						100		
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		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		100	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:						100		
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.	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		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	6		54	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:						456		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						656		

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User Defined Area (Non-Standard Office Space)

Agency: Michigan State Police Department: Location: Ionia iPost		Contact Person: Denise Rhadigan Telephone: (517) 336-6496 Email: rhadigad@michigan.gov			Creation Date: 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)
Evidence Room		N/A	100	x	N/A	1	100	
Gun Closet		N/A	10	x	N/A	1	10	
Shower		N/A	64	x	N/A	1	64	
Locker Rooms		N/A	100	x	N/A	2	200	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							374	

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Summary Page

Agency: Michigan State Police		Contact Person: Denise Rhadigan		Date:	
Department:		Telephone: (517) 336-6496		Date Revised:	
Location: Ionia iPost		Email: rhadigad@michigan.gov		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		1	150	1	150
Open Office		11	688	11	688
TOTAL NET WORK AREA REQUIREMENTS:		12	838	12	838
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area					100
Conference & Meeting Area					100
Special Use Area					456
User Defined Area					374
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					1,030
TOTAL NET OFFICE SPACE REQUIREMENTS:					1,868
<p style="text-align: right;">Net to Usable Ratio: 70%</p> <p style="text-align: right;">User Override Net to Usable Ratio:</p> <p style="text-align: center;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 2,669 Square Feet</p> <p style="text-align: right;">Total Current Staff: 12</p> <p style="text-align: right;">Total Future Staff: 12</p> <p style="text-align: right;">Percent Growth: 0%</p>					