

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: Dickinson County Department: Dept. Of Human Services Location:			Contact Person: Telephone: Email:			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	200	x	1	200		1	200	County Director
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	100	x	1	100		1	100	2nd Line Supervisor
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80		x	2	160		2	160	FIM & Svcs Supervisors & Dotted Line Staff
Professionals, Technicians	Open Office	80		x	31	2,480		31	2,480	FIS/ES Workers, ITT and DMB-Bob Adams
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 Staff Area 35 2,940		Total Future Work Area Requirements Staff Area 35 2,940			

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Special Support Area Requirements

Agency: Dickinson County Department: Dept. Of Human Services Location:		Contact Person: Telephone: Email:			Creation Date: Revised Date:			
						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	150	x	N/A	1	150	reception area
Service Counter/Waiting Area		N/A	156	x	N/A	1	156	waiting room & Tots Area
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120	500	x	N/A	1	500	(2) Interview Rooms (2) Visitation Rooms
Public Access Toilet Facilities		80	1	x	N/A	1	1	
TOTAL PUBLIC USE SPACE:						807		
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	1	1	225	
Conference (6-8 Person)		150	N/A	x	1		150	
Conference (2-4 Person)		100	N/A	x	2	1	100	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:						1,275		
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	200	x	0	2	400	closed files in addition Child Welfare cases
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2		72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	130	200	x	0	1	200	Lunch room
First Aid Room		120	120	x	0	1	120	First Aid Room
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	18		162	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150	240	x	1	1	240	Tele/Data Room
TOTAL SPECIAL USE SPACE:						1,310		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						3,392		

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User Defined Area (Non-Standard Office Space)

Agency: Dickinson County		Contact Person:			Creation Date:			
Department: Dept. Of Human Services		Telephone:			Revised Date:			
Location:		Email:						
						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)
Vol/Stor/Clothes		N/A	300	x	N/A	1	300	
		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:							300	

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Summary Page

Agency: Dickinson County Department: Dept. Of Human Services Location:		Contact Person: Telephone: Email:		Date: Date Revised:		DMB Project Number:		
				Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements				Staff	Area	Staff	Area	
Enclosed Office				2	300	2	300	
Open Office				33	2,640	33	2,640	
TOTAL NET WORK AREA REQUIREMENTS:				35	2,940	35	2,940	
						Space Needs		Comments
Special Support Area Requirements						Area		
Public Use Area							807	
Conference & Meeting Area							1,275	
Special Use Area							1,310	
User Defined Area							300	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							3,692	
TOTAL NET OFFICE SPACE REQUIREMENTS:							6,632	
<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: right;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 9,474 Square Feet</p> <p style="text-align: right;">Total Current Staff: 35</p> <p style="text-align: right;">Total Future Staff: 35</p> <p style="text-align: right;">Percent Growth: 0%</p>								