

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 Location: Isabella Co DHS | | Contact Person: Mardene Smith Telephone: 989 772-8470 989-835-7582 Email: smithm11@michigan.gov | | | | Creation Date: December 21, 2006 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 | 1 | 250 | | 1 | 250 | Local Office Director(in office meetings with other agencies, DHS Board, etc.) |
| 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 | 120 | x | 10 | 1,200 | | 10 | 1,200 | Confidentiality |
| 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 | 41 | 3,280 | 1 | 42 | 3,360 | |
| Part-Time, Students, Interns, Field Staff, etc. | Open Office | 48 | | x | 11 | 528 | | 11 | 528 | |
| Hotelling Space | Shared Open Office | 20 | | x | 3 | 60 | | 3 | 60 | |
| | | | | | Total Current Work Area Requirements Staff 66 Area 5,318 | | Total Future Work Area Requirements Staff 67 Area 5,398 | | | |

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Special Support Area Requirements

| Agency: Department: Dept. Of Human Services Location: Isabella Co DHS | | Contact Person: Mardene Smith Telephone: 989 772-8470 989-835-7582 Email: smithm11@michigan.gov | | | Creation Date: December 21, 2006 Revised Date: | | | | |
|--|--|--|--------------------------------|-------------------|---|--------------------------|-------------------------------|--------------|---|
| 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 | | window to waiting area | N/A | 120 | x | N/A | 2 | 240 | Receptionist and switchboard operator |
| Service Counter/Waiting Area | | | N/A | 1500 | x | N/A | 1 | 1,222 | |
| Security Guard Station | | | N/A | | x | N/A | | 0 | |
| Interview Rooms | | | 120 | | x | N/A | 8 | 960 | |
| Public Access Toilet Facilities | | | 80 | | x | N/A | 2 | 160 | |
| TOTAL PUBLIC USE SPACE: | | | | | | | | 2,582 | |
| 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 | 2 | | 450 | |
| Conference (6-8 Person) | | | 150 | N/A | x | 2 | 2 | 300 | |
| Conference (2-4 Person) | | | 100 | N/A | x | 3 | 2 | 200 | |
| Team Work Area | | | 120 | | x | 0 | | 0 | |
| TOTAL CONFERENCE & MEETING SPACE: | | | | | | | | 1,750 | |
| 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 | 120 | x | 1 | | 120 | |
| Records & Storage | | Enclosed file / supply storage. | 100 | 500 | x | 4 | | 2,000 | Supplies, AP closed files, services closed files, volunteer/homemaker items |
| Copy / Fax Area | | (1 for every 30 staff) | 36 | N/A | x | 3 | | 108 | |
| Recycling Station | | (1 for every 60 staff) | 36 | N/A | x | 2 | 1 | 36 | |
| Lunch / Break Room | | (Assumes 20% usage) | 250 | | x | 0 | 1 | 250 | |
| First Aid Room | | | 120 | | x | 0 | 1 | 120 | |
| Unassigned Filing | | (1 lateral file for 2 staff) | 9 | N/A | x | 34 | | 306 | |
| LAN / Telecommunications Closet | | (1 closet for 150 staff) | 150 | 300 | x | 1 | 1 | 300 | secured area for computer items, servers, telephone system, voicemail system, back-up tapes, etc. |
| TOTAL SPECIAL USE SPACE: | | | | | | | | 3,240 | |
| TOTAL SPECIAL SUPPORT AREA REQUIREMENTS | | | | | | | | 7,572 | |

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User Defined Area (Non-Standard Office Space)

| Agency: Department: Dept. Of Human Services Location: Isabella Co DHS | | Contact Person: Mardene Smith Telephone: 989 772-8470 989-835-7582 Email: smithm11@michigan.gov | | | Creation Date: December 21, 2006 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) |
| Staff bathrooms | | N/A | 180 | x | N/A | 2 | 360 | Security issues |
| Visitation Room | observation window, changing table, single stall bathroom | N/A | 280 | x | N/A | 2 | 560 | Foster care supervised visits |
| Observation Room | observation window | N/A | 48 | x | N/A | 1 | 48 | Foster care supervised visits |
| Janitor's room | | | 120 | | | 1 | 120 | Janitor supplies and vacuum, etc. |
| Fiscal | secure room, floor to ceiling with window for customer assistance | N/A | 300 | x | N/A | 1 | 300 | Internal Control Issues |
| Vault | Floor to roof-fireproof | N/A | 120 | x | N/A | 1 | 120 | Internal Control Issues |
| TOTAL USER DEFINED AREA REQUIREMENTS: | | | | | | | 1,508 | |

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Summary Page

| | | | | | | |
|--|--|---|--------------|---|---------------|-----------------|
| Agency: Department: Dept. Of Human Services Location: Isabella Co DHS | | Contact Person: Mardene Smith Telephone: 989 772-8470 989 Email: smithm11@michigan.gov | | Date: December 21, 2006 Date Revised: | | |
| DMB Project Number: | | | | | | |
| | | Current Space Needs | | Future Space Needs | | Comments |
| | | Staff | Area | Staff | Area | |
| Office Work Area Requirements | | | | | | |
| Enclosed Office | | 11 | 1,450 | 11 | 1,450 | |
| Open Office | | 55 | 3,868 | 56 | 3,948 | |
| TOTAL NET WORK AREA REQUIREMENTS: | | 66 | 5,318 | 67 | 5,398 | |
| | | | | Space Needs | | Comments |
| Special Support Area Requirements | | | | Area | | |
| Public Use Area | | | | | 2,582 | |
| Conference & Meeting Area | | | | | 1,750 | |
| Special Use Area | | | | | 3,240 | |
| User Defined Area | | | | | 1,508 | |
| TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS: | | | | | 9,080 | |
| TOTAL NET OFFICE SPACE REQUIREMENTS: | | | | | 14,478 | |
| Net to Usable Ratio: 70% User Override Net to Usable Ratio: | | | | | | |
| TOTAL USABLE OFFICE SPACE REQUIREMENTS: | | | | | 20,683 | Square Feet |
| Total Current Staff: 66 Total Future Staff: 67 Percent Growth: 2% | | | | | | |