

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: Department: Dept. Of Human Services Location: WEST SIDE # 1		Contact Person: Telephone: Email:				Creation Date: May 25, 2007 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	DISTRICT MANAGER
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	1	120		1	120	PRIVATE OFFICES FOR PROGRAM MANAGER
Supervisors	Open Office	80	100	x	12	1,200		12	1,200	PRIVATE OFFICES FOR DIST. SEC., ASM, ANALYSTS, OFFICE SUPVR. AND FIMS
Professionals, Technicians	Open Office	80		x	65	5,200		65	5,200	WORKERS
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48	64	x	11	704		11	704	CLERICAL WORKERS
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff Area 90 7,374		Total Future Work Area Requirements Staff Area 90 7,374			

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Special Support Area Requirements

Agency: Department: Dept. Of Human Services Location: WEST SIDE # 1		Contact Person: Telephone: Email:		Creation Date: May 25, 2007 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		x	N/A		0	INCLUDED IN WAITING AREA
Service Counter/Waiting Area		N/A	2250	x	N/A	1	2,250	25 SQ. FT. /PERSON
Security Guard Station		N/A		x	N/A		0	INCLUDED IN WAITING AREA
Interview Rooms		120		x	N/A	2	240	MINIMUM OF 2.5 SQ. FT./PERSON
Public Access Toilet Facilities		80		x	N/A	18	1,440	1 PLUMBING FIXTURE/5 PEOPLE
TOTAL PUBLIC USE SPACE:							3,930	
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	16 SQ. FT./PERSON OF CONF. SPACE
Conference (10-12 Person)		225	N/A	x	3	2	450	HEARINGS ROOMS
Conference (6-8 Person)		150	N/A	x	1	2	300	DISTRICT MANAGER CONF. ROOM
Conference (2-4 Person)		100	N/A	x	2	1	100	
Team Work Area		120		x	0	7	840	FOR FIM TEAMING
TOTAL CONFERENCE & MEETING SPACE:							2,490	
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	2	160	
Records & Storage	Enclosed file / supply storage.	100		x	0	12	1,200	750 FOR CLOSED FILES AND 450 FOR STOCK (13 SQ. FT./PERSON). MOBILE FILING WILL REDUCE CLOSED FILES.
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		72	
Lunch / Break Room	(Assumes 20% usage)	330		x	0	2	660	7.25 SQ. FT./PERSON
First Aid Room		120		x	0	1	120	1 ROOM/100 PEOPLE
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	45		405	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	1 ROOM/100 PEOPLE
TOTAL SPECIAL USE SPACE:							2,875	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS							9,295	

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User Defined Area (Non-Standard Office Space)

Agency: Department: Dept. Of Human Services Location: WEST SIDE # 1		Contact Person: Telephone: Email:			Creation Date: May 25, 2007 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)
MECHANICAL ROOM		N/A	2000	x	N/A	1	2,000	POSSIBLE PENTHOUSE
ELECTRICAL ROOM		N/A	200	x	N/A	1	200	
COLABORATIVES		N/A	800	x	N/A	1	800	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							3,000	

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Summary Page

Agency: Dept. Of Human Services Location: WEST SIDE # 1		Contact Person: Telephone: Email:		Date: May 25, 2007 Date Revised:		DMB Project Number:		
				Current Space Needs		Future Space Needs		Comments
				Staff	Area	Staff	Area	
Office Work Area Requirements								
Enclosed Office				1	150	1	150	
Open Office				89	7,224	89	7,224	
TOTAL NET WORK AREA REQUIREMENTS:				90	7,374	90	7,374	
						Space Needs		Comments
						Area		
Special Support Area Requirements								
Public Use Area							3,930	
Conference & Meeting Area							2,490	
Special Use Area							2,875	
User Defined Area							3,000	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							12,295	
TOTAL NET OFFICE SPACE REQUIREMENTS:							19,669	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:								
TOTAL USABLE OFFICE SPACE REQUIREMENTS:						28,099	Square Feet	
Total Current Staff:						90		
Total Future Staff:						90		
Percent Growth:						0%		