

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 Transportation Department: Southwest Region Location: Kalamazoo			Contact Person: Telephone: Email:			Creation Date: April 11, 2013 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		0		0	0	
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x	2	160	0	2	160	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	1	48		1	48	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					3	208	3	208		

State of Michigan

Department of Management and Budget

Space Estimator (Page 2 of 4)

(Must be submitted with your 618)

Special Support Area Requirements

Michigan Department of		Contact Person:				Creation Date: April 11, 2013		
Agency: Transportation		Telephone:				Revised Date:		
Department: Southwest Region		Email:						
Location: Kalamazoo								
						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	
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A		0	
TOTAL PUBLIC USE SPACE:							0	
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		36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0		0	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	2		18	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		1	
TOTAL SPECIAL USE SPACE:							171	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							271	

State of Michigan

Department of Management and Budget

Space Estimator (Page 3 of 4)

(Must be submitted with your 618)

User Defined Area (Non-Standard Office Space)

Michigan Department of Agency: Transportation Department: Southwest Region Location: Kalamazoo		Contact Person: Telephone: Email:			Creation Date: April 11, 2013 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)
HMA Laboratory	30' X 60'	N/A	1800	x	N/A	1	1,800	
Receiving Area	15' X 25'	N/A	375	x	N/A	1	375	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							2,175	

State of Michigan

Department of Management and Budget
 Space Estimator (Page 4 of 4)
 (Must be submitted with your 618)

Summary Page

Agency: Michigan Department of Transportation		Contact Person:		Date: April 11, 2013	
Department: Southwest Region		Telephone:		Date Revised:	
Location: Kalamazoo		Email:		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		0	0	0	0
Open Office		3	208	3	208
TOTAL NET WORK AREA REQUIREMENTS:		3	208	3	208
		Space Needs		Comments	
Special Support Area Requirements				Area	
Public Use Area				0	
Conference & Meeting Area				100	
Special Use Area				171	
User Defined Area				2,175	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				2,446	
TOTAL NET OFFICE SPACE REQUIREMENTS:				2,654	
		Net to Usable Ratio: 70%		User Override Net to Usable Ratio:	
TOTAL USABLE OFFICE SPACE REQUIREMENTS:		3,791		Square Feet	
Total Current Staff:		3			
Total Future Staff:		3			
Percent Growth:		0%			