

Office Work Area Requirements

Agency: Antrim Co DHHS Department: Dept. Of Human Services Location: Bellarie, MI			Contact Person: Pat Simmons Telephone: 231-533-7327 Email: simmons2@michigan.gov				Creation Date: November 14, 2015 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	One Director for Tri-County
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120	64	x	3	192		3	192	Second Line Program manager
Supervisors	Open Office	80	64	x	1	64		1	64	1 currently on board
Professionals, Technicians	Open Office	80		x	1	80		1	80	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	3	144		3	144	
Hotelling Space	Shared Open Office	20		x	16	320		16	320	12 services and MYOI, Peer Coach, CRC, IOW andd need hoteling space
					Total Current Work Area Requirements Staff 25 Area 950		Total Future Work Area Requirements Staff 25 Area 950			

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(Must be submitted with your 618)

Special Support Area Requirements

Agency: Antrim Co DHHS		Contact Person: Pat Simmons				Creation Date: November 14, 2015			
Department: Dept. Of Human Services		Telephone: 231-348-1607				Revised Date:			
Location: Bellaire, MI		Email: simmonsp2@michigan.gov							
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	400	x		1	400	2 windows to the lobby
Service Counter/Waiting Area			N/A	600	x		1	600	8 feet for each window plus kiask
Security Guard Station			N/A			N/A		0	not needed
Interview Rooms			120		x	N/A	5	600	8 ES/FIS & Children's
Public Access Toilet Facilities			80		x	N/A	2	160	
TOTAL PUBLIC USE SPACE:								1,760	
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)
1 Conference (40+ Person)			800	N/A	x	1		800	For all staff meeting
Conference (10-12 Person)			225	N/A	x			0	
Conference (6-8 Person)			150	N/A	x	1		150	
Conference (2-4 Person)			100	N/A	x	1		100	
Team Work Area			120		x	1		120	For tri-county employees
TOTAL CONFERENCE & MEETING SPACE:								1,170	
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	5		500	Currently have 300 feet and it is inadequate.
Copy / Fax Area		(1 for every 30 staff)	36	N/A	x	3		108	We have 3 MFU.
Recycling Station		(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room		(Assumes 20% usage)	100		x	1		100	Most staff lunch and break together
First Aid Room			120		x	0		0	
Unassigned Filing		(1 lateral file for 2 staff)	9	N/A	x	18		162	file cabinets in halls?
LAN / Telecommunications Closet		(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:								1,136	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:								4,066	

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User Defined Area (Non-Standard Office Space)

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						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)
Restrooms		N/A	100	x	N/A	2	200	
Storage		N/A	400	x	N/A	1	400	
Vistation Room/Viewing Room		N/A	150	x	N/A	1	150	
Observation Room		N/A	100	x	N/A	1	100	
Emergency Pantry		N/A	150	x	N/A	1	150	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,000	

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Summary Page

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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	24	800	24	800	
TOTAL NET WORK AREA REQUIREMENTS:	25	950	25	950	

	Space Needs		Comments
	Staff	Area	
Special Support Area Requirements			
Public Use Area		1,760	
Conference & Meeting Area		1,170	
Special Use Area		1,136	
User Defined Area		1,000	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:		5,066	

TOTAL NET OFFICE SPACE REQUIREMENTS:	6,016	
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Net to Usable Ratio: 70%
 User Override Net to Usable Ratio:

TOTAL USABLE OFFICE SPACE REQUIREMENTS: 8,594 Square Feet

Total Current Staff: 25
 Total Future Staff: 25
 Percent Growth: 0%