

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: DTMB Department: Agency Services Location: Lansing			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		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	2	360		2	360	
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	65	5,200	.15	80	6,400	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x	4	80		4	80	
					Total Current Work Area Requirements Staff Area 71 5,640		Total Future Work Area Requirements Staff Area 86 6,840			

State of Michigan

Department of Management and Budget
 Space Estimator (Page 2 of 4)
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Special Support Area Requirements

Agency: DTMB Department: Agency Services Location: Lansing		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		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	2	1	225	
Conference (6-8 Person)		150	N/A	x	1		150	
Conference (2-4 Person)		100	N/A	x	2		200	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							575	
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	3		108	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	310		x	0		0	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	43		387	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							797	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							1,372	

State of Michigan

Department of Management and Budget

Space Estimator (Page 3 of 4)

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User Defined Area (Non-Standard Office Space)

Agency: DTMB Department: Agency Services Location: Lansing		Contact Person: Telephone: Email:			Creation Date: 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)
		N/A		x	N/A		0	
		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:							0	

State of Michigan

Department of Management and Budget

Space Estimator (Page 4 of 4)

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Summary Page

Agency: DTMB Department: Agency Services Location: Lansing		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	360	2	360	
Open Office				69	5,280	84	6,480	
TOTAL NET WORK AREA REQUIREMENTS:				71	5,640	86	6,840	
						Space Needs		Comments
Special Support Area Requirements						Area		
Public Use Area							0	
Conference & Meeting Area							575	
Special Use Area							797	
User Defined Area							0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							1,372	
TOTAL NET OFFICE SPACE REQUIREMENTS:							8,212	
<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: center;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 11,731 Square Feet</p> <p style="text-align: right;">Total Current Staff: 71</p> <p style="text-align: right;">Total Future Staff: 86</p> <p style="text-align: right;">Percent Growth: 21%</p>								