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: Roscommon DHHS
Department: Dept. Of Health & Human Services
Location: 111 W. Union St., Roscommon

Contact Person: Diane David
Telephone: 517/241-8539
Email: davidd@michigan.gov

Creation Date: May 18, 2016
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	County Director 17
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80	64	x	5	320		5	320	(2)FC Supervisors (1)CRC (1)AP Supervisor (1)CPS Supervisor
Professionals, Technicians	Open Office	80	64	x	18	1,152		18	1,152	(1) Exec. Secretary, (3) GOA, (1)NFIS, (1)Vacant, (9)ES, (1)Bridges, (2)MRS
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	3	144		3	144	3 Potential Interns fall & winter months
Hotelling Space	Shared Open Office	20	35	x	4	140		4	140	(5)Foster Care, (1) Adult Services, (5) CPS
					Total Current Work Area Requirements Staff **31** Area **1,906**		**Total Future Work Area Requirements** Staff **31** Area **1,906**			

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Special Support Area Requirements

Agency: Roscommon DHHS	**Contact Person:** Diane David	**Creation Date:** May 18, 2016
Department: Dept. Of Health & Human Services	**Telephone:** 517/241-8539	**Revised Date:**
Location: 111 W. Union St., Roscommon	**Email:** davidd@michigan.gov	

						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	400	x	N/A	1	400	2 windows to the lobby
Service Counter/Waiting Area		N/A	600	x	N/A	1	600	2 kiosks, MFU, 20 clients/visitors
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A	3	360	
Public Access Toilet Facilities		80		x	N/A	2	160	(2) unisex restrooms with baby changing table
					TOTAL PUBLIC USE SPACE:		**1,520**	
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	All staff meeting, large group training
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	2		200	Teaming Rooms
Storage Area		120	150	x	1		150	Volunteer items include donated clothes for children, diapers, blankets, laundry soap, household cleaning necessaties, etc.
					TOTAL CONFERENCE & MEETING SPACE:		**1,300**	
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	400	x	0	1	400	Closed CPS/Child Welfare Files in secured area, all other filing in another area.
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2	2	72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	160		x	1		160	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	11		99	10 AP staff currently have two 5-drawer lateral files each
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
					TOTAL SPECIAL USE SPACE:		**997**	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: **3,817**

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User Defined Area (Non-Standard Office Space)

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Location: 111 W. Union St., Roscommon

Contact Person: Diane David
Telephone: 517/241-8539
Email: davidd@michigan.gov

Creation Date: May 18, 2016
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)
Parenting Time Room	One way mirror and audio	N/A	192	x	N/A	2	384	Parenting Time Rooms
Observation Room	One way mirror and audio	N/A	80	x	N/A	1	80	Located between Visitation rooms
Janitor's Closet	cleaning service/sink	N/A	150	x	N/A	1	150	janitor storage/slop sink required
Lactation Room		N/A	80	x	N/A	1	80	Closed room with locked door and electrical for nursing mothers
Employee Restrooms		N/A	150	x	N/A	2	300	male and female
					TOTAL USER DEFINED AREA REQUIREMENTS:		**994**	

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Summary Page

Agency: Roscommon DHHS	**Contact Person:** Diane David	**Date:** May 18, 2016
Department: Dept. Of Health & Human Services	**Telephone:** 517/241-8539	**Date Revised:**
Location: 111 W. Union St., Roscommon	**Email:** davidd@michigan.gov	
		DMB Project Number:

	Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements	**Staff**	**Area**	**Staff**	**Area**	
Enclosed Office	1	150	1	150	
Open Office	30	1,756	30	1,756	
TOTAL NET WORK AREA REQUIREMENTS:	**31**	**1,906**	**31**	**1,906**	

	Space Needs	Comments
Special Support Area Requirements	**Area**	
Public Use Area	1,520	
Conference & Meeting Area	1,300	
Special Use Area	997	
User Defined Area	994	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	**4,811**	
TOTAL NET OFFICE SPACE REQUIREMENTS:	**6,717**	

Net to Usable Ratio: 70%
User Override Net to Usable Ratio:

TOTAL USABLE OFFICE SPACE REQUIREMENTS: **9,596** Square Feet

Total Current Staff: 31
Total Future Staff: 31
Percent Growth: **0%**