

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: AS-LARA Location: Lansing			Contact Person: Troy Spitzley Telephone: 517-284-7940 Email: spitzleyt@michigan.gov				Creation Date: October 26, 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	1	1	180		
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	1	1	120		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x		0	98	98	7,840		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements		Total Future Work Area Requirements				
					Staff	Area	Staff	Area			
					0	0	100	8,140			

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Special Support Area Requirements

Agency: DTMB Department: AS-LARA Location: Lansing		Contact Person: Troy Spitzley Telephone: 517-284-7940 Email: spitzleyt@michigan.gov				Creation Date: October 26, 2015 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	1	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	1	800	
Conference (10-12 Person)		225	N/A	x	3	3	675	
Conference (6-8 Person)		150	N/A	x	2		300	
Conference (2-4 Person)		100	N/A	x	2		200	
Team Work Area		120		x	0	1	120	
TOTAL CONFERENCE & MEETING SPACE:							2,095	
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	1	80	
Records & Storage	Enclosed file / supply storage.	100		x	0		0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	4	3	108	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	360		x	0	1	360	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	50		450	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
TOTAL SPECIAL USE SPACE:							1,220	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							3,315	

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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)
2 scrum areas		N/A	250	x	N/A	2	500	
		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:							500	

