

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: Department: DHHS Location:		Contact Person: Telephone: Email:			Creation Date: August 26, 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	0		
Chief Deputy Director (19 & above)	Enclosed Office	250		x	0	0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x	0	0		0	0		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x	1	180		1	180		
Special Designation Office (requires justification)	Enclosed Office	150		x	2	300		2	300		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	6	720		6	720		
Supervisors	Open Office	80		x	3	240		3	240		
Professionals, Technicians	Open Office	80		x	2	160		2	160		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	110	5,280		110	5,280		
Hotelling Space	Shared Open Office	20		x	5	100		5	100		
					Total Current Work Area Requirements		Total Future Work Area Requirements				
					Staff	Area	Staff	Area			
					129	6,980	129	6,980			

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Special Support Area Requirements

Agency:		Contact Person:		Creation Date: August 26, 2016				
Department: DHHS		Telephone:		Revised Date:				
Location:		Email:						
						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	500	
Service Counter/Waiting Area		N/A		x	N/A	1	1,500	
Security Guard Station		N/A		x	N/A	2	25	
Interview Rooms		120		x	N/A	15	1,800	
Public Access Toilet Facilities		80		x	N/A	2	160	
TOTAL PUBLIC USE SPACE:							3,985	
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	1	1	225	
Conference (6-8 Person)		150	N/A	x	2	2	300	
Conference (2-4 Person)		100	N/A	x	3	3	300	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							1,625	
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	2	400	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	5	10	360	
Recycling Station	(1 for every 60 staff)	36	N/A	x	3	10	360	
Lunch / Break Room	(Assumes 20% usage)	470		x	0	1	470	
First Aid Room		120		x	0	1	120	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	65	65	585	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
TOTAL SPECIAL USE SPACE:							2,525	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							8,135	

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User Defined Area (Non-Standard Office Space)

Agency:		Contact Person:			Creation Date: August 26, 2016			
Department: DHHS		Telephone:			Revised Date:			
Location:		Email:						
						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)
Closed File Room		N/A		x	N/A	1	1,000	
		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:							1,000	

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Summary Page

Agency:		Contact Person:		Date: August 26, 2016	
Department: DHHS		Telephone:		Date Revised:	
Location:		Email:		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		3	480	3	480
Open Office		126	8,200	126	8,200
TOTAL NET WORK AREA REQUIREMENTS:		129	8,680	129	8,680
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area					3,985
Conference & Meeting Area					1,625
Special Use Area					2,525
User Defined Area					1,000
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					9,135
TOTAL NET OFFICE SPACE REQUIREMENTS:					17,815
<p style="text-align: right;">Net to Usable Ratio: 60%</p> <p style="text-align: right;">User Override Net to Usable Ratio:</p> <p style="text-align: right;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 29,692 Square Feet</p> <p style="text-align: right;">Total Current Staff: 129</p> <p style="text-align: right;">Total Future Staff: 129</p> <p style="text-align: right;">Percent Growth: 0%</p>					