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: BAY Co. Dept. Of Human Services
Location: 1415 W. Center Rd.,Essexville, MI 48732

Contact Person: Michelle Holloway
Telephone: 517.241.2989
Email: hollowaym@michigan.go

Creation Date: 9/0/2010
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	1	180		1	180	
Special Designation Office (requires justification)	Enclosed Office	150		x	4	600		4	600	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	15	1,800	5	20	2,400	
Supervisors	Open Office	80		x	0	0		0	0	
Professionals, Technicians	Open Office	80		x	75	6,000	15	90	7,200	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	5	240	2	7	336	
Hotelling Space	Shared Open Office	20		x	5	100	2	7	140	
					Total Current Work Area Requirements Staff **105** Area **8,920**		**Total Future Work Area Requirements** Staff **129** Area **10,856**			

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Special Support Area Requirements

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Contact Person: Michelle Holloway
Telephone: 517.241.2989
Email: hollowaym@michigan.go

Creation Date: 9/0/2010
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Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Space Needs: Number of Areas	Space Needs: Total Area	Comments
Reception Area		N/A	400	x	N/A	1	400	
Service Counter/Waiting Area		N/A	300	x	N/A	1	300	
Security Guard Station		N/A	80	x	N/A	1	80	
Interview Rooms		120		x	N/A	14	1,680	
Public Access Toilet Facilities		80	200	x	N/A	2	400	
					TOTAL PUBLIC USE SPACE:		2,860	

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	4	480	
					TOTAL CONFERENCE & MEETING SPACE:		2,105	

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	120	x	1	1	120	
Records & Storage	Enclosed file / supply storage.	100	400	x	0	1	400	Mobile File System - Concentrated Load
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	5		180	
Recycling Station	(1 for every 60 staff)	36	N/A	x	3		108	
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		150	
					TOTAL SPECIAL USE SPACE:		2,133	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: 7,098

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User Defined Area (Non-Standard Office Space)

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Contact Person: Michelle Holloway
Telephone: 517.241.2989
Email: hollowaym@michigan.go

Creation Date: 9/0/2010
Revised Date:

User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Space Needs: User Override Number of Areas	Space Needs: Total Area	Comments (Required)
Visitation Room	family visits	N/A	170	x	N/A	2	340	family visits
Observation Room	observe visits	N/A	120	x	N/A	4	480	observe visits
Accounting Room	Highly confidential information	N/A	150	x	N/A	1	150	Highly confidential information
Disability Determination Interview Rm		120	120			2	240	
Psychology Interview Room		120	120			2	240	
Welfare Fraud Interview Room		120	120			1	120	
Employee Bathrooms	must have separte bathrooms from clients	N/A	400	x	N/A	2	800	must have separte bathrooms from clients
Mobile File System	closed file storage	N/A	700		N/A	1	700	
Janitor Closet	slop sink & plastic wall covering		60	x		1	60	janitor closet

TOTAL USER DEFINED AREA REQUIREMENTS: 3,130

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Summary Page

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Contact Person: Michelle Holloway
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Email: hollowaym@michigan.go

Date: 9/0/2010
Date Revised:

DMB Project Number:

Office Work Area Requirements	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Enclosed Office	5	780	5	780	
Open Office	100	8,140	124	10,076	
TOTAL NET WORK AREA REQUIREMENTS:	**105**	**8,920**	**129**	**10,856**	

Special Support Area Requirements	Space Needs	Comments
	Area	
Public Use Area	2,860	
Conference & Meeting Area	2,105	
Special Use Area	2,133	
User Defined Area	3,130	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	**10,228**	
TOTAL NET OFFICE SPACE REQUIREMENTS:	**21,084**	

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

TOTAL USABLE OFFICE SPACE REQUIREMENTS: **30,120** Square Feet

Total Current Staff: 105
Total Future Staff: 129
Percent Growth: **23%**