

**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: Natural Resources Department: Natural Resources Location: Traverse City			Contact Person: Telephone: Email:			Creation Date: October 11, 2011 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		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	4	480	1	5	600	
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x	12	960		12	960	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x	6	120		6	120	
					<b>Total Current Work Area Requirements</b> Staff      Area 22        1,560		<b>Total Future Work Area Requirements</b> Staff      Area 23        1,680			

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**Special Support Area Requirements**

Agency: Natural Resources		Contact Person:		Creation Date: October 11,2011				
Department: Natural Resources		Telephone:		Revised Date:				
Location: Traverse City		Email:						
Public Use Space							Space Needs	Comments
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
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		
<b>TOTAL PUBLIC USE SPACE:</b>							<b>0</b>	
Conference & Meeting Space							Space Needs	Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Conference (40+ Person)	800	N/A	x	0	1	800		
Conference (10-12 Person)	225	N/A	x	0		0		
Conference (6-8 Person)	150	N/A	x	0		0		
Conference (2-4 Person)	100	N/A	x	1		100		
Team Work Area	120		x	0		0		
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>900</b>	
Special Use Space							Space Needs	Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Mail Area	80		x	1		80		
Records & Storage	100		x	0				
Copy / Fax Area	36	N/A	x	1		80	Need space for sorting documents.	
Recycling Station	36	N/A	x	1		36		
Lunch / Break Room	100		x	0	2	200	Staff at this location use this area for breaks but they also use this area for fire fighting briefings.	
First Aid Room	120		x	0		0		
Unassigned Filing	9	N/A	x	12		360	15'x24' file area for fire fighting and land management files.	
LAN / Telecommunications Closet	150		x	1		100		
<b>TOTAL SPECIAL USE SPACE:</b>							<b>856</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>						<b>1,756</b>		

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**User Defined Area (Non-Standard Office Space)**

Agency: Natural Resources Department: Natural Resources Location: Traverse City		Contact Person: Telephone: Email:			Creation Date: October 11,2011 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)
Heated Garage		N/A		x	N/A	1	2,400	Used to repair fire fighting vehicles.
Cold Storage		N/A		x	N/A	1	10,500	Used to store fire fighting equipment during the winter months.
1 large conference room	Will contain videoconf equipment, overhead projector, & telephone connections.	N/A		x	N/A	1	800	Room will be used for public meetings.
small conference room	phone and data hook-ups	N/A		x	N/A	1	100	Special meetings between supv and staff.
		N/A		x	N/A		0	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>13,800</b>	

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**Summary Page**

Agency: Natural Resources Department: Natural Resources Location: Traverse City		Contact Person: Telephone: Email:		Date: October 11,2011 Date Revised:	
DMB Project Number: .....					
		<b>Current Space Needs</b>		<b>Future Space Needs</b>	
		<b>Staff</b>	<b>Area</b>	<b>Staff</b>	<b>Area</b>
<b>Office Work Area Requirements</b>					<b>Comments</b>
Enclosed Office		0	0	0	0
Open Office		20	1,560	23	1,680
TOTAL NET WORK AREA REQUIREMENTS:		<b>20</b>	<b>1,560</b>	<b>23</b>	<b>1,680</b>
				<b>Space Needs</b>	
<b>Special Support Area Requirements</b>				<b>Area</b>	
Public Use Area				0	
Conference & Meeting Area				900	
Special Use Area				856	
User Defined Area				13,850	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				<b>15,606</b>	
TOTAL NET OFFICE SPACE REQUIREMENTS:				<b>17,286</b>	
Net to Usable Ratio: 80% User Override Net to Usable Ratio: .....					
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>				<b>21,608</b>	Square Feet
Total Current Staff: 20 Total Future Staff: 31 Percent Growth: 0%					