

Office Work Area Requirements

Agency: Corrections Department: FOA/Metro Region Location: Mt. Clemens Parole -Lease #2664														
					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	2	240		2	240					
Supervisors	Open Office	80		x	0	0		0	0					
Professionals, Technicians	Open Office	80		x	18	1,440		18	1,440					
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	2	96	5	7	336					
Hotelling Space	Shared Open Office	20		x		0		0	0					
					<b>Total Current Work Area Requirements</b>		<b>Total Future Work Area Requirements</b>							
					Staff	Area	Staff	Area						
					22	1,776	27	2,016						

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(Must be submitted with your 618)

Special Support Area Requirements

Agency: Corrections								Space Needs		Comments				
Department: FOA/Metro Region								Number of Areas	Total Area					
Location: Mt. Clemens Parole #2664										Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas
Public Use Space	Attributes													
Reception Area		N/A		x	N/A	1	400							
Service Counter/Waiting Area		N/A		x	N/A	0	0							
Security Guard Station		N/A		x	N/A	0	0							
Interview Rooms	Drug Testing Room	120		x	N/A	1	120							
Public Access Toilet Facilities	incl. testing bathroom	80		x	N/A	2	160							
<b>TOTAL PUBLIC USE SPACE:</b>							<b>680</b>							
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	0	0							
Conference (10-12 Person)		225	N/A	x	0	1	225							
Conference (6-8 Person)		150	N/A	x	0	0	0							
Conference (2-4 Person)		100	N/A	x	2	200	200							
Team Work Area		120		x	0	0	0							
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>425</b>							
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	5	500							
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	36	36							
Recycling Station	(1 for every 60 staff)	36	N/A	x	1	36	36							
Lunch / Break Room	(Assumes 20% usage)	100		x	0	2	150							
First Aid Room		120		x	0	0	0							
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	14	126	126							
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	150	150							
<b>TOTAL SPECIAL USE SPACE:</b>							<b>1,078</b>							
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>							<b>2,183</b>							

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

Agency: Corrections Department: FOA/Metro Region Location: Mt. Clemens Parole -Lease #2664								
						<b>Space Needs</b>		
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)
Employee Bathroom-male & female		N/A	240	x	N/A	2	480	need separate from public
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>480</b>	

Summary Page

Agency: Corrections				DMB Project Number:	
Department: FOA/Metro Region					
Location: Mt. Clemens Parole -Lease #2664					
Office Work Area Requirements	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Enclosed Office	0	0	0	0	
Open Office	22	1,776	27	2,016	
TOTAL NET WORK AREA REQUIREMENTS:	22	1,776	27	2,016	
Special Support Area Requirements			Space Needs	Comments	
			Area		
Public Use Area				680	
Conference & Meeting Area				425	
Special Use Area				1,078	
User Defined Area				480	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				2,663	
TOTAL NET OFFICE SPACE REQUIREMENTS:				4,679	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				6,684	Square Feet
Total Current Staff: 22 Total Future Staff: 27 Percent Growth: 23%					