

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: Dept. of Licensing and Regulatory Affairs Department: MAHS Location: TRAVERSE CITY, MI				Contact Person: Telephone: Email:				Creation Date: December 17, 2012 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		0		0	0		
Supervisors	Open Office	80		x	0	0		0	0		
Professionals, Technicians	Open Office	80		x	0	0	1	1	80		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	0	0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements Staff Area 0 0		Total Future Work Area Requirements Staff Area 1 80				

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Special Support Area Requirements

Dept. of Licensing and Regulatory		Contact Person:				Creation Date: December 17, 2012		
Agency: Affairs		Telephone:				Revised Date:		
Department: MAHS		Email:						
Location: TRAVERSE CITY, MI								
						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	160	x	N/A	1	160	
Security Guard Station		N/A		x	N/A	1	0	
Interview Rooms		120		x	N/A	0	0	
Public Access Toilet Facilities		80		x	N/A	0	0	
TOTAL PUBLIC USE SPACE:							160	
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	0	0	
Conference (6-8 Person)		150	N/A	x	0	0	0	
Conference (2-4 Person)		100	N/A	x	1	0	0	
Team Work Area		120		x	0	0	0	
TOTAL CONFERENCE & MEETING SPACE:							0	
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	0	0	
Records & Storage	Enclosed file / supply storage.	100		x	0	0	0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	0	0	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1	0	0	
Lunch / Break Room	(Assumes 20% usage)	100		x	0	0	0	
First Aid Room		120		x	0	0	0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	1	0	0	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150	40	x	1	1	40	
TOTAL SPECIAL USE SPACE:							39	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS							199	

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User Defined Area (Non-Standard Office Space)

Dept. of Licensing and Regulatory Agency: Affairs Department: MAHS Location: TRAVERSE CITY, MI		Contact Person: Telephone: Email:			Creation Date: December 17, 2012 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)
Hearing Room		N/A	400	x	N/A	2	800	
		N/A		x	N/A	0	0	
		N/A		x	N/A	0	0	
		N/A		x	N/A	0	0	
		N/A		x	N/A	0	0	
TOTAL USER DEFINED AREA REQUIREMENTS:							800	

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Summary Page

Agency: Dept. of Licensing and Regulatory Affairs		Contact Person:		Date: December 17, 2012	
Department: MAHS		Telephone:		Date Revised:	
Location: TRAVERSE CITY, MI		Email:		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		0	0	0	0
Open Office		0	0	1	80
TOTAL NET WORK AREA REQUIREMENTS:		0	0	1	80
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area				160	
Conference & Meeting Area				0	
Special Use Area				39	
User Defined Area				800	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				999	
TOTAL NET OFFICE SPACE REQUIREMENTS:				1,079	
		Net to Usable Ratio:		70%	
		User Override Net to Usable Ratio:		0%	
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				1,541	Square Feet
		Total Current Staff:		0	
		Total Future Staff:		1	
		Percent Growth:		N/A	