

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: Transportation Department: Metro Region Location: Livonia Project Office				Contact Person: Thomas Briggs Telephone: Email:				Creation Date: 05 24 2013 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	3	450		3	450		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	4	480		4	480		
Supervisors	Open Office	80		x	5	400		5	400		
Professionals, Technicians	Open Office	80		x	55	4,400		55	4,400		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	8	384		8	384		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements Staff Area 75 6,114		Total Future Work Area Requirements Staff Area 75 6,114				

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Special Support Area Requirements

Agency: Transportation		Contact Person: Thomas Briggs				Creation Date: 05 24 2013		
Department: Metro Region		Telephone:				Revised Date:		
Location: Livonia Project Office		Email:						
						Space Needs		Comments
Public Use Space	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		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	
TOTAL PUBLIC USE SPACE:							0	
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	2	2	450	
Conference (6-8 Person)		150	N/A	x	2		300	
Conference (2-4 Person)		100	N/A	x	3		300	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							1,850	
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	4	400	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	3	2	72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2	1	36	
Lunch / Break Room	(Assumes 20% usage)	270		x	0	1	270	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	38		342	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
TOTAL SPECIAL USE SPACE:							1,350	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							3,200	

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User Defined Area (Non-Standard Office Space)

Agency: Transportation Department: Metro Region Location: Livonia Project Office		Contact Person: Thomas Briggs Telephone: Email:			Creation Date: 05 24 2013 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)
Concrete testing		N/A	200	x	N/A	1	200	
Nuclear Gauge Storage		N/A	200	x	N/A	1	200	
Loading Docks		N/A	400	x	N/A	1	400	
Construction supplies, atkes, etc.		N/A	200	x	N/A	1	200	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,000	

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Summary Page

Agency: Transportation Department: Metro Region Location: Livonia Project Office		Contact Person: Thomas Briggs Telephone: Email:		Date: 05 24 2013 Date Revised: DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		3	450	3	450
Open Office		72	5,664	72	5,664
TOTAL NET WORK AREA REQUIREMENTS:		75	6,114	75	6,114
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area					0
Conference & Meeting Area					1,850
Special Use Area					1,350
User Defined Area					1,000
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					4,200
TOTAL NET OFFICE SPACE REQUIREMENTS:					10,314
<p>Net to Usable Ratio: 70%</p> <p>User Override Net to Usable Ratio:</p> <p>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 14,734 Square Feet</p> <p>Total Current Staff: 75</p> <p>Total Future Staff: 75</p> <p>Percent Growth: 0%</p>					