State of Michigan
Department of Technology, Management and Budget
Space Estimator (Page 1 of 4)
(Must be submitted with your 618)

REV. FT. WAYNE

Office Work Area Requirements

Agency: DHS
Department:
Location: Ft. Wayne

Contact Person:
Telephone:
Email:

Creation Date: June 13, 2013
Revised Date: JUNE 13, 2013

					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 16x20	320		x		0		0	0	
Chief Deputy Director (19 & above)	Enclosed Office 15.5x16	248		x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office-14x16	224		x		0		0	0	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office-12.5x14	175		x	1	175		1	175	
Division Director or Otherwise Classifed Level 17	Enclosed Office-12x12.5	150		x		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0	
Interview Stations	Open Office-7x9	63		x	15	945		15	945	Secure area-Interview Room
Supervisors	Open Office-8x8	64		x	9	576	1	10	640	
Professionals, Technicians	Open Office-8x8	64		x	92	5,888	8	100	6,400	
Part-Time, Students, Interns, Field Staff, etc.	Open Office-6x8	48		x						
Hotelling Space	Shared Open Office 5' work surface	20		x	25	500	3	28	140	
					Total Current Work Area Requirements Staff **127** Area **8,084**		**Total Future Work Area Requirements** Staff **139** Area **8,300**			

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Special Support Area Requirements

Agency: DHS
Department:
Location: Ft. Wayne

Contact Person:
Telephone:
Email:

Creation Date: June 13, 2013
Revised Date:

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	200	x	N/A	1	200	
Service Counter/Waiting Area		N/A	1300	x	N/A	1	1,300	
Security Guard Station		N/A	64	x	N/A	2	128	1 for interview area, other for general lobby
Interview Rooms		120	120	x	N/A	2	240	
Public Access Toilet Facilities		80	100	x	N/A	2	200	
					TOTAL PUBLIC USE SPACE:		2,068	

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	2	450	
Conference (6-8 Person)		180	N/A	x	2	2	360	
Team Work Area		120		x	0	3	360	
					TOTAL CONFERENCE & MEETING SPACE:		1,970	

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		80	
Records & Storage	Enclosed file / supply storage.	300		x	1		300	
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)	510		x	0	1	510	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file/person)	9	N/A	x	139		1,251	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
					TOTAL SPECIAL USE SPACE:		2,579	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: 6,617

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User Defined Area (Non-Standard Office Space)

Agency: DHS
Department:
Location: Ft. Wayne

Contact Person:
Telephone:
Email:

Creation Date: June 13, 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)
Quiet Room		N/A	150	x	N/A	1	150	
		N/A		x	N/A		0	

TOTAL USER DEFINED AREA REQUIREMENTS: 150

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Summary Page

Agency: DHS	**Contact Person:**	**Date:** June 13, 2013
Department:	**Telephone:**	**Date Revised:**
Location: Ft. Wayne	**Email:**	
		DMB Project Number:

	Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements	**Staff**	**Area**	**Staff**	**Area**	
Enclosed Office	1	175	1	175	
Open Office	141	7,909	153	8,125	
TOTAL NET WORK AREA REQUIREMENTS:	**142**	**8,084**	**154**	**8,300**	

	Space Needs	Comments
Special Support Area Requirements	**Area**	
Public Use Area	2,068	
Conference & Meeting Area	1,970	
Special Use Area	2,579	
User Defined Area	150	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	**6,767**	
TOTAL NET OFFICE SPACE REQUIREMENTS:	**15,067**	

Net to Usable Ratio: 60%
User Override Net to Usable Ratio:

TOTAL USABLE OFFICE SPACE REQUIREMENTS: 25,112 Square Feet

Total Current Staff: 142
Total Future Staff: 154
Percent Growth: 8%