

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: Manistee Department: Dept. Of Human Services Location: 1672 US 31 Manistee, MI 49660			Contact Person: Diane David Telephone: 517-241-8539 Email: daviddd@michigan.gov				Creation Date: May 8, 2014 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	1	150		1	150	Director	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0		
Supervisors	Open Office	80	64	x	5	320	2	7	448	supervisors	
Professionals, Technicians	Open Office	80	64	x	25	1,600		25	1,600	(1) program mgr. (1)MRS. (1)CRC, (14) ES, Case Managers (1)MARA, (6)Admin Support (1)Migrant Worker	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	5	240		5	240	(2) Interns, (3) Volunteers	
Hotelling Space	Shared Open Office	20	160	x	14	160		14	160	14 Mobile Staff (8) hoteling work stations	
					Total Current Work Area Requirements		Total Future Work Area Requirements				
					Staff	Area	Staff	Area			
					50	2,470	52	2,598			

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Special Support Area Requirements

Agency: Manistee		Contact Person: Diane David				Creation Date: May 8, 2014		
Department: Dept. Of Human Services		Telephone: 517-241-8539				Revised Date:		
Location: 1672 US 31 Manistee, MI 49660		Email: daviidd@michigan.gov						
						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	845	x	N/A	1	845	20 x 40' reception area (2) windows (6) staff?
Service Counter/Waiting Area		N/A	480	x	N/A	1	480	20x20 lobby to allow for kiosk usage & children area
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A	6	720	AP and CPS interviews, as workers will be in cubicles and hoteling area.
Public Access Toilet Facilities		80		x	N/A	2	160	
TOTAL PUBLIC USE SPACE:							2,205	
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	1		800	Room for training and all staff meetings. Need full sink and counter for public meetings, presentations.
Conference (10-12 Person)		225	N/A	x	1		225	Need for smaller staff meetings
Conference (6-8 Person)		150	N/A	x	1		150	Hearings or Board Meetings
Conference (2-4 Person)		100	N/A	x	3		300	Teaming Rooms
Team Work Area		120	750	x	1		750	Visitation room 25x25 with 25x5 adjacent viewing room equipped with 1 way viewing window; monitoring equipment and sound proof walls.
TOTAL CONFERENCE & MEETING SPACE:							2,225	
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.	100	900	x	1		900	New mobile file system would be a better option then current file storage.
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	3		108	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	190	210	x	1		210	Need sink, refrigerator
First Aid Room		120		x	1		120	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	29		261	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							1,865	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							6,295	

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User Defined Area (Non-Standard Office Space)

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						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)
Volunteer/CRC area	storage for donated items	N/A	150	x	N/A	1	150	Volunteer items include donated clothes for children who have been removed from home, car seats, diapers, blankets, laundry soap, household cleaning necessities, etc.
Janitor closet /slop sink	slop sink and storage area	N/A	150	x	N/A	1	150	
Employee Restrooms		N/A	150	x	N/A	2	300	
		N/A	100	x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							600	

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Summary Page

Agency: Manistee		Contact Person: Diane David		Date: May 8, 2014	
Department: Dept. Of Human Services		Telephone: 517-241-8539		Date Revised:	
Location: 1672 US 31 Manistee, MI 49660		Email: davidd@michigan.gov		DMB Project Number:	
	Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements	Staff	Area	Staff	Area	
Enclosed Office	1	150	1	150	
Open Office	49	2,320	51	2,448	
TOTAL NET WORK AREA REQUIREMENTS:	50	2,470	52	2,598	
			Space Needs		Comments
Special Support Area Requirements			Area		
Public Use Area				2,205	
Conference & Meeting Area				2,225	
Special Use Area				1,865	
User Defined Area				600	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				6,895	
TOTAL NET OFFICE SPACE REQUIREMENTS:				9,493	
<p style="text-align: right;">Net to Usable Ratio: 70%</p> <p style="text-align: right;">User Override Net to Usable Ratio:</p> <p style="text-align: center;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 13,561 Square Feet</p> <p style="text-align: right;">Total Current Staff: 50</p> <p style="text-align: right;">Total Future Staff: 52</p> <p style="text-align: right;">Percent Growth: 4%</p>					