

**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: DHHS Department: Location:		Contact Person: Telephone: Email:				Creation Date: 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	County Director 17	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0		
Supervisors	Open Office	80	64	x	3	192		3	192	(2) 1st line supervisors (1) 2nd line supervisor	
Professionals, Technicians	Open Office	80	64	x	7	448		7	448	(1)IOW, (3) Ad Support, (3) ES/FIS,	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20	48	x	3	144		3	144	(3) Services Specialists	
					<b>Total Current Work Area Requirements</b> Staff      Area 14        934		<b>Total Future Work Area Requirements</b> Staff      Area 14        934				

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**Special Support Area Requirements**

Agency: DHHS Department: Location:		Contact Person: Telephone: Email:			Creation Date: Revised Date:			
					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	499	x	N/A	1	499	2 windows to the lobby
Service Counter/Waiting Area		N/A	400	x	N/A	1	400	1 kiosk
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A	2	240	
Public Access Toilet Facilities		80		x	N/A	1	80	(1) unisex restrooms with baby changing table
<b>TOTAL PUBLIC USE SPACE:</b>							<b>1,219</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	625	x	0	1	625	All staff meeting/large group training
Conference (10-12 Person)		225	N/A	x	0		0	
Conference (6-8 Person)		150	N/A	x	0	1	150	
Conference (2-4 Person)		100	N/A	x	1	1	100	Teaming Room
Team Work Area		120	150	x	0	1	150	Volunteer items include donated clothes for children, diapers, blankets, laundry soap, household cleaning necessities, etc.
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>1,025</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		80	
Records & Storage	Enclosed file / supply storage.	100	400	x	0	1	400	Closed CPS/Child Welfare Files in secured area, all other filing in another area.
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2	1	36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	160		x	1		160	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	7		63	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>925</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>							<b>3,169</b>	

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

Agency: DHHS Department: Location:		Contact Person: Telephone: Email:			Creation Date: 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)
Parenting Time Room	One way mirror and audio	N/A	192	x	N/A	2	384	
Observation Room	One way mirror and audio	N/A	80	x	N/A	1	80	Located between visitation rooms
Lacatation Room		N/A	80	x	N/A	1	80	Closed room with locked door and electrical for nursing mothers
Janitor's Closet	cleaning services/sink	N/A	150	x	N/A	1	150	janitor storage/slop sink required
employee restrooms		N/A	150	x	N/A	2	300	Male and female
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>994</b>	

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**Summary Page**

Agency: DHHS	Contact Person:	Date:	
Department:	Telephone:	Date Revised:	
Location:	Email:		
DMB Project Number: <span style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;"> </span>			
	<b>Current Space Needs</b>	<b>Future Space Needs</b>	<b>Comments</b>
<b>Office Work Area Requirements</b>	<b>Staff</b> <b>Area</b>	<b>Staff</b> <b>Area</b>	
Enclosed Office	1    150	1    150	
Open Office	13    784	13    784	
TOTAL NET WORK AREA REQUIREMENTS:	<b>14</b> <b>934</b>	<b>14</b> <b>934</b>	
		<b>Space Needs</b>	<b>Comments</b>
<b>Special Support Area Requirements</b>		<b>Area</b>	
Public Use Area		1,219	
Conference & Meeting Area		1,025	
Special Use Area		925	
User Defined Area		994	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:		<b>4,163</b>	
TOTAL NET OFFICE SPACE REQUIREMENTS:		<b>5,097</b>	
Net to Usable Ratio: 70% User Override Net to Usable Ratio: <span style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;"> </span>			
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>		<b>7,281</b>	Square Feet
<b>Total Current Staff:</b>		14	
<b>Total Future Staff:</b>		14	
<b>Percent Growth:</b>		0%	