

**State of Michigan**

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

**Summary Page**

Agency:	Contact Person:	Date:
Department:	Telephone:	Date Revised:
Location:	Email:	
DMB Project Number:		

  

	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
<b>Office Work Area Requirements</b>					
Enclosed Office	0	0	0	0	
Open Office	34	2,176	34	2,176	
TOTAL NET WORK AREA REQUIREMENTS:	<b>34</b>	<b>2,176</b>	<b>34</b>	<b>2,176</b>	

  

	Space Needs	Comments
<b>Special Support Area Requirements</b>		
Public Use Area	0	
Conference & Meeting Area	900	
Special Use Area	186	
User Defined Area	0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	<b>1,086</b>	

  

TOTAL NET OFFICE SPACE REQUIREMENTS:	<b>3,262</b>
--------------------------------------	--------------

  

Net to Usable Ratio:	60%
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>	<b>5,437</b> Square Feet
Total Current Staff:	34
Total Future Staff:	34
Percent Growth:	0%

**State of Michigan**

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

**Office Work Area Requirements**

Agency: 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 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		0		0	0	
Division Director or Otherwise Classified Level 17	Enclosed Office- 12x12.5	150		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-8x8	64		x		0		0	0	
Supervisors	Open Office-8x8	64		x	1	64	0	1	64	
Professionals, Technicians	Open Office-8x8	64		x	33	2,112	0	33	2,112	
Part-Time, Students, Interns, Field Staff, etc.	Open Office-6x8	48		x		0		0	0	
Hotelling Space	Shared Open Office 5' work surface	20		x		0		0	0	
					<b>Total Current Work Area Requirements</b> Staff 34 Area 2,176		<b>Total Future Work Area Requirements</b> Staff 34 Area 2,176			

**State of Michigan**

Department of Technology, Management and Budget  
 Space Estimator (Page 2 of 4)  
 (Must be submitted with your 618)

**Special Support Area Requirements**

Agency:		Contact Person:		Creation Date:				
Department:		Telephone:		Revised Date:				
Location:		Email:						
					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	200	x	N/A		0	
Service Counter/Waiting Area		N/A	990	x	N/A		0	
Security Guard Station		N/A	64	x	N/A		0	
Interview Rooms		120	80	x	N/A		0	
Public Access Toilet Facilities		80	100	x	N/A		0	
<b>TOTAL PUBLIC USE SPACE:</b>							<b>0</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	N/A	x	0	1	800	
Conference (10-12 Person)		225	N/A	x	1	0	0	Not required
Conference (6-8 Person)		180	N/A	x	1	0	0	Not required
Conference (4-6 Person)		150	N/A	x	1	0	0	Not required
Conference (2-4 Person)		100	N/A	x	2	1	100	One is required
Team Work Area		120		x	0	0	0	
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>900</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	0	0	
Records & Storage	Enclosed file / supply storage.	100		x	0		0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2	1	36	One is required
Recycling Station	(1 for every 60 staff)	36	N/A	x	1	0	0	combine with copier area
Lunch / Break Room	(Assumes 20% usage)	130		x	0	0	0	
First Aid Room		120		x	0	0	0	
Unassigned Filing	(1 lateral file/person)	9	N/A	x	34	0	0	Not necessary.
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>186</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>							<b>1,086</b>	

**State of Michigan**

Department of Technology, Management and Budget

Space Estimator (Page 3 of 4)

**(Must be submitted with your 618)**

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

Agency:		Contact Person:				Creation Date:		
Department:		Telephone:				Revised Date:		
Location:		Email:						
						<b>Space Needs</b>		
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	0	0	
Play Room and Observation Area		N/A	1590	x	N/A	0	0	
Shower/Washer/Dryer/Kitchen		N/A	240	x	N/A	0	0	
Motor Pool Area		N/A	80	x	N/A	0	0	
		N/A		x	N/A		0	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>0</b>	