

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: Corrections Department: Field Operations Location: Ypsilanti or Ann Arbor			Contact Person: Kami Pasch 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		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	1	120		1	120	enclosed office space
Supervisors	Open Office	80		x	0	0		0	0	
Professionals, Technicians	Open Office	80		x	11	880		11	880	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff Area 12 1,000		Total Future Work Area Requirements Staff Area 12 1,000			

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Special Support Area Requirements

Agency: Corrections		Contact Person: Kami Pasch				Creation Date:		Comments
Department: Field Operations		Telephone:				Revised Date:		
Location: Ypsilanti or Ann Arbor		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	
Reception Area		N/A	100	x	N/A	1	100	
Service Counter/Waiting Area		N/A	400	x	N/A	1	400	
Security Guard Station		N/A	25	x	N/A	1	25	
Interview Rooms		120		x	N/A	3	360	
Public Access Toilet Facilities		80		x	N/A	1	80	
TOTAL PUBLIC USE SPACE:							965	
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		0	
Conference (10-12 Person)		225	N/A	x	0	1	225	
Conference (6-8 Person)		150	N/A	x	0	1	150	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							475	
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	6	600	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	1	36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1	1	36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0	1	100	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	6	6	54	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	
TOTAL SPECIAL USE SPACE:							1,056	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							2,496	

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Space Estimator (Page 3 of 4)

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User Defined Area (Non-Standard Office Space)

Agency: Corrections Department: Field Operations Location: Ypsilanti or Ann Arbor		Contact Person: Kami Pasch 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)
Urine monitor restroom	restroom	N/A	80	x	N/A	1	80	
employee restroom	restroom	N/A	80	x	N/A	2	160	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							240	

