

**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: Ann Arbor-Ypsilanti				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	1	180		1	180		
Special Designation Office (requires justification)	Enclosed Office	150		x	1	150		1	150		
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	12	960		12	960		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					<b>Total Current Work Area Requirements</b>		<b>Total Future Work Area Requirements</b>				
					Staff	Area	Staff	Area			
					15	1,410	15	1,410			

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**Special Support Area Requirements**

Agency: Corrections		Contact Person:				Creation Date:		Comments
Department: Field Operations		Telephone:				Revised Date:		
Location: Ann Arbor-Ypsilanti		Email:						
Public Use Space						Space Needs		
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
Reception Area	N/A	196	x	N/A	1	196		
Service Counter/Waiting Area	N/A	400	x	N/A	1	400		
Security Guard Station	N/A	36	x	N/A	1	36		
Interview Rooms	120		x	N/A	2	240		
Public Access Toilet Facilities	80		x	N/A	1	80		
<b>TOTAL PUBLIC USE SPACE:</b>						<b>952</b>		
Conference & Meeting Space						User Override		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
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		
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>						<b>475</b>		
Special Use Space						User Override		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
Mail Area	80		x	1	1	80		
Records & Storage	100		x	0	6	600		
Copy / Fax Area	36	N/A	x	1	1	36		
Recycling Station	36	N/A	x	1	1	36		
Lunch / Break Room	100		x	0	1	100		
First Aid Room	120		x	0		0		
Unassigned Filing	9	N/A	x	8	6	54		
LAN / Telecommunications Closet	150		x	1	1	150		
<b>TOTAL SPECIAL USE SPACE:</b>						<b>1,056</b>		
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>						<b>2,483</b>		

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

Agency: Corrections		Contact Person:			Creation Date:			
Department: Field Operations		Telephone:			Revised Date:			
Location: Ann Arbor-Ypsilanti		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)
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	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>240</b>	

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**Summary Page**

Agency: Corrections Department: Field Operations Location: Ann Arbor-Ypsilanti		Contact Person: Telephone: Email:		Date: Date Revised:		DMB Project Number:	
		<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		2	330	2	330		
Open Office		13	1,080	13	1,080		
TOTAL NET WORK AREA REQUIREMENTS:		<b>15</b>	<b>1,410</b>	<b>15</b>	<b>1,410</b>		
				<b>Space Needs</b>		<b>Comments</b>	
<b>Special Support Area Requirements</b>				<b>Area</b>			
Public Use Area					952		
Conference & Meeting Area					475		
Special Use Area					1,056		
User Defined Area					240		
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					<b>2,723</b>		
TOTAL NET OFFICE SPACE REQUIREMENTS:					<b>4,133</b>		
		Net to Usable Ratio:		70%			
		User Override Net to Usable Ratio:					
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>				<b>5,904</b>	Square Feet		
Total Current Staff:				15			
Total Future Staff:				15			
Percent Growth:				0%			