

**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: Michigan Rehabilitation Services Department: Dept. Of Labor & Economic Opportunity Location: Petoskey				Contact Person: Telephone: Email:				Creation Date: August 19, 2020 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		0		0	0		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x	4	320		4	320		
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> Staff      Area <b>4          320</b>		<b>Total Future Work Area Requirements</b> Staff      Area <b>4          320</b>				

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## Special Support Area Requirements

Agency: Michigan Rehabilitation Services Department: Dept. Of Labor & Economic Opportunity Location: Petoskey			Contact Person: Telephone: Email:			Creation Date: August 19, 2020 Revised Date:		
					Space Needs			Comments
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		x	N/A		0	
Service Counter/Waiting Area		N/A		x	N/A	1	225	
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	
TOTAL PUBLIC USE SPACE:							545	
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		0	
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							100	
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		x	0		0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1		36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0		0	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	2		18	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							320	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							965	

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

<b>Agency:</b> Michigan Rehabilitation Services <b>Department:</b> Dept. Of Labor & Economic Opportunity <b>Location:</b> Petoskey			<b>Contact Person:</b> <b>Telephone:</b> <b>Email:</b>			<b>Creation Date:</b> August 19, 2020 <b>Revised Date:</b>		
						<b>Space Needs</b>		
<b>User Defined Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required)</b>
Resource Room		N/A		x	N/A		0	
REMOVED SF FOR SMALL CONF		N/A		x	N/A		0	
		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>0</b>		

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**Summary Page**

Agency: Michigan Rehabilitation Services Department: Dept. Of Labor & Economic Opportunity Location: Petoskey		Contact Person: Telephone: Email:		Date: August 19, 2020 Date Revised:	
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	4	320	4	320	
TOTAL NET WORK AREA REQUIREMENTS:	4	320	4	320	

  

	Space Needs	Comments
<b>Special Support Area Requirements</b>		
Public Use Area	545	
Conference & Meeting Area	100	
Special Use Area	320	
User Defined Area	0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	965	
TOTAL NET OFFICE SPACE REQUIREMENTS:	1,285	

  

Net to Usable Ratio:	70%
User Override Net to Usable Ratio:	
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>	<b>1,836</b> Square Feet
Total Current Staff:	4
Total Future Staff:	4
Percent Growth:	0%