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

Summary Page

Summary

Agency: VETERANS AFFAIRS AGENCY
Department: MILITARY AND VETERANS AFFAIRS
Location: LANSING, MI

Contact Person:
Telephone:
Email:

Date: 12/7/13
Date Revised:

DMB Project Number:

Office Work Area Requirements	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Enclosed Office	11	2,320	0	0	
Open Office	36	2,900	13	1040	
TOTAL NET WORK AREA REQUIREMENTS:	47	5220	13	1040	

Special Support Area Requirements	Space Needs	Comments
	Area	
Public Use Area	528	RECEPTION AREA, TOILETS SECURITY GUARDS, WAITING
Conference & Meeting Area	750	CONFERENCE ROOM TEAMWORK AREA
Special Use Area	831	FILING, MAILING, COPY/FAX
User Defined Area USABLE CIRCULATION FACTOR (35% of TOTAL NSF)	2929	TOTAL NSF 8369
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	5038	
TOTAL NET OFFICE SPACE REQUIREMENTS:	14,487	

Net to Usable Ratio: 70%
User Override Net to Usable Ratio:

TOTAL USABLE OFFICE SPACE REQUIREMENTS: 0 Square Feet

Total Current Staff: 0
Total Future Staff: 0
Percent Growth: N/A

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* GREEN PORTION OF ORG

Office Work Area Requirements — NEW EMPLOYEES —

Agency: VETERANS AFFAIRS AGENCY
Department:
Location: DMVA - LANSING

Contact Person:
Telephone:
Email:

Creation Date:
Revised Date:

(DOES NOT INCLUDE CURRENT VAD) KR

(VAD ON PAGE 3)

Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Space Needs: Current Number of Staff	Current Space Needs: Current Net Work Area	Future Space Needs: Staff Growth	Future Space Needs: Total Number of Staff	Future Space Needs: Total Net Work Area	Comments (Required when using User Override)
Department Director	Enclosed Office	350	400	x	1	0 400		0 1	0 400	
Chief Deputy Director (19 & above)	Enclosed Office	250		x	1	0 250		0 1	0 250	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0	
Division Heads or Chiefs, Agency Director (~~18~~ 17 & above)	Enclosed Office	180	4	x	4	0 720		0 4	0 720	ADMN 17 (3) COUNSEL 17 (1)
Special Designation Office (requires justification)	Enclosed Office	150		x	1	0 150		0 1	0 150	Chief of Staff
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80		x	25	0 2000	13	0 38	0 3040	
Professionals, Technicians	Open Office	80		x		0		0	0	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0	2	0 2	0 100	
Hotelling Space	Shared Open Office	20		x		0		0 47	0 4,660	

Total Current Work Area Requirements		Total Future Work Area Requirements	
Staff	Area	Staff	Area
0	0	0	0

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"BLUE" PART OF DZG
INC. ALL TRUST EMPL.

Office Work Area Requirements

Agency:
Department:
Location:

Contact Person:
Telephone:
Email:

Creation Date:
Revised Date:

Current VAD -

Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Space Needs: Current Number of Staff	Current Space Needs: Current Net Work Area	Future Space Needs: Staff Growth	Future Space Needs: Total Number of Staff	Future Space Needs: 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	2	0		0	0 500	Allen, Dunn
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	2	0		0	0 300	Dutcher, Price
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	1	0		0	0 120	Contract Compliance
Supervisors	Open Office	80		x	1	0		0	0 80	Admin Tech.
Professionals, Technicians	Open Office	80		x	5	0		0	0 400	Various - MUTF, VAD
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	4	0		0	0 200	Americorp ??
Hotelling Space	Shared Open Office	20		x	15	0		0	0 1600	
					Total Current Work Area Requirements Staff 0 Area 0		Total Future Work Area Requirements Staff 0 Area 0			

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Special Support Area Requirements

Agency: MVAA
Department:
Location: DMVA

Contact Person:
Telephone:
Email:

Creation Date:
Revised Date:

(INCLUDES ALL MVAA AND CURRENT VAD)

Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	×	Standard Number of Areas	Space Needs: Number of Areas	Space Needs: Total Area	Comments
Reception Area		N/A		×	N/A		0	
Service Counter/Waiting Area		N/A		×	N/A	7	~~200~~ 0	
Security Guard Station		N/A	48	×	N/A	1	48	
Interview Rooms		120		×	N/A		0	
Public Access Toilet Facilities		80		×	N/A	4	320	
TOTAL PUBLIC USE SPACE:						368	0	

Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	×	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	×	0		0	
Conference (10-12 Person)		225	N/A	×	~~0~~ 2		~~450~~ 0	
Conference (6-8 Person)		150	N/A	×	0		0	
Conference (2-4 Person)		100	N/A	×	0		0	
Team Work Area		120	150	×	~~0~~ 2		~~300~~ 0	
TOTAL CONFERENCE & MEETING SPACE:						750	0	

Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	×	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		×	~~0~~ 1		~~80~~ 0	
Records & Storage	Enclosed file / supply storage.	100		×	0		0	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	×	0		~~42~~ 0	
Recycling Station	(1 for every 60 staff)	36	N/A	×	0		~~36~~ 0	
Lunch / Break Room	(Assumes 20% usage)	100		×	0		~~100~~ 0	
First Aid Room		120		×	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	×	0	47	~~423~~ 0	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		×	~~0~~ 1		~~150~~ 0	
TOTAL SPECIAL USE SPACE:						831	0	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: ~~[illegible]~~ 0 2,149

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User Defined Area (Non-Standard Office Space)

Agency: MVAA
Department:
Location: DMVA

Contact Person:
Telephone:
Email:

Creation Date:
Revised Date:

User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Space Needs: User Override Number of Areas	Space Needs: Total Area	Comments (Required)
USABLE CIRCULATION FACTOR	35% of NSF	N/A	8,369	x	N/A		2929	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	

TOTAL USER DEFINED AREA REQUIREMENTS: 2,929 0