

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: Alpena DHHS Department: DHHS Location: Alpena			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		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150	1	x		0		0	150	County Director 17
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120	64	x	1	64		1	64	Services Program Manager 15
Supervisors	Open Office	80	64	x	7	448		7	448	4 Servcies Sups, 2AP Sups and 1 CRC
Professionals, Technicians	Open Office	80	64	x	25	1,600		25	1,600	16 AP staff, 5 admin support, 4 MRS staff
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	7	336		7	336	3 student interns 4 volunteers
Hotelling Space	Shared Open Office	20	35	x	10	350		10	350	19 services staff (CPS, FC, JJ, APS) and 1 OIG agent
					Total Current Work Area Requirements		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					50	2,798	50	2,948		

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Special Support Area Requirements

Agency: Alpena DHHS Department: DHHS Location: Alpena		Contact Person: Telephone: Email:			Creation Date: Revised Date:			
		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	800	x	N/A	1	800	20x40 reception area. Enough space to allow for EDM Processing, 2 reception windows (used for EBT card issuance)
Service Counter/Waiting Area		N/A	480	x	N/A	1	480	20x20 lobby to allow for kiosks mfu, 8x10 vestibule to reduce heat loss, noise, dust from entry.
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A	4	480	4 interview rooms
Public Access Toilet Facilities		80		x	N/A	2	160	(2) unisex restrooms with baby changing table
TOTAL PUBLIC USE SPACE:							1,920	
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	1		800	Large conference room need full sink and counter for public meetings, presentations
Conference (10-12 Person)		225	N/A	x			0	
Conference (6-8 Person)		150	N/A	x	2		300	hearings or board meetings
Conference (2-4 Person)		100	N/A	x	2		200	teaming rooms
Team Work Area		120	1375	x		1	1,375	(2) visitation room 25x25 with 25x5 adjacent viewing room equipped with 1 way viewing window, monitoring equipment and sound proof walls
TOTAL CONFERENCE & MEETING SPACE:							2,675	
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	1 mail room
Records & Storage	Enclosed file / supply storage.	100	900	x	1		900	file area
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	2		72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	180		x	1		180	need sink and refrigerator
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	25		225	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							1,643	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							6,238	

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User Defined Area (Non-Standard Office Space)

Agency: Alpena DHHS Department: DHHS Location: Alpena		Contact Person: 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)
Volunteer/CRC area	storage for donated items	N/A	600	x	N/A	1	600	volunteer items include donated clothes for children who have been removed from home, car seats, diapers, blankets, laundry soap, household cleaning necessities, etc.
janitor closet/slop sink	slop sink and storage area	N/A	150	x	N/A	1	150	
employee restrooms		N/A	150	x	N/A	2	300	Men & Woman Restrooms
Lactation Room		N/A	80	x	N/A	1	80	Closed room with locked door and electrical for nursing mothers
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,130	

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Summary Page

Agency: Alpena DHHS Department: DHHS Location: Alpena		Contact Person: Telephone: Email:		Date: Date Revised:		DMB Project Number:		
				Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements				Staff	Area	Staff	Area	
Enclosed Office				0	0	0	150	
Open Office				50	2,798	50	2,798	
TOTAL NET WORK AREA REQUIREMENTS:				50	2,798	50	2,948	
						Space Needs		Comments
Special Support Area Requirements						Area		
Public Use Area							1,920	
Conference & Meeting Area							2,675	
Special Use Area							1,643	
User Defined Area							1,130	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:							7,368	
TOTAL NET OFFICE SPACE REQUIREMENTS:							10,316	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:								
TOTAL USABLE OFFICE SPACE REQUIREMENTS:						14,737	Square Feet	
Total Current Staff:						50		
Total Future Staff:						65		
Percent Growth:						4%		