

**State of Michigan**

Department of Technology, Management and Budget

Space Estimator (Page 1 of 4)

**(Must be submitted with your 618)**

**Office Work Area Requirements**

Agency: EGLE Lansing District Office Department: EGLE Location: N/A				Contact Person: Telephone: Email:			Creation Date: May 10th, 2019 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 16x20	320		x		0		0	0		
Chief Deputy Director (19 & above)	Enclosed Office 15.5x16	248		x		0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office-14x16	224		x		0		0	0		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office-12.5x14	175		x		0		0	0		
Division Director or Otherwise Classified Level 17	Enclosed Office-12x12.5	150		x		0		0	0		
Special Designation Office (requires justification)	Enclosed Office	150		x		1		0	0	DNR law enforcement officer	
Assistant Division Director or Chief, Managers (13 & above)	Open Office-8x8	64		x		0		0	0		
Supervisors	Open Office-8x8	64		x	7	448	1	8	512		
Professionals, Technicians	Open Office-8x8	64		x	53	3,392	8	61	3,904		
Part-Time, Students, Interns, Field Staff, etc.	Open Office-8x8	64		x	2	128	3	5	320		
Hotelling Space	Shared Open Office 5' work surface	20		x		0		0	0		
					<b>Total Current Work Area Requirements</b>		<b>Total Future Work Area Requirements</b>				
					Staff	Area	Staff	Area			
					<b>62</b>	<b>3,969</b>	<b>74</b>	<b>4,736</b>			

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**Special Support Area Requirements**

Agency: EGLE Lansing District Office		Contact Person:			Creation Date: May 10th, 2019			
Department: EGLE		Telephone:			Revised Date:			
Location: N/A		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	Comments
Reception Area		N/A	100	x	N/A	1	100	
Service Counter/Waiting Area		N/A	250	x	N/A	1	250	
Security Guard Station		N/A	64	x	N/A	0	0	
Interview Rooms		120	80	x	N/A	0	0	
Public Access Toilet Facilities		80	100	x	N/A	0	0	
<b>TOTAL PUBLIC USE SPACE:</b>							<b>350</b>	
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	1	800	Dividing wall so can have 2-20 person rm
Conference (10-12 Person)		225	N/A	x	2		450	Dividing wall so can have 52 person rm
Conference (6-8 Person)		180	N/A	x	2	2	360	
Conference (4-6 Person)		150	N/A	x	2	1	150	
Conference (2-4 Person)		100	N/A	x	0	0	0	
Team Work Area		120		x	0		0	
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>							<b>1,760</b>	
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	1	100	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	3		108	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2		72	
Lunch / Break Room	(Assumes 20% usage)	270	540	x	0	1	540	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file/person)	9		x	74	111	999	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
<b>TOTAL SPECIAL USE SPACE:</b>							<b>2,049</b>	
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS</b>							<b>4,159</b>	

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

Agency: EGLE Lansing District Office Department: EGLE Location: N/A		Contact Person: Telephone: Email:			Creation Date: May 10th, 2019 Revised Date:			
						<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)
Condensed Filing		N/A	300	x	N/A	1	300	
Lactation Room		N/A	100	x	N/A	1	100	
Caged Cold Storage for Equipment		N/A	1900	x	N/A	1	1,900	Single garage bay door and pedestrian door
EDM		N/A	64	x	N/A	1	64	
Motor Pool Area		N/A	64	x	N/A	1	64	
Wet Lab and Shower Area		N/A	300	x	N/A	1	300	
Collaboration Areas		N/A	200	x	N/A	3	600	
Employee Restrooms		N/A	250	x	N/A	2	500	
FOIA		N/A	100	x	N/A	1	100	
<b>TOTAL USER DEFINED AREA REQUIREMENTS:</b>							<b>3,928</b>	

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**Summary Page**

Agency: EGLE Lansing District Office		Contact Person:		Date: May 10th, 2019	
Department: EGLE		Telephone:		Date Revised:	
Location: N/A		Email:		DMB Project Number:	
		<b>Current Space Needs</b>		<b>Future Space Needs</b>	
		<b>Staff</b>	<b>Area</b>	<b>Staff</b>	<b>Area</b>
<b>Office Work Area Requirements</b>					<b>Comments</b>
Enclosed Office		0	1	0	0
Open Office		62	3,968	74	4,736
TOTAL NET WORK AREA REQUIREMENTS:		<b>62</b>	<b>3,969</b>	<b>74</b>	<b>4,736</b>
				<b>Space Needs</b>	<b>Comments</b>
<b>Special Support Area Requirements</b>				<b>Area</b>	
Public Use Area				350	
Conference & Meeting Area				1,760	
Special Use Area				2,049	
User Defined Area				3,928	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				<b>8,087</b>	
TOTAL NET OFFICE SPACE REQUIREMENTS:				<b>12,823</b>	
		Net to Usable Ratio:		60%	
<b>TOTAL USABLE OFFICE SPACE REQUIREMENTS:</b>				<b>21,372</b>	Square Feet
		<b>Total Current Staff:</b>		62	
		<b>Total Future Staff:</b>		74	
		<b>Percent Growth:</b>		19%	