

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: DEQ Department: Environmental Quality Location:			Contact Person: Telephone: Email:			Creation Date: 11/17/2017 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	120		1	120	Enclosed, Secured office for Law Division.
Assistant Division Director or Chief, Managers (13 & above)	Open Office-8x8	64		x	8	512		8	512	
Supervisors	Open Office-8x8	64		x		0		0	0	
Professionals, Technicians	Open Office-8x8	64		x	64	4,096	5	69	4,416	
Part-Time, Students, Interns, Field Staff, etc.	Open Office-6x8	48		x	2	64		0	128	
Hotelling Space	Shared Open Office 5' work surface	20		x		0	2	2	10	
					Total Current Work Area Requirements Staff 75 Area 4,792		Total Future Work Area Requirements Staff 80 Area 5,186			

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Special Support Area Requirements

Agency: DEQ		Contact Person:				Creation Date:			
Department: Environmental Quality		Telephone: 616-224-3000				Revised Date:			
Location:		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	120	x	N/A	1	120		
Service Counter/Waiting Area		N/A	250	x	N/A	1	250		
Security Guard Station		N/A	64	x	N/A		0		
Interview Rooms		120	120	x	N/A		0		
Public Access Toilet Facilities		80	80	x	N/A	2	160	1-men, 1-women	
TOTAL PUBLIC USE SPACE:							530		
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)		1000	N/A	x	0	1	1,000		
Conference (10-12 Person)		225	N/A	x	2	3	675		
Conference (6-8 Person)		180	N/A	x	2	2	360		
Team Work Area		120		x	0		0		
TOTAL CONFERENCE & MEETING SPACE:							2,035		
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.	300		x	1	1	300		
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	3	3	108		
Recycling Station	(1 for every 60 staff)	36	N/A	x	2	2	72		
Lunch / Break Room	(Assumes 20% usage)	290	600	x	1	1	600	Currently more than 20% usage	
First Aid Room		120		x	0		0		
Unassigned Filing	(1 lateral file/person)	9	N/A	x	80	127	1,143	current laterals outside of cubicles	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150		
TOTAL SPECIAL USE SPACE:							2,453		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							5,018		

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User Defined Area (Non-Standard Office Space)

Agency: DEQ Department: Environmental Quality Location:		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)
FOIA Room	Public FOIA area. Visible from the front desk reception counter.	N/A	150	x	N/A	1	150	
Condensed Filing	Condensed filing system		420			1	420	Existing currently in use
"New Mothers' Room"	Private room for lactation		100			1	100	Required - include sink, storage, small fridge
Janitorial Storage Closet	store supplies		100			1	100	Cleaning supplies, toilet paper, towels, etc
Lab	DEQ Lab w/ sinks, counters, emergency shower & eyewash, refridgerator and freezer for sample storage	N/A	320	x	N/A	1	320	Include space for a lockable cabinet for hazardous material storage.
Men's & Women's Showers, lockers	Showers	N/A	200	x	N/A	2	400	Separate facilities for men and women
Pool Vehicle Reservation Kiosk	Kiosk-check out/in	N/A	80	x	N/A	1	80	Can be a cubicle
Cold Storage	Cold storage area for equipment. Includes lockers for staff.	N/A	1600	x	N/A	1	1,600	Include an overhead garage door and space to pull in a vehicle for loading and unloading.
TOTAL USER DEFINED AREA REQUIREMENTS:							3,170	

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Summary Page

Agency: DEQ		Contact Person		Date:	
Department: Environmental Quality		Telephone:		Date Revised:	
Location:		Email:		DMB Project Number:	
		Current Space Needs		Future Space Needs	
Office Work Area Requirements		Staff	Area	Staff	Area
Enclosed Office		1	120	1	120
Open Office		74	4,672	79	5,066
TOTAL NET WORK AREA REQUIREMENTS:		75	4,792	80	5,186
				Space Needs	
Special Support Area Requirements				Area	
Public Use Area				530	
Conference & Meeting Area				2,035	
Special Use Area				2,453	
User Defined Area				3,170	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				8,188	
TOTAL NET OFFICE SPACE REQUIREMENTS:				13,374	
<p style="text-align: right;">Net to Usable Ratio: 60%</p> <p style="text-align: center;">TOTAL USABLE OFFICE SPACE REQUIREMENTS: 22,290 Square Feet</p> <p style="text-align: right;">Total Current Staff: 75 Total Future Staff: 80 Percent Growth: 7%</p>					