

State of Michigan

Department of Technology, Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

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Office Work Area Requirements

| Agency: Department: MDHHS Location: | | | 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 16x20 | 320 | | x | 0 | 0 | 0 | 0 | 0 | |
| Chief Deputy Director (19 & above) | Enclosed Office 15.5x16 | 248 | | x | 0 | 0 | 0 | 0 | 0 | |
| Deputy Director, Assistant Director, Bureau Director (18 & above) | Enclosed Office- 14x16 | 224 | | x | 1 | 224 | 0 | 1 | 224 | Bureau Director 18 |
| Division Heads or Chiefs, Agency Director (18 & above) | Enclosed Office- 12.5x14 | 175 | | x | 0 | 0 | 0 | 0 | 0 | |
| Division Director or Otherwise Classified Level 17 | Enclosed Office- 12x12.5 | 150 | | x | 1 | 150 | 0 | 1 | 150 | Division Director 17 |
| Special Designation Office (requires justification) | Enclosed Office | 150 | | x | 0 | 0 | 0 | 0 | 0 | |
| Assistant Division Director or Chief, Managers (13 & above) | Open Office-8x8 | 64 | | x | 11 | 704 | 3 | 14 | 896 | 4 Section, 10 unit (includes 1, Sec/1 unit) |
| Supervisors | Open Office-8x8 | 64 | | x | 0 | 0 | 0 | 0 | 0 | |
| Professionals, Technicians | Open Office-8x8 | 64 | | x | 48 | 3,072 | 40 | 88 | 5,632 | 48 Current staff members 30 positions to be created in the near future |
| Part-Time, Students, Interns, Field Staff, etc. | Open Office-6x8 | 48 | | x | 3 | | 10 | | | 3 current interns but increase the amount due to increase in work load. |
| Hotelling Space | Shared Open Office 5' work surface | 20 | | x | 0 | 0 | 0 | 0 | 0 | |
| | | | | | Total Current Work Area Requirements Staff Area 64 4,150 | | Total Future Work Area Requirements Staff Area 104 6,902 | | | |

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(Must be submitted with your 618)

Special Support Area Requirements

| Agency: | | Contact Person: | | Creation Date: | | | | |
|--|---------------------------------|--------------------------------|-------------------|----------------|--------------------------|-------------------------------|------------|---|
| Department: MDHHS | | Telephone: | | 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 | | x | N/A | 1 | 0 | One reception area to greet guest. Area away from MIDAP Call center. Seating area? |
| Service Counter/Waiting Area | | N/A | | x | N/A | 1 | 0 | Waiting area connected to reception. Space could be interchangeable |
| Security Guard Station | | N/A | | x | N/A | 1 | 0 | Security station required |
| Interview Rooms | | 120 | | x | N/A | 0 | 0 | |
| Public Access Toilet Facilities | | 80 | | x | N/A | 0 | 0 | |
| TOTAL PUBLIC USE SPACE: | | | | | | | 0 | |
| 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 Room for large meetings.. If space for large room not available then increase the number of medium conf room from 3 to 4 |
| Conference (10-12 Person) | | 225 | N/A | x | 1 | 3 | 675 | |
| Conference (6-8 Person) | | 180 | N/A | x | 2 | 3 | 540 | Current 2 small rooms. One on each floor |
| Team Work Area | | 120 | | x | 0 | | 0 | |
| TOTAL CONFERENCE & MEETING SPACE: | | | | | | | 2,215 | |
| 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 | Current 2 small areas. One on each floor. Area is necessary for mailing |
| Records & Storage | Enclosed file / supply storage. | 300 | | x | 1 | 1 | 300 | One area is necessary but more would be ideal |
| Copy / Fax Area | (1 for every 30 staff) | 36 | N/A | x | 4 | 4 | 144 | 1 Fax strictly for MIDAP, 1 Confidential for STD Lab/PHI, 2 other public areas for remaining staff |
| Recycling Station | (1 for every 60 staff) | 36 | N/A | x | 2 | 0 | 72 | Unsure on the recycling program. Depending on the building possible increase to 1 |
| Lunch / Break Room | (Assumes 20% usage) | 380 | | x | 1 | 1 | 380 | Break room may include kitchen? |
| First Aid Room | | 120 | | x | 0 | 0 | 0 | |
| Unassigned Filing | (1 lateral file/person) | 9 | N/A | x | 104 | 0 | 936 | Unclear on the definition of this category |
| LAN / Telecommunications Closet | (1 closet for 150 staff) | 150 | | x | 1 | 1 | 150 | 1 area would be helpful for IT Liaison storage |
| TOTAL SPECIAL USE SPACE: | | | | | | | 2,062 | |
| TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: | | | | | | | 4,277 | |

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(Must be submitted with your 618)**User Defined Area (Non-Standard Office Space)**

| | | | | | | | | |
|--|-------------------|---|----------------------------------|--|---|--|-------------------|---|
| Agency: Department: MDHHS 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) |
| Quiet Room | | N/A | | x | N/A | | 0 | |
| Play Room and Observation Area | | N/A | | x | N/A | | 0 | |
| Shower/Washer/Dryer/Kitchen | | N/A | | x | N/A | 1 | 0 | Kitchen- If not included in the breakroom |
| Motor Pool Area | | N/A | | x | N/A | | 0 | |
| TOTAL USER DEFINED AREA REQUIREMENTS: | | | | | | | | 0 |

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Summary Page

| | | | | | |
|---|----------------------------|---|---------------------------|------------------------|--------------------------------|
| Agency: Department: MDHHS Location: | | 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 | 2 | 374 | 2 | 374 | Bureau and Division Director |
| Open Office | 62 | 3,776 | 102 | 6,528 | Current and future staff needs |
| TOTAL NET WORK AREA REQUIREMENTS: | 64 | 4,150 | 104 | 6,902 | |
| | | | Space Needs | | Comments |
| Special Support Area Requirements | | | Area | | |
| Public Use Area | | | | 0 | |
| Conference & Meeting Area | | | | 2,215 | |
| Special Use Area | | | | 2,062 | |
| User Defined Area | | | | 0 | |
| TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS: | | | 4,277 | | |
| TOTAL NET OFFICE SPACE REQUIREMENTS: | | | | 11,179 | |
| <p>Net to Usable Ratio: 60%</p> <p>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 18,632 Square Feet</p> <p>Total Current Staff: 64 Total Future Staff: 104 Percent Growth: 63%</p> | | | | | |