

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: Department: DHS Location: 250 N. State St., Gladwin MI 48624			Contact Person: Telephone: Email:			Creation Date: May 23, 2012 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	1	180		1	180		
Special Designation Office (requires justification)	Enclosed Office	150	0	x	0	0		0	0		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120	64	x	1	64		1	64	Program Mgr 15	
Supervisors	Open Office	80	64	x	3	192		3	192	3 Supes	
Professionals, Technicians	Open Office	80	64	x	11	704	6	17	1,088	FIS/ES	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	3	144	1	4	192	Clerical	
Hotelling Space	Shared Open Office	20		x	6	120	2	8	160	hoteling	
					Total Current Work Area Requirements		Total Future Work Area Requirements				
					Staff	Area	Staff	Area			
					25	1,404	34	1,876			

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Special Support Area Requirements

Agency:		Contact Person:		Creation Date: May 23, 2012				
Department: DHS		Telephone:		Revised Date:				
Location: 250 N. State St., Gladwin MI 48624		Email:						
Public Use Space						Space Needs		Comments
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area		
Reception Area	N/A	400	x	N/A	1	400	needs pass through window	
Service Counter/Waiting Area	N/A	600	x	N/A	1	600		
Security Guard Station	N/A		x	N/A		0		
Interview Rooms	120		x	N/A	1	120	interview clients	
Public Access Toilet Facilities	80	100	x	N/A	3	300	need mens, women's and family toilet room	
TOTAL PUBLIC USE SPACE:						1,420		
Conference & Meeting Space						Space Needs		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Conference (40+ Person)	800	450	x	0	1	450	staff meetings	
Conference (10-12 Person)	225	N/A	x	1		225	Hearing Room	
Conference (6-8 Person)	150	N/A	x	1	0	150		
Conference (2-4 Person)	100	N/A	x	0		0		
Team Work Area	120		x	0	4	480	teaming areas for Supervisor/Employee meetings	
TOTAL CONFERENCE & MEETING SPACE:						1,305		
Special Use Space						Space Needs		Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area		
Mail Area	80		x	1		80		
Records & Storage	Enclosed file / supply storage.	100	500	x	0	1	500	Closed file storage & Supply room
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) needs sink & cabinets	130	320	x	0	1	320	Staff need large break room for vending machines & sink
First Aid Room		120	0	x	0	0	0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	17		153	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	Need backer board and special electrical outlets
TOTAL SPECIAL USE SPACE:						1,311		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						4,036		

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User Defined Area (Non-Standard Office Space)

Agency: Department: DHS Location: 250 N. State St., Gladwin MI 48624		Contact Person: Telephone: Email:			Creation Date: May 23, 2012 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)
Visitation Room	needs 1 way mirror on 2 walls for the observation room that's in between the 2 visitation rooms.	N/A	150	x	N/A	1	150	family visits with children removed from their parents
Observation Room	needs to be located between the 2 visitation rooms so it has the 1 way mirrors on 2 walls	N/A	100	x	N/A	1	100	observe family visits
Employee Bathrooms	May need more toilet closets in women's restroom 7'1/2' x 25'	N/A	0	x	N/A	0	0	
Employee Bathrooms	May need more toilet closets in women's restroom 7'1/2' x 25'	N/A	190	x	N/A	2	380	must have separate bathrooms from clients
Janitor Closet	slop sink & plastic wall covering	N/A	60	x	N/A	1	60	slop sink & plastic wall covering
TOTAL USER DEFINED AREA REQUIREMENTS:							690	

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Summary Page

Agency: Department: DHS Location: 250 N. State St., Gladwin MI 48624		Contact Person: Telephone: Email:		Date: May 23, 2012 Date Revised:		DMB Project Number:	
		Current Space Needs		Future Space Needs		Comments	
Office Work Area Requirements		Staff	Area	Staff	Area		
Enclosed Office		1	180	1	180		
Open Office		24	1,224	33	1,696		
TOTAL NET WORK AREA REQUIREMENTS:		25	1,404	34	1,876		
				Space Needs		Comments	
Special Support Area Requirements				Area			
Public Use Area					1,420		
Conference & Meeting Area					1,305		
Special Use Area					1,311		
User Defined Area					690		
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:					4,726		
TOTAL NET OFFICE SPACE REQUIREMENTS:					6,602		
Net to Usable Ratio: 70% User Override Net to Usable Ratio:							
TOTAL USABLE OFFICE SPACE REQUIREMENTS:					9,431	Square Feet	
Total Current Staff:					25		
Total Future Staff:					34		
Percent Growth:					36%		