

State of Michigan

Department of Technology, Management & Budget
 Space Estimator (Page 1 of 4)

Office Work Area Requirements

Agency: WCCSA/CFS Office Department: Dept. Of Human Services Location: Wayne County			Contact Person: Telephone: Email:			Creation Date: July 24, 2012 Revised Date: August 28, 2012				
					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)
District Manager	Enclosed Office	350	204	x	1	204		1	204	
Chief Deputy Director (19 & above)	Enclosed Office		N/A	x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225	N/A	x		0		0	0	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180	N/A	x		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150	N/A	x		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120	64	x	51	3,264		51	3,264	
Supervisors	Open Office	80	64	x	30	1,920	3	33	2,112	
Professionals, Technicians	Open Office	80	64	x	14	896	18	32	2,048	
Mobile Worker	Open Office	48	10	10	129	1,290		129	1,290	
		20		x		0		0	0	
					Total Current Work Area Requirements		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					225	7,574	246	8,918		

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Special Support Area Requirements

Agency: WCCSA/CFS Office		Contact Person:				Creation Date: July 24, 2012		
Department: Dept. Of Human Services		Telephone:				Revised Date: August 28,2012		
Location: Wayne County		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	200	x	N/A	1	200	
Service Counter/Waiting Area		N/A	990	x	N/A	1	990	
Security Guard Station		N/A	64	x	N/A	2	128	
Interview/Visitation Rooms		120	80	x	N/A	2	160	
Public/Employee Toilet Facilities		80	100	x	N/A	4	400	
TOTAL PUBLIC USE SPACE:							1,878	
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	1000	x	1		1,000	
Conference (10-12 Person)		225	N/A	x	2		450	
Conference (6-8 Person)		150	N/A	x	2		300	
Observation Room		180	N/A	x	1		180	
Team Work Area		120		x	15		1,800	
TOTAL CONFERENCE & MEETING SPACE:							3,730	
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)
Quiet Room		80	150	x	1		150	
Mail/ Records & Storage	Enclosed file / supply storage.	1115		x	1		1,115	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	12		432	
Recycling Station	(1 for every 60 staff)	36	N/A	x	5		180	
Lunch / Break Room	(Assumes 20% usage)	1130		x	1		1,130	
First Aid Room		120	80	x	0	1	80	
Unassigned Filing		9	9	x	140	140	1,260	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	2		300	
TOTAL SPECIAL USE SPACE:							4,647	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							10,255	

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User Defined Area (Non-Standard Office Space)

Agency: WCCSA/CFS Office		Contact Person:		Creation Date: July 24, 2012				
Department: Dept. Of Human Services		Telephone:		Revised Date: August 28, 2012				
Location: Wayne County		Email:						
					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)
Play Room and Observation area		1590		x	1		1,590	
Shower/ Washer/ Dryer/ Kitchen		240		x	1		240	
Motor Pool Area		80		x	1		80	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,910	

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Summary Page

Agency: WCCSA/CFS Office		Contact Person:		Date: July 24, 2012	
Department: Dept. Of Human Services		Telephone:		Date Revised: August 28, 2012	
Location: Wayne County		Email:		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		1	204	1	204
Open Office		224	7,370	245	8,714
TOTAL NET WORK AREA REQUIREMENTS:		225	7,574	246	8,918
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area				1,878	
Conference & Meeting Area				3,730	
Special Use Area				4,647	
User Defined Area				1,910	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				12,165	
TOTAL NET OFFICE SPACE REQUIREMENTS:				21,083	
		Net to Usable Ratio:		70%	
		User Override Net to Usable Ratio:		68%	
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				31,234	Square Feet
		Total Current Staff:		225	
		Total Future Staff:		246	
		Percent Growth:		10%	