

Office Work Area Requirements

Agency: Antrim Co DHHS Department: Dept. Of Human Services Location: Bellare, MI				Contact Person: Pat Simpson Telephone: 517-255-2222 E-mail: psimpson@dmichigan.gov				Creation Date: November 14, 2015 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		0		0	0		
Special Designation Office (requires justification)	Enclosed Office	150		x	1	150		1	150	One Director for Tri-County	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120	64	x	3	192		3	192	Second Line Program manager	
Supervisors	Open Office	80	64	x	1	64		1	64	1 currently on board	
Professionals, Technicians	Open Office	80		x	1	80		1	80		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	3	144		3	144		
Hotelling Space	Shared Open Office	20		x	16	320		16	320	12 services and MYOI, Peer Coach, CRC, IOW and need hoteling space	
					Total Current Work Area Requirements Staff 25 Area 950		Total Future Work Area Requirements Staff 25 Area 950				

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 (Must be submitted with your 618)

Special Support Area Requirements

Agency: Antrim Co DHHS Department: Dept. Of Human Services Location: Bellaire, MI		Contact Person: Pat Simmons Telephone: 231-348-1607 Email: simmonsp2@michigan.gov				Creation Date: November 14, 2015 Revised Date:		
Public Use Space		Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A	400	x		1	400	2 windows to the lobby
Service Counter/Waiting Area		N/A	600	x		1	600	8 feet for each window plus kiask
Security Guard Station		N/A		x	N/A		0	not needed
Interview Rooms		120		x	N/A	5	600	8 ES/FIS & Children's
Public Access Toilet Facilities		80		x	N/A	2	160	
TOTAL PUBLIC USE SPACE:							1,760	
Conference & Meeting Space		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)
1 Conference (40+ Person)		800	N/A	x	1		800	For all staff meeting
Conference (10-12 Person)		225	N/A	x			0	
Conference (6-8 Person)		150	N/A	x	1		150	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	1		120	For in-county employees
TOTAL CONFERENCE & MEETING SPACE:							1,170	
Special Use Space		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		80	
Records & Storage	Enclosed file / supply storage.	100		x	5		500	Currently have 300 feet and it is inadequate.
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	3		108	We have 3 MFU
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100		x	1		100	Most staff lunch and break together
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	18		162	file cabinets in halls?
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							1,136	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							4,066	

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User Defined Area (Non-Standard Office Space)

Agency: Antrim Co DHHS Department: Dept. Of Human Services Location: Bellarie, MI		Contact Person: Pat Simmons Telephone: 231-533-7327 Email: simmonsp2@michigan.gov			Creation Date: November 14, 2015 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)
Restrooms		N/A	100	x	N/A	2	200	
Storage		N/A	400	x	N/A	1	400	
Visitation Room/Viewing Room		N/A	150	x	N/A	1	150	
Observation Room		N/A	100	x	N/A	1	100	
Emergency Pantry		N/A	150	x	N/A	1	150	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,000	

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Summary Page

Agency: Antrim Co DHHS Department: Dept. Of Human Services Location: Bellarie, MI	Contact Person: Pat Simmons Telephone: 231-533-7327 Email: simmonsp2@michigan.gov	Date: November 14, 2015 Date Revised:	
		DMB Project Number: 	
	Current Space Needs	Future Space Needs	Comments
Office Work Area Requirements	Staff Area	Staff Area	
Enclosed Office	1 150	1 150	
Open Office	24 800	24 800	
TOTAL NET WORK AREA REQUIREMENTS:	25 950	25 950	
		Space Needs	Comments
Special Support Area Requirements		Area	
Public Use Area		1,760	
Conference & Meeting Area		1,170	
Special Use Area		1,136	
User Defined Area		1,000	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:		5,066	
TOTAL NET OFFICE SPACE REQUIREMENTS:		6,016	
Net to Usable Ratio: 70% User Override Net to Usable Ratio: 			
TOTAL USABLE OFFICE SPACE REQUIREMENTS: 8,594 Square Feet			
Total Current Staff: 25 Total Future Staff: 25 Percent Growth: 0%			