

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: Corrections Department: FOA/Outstate Region Location: St. Clair Parole				Contact Person: Kami pasch Telephone: 517-241-7229 Email: paschk@michigan.gov				Creation Date: January 22, 2014 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		0		0	0		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	0	0		0	0		
Supervisors	Open Office	80		x	1	80		0	0		
Professionals, Technicians	Open Office	80		x	8	640		0	0		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	0	0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements Staff Area 9 720		Total Future Work Area Requirements Staff Area 0 0				

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Special Support Area Requirements

Agency: Corrections Department: FOA/Metro Region Location: St. Clair Parole		Contact Person: Sue Donaldson Telephone: 517 335-1340 Email: donaldsk@michigan.gov				Creation Date: January 11, 2010 Revised Date: January 22, 2014		
						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	400	
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms	Drug Testing Room	120		x	N/A	1	120	
Public Access Toilet Facilities		80		x	N/A	2	160	
TOTAL PUBLIC USE SPACE:							680	
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	N/A	x	0		0	
Conference (10-12 Person)		225	N/A	x	0	1	225	
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	0	1	100	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							325	
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	0	1	80	
Records & Storage	Enclosed file / supply storage.	100		x	0	1	100	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	1	36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	0	1	36	
Lunch / Break Room	(Assumes 20% usage)	100		x	1	1	100	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	15		135	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	0	1	150	
TOTAL SPECIAL USE SPACE:							637	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							1,642	

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User Defined Area (Non-Standard Office Space)

Agency: Corrections Department: FOA/Outstate Region Location: St. Clair Parole		Contact Person: Kami pasch Telephone: 517-241-7229 Email: paschk@michigan.gov			Creation Date: Jan 11,2010 Revised Date: January 22, 2014			
						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)
Employee Bathroom-male & female		N/A	240	x	N/A	2	480	need separate from public
Public and Urine Monitor Restroom		N/A	240	x	N/A	2	480	
Conference Room		N/A	280	x	N/A	1	280	
Video Conference Room		N/A	196	x	N/A	1	196	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,436	

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Summary Page

Agency: Corrections Department: FOA/Outstate Region Location: St. Clair Parole		Contact Person: Kami pasch Telephone: 517-241-7229 Email: paschk@michigan.gov		Date: Jan 11,2010 Date Revised: January 22, 2014	
DMB Project Number:					
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		0	0	0	0
Open Office		9	720	0	0
TOTAL NET WORK AREA REQUIREMENTS:		9	720	0	0
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area				680	
Conference & Meeting Area				325	
Special Use Area				637	
User Defined Area				1,436	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				3,078	
TOTAL NET OFFICE SPACE REQUIREMENTS:				3,078	
Net to Usable Ratio: 70% User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS:				4,397	Square Feet
Total Current Staff: 9 Total Future Staff: 0 Percent Growth: -100%					