

Positions

Full - Time Equivalent (FTE) Employees	Full - Time Equivalent (FTE) Employees	Space Guide (Square Feet)	Allowable Space (Square Feet)
Director, DDS	_____	200	_____
Assistant or Deputy Director	_____	150	_____
Program Director or Manager	_____	150	_____
Unit Supervisor	_____	120	_____
Technical Consultant and Systems Specialist	_____	100	_____
Hearing Officer	_____	100	_____
Quality Assurance Specialist	_____	100	_____
Vocational Specialist	_____	100	_____
Claims Examiner (adjudicator)	_____	100	_____
Clerks and other support positions	_____	75	_____
Chief Medical Consultant		150	_____
Full and Part Time Medical Consultants (electronic claims adjudication makes it more difficult for consultants to share space)	_____	100	_____
Subtotal	_____		_____

Administrative Support, Conference and Training	Basic Allowable Square Feet	Additional Allowable Square Feet	Allowable Space (Square Feet)
Reception Area	100	plus 2 sq ft per employee	_____
Multipurpose Area	100	plus 4 sq ft per employee plus 8 sq ft per employee (none if 10 employees or fewer)	_____
Conference Room	100	plus 4 sq ft per employee (none if 10 employees or fewer)	_____
Training Room	100	4 sq ft per employee	_____
Storage			_____
Video Service Delivery (VSD) and VSD Equipment Storage	200	plus 1/2 sq ft per employee	_____

Multi-function Clerical Space	50	plus 1/2 sq ft per employee	_____
Confidential Interviewing		120 X (# of rooms)	_____
Mailroom	50	plus 1/2 sq ft per employee	_____
Computer Room		Minimum Vendor	_____
Subtotal		Recommendations	_____

Equipment

Photocopy	40 sq per Copier		_____
File Cabinets	7 sq per file cabinet	DDS should purge files and surplus cabinets prior to relocating	_____
Subtotal			_____

Allowance for

Intraoffice Movement (max 15%)	_____
Growth = ____ % ea. Year of lease	_____

Subtotal	_____
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Total Allowable Space (must not exceed 150 sq ft per FTE)	_____
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