DoD Space Planning Criteria for Health Facilities
Information Management

FUNCTION	ROOM CODES	AUTHORIZED		PLANNING RANGE/COMMENTS
		m²	nsf	

2.4.1. PURPOSE AND SCOPE:

This Chapter provides guidance for the planning of the Information Management Department. These criteria provide the space necessary to adequately accommodate the Information Systems Management Operations, Telephone Switchboard, Central Control and the Computer Center.

2.4.2. DEFINITIONS:

Active Data Storage Room - Area where tape or removable disk backups of active data files are stored.

Ambulatory Data System (ADS) - Provides ambulatory data as a by-product of the health care delivery process. The ADS captures patient specific encounter, diagnostic, and treatment data.

Archived Storage - Secured area for storage of inactive media such as microfiche and tapes used as backup. Also included in this area are original copies of Personal Computer software.

Audiovisual Distribution System – A separate communications equipment room, with sufficient space for personnel circulation and equipment maintenance, will be provided in hospitals and medical centers for the head end equipment, such as television, public address and program distribution, radio, and data communications equipment room. This room should be adjacent to the Telephone Systems Equipment Room.

Central Alarm Room: A central room for medical gas alarms, elevator alarm/telephone, pneumatic tubes system, fire alarm panels, environmental control systems, wall-mounted graphic displays, annunciator displays and other monitoring and control equipment. This room might also contain the security cameras and security videotaping equipment. This room needs to be monitored the entire time the medical facility is in operation. It usually is located in either the Emergency Room or Facility Management.

Central Reproduction – A central copy area for the entire medical facility, for large-scale reproduction requirements not normally performed in smaller department copy areas.

Centralized Credentials and Quality Assurance System (CCQAS) - A system, which supports DoD's Quality Assurance Program by maintaining the credentials status of DoD healthcare providers.

Communications Room – A telecommunications room is the termination of horizontal and backbone cables to compatible connecting hardware. A telecommunications room also provides a controlled environment to house telecommunications equipment, connecting hardware, and splice closures serving a portion of the building. The telecommunications room provides for the administration and routing of the equipment cable/cords from the horizontal cross connect to the telecommunications equipment.

Composite Health Care System (CHCS) - A DoD-wide Automated Information System (AIS) that includes the following modules: Patient Appointment System (PAS), Patient Administration (PAD), Laboratory (LAB), Radiology (RAD), Clinical Dietetics, Pharmacy (PHARM), and Nursing.

Composite Health Care System II (CHCS II) - Designed to replace CHCS, this composite system will provide integrated support to the clinical delivery processes within Military Health System (MHS) MTF's including all aspects of ancillary, order entry, and documentation in peacetime and wartime.

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2.4.2. DEFINITIONS: Continued

Computer Room - Space where the main computers and associated peripherals (e.g. tape drives, disk drives, line printer, etc.) are housed.

Computer Server Room - A room to house the individual servers that would support one or two functional areas.

Defense Medical Logistics Standard System II (DMLSS II) - This composite system will provide integrated support to all logistics functions within the MHS environment including all aspects of facilities, equipment, and materiel management across the operational continuum.

Defense Medical Human Resource System (DMHRS) - Provides automated system support for calculating military and civilian labor time and cost for DoD health care activities.

Emergency Power - A system of electrical feeders and branch circuits meeting the requirements of the National Fire Protection Agency (NFPA 70), National Electric Code, and intended to supply alternate power to a limited number of prescribed functions vital to the protection of life and safety, with automatic restoration of electrical power within 10 seconds of power interruption.

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Local Area Network (LAN) - A means of connecting personal computers and/or terminals and sharing application programs, data and email through various cabling and switching themes so that users can communicate with each other or share common information. A LAN typically exists in a single building, hence the term "local."

Medical Expense and Performance Reporting System Expense Assignment System, Version IV (MEPRS EAS IV) - Provides support to standardized reporting of expenses, manpower, and workload data at the work center level within DoD facilities.

Medical Information Systems - An integrated computer system consisting of individual specialty applications modules; for example: Pharmacy, Radiology, Laboratory, Financial Management, and Records Management.

Multimedia Self-Help Area - An area used by all hospital staff in creating a wide variety of graphic materials such as posters, flyers, overhead transparencies, photographic slides. Typically this area would have PC's with appropriate graphics applications software to produce charts and graphs, as well as appropriate peripheral devices such as color printer/plotters, laser printers, color scanners, page readers, etc.

Multiplexor - A device that transmits two or more signals on a single circuit or frequency.

Office: A private office is an enclosed room outfitted with either standard furniture (Room Code OFA01) or systems furniture (Room Code OFA02). An administrative cubicle is within an open room and is constructed out of system furniture (Room Code OFA03)

PC Configuration Area. - The area in which personal computers are assembled, tested, and repaired. Testing software is accomplished in this area as well.

Personal Computer (PC) - A computing system designed for individual use.

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2.4.2. DEFINITIONS: Continued

Peripheral Device - Accessory devices, such as a printer or modem, which is externally connected to a computer.

Uninterruptible Power Supply (UPS) - A system of batteries and capacitance power storage devices to preclude failure of critically important information processing systems. During an electrical power failure, it provides continuous power to a computer system, as well as and other essential building components, for a specified period of time.

2.4.3.POLICIES:

Communication Rooms: Include these rooms as programmed space (separate from electrical or mechanical areas) and provide sufficient quantity throughout every medical facility. "EIA/TIA 569" (or most current regulation) requires 110 nsf of communications room per 10,000 gross square feet of building area.

Central Alarm Room: A Central Alarm Room will be provided in hospitals and medical centers. This room size will be based on the quantity of wall mounted graphic displays, annunciator displays and other monitoring and control equipment. Some examples of equipment in this room are: Emergency Medical Communications System, elevator monitors, fire protection alarms, security systems, and medical gas alarms.

Central Computer Area: Network as many departments into one central computer area as possible, including dictation, lab, pharmacy, radiology services, and patient records systems. This would help consolidate staff and computer support areas. Other areas that may also be located in Information management are: paging, and teleconference rooms (VTC). Refer to Chapter 5.4 for Radiology and Nuclear Medicine computer requirements, as well.

Offices, Private: With the exception of the office provided for "Key Personnel," all other private offices will be 120 net square feet as stated in Chapter 2.1 (General Administration), paragraph 2.1.5. Private offices will be provided to following personnel:

> a) Staff who must meet with patients/customers on a regular basis and hold private consultations/discussion.
> b) The senior officer and enlisted member of a department.
> c) Staff who supervise others and must hold frequent, private counseling sessions with their junior staff. This does not include staff who supervise a very small number of people, and who would only occasionally need private counseling space. These staff can use available conference rooms or other private areas for their infrequent counseling needs
> d) Any personnel who interview or counsel patients with patient privacy concerns.

Office, Non-Private or Shared Space: Personnel, who require office space, but not a private office, will be provided space in a shared office. Non-private or shared office space will be programmed at 60 net square feet per occupant

Public Toilets, Staff Lounges and Locker Areas: The criteria for public toilets, staff lounges and locker rooms are provided in Chapter 6.1 (Common Areas).

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2.4.4. PROGRAM DATA REQUIRED:

Is a Chief of Information Management projected?
How many staff will require a private office **Note:** Do not include Department Chief, NCOIC/LCPO/LPO, and secretary.
How many officers or officer equivalents are projected? **Note:** This information is used to calculate the size of the Conference Room.
How NCOIC/LCPO/LPOs are projected?
How many secretaries are projected?
How many FTE Computer Operators are projected?
How many FTE Help Desk Technicians are projected?
How many FTEs on peak shift are projected? **Note:** This information is used to calculate the number of Staff Toilets and the size of the Staff Lounge.
How many staff will require a locker? **Note**: Do not include staff with offices or cubicles.
Will there be vending machines in the staff lounge?
How many computers are projected in the MTF?
Are computers repaired/configured within the MTF?
How UPS systems will be located in the Main Computer Room?
Is a telephone switch projected within the MTF?
Is a multi-media self-help area projected?
Will a high volume reproduction room for the entire MTF be located in Information Management?
How many computer training terminals are projected?

2.4.5. SPACE CRITERIA:

NOTE: GP indicates that a guideplate exists for that particular Room Code.

STAFF AND ADMINISTRATIVE AREAS

FUNCTION	ROOM CODES	m²	nsf	PLANNING RANGE/COMMENTS
Chief, Information Management	OFA01	11.15	120	Private Office, Standard Furniture. One per projected FTE.
	OFA02	11.15	120	Private Office, Systems Furniture. One per projected FTE.
Secretary with Visitor Waiting	SEC01	11.15	120	Per projected FTE.
NCOIC/LCPO/LPO Office	OFA01 OFA02	11.15	120	Per projected FTE.
Private Office	OFA01 OFA02	11.15	120	Per projected FTE requiring a private office. See Chapter 2.1 (General Administration), paragraph 2.1.3.
Computer Operator Cubicle	OFA03	5.57	60	Cubicle, Systems Furniture. Per projected FTE requiring a dedicated work space but not a private office.
Help Desk/Technician Cubicle	OFA03	5.57	60	Per projected FTE, if located on site.

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STAFF AND ADMINISTRATIVE AREAS: Continued

FUNCTION	ROOM CODES	m²	nsf	PLANNING RANGE/COMMENTS
Forms/Literature Storage	SRS01	9.29	100	One per Department.
Conference Room (GP – CRA01)	CRA01	23.23	250	Minimum use CRA01. One per Department with eight to twelve officers or officer equivalents. .See Chapter 2.1 (General Administration), paragraph 2.1.2 for Personnel Equivalent Chart.
	CRA02	27.87	300	One per Department with thirteen to sixteen officers or officer equivalents.
	CRA03	37.16	400	One per Department with greater than sixteen officers or officer equivalents.
Staff Lounge (GP)	SL001	13.01	140	Minimum 140 nsf for 10 FTEs on peak shift. Add 5 nsf for each peak shift FTE over 10. Maximum size is 300 nsf without vending machines and 320 nsf if vending machines are included.
Personal Property Lockers (GP)	LR001	2.32	25	Minimum for up to 10 staff without a dedicated office/cubicle space. Add 2.5 nsf per additional staff without dedicated office/cubicle space greater than 10.
Staff Toilet (GP)	TLTU1	4.65	50	Provide one if there are less than 15 staff in Department. For staffing greater than 15 provide 2.
Copy Room	RPR01	9.29	100	Copier/Fax/Mailbox distribution for Information Systems Section use.
Copy Room, High Volume	RPR02	11.15	120	One per facility can be located in other departments such as General Administration. See Chapter 2.1 (General Administration) for increasing size.

COMPUTER ROOM

FUNCTION	ROOM CODES	m²	nsf	PLANNING RANGE/COMMENTS
Medical Information Systems	CMP01	46.45	500	Minimum. Provide 500 nsf for Military Treatment Facility's (MTF) less than 40,000 gsf. Provide an additional 35 nsf for each additional 1,000 gsf of MTF building area greater than 40,000 gsf. Maximum 2,000 nsf.
Computer Server Room	CMP02	5.57	60	One room for individual computer servers that support one or two functional areas.
Radiology Computer Systems (PACS)	CMP03	37.16	400	Minimum. Provide 400 nsf for MTF's with six or less radiology rooms. Add 50 nsf for each additional radiology room. Determine location of system, either in this Department or in Radiology/Nuclear Medicine.
Active Data Storage Room	CMP03	9.29	100	One per MTF.

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COMPUTER ROOM: CONTINUED

FUNCTION	ROOM CODES	m²	nsf	PLANNING RANGE/COMMENTS
Archive Storage	CMP03	9.29	100	If data archiving is stored/maintained in the MTF.
Uninterruptible Power Supply (UPS) Area	CMP01	5.57	60	Minimum. Provide 60 nsf per each UPS component. Verify if UPS required. Typically provided within the computer room.

COMPUTER ROOM SUPPORT

FUNCTION	ROOM CODES	m²	nsf	PLANNING RANGE/COMMENTS
Computer Training Classroom	CLR03	13.01	140	Minimum (serves four computer terminals). Add 20 nsf for each computer terminal greater than 4. Maximum 480.
PC Configuration/Repair Area	BMWS1	13.94	150	If computers are configured/repaired at the MTF, provide minimum of 150 nsf (two-person stations). This space counts for the first 200 computer within the facility. Add additional stations for every increment of 200 computers within the MTF minus the initial two-person station. Maximum of 900 nsf.
Storage Area	SRS01	9.29	100	One for training material.
Equipment Supply Storage	SRE01	9.29	100	Minimum. Add 20 nsf for every 100 computer terminals. Maximum of 300.
Computer Equipment Storage	SRE01	18.58	200	Minimum, if computer repair/configuration occurs at the MTF. Add one nsf for each computer in the MTF over 200. Maximum of 400.
Multimedia Self-Help Area	OFA03	14.86	160	Provide only if required. For use by all staff in creating presentations.
Telephone Switch Room	COMC1	37.16	400	Provide if telephone switch programmed.
Communications Room	COMC1	11.15	120	Per Department. Space provided in Chapter 6.1 (Common Areas) for Communication Closets for distribution throughout the facility.
Audiovisual Program Distribution	AVPD1	11.15	120	Minimum. A separate audiovisual distribution system room will be provided in Hospitals and Medical Centers only.