

## DoD Space Planning Criteria for Health Facilities

### 6.1 Common Areas

#### **6.1.1. PURPOSE AND SCOPE:**

This section provides guidance for the space planning criteria for the common areas in DoD medical facilities. This includes lobbies, vending areas, toilets, staff lounges, locker rooms and janitor closets.

#### **6.1.2. DEFINITIONS:**

**Automated Teller Machine (ATM):** An automated machine typically associated with a specific bank that has a contract on the base or post to provide a banking service where patrons can withdraw money from their account.

**Diaper Changing Area:** A fold-down table required in all public toilets in the waiting areas and patient toilets within the clinic area in the emergency department, primary care and pediatric clinics, and women's health.

**Exchange Service:** Retail outlets and services shops operated directly by, or under contract to, the exchange service of either the Army, Air Forces or by the Navy.

**Entry:** The door(s) and the exterior portion of the access to a medical treatment facility. This will include a covering to shelter people from the weather while waiting for vehicle pick-up.

**Employee Count:** The number of FTE employees used in determining plumbing fixtures, lockers or lounge areas. Unless specifically noted otherwise, the number of employees used should be during the peak shift.

**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 all military, civilian and contractor personnel working in the facility.

**Janitor Closets:** A janitor closet is to be used primarily by the housekeeping staff, either an in-house or a contracted service staff member. This room should include a service sink, shelving for a limited amount of housekeeping supplies, and floor space for housekeeping equipment, such as a vacuum cleaner and/or mop bucket. Verify the specific contractor requirement if a contracted service group is employed. These closets will be distributed throughout the hospital, one per 10,000 nsf. In addition to these distributed janitor closets there are janitor closets dedicated to a specific function. Several departments can share one janitor closet, as long as the area of all the departments does not exceed 10,000 nsf.

**Lobby:** The anteroom of the building through which most visitors/patients enter and depart the medical treatment facility. American Institute of Architects' Guideline for Design and Construction of Hospital and Health Care Facilities, requires that lobbies include: a counter or desk for reception and information, public waiting area(s), public toilet facilities, public telephones and drinking fountain(s).

**Patient Toilet:** This is a toilet that is intended for the use of any patient in a dedicated area or department and is located beyond the public area or public corridor.

**Public Toilet:** This is a toilet that is intended for the use of anyone in the facility and is located in a public area or off a public corridor.

**Public Telephone:** This includes pay phones and any other phones, usually with local call access, that are intended for the use of patients and visitors to the medical treatment facility

**Staff Toilet:** This is a toilet that is intended for the use of the personnel that work in the area, i.e. not for public use. Staff toilets should not as a rule, be located convenient to the public.

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**Staff Lounge:** This is a room intended as a break area for the workers in their working area (clinic, section, service, etc.) It will have a microwave, sink area, table and chairs. In very large departments, it may include vending machines.

**Staff Changing Locker Room:** This is an area, which includes lockers, for staff personnel to work out/change clothes while at work. This area will be adjacent to a shower area and toilet facilities. This is an addition to the dedicated requirements for specific departments, i.e. surgery, labor and delivery, etc.

**Staff Personal Property Locker Area:** This is a locker area for staff personnel, who do not have an office or a dedicated cubicle, to secure their personal items while at work.

**Vestibule:** A passageway connecting the outside to the interior of the building. This is intended to provide a transition from the exterior to the interior and visa versa. This is also intended to provide a buffer from wind and weather.

#### **6.1.3. POLICIES/FORMULAS:**

Each Department, Service or Clinic of a medical treatment facility will be provided with adequate toilet, lounge and locker facilities. An adequate number of toilets will be provided in appropriate locations to provide facilities to handicapped persons in accordance with the Americans with Disabilities Act (ADA).

**Public Telephones:** Publicly accessible telephones should generally be located in the following areas of the facility; main lobbies, pharmacy, emergency department, labor and delivery waiting area, ICU waiting area, and surgery waiting area.

**Plumbing Fixtures:** MIL-HDBK-1003/1 has adopted the International Plumbing Code (IPC) 2000, with certain amendments. The following formulas (which are based on MIL-HDBK-1003/1) will be used to determine the number of fixtures. A fixture is a water closet, lavatory, or urinal. These formulas determine the number of water closets. Determine the number of water closets and add space for an equal number of lavatories. In a male multi-stall bathroom up to 34% of water closets may be substituted with urinals.

**Patient toilets within a clinic:** These toilets are addressed in the individual sections that require patient toilets. Provide one if more than three providers are assigned to the department. Provide two if more than nine providers are assigned to the department. Provide three if more than 16 providers are assigned to the department. Provide a maximum number of three water closets within a single department.

**NOTE \*THE FOLLOWING PUBLIC RESTROOM FORMULA IS CONSIDERED DRAFT GUIDANCE AND SHOULD NOT BE CONSIDERED FIRM CRITERIA\*\***

**Public Restrooms:** Public restrooms will be distributed throughout the facility in waiting areas and other public areas. This can be separated into single unisex toilets or large multi-stall toilets during design dependent on the physical layout of the medical treatment facility.

Outpatient visits less than 100,000 annually:

Outpatient visits year / 250 workdays year / 20 +[1 toilets per 16 inpatient beds\*] = total number of public toilets\*\*

Outpatient visits between 100,000 and 350,000 annually:

Outpatient visits year / 250 workdays year / 40 +[1 toilets per 16 inpatient beds\*]= total number of public toilets\*\*

Outpatient visits more than 350,000 annually:

Outpatient visits year / 250 workdays year / 60 +[1 toilets per 16 inpatient beds\*]= total number of public toilets\*\*

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\* When dividing the number of inpatient beds by 16, add one water closet and lavatory if the remainder is greater than 0.5.

\*\*When determining the total number of toilets for a facility always add one water closet and lavatory if the remainder is greater than 0.1.

NOTE: When determine the space required, ensure the lavatories are added in equal number. If the male bathroom has a multi-stall, up to 34% of all water closets may be substituted with urinals.

**Staff Toilets:** Provide one water closet and one lavatory if there are 10 or more staff within department, otherwise combine departments and centrally locate the staff toilets. Provide one water closet and one lavatory per 15 staff. When dividing the total number of staff by 15 to determine the total number of water closets, add one water closet/lavatory if remainder is greater than 0.5. Divide the total number of total water closets into 50% male and 50% female. If the male bathroom has a multi-stall, up to 34% of all water closets may be substituted with urinals.

**Drinking fountains:** Drinking fountains should *not* be located within restrooms. Provide one drinking fountain set (one standard and one handicap) per 100 staff, and distribute throughout the facility. For multi-floored facilities, minimum one fountain per floor.

**Locker Rooms:** In general, locker room space will be consolidated into a central locker room facility for staff exercise programs, separated from patient areas, with appropriate water closet and facilities. They can be distributed throughout a medium or large facility if necessary. A stand-alone facility without patient visits are authorized a small central locker room and may be increased with justification. The following chart will be used to determine number of fixtures:

260 minimum for one shower (TLTS1), one toilet (TLTU1), and 20 half-size lockers (LR002). Add 30 nsf per additional toilet, 2.5 nsf for locker and 30 per shower.

Facility Size	Water closets /Lavatories	Showers	Lockers (1/2 size)
<b>Small</b> (<100,000 annual outpatient visits)	2/2	2	20
<b>Medium</b> (between 100,000 and 350,000 annual outpatient visits)	6/6	6	40
<b>Large</b> (>350,000 annual outpatient visits)	10/10	10	60

**Lounges:** Where a staff lounge will serve less than 10 employees during the peak-staffed shift, every effort will be made to combine the lounges from two or more adjacent clinics. The staff lounge must be provided with a sink.

**Personal Property Locker Areas:** In general, personal property locker area space will be provided in departments when some of the staff does not have dedicated workspace. Provide one locker per employee during peak shift that does not have a private office or dedicated cubicle.

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#### 6.1.4. PROGRAM DATA REQUIRED:

How many outpatient visits are projected?
How many inpatient beds are projected?
Will there be AAFES/NEX facilities within the MTF?
Is an exchange retail store or gift shop projected?
Is a food service (coffee shop or fast food shop) projected?
Is a banking facility projected?
Is a blind vendor area projected?
Is a flower shop projected?
Is a barber shop projected?
Is a beauty shop projected?
Is an ATM projected?

#### 6.1.5. SPACE CRITERIA:

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

<b>LOBBIES</b>	The lobby area includes public telephones, water fountain(s), wheelchair storage alcove, and building directories.
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Free Standing Clinic Lobby	LOB01	18.58	200	Small (<100,000 annual outpatient visits) *Note: for facilities without patient visits provide 200 nsf, increase with justification
			400	Medium (between 100,000 and 350,000 annual outpatient visits)
			600	Large (>350,000 annual outpatient visits)
Hospital Lobby	LOB01	18.58	200	Small (<100,000 annual outpatient visits) *Note: the lobby criteria is draft and should not be considered firm criteria
			600	Medium (between 100,000 and 350,000 annual outpatient visits)
			800	Large (>350,000 annual outpatient visits)
Information Desk	RECP3	5.57	60	One per freestanding clinic with more than 15 providers and one projected FTE to staff the desk. Two per hospital, one for the clinic entry and one for the inpatient visitor entry, when projected FTE staffing is for two desks.
Vestibule	LOB02	5.57	60	Minimum. One per lobby. Increase in size is dependent on climate and size of facility. Additional vestibules may be needed.
Patient Education Kiosk/Alcove	CLSC1	2.78	30	One per lobby area

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		m <sup>2</sup>	nsf	

<b>LOBBIES (CONTINUED)</b>
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Public Telephone Area	BX001	3.72	40	Minimum, one per 80,000 gsf of medical treatment facility space.
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<b>RETAIL AREAS</b>
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Vending Machine Area	BX001	1.86	20	20 nsf per vending machine. Minimum one. One vending machine per 15,000 nsf of freestanding clinic space. One vending machine per 10,000 nsf of hospital space. Note: Vending machines may be consolidated in one area, or may be decentralized for more convenient customer access.
Vending Seating Area	FSCD1	9.29	100	Minimum if provided. Small up to 150,000 outpatient visits. Vending machine may be consolidated in one area, or may be decentralized for more convenient customer access
		23.23	250	Medium: 150,00-300,000 outpatient visits
		46.45	500	Large: over 300,000 outpatient visits
Exchange Retail Store (Gift Shop)	BX000	37.16	400	One per hospital if AAFES/NEX agrees to provide. More space can be programmed if agreement is reached with the Army and Air Force Exchange Service or the Navy Exchange Service.
Food Service Vendor Space (Coffee or Fast Food Shop)	BX001	33.45	360	One per hospital if AAFES/NEX agrees to provide. More space can be programmed if agreement is reached with the Army and Air Force Exchange Service or the Navy Exchange Service.
Banking Facility	BF000	18.58	200	Equip by others - Special study required
ATM Alcove	BF001	3.72	40	One when a contract for this service is projected.
US Post Office	MRPS1	11.15	120	If in concept of operations.
Blind Vendor Area	BLND1	13.94	150	Special Study required.
Flower Shop	BX001	7.43	80	One per hospital when there is contract for this service projected.
Barber Shop	BX001	11.15	120	Minimum. One barbershop per hospital when a contract for this service is projected. Minimum of 120 nsf for a one chair barber shop, add 60 nsf for each additional chair. Determine the number of chairs based on barber contract.

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		m <sup>2</sup>	nsf	

**RETAIL AREAS (CONTINUED)**

Beauty Shop	BX001	11.15	120	Minimum. One beauty shop per hospital when a contract for this service is projected. Minimum of 120 nsf for a one beautician, add 60 nsf for each additional beautician. Determine the number of beauticians based on the contract for beauty shop services.
Dry Cleaning Drop Off/Pick Up	BX000	11.15	120	One when a contract for this service is projected.

**TOILETS, LOCKERS, COMMUNICATION & JANITORS CLOSETS**

Toilet, Multiple – Toilet rooms containing two or more fixtures of the same kind, will have at least one handicapped fixture.	TLTF2	18.58	200	Minimum (2 wc, 2 lav, 1 dc), (Female) provide 30 nsf per additional fixture plus an additional 15 nsf for each handicapped fixture, plus 10 nsf for additional diaper changing area
	TLTM2	18.58	200	Minimum, (1 wc, 1 ur, 2 lav, 1 dc), (Male). Use 10 nsf for urinals. Same criteria as TLTF2
Central Locker Room (GP) Changing Area	LR002	13.94	150	Small (<100,000). Includes 20 half-size lockers. One room for males, another for females. See Policy/Formula 6.1.3.
		18.58	200	Medium (between 100,000 and 350,000 annual outpatient visits). Includes 40 half-size lockers. One room for males, another for females. See Policy/Formula 6.1.3.
		23.23	250	Large (>350,000 annual outpatient visits.) Includes 60 half-size lockers. One room for males, another for females. See Policy/Formula 6.1.3.
Central Locker Room (GP) Toilet Area	TLTU1	4.70	50	Small (<100,000) This includes 1 water closet/lavatory. One room for males, another for females. See Policy/Formula 6.1.3.
		10.30	110	Medium (between 100,000 and 350,000 annual outpatient visits.) This includes 3 water closet/lavatories. One room for males, another for females. See Policy/Formula 6.1.3.
		15.90	170	Large (>350,000 annual outpatient visits.) This includes 5 water closet/lavatories. One room for males, another for females. See Policy/Formula 6.1.3.

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FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	
Central Locker Room (GP) Shower Area	SHWR1	5.60	60	Small (<100,000) This includes 1 shower. One room for males, another for females. See Policy/Formula 6.1.3.
		11.20	120	Medium (between 100,000 and 350,000 annual outpatient visits.) This includes 3 showers. One room for males, another for females. See Policy/Formula 6.1.3.
		16.80	180	Large (>350,000 annual outpatient visits.) This includes 5 showers. One room for males, another for females. See Policy/Formula 6.1.3.
Communication Room	COMC1	10.22	110	One information system closet per 10,000 gsf. Several departments can share one closet, as long as the area does not exceed 10,000 gsf.
Janitor Closet	JANC1	3.7	40	One janitor closet per 10,000 gsf. Several departments can share one janitor closet, as long as the area does not exceed 10,000 gsf.