

**CHAPTER 410: ENVIRONMENTAL MANAGEMENT SERVICE (EMS) LOCKERS,
LOUNGES, TOILETS AND SHOWERS**

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1 PURPOSE AND SCOPE

This document outlines the Space Planning Criteria for Chapter 410: Environmental Management Services Administration Lockers, Lounges, Toilets, and Showers. It applies to all medical facilities at the Department of Veterans Affairs (VA).

Space planning criteria for lockers, lounges, toilets and showers (LLTS) are generally provided at the departmental (chapter) level, in each separate chapter. Lockers, lounges, toilets and showers, (LLTS) which are provided in this chapter, are for all hospital staff not otherwise accounted for in separate departmental chapters. The facilities to be provided by these criteria are further defined as follows:

Lockers: The space required to accommodate lockers for employee's clothing, or other personal effects, benches, dressing and circulation.

Lounges: This space will be utilized by employees for a brief rest, relaxation or emergencies that require off the job environment for a degree of privacy and personal attention.

Toilets: Toilet facilities include all water closets, urinals, and lavatories throughout the hospital for staff and trainees specifically designated as toilet or toilet and shower rooms.

Showers: Shower facilities include all employee showers other than those excluded above.

2 DEFINITIONS

Lockers, Lounges, Toilets and Showers (LLTS): As described in these criteria, LLTS are central facilities for hospital support staff. Lockers, Lounges, and Toilet facilities for medical providers are provided in their respective chapters.

Lockers: The space required is to accommodate lockers for employee's clothing, or other personal effects, benches, dressing and circulation.

Lounges: This space will be utilized by employees for a brief rest, relaxation or emergencies that require off the job environment for a degree of privacy and personal attention. A counter nourishment station should be provided.

Showers: Shower facilities include employee showers other than those located in specified departments.

Toilets: Toilet facilities include all water closets, urinals, and sinks for support staff and trainees specifically designated as toilet or toilet and shower rooms.

Space Planning / SEPS

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.



Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose combined time commitment equals that of one full-time employee (i.e., 40 hours per week).

Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.

Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.

Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.



PG-18-12: A Department of Veterans Affairs’ Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS’s Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDSs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VARF): An organizational system of rooms / spaces grouped by function, a ‘Room Family’. There are two “Orders” in the VARF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific



use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. that is processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space Planning parameters and metrics in this document are based on the EMS Lockers, Lounges, Toilets and Showers Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA EMS Lockers, Lounges, Toilets and Showers site would require; the quantity and NSF for each room is calculated based on the number of EMS FTE positions authorized organized in four ranges each corresponding to 100 FTE positions each incrementally.
- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of EMS FTE positions authorized is included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA EMS Lockers, Lounges, Toilets and Showers project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.20** for EMS Lockers, Lounges, Toilets and Showers and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet (BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.
- E. The quantity of lockers, toilets and showers required are determined by the number of projected FTE positions authorized to be served, which are not otherwise accommodated in individual departments (chapters) Most Certain departments include programming of LLTS within each chapter. These facilities should not be duplicated.



4 INPUT DATA STATEMENTS (IDS)

- A. How many FTE positions in total are authorized for this facility? (S) (Values: 1 to 400)

5 SPACE PLANNING CRITERIA

A. FA 1: LOCKER AREA

1. EM Svcs Female Staff Locker Room, Stff Sprt (SS282)180 NSF (16.8 NSM)

- a. Provide one if [FTE positions authorized for this facility] is between 1 and 100
- b. Provide one at 300 NSF if [FTE positions authorized for this facility] is between 101 and 200
- c. Provide one at 450 NSF if [FTE positions authorized for this facility] is between 201 and 300
- d. Provide one at 600 NSF if [FTE positions authorized for this facility] is between 301 and 400

Apportion the total area based on estimated male / female FTE ratio on a per-project basis. Staff lockers are generally provided at the departmental level. Do not duplicate space.

2. EM Svcs Male Staff Locker Room, Stff Sprt (SS282)120 NSF (11.2 NSM)

- a. Provide one if [FTE positions authorized for this facility] is between 1 and 100
- b. Provide one at 200 NSF if [FTE positions authorized for this facility] is between 101 and 200
- c. Provide two at 300 NSF if [FTE positions authorized for this facility] is between 201 and 300
- d. Provide two at 400 NSF if [FTE positions authorized for this facility] is between 301 and 400

Apportion the total area based on estimated male / female FTE ratio on a per-project basis. Staff lockers are generally provided at the departmental level. Do not duplicate space.

3. EM Svcs Locker Room Vestibule, Stff Sprt (SS238) 40 NSF (3.8 NSM)

- a. Provide two if [FTE positions authorized for this facility] is between 1 and 400

B. FA 2: LOUNGE AREA

1. EM Svcs Staff Breakroom, Stff Sprt (SS262)300 NSF (27.9 NSM)

- a. Provide one if [FTE positions authorized for this facility] is between 1 and 100
- b. Provide two if [FTE positions authorized for this facility] is between 101 and 200
- c. Provide three if [FTE positions authorized for this facility] is between 201 and 300
- d. Provide four if [FTE positions authorized for this facility] is between 301 and 400



C. FA 3: TOILET AND SHOWER AREA

- 1. EM Svcs Female Staff Toilet, Bldg Sprt (SB191) 60 NSF (11.2 NSM)**
 - a. Provide two if [FTE positions authorized for this facility] is between 1 and 100
 - b. Provide four if [FTE positions authorized for this facility] is between 101 and 200
 - c. Provide six if [FTE positions authorized for this facility] is between 201 and 300
 - d. Provide eight if [FTE positions authorized for this facility] is between 301 and 400

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

- 2. EM Svcs Female Staff Shower, Bldg Sprt (SB174) 70 NSF (6.6 NSM)**
 - a. Provide two if [FTE positions authorized for this facility] is between 1 and 100
 - b. Provide four if [FTE positions authorized for this facility] is between 101 and 200
 - c. Provide six if [FTE positions authorized for this facility] is between 201 and 300
 - d. Provide eight if [FTE positions authorized for this facility] is between 301 and 400

Allocated NSF accommodates one accessible shower @ 28 NSF, one accessible bench @ 16 NSF, ABA clearances, and circulation.

- 3. EM Svcs Male Staff Toilet, Bldg Sprt (SB191) 60 NSF (11.2 NSM)**
 - a. Provide two if [FTE positions authorized for this facility] is between 1 and 100
 - b. Provide four if [FTE positions authorized for this facility] is between 101 and 200
 - c. Provide six if [FTE positions authorized for this facility] is between 201 and 300
 - d. Provide eight if [FTE positions authorized for this facility] is between 301 and 400

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

- 4. EM Svcs Male Staff Shower, Bldg Sprt (SB184) 70 NSF (6.6 NSM)**
 - a. Provide two if [FTE positions authorized for this facility] is between 1 and 100
 - b. Provide four if [FTE positions authorized for this facility] is between 101 and 200
 - c. Provide six if [FTE positions authorized for this facility] is between 201 and 300
 - d. Provide eight if [FTE positions authorized for this facility] is between 301 and 400

Allocated NSF accommodates one accessible shower @ 28 NSF, one accessible bench @ 16 NSF, ABA clearances, and circulation.

D. SEPS IMPORTER SHORTCUTS

The following shortcuts are used in the Room Criteria Statements in the Environmental Management Service (EMS) Lockers, Lounges, Toilets and Showers Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

1. *FTE positions authorized for this facility:* [How many FTE positions in total are authorized for this facility?]



6 PLANNING AND DESIGN CONSIDERATIONS

- A. Generally, Lockers, Lounges, Toilets, and Shower facilities are programmed and located in each department. LLTS programmed in this chapter should be located centrally in the facility so that personnel have easy and direct access from their assigned activity location. Lockers, Toilets and Showers will be sized and separated, Male and Female, based on the staff ratios.
- B. The provision of lockers for designated employees and trainees is based on the need for an individual secured storage space for a change in clothing and other personal belongings. A locker size of 12” x 21” (305 mm x 533 mm).
- C. The ratio of water closets, lavatories and urinals is based on FTEs, building codes and other guidelines.
- D. The lounge should accommodate both male and female employees. Access from the lounge to both the male and the female locker rooms and toilet rooms via a vestibule is desirable. Also, access from the lounge to both the main access corridor and a separate entrance to the toilet-locker room vestibule from the main access corridor is desirable.
- E. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library (www.cfm.va.gov/til/) for additional technical criteria.

7 FUNCTIONAL RELATIONSHIPS

Relationship of Environmental Management Service (EMS) Lockers, Lounges, Toilets and Showers to services listed below:

TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX

SERVICES	FUNCTIONAL RELATIONSHIP
BLDG SPRT: Logstcs Svc: Loading Dock	2
BLDG SPRT: Logstcs Svc: Warehouse	2
BLDG SPRT: Lobby	3

Legend:

- 1. High
- 2. Moderate
- 3. Minimal



8 FUNCTIONAL DIAGRAM

