

Part B – Health Facility Briefing & Design

260 Public & Staff Amenities Unit



*i*HFG

International Health Facility Guidelines
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260 Public & Staff Amenities Unit

1 Executive Summary

This Functional Planning Unit (FPU) covers the requirements of the Public and Staff Amenities Unit. This Unit provides supporting services and areas for the comfort of staff and visitors, including facilities such as toilets, changerooms, parenting rooms and staff lounges and overnight stay rooms.

The Functional Relationship Diagram provided indicates ideal relationships with other key departments and hospital services. This includes relationships with the Main Entrance, Reception and Lobbies on each level.

Design Considerations address a range of important issues including acoustics, finishes, privacy and building services requirements. The Schedules of Accommodation are provided using references to Standard Components (typical room templates) and quantities for typical units at Role Delineation Levels (RDL) 3 to 6. The actual number depends on each facility's service plan.

Refer to the further reading materials at the end of this FPU for supporting documentation.

2 Introduction

The Public & Staff Amenities Unit provides facilities for the convenience and comfort of staff and visitors to the healthcare environment. Some of the amenities may optionally be used by patients who are permitted to access other areas of the facility.

3 Functional Planning & Considerations

Amenities may be provided in a uniform configuration to Main Entry areas, public areas, staff areas and every level of the facility, to ensure ease of access and consistency in location.

Hours of Operation

Public amenities are generally available during the facility's operating hours, 24 hours per day, 7 days per week.

Functional Areas

The Amenities Unit may consist of the following Functional Zones:

- Public Toilets
- Parenting Rooms
- Nursery for children of Staff
- Staff Toilets
- Staff Change Rooms
- Staff Lounge
- Staff Overnight Rest/ Quiet Rooms
- Staff Study Area
- Accessible Toilets
- Bay for drinking water
- Multi-faith Rooms

Public Toilets

Public Toilets should be located in a discreet area with ready access to Lifts and Waiting Areas. The number of toilets required will be based on the local building code requirements.

Parenting Rooms

Amenities should include access for parenting rooms, baby feeding and baby change rooms. Separate Parenting Rooms should be provided for Staff & Public use and may be integrated with Toilet areas.

Staff Change Rooms and Toilets

Staff Change rooms will include staff showers and locker areas. Change rooms, toilets and locker areas shall be provided separately for Male and Female staff.

Centralised lockers are only recommended for staff who do not have dedicated departmental provisions for lockers or do not have a designated department such as certain housekeeping, cleaning or maintenance staff.

Staff Lounge

Staff Lounge is an area for staff to rest and take their meal breaks. The Lounge may also be used for informal education sessions as required. The room may include a TV and computer area for staff use. Separate Staff Lounges may be provided for Medical Officers, Nurses and other hospital staff.

Staff Overnight Rest/ Quiet Rooms

Staff resting and quiet areas may be provided for staff that are required to be within the facility for prolonged periods of time e.g. staff on call, and staff who work overtime and are required to work another shift after a short period of rest.

Staff Study Area

A quiet and relaxed study area may be provided for staff which will include workstations, computers and printers, also shelving for books and journals. This provision is optional and depends on the operational policy of the facility.

Multi-faith Rooms

Non-denominational Multi-faith rooms may be provided, located in a discreet but accessible area.

Bay –Water Fountain

The Bay – Water Fountain provides a recessed area for a drinking water unit. An accessible height and children's height water fountain in addition to a standard water fountain should be considered.

The bay will be located in public access areas close to Waiting areas.

The Bay will include:

- Wall and floor finishes suitable for wet areas
- Drinking water fountain, with hydraulic connection to drinking water. Refillable water coolers may also be used. Recurrent costs to the facility should be considered when choosing the water source.
- Fittings may include a dispenser for cups and a waste bin.

Functional Relationships

A Functional Relationship can be defined as the correlation between various areas of activity which work together closely to promote the delivery of services that are efficient in terms of management, cost and human resources.

External

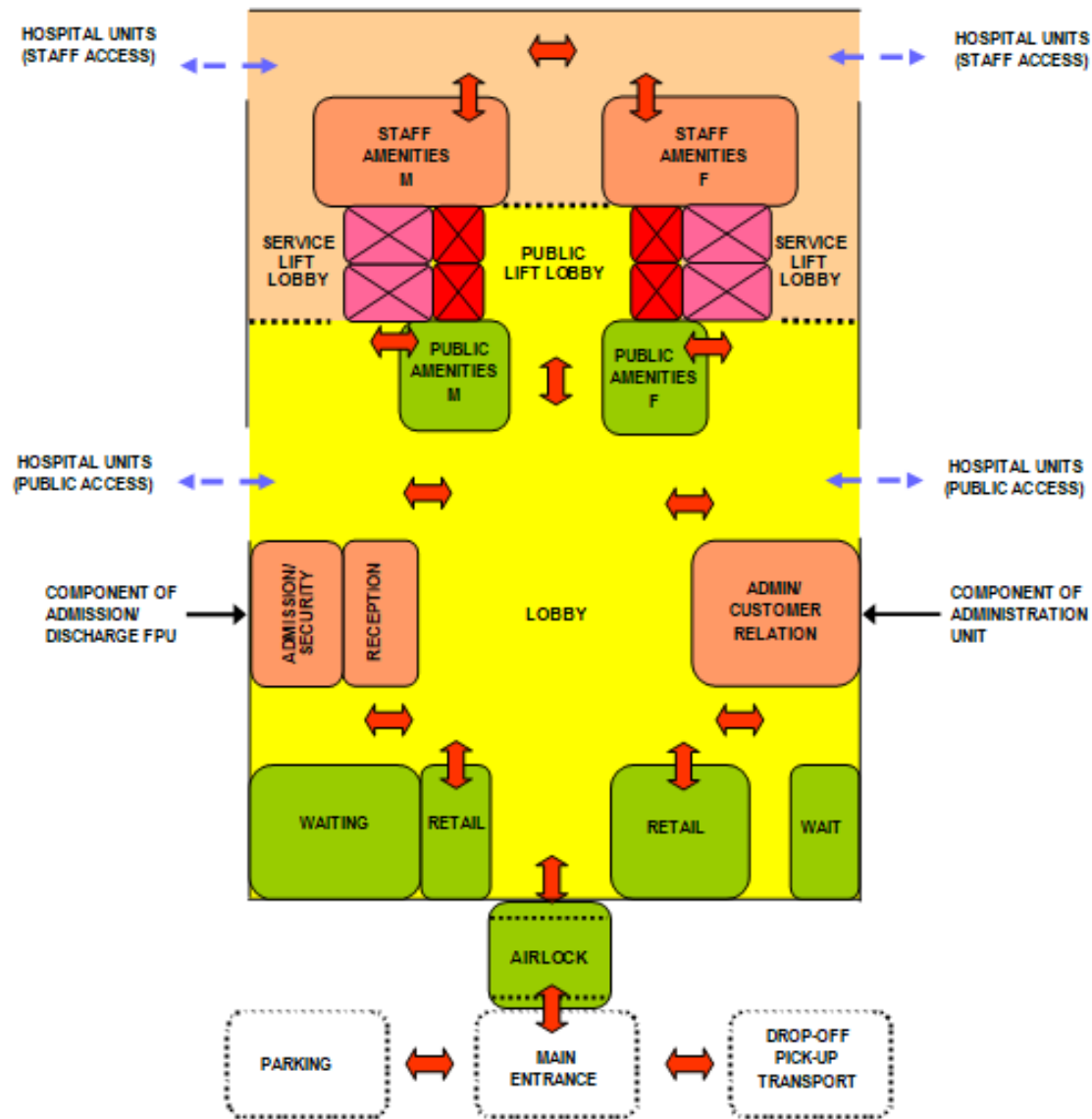
The main Public amenities should be located close to the Main Entrance with ready access to waiting areas, lifts and circulation routes. Amenities including Public toilets will be required in public areas of the health facility for ease of access. Staff Amenities will generally be located away from public areas but centrally accessible by staff.

Public Amenities are also required on all other floor levels, generally close to the Lift Lobby.

Functional Relationship Diagram

The relationships between the various components within the Public and Staff Amenities Unit are best described by the Functional Relationships Diagram below including:

- Access to public toilets from a foyer area or public space
- Access to staff amenities from a staff circulation corridor



LEGEND

Staff Areas	Public Areas	Public Lifts	Direct Relationship	Path of Travel
Staff/Service Corridor	Public Corridors	Service Lifts	Indirect Relationship	Controlled Access

4 Design Considerations

General

The design of amenities should create a pleasant atmosphere for staff and visitors to the hospital, whilst retaining the necessary functional requirements.

Consideration should be given to private and discreet entry areas for toilet facilities.

Environmental Considerations

Acoustics

The Public and Staff Amenities Unit should be designed to minimise the ambient noise level within the Unit and transmission of sound between patient areas, staff areas and public areas.

Acoustic privacy should be provided to:

- Quiet rest areas
- Offices and Reporting Areas
- Toilets and staff rooms

Additional acoustic privacy considerations include:

- Waiting Areas should not be located close to Offices, Meeting and Interview Room/s
- Staff Room/s should not be located close to Public and Waiting Areas

Natural Light

The use of natural light should be maximised where possible. Windows are an important aspect of sensory orientation and psychological well-being of staff and patients.

Natural light is highly desirable where achievable, particularly for Staff Lounges and rest areas.

Privacy

It is essential to ensure privacy in all toilet facilities, while providing ease of access.

Space Standards and Components

Change areas, Toilets and Lounge Rooms should be sized to suit the number of persons requiring use of the facilities and allow safe and effective movement of people through the rooms.

Accessibility

Design should provide ease of access for wheelchair users in all Public Amenities in accordance with relevant local standards. Waiting Areas should include spaces for wheelchairs (with power outlets for charging electric mobility equipment) and suitable seating for people with disabilities or mobility aids.

Safety and Security

The Public and Staff Amenities should provide a safe and secure environment for staff and visitors. The facility, furniture, fittings and equipment must be designed and constructed in such a way that all users of the facility are not exposed to avoidable risks of injury.

Internal Areas should be planned with a high level of security including provision of good visibility to waiting areas.

Staff Change and Locker areas shall be secured with electronic access.

Finishes

Internal finishes including walls, joinery, and ceilings should be suitable for the function of the space while promoting a pleasant environment for patients, visitors and staff.

The following factors shall be considered:

- Aesthetic appearance
- Acoustic properties
- Durability and Resilience

- Fire safety
- Occupational Health and Safety
- Ease of cleaning and compliance with infection control standards

Consideration must be given to the appearance and quality of environment required e.g. non-institutional, acoustic performance, slip resistance and infection control.

Floor Finishes

Floor finishes should be appropriate to the function of the space. Toilet facilities should have tiles or vinyl floors with a suitable non-slip finish.

For further details refer to Part C – Access, Mobility and OH&S and Part D – Infection Control in these Guidelines.

Fittings, Fixtures & Equipment

Fittings and fixtures should be robust and allow heavy usage in public and staff areas.

Building Service Requirements

Mechanical Services (HVAC)

The Public and Staff Amenities Unit should be air-conditioned to provide a comfortable environment for staff and visitors.

Refer to Part E - Engineering Services in these guidelines and to the Standard Components, RDS and RLS for further information.

Hydraulics/ Water Treatment

Warm water supplied to all areas accessed by patients within the Inpatient Unit should be maintained at 38°C and shall not exceed 43°C. This requirement applies to all staff handwash basins and sinks in patient accessible areas.

Sinks in Staff Areas may be provided with hot and cold water services.

Refer to Part E - Engineering Services for details.

Information Technology (IT) and Communications

The Public and Staff Amenities Unit requires reliable and effective IT/ Communications services for efficient operation of the service. The IT design should address:

- Voice/ data cabling and outlets for phones, fax and computers
- CCTV surveillance if indicated

Nurse Call / Emergency Call / Staff Call

Emergency call facilities shall be provided in all public amenities that also may be used by patients for occupants to request urgent assistance if required.

The individual call buttons shall alert to an annunciator system. Annunciator panels should be located in strategic points visible from Receptions and Staff Stations.

5 Components of the Unit

Standard Components

Standard Components are typical rooms within a health facility, each represented by a Room Data Sheet (RDS) and a Room Layout Sheet (RLS).

The Room Data Sheets are written descriptions representing the minimum briefing requirements of each room type, described under various categories:

- Room Primary Information; includes Briefed Area, Occupancy, Room Description and relationships, and special room requirements.
- Building Fabric and Finishes; identifies the fabric and finish required for the room ceiling, floor, walls, doors, and glazing.
- Furniture and Fittings; lists all the fittings and furniture typically located in the room. Furniture and Fittings are identified with a group number indicating who is responsible for providing the item according to a widely accepted description as follows:

Group	Description
1	Provided and installed by the Builder/ Contractor
2	Provided by the Client and installed by the Builder/Contractor
3	Provided and installed by the Client

- Fixtures and Equipment; includes all the serviced equipment typically located in the room along with the services required such as power, data and hydraulics. Fixtures and Equipment are also identified with a group number as above indicating who is responsible for provision of items.
- Building Services; indicates the requirement for communications, power, Heating, Ventilation and Air conditioning (HVAC), medical gases, nurse/ emergency call and lighting along with quantities and types where appropriate. Provision of all services items listed is mandatory.

The Room Layout Sheets (RLSs) are indicative plan layouts and elevations illustrating an example of good design. The RLS indicated are designed to satisfy these Guidelines. Alternative layouts and innovative planning shall be deemed to comply with these Guidelines provided that the following criteria are met:

- Compliance with these Guidelines
- Minimum floor areas as shown in the schedule of accommodation
- Clearance and accessibility around various objects shown or implied
- Inclusion of all mandatory items identified in the RDS

The Public and Staff Amenities Unit contains Standard Components designed to comply with parameters described in these Guidelines. Refer to Standard Components Room Data Sheets and Room Layout Sheets.

Non-Standard Components

Non-standard rooms are rooms are those which have not yet been standardised within these guidelines. As such there are very few Non-standard rooms. These are identified in the Schedule of Accommodation as NS.

6 Schedule of Accommodation

The Schedule of Accommodation (SOA) provided below represents generic requirements for this unit. It identifies the rooms required along with the room quantities and the recommended room areas. The simple sum of the room areas is shown as the Sub Total. The Total area is the Sub Total plus the circulation percentage. The circulation percentage represents the minimum recommended target area for internal corridors in an efficient and appropriate design.

Within the SOA, room sizes are indicated for typical units and are organised into the functional zones. Not all rooms identified are mandatory therefore, optional rooms are indicated in the Remarks. These guidelines do not dictate the size of the facilities, therefore, the SOA provided represents a limited sample based on assumed unit sizes. The actual size of the facilities is determined by Service Planning or Feasibility Studies. Quantities of rooms need to be proportionally adjusted to suit the desired unit size and service needs.

The table below shows alternative SOAs for four role delineations from RDL 3 to 6 of varying sizes.

Any proposed deviations from the mandatory requirements, justified by innovative and alternative operational models may be proposed within the departure forms included in Part A of these guidelines. for consideration by the health authority for approval.

Public & Staff Amenities Unit for Role Delineation Levels 3, 4, 5 and 6

Room/ Space	Standard Component Room Codes	RDL 3 Qty x m2			RDL 4 Qty x m2			RDL 5 Qty x m2			RDL 6 Qty x m2			Remarks
Public Areas														
Toilet - Accessible Toilet - Public (Male/ Female)	wcac-i wcpu-3-i	2 2	x x	6 3	2 4	x x	6 3	3 6	x x	6 3	4 8	x x	6 3	No. of toilets as required by the minimum of one for male and one for female on each level within 150m from any point on the floor No. of toilets as required by local building code requirements
Parenting Room	par-i similar	1	x	6	1	x	6	1	x	12	1	x	12	
Toilet - Accessible	wcac-i	2	x	6	2	x	6	3	x	6	4	x	6	No. of toilets as required by the minimum of one for male and one for female on each level within 150m from any point on the floor
Staff Amenities														
Change - Staff (Male/ Female)	chst-12-i chst-20-i similar	2	x	10	2	x	14	2	x	25	2	x	35	May be provided in more than one location
Toilet - Accessible	wcac-i	1	x	6	2	x	6	2	x	6	2	x	6	No. of toilets as required by local accessibility code requirements
Toilet - Staff (Male/ Female)	wcst-i	2	x	3	2	x	3	4	x	3	4	x	3	No. of toilets as required; may be provided in more than one location
Lounge - Staff	srm-15-i srm-20-i	2	x	15	2	x	20	2	x	25	2	x	30	May be provided in more than one location; size and quantity dependent on number of staff
Lounge - Medical Officers	srm-25-i srm-30-i	2	x	15	2	x	20	2	x	25	2	x	30	Optional, May be provided in other clinical units. Size dependent on number of staff
Lounge - Medical Officers	lnmo-20-i similar	2	x	15	2	x	20	2	x	25	2	x	30	Optional, May be provided in other clinical units. Size dependent on number of staff
Bay - Handwashing, Type B	bhws-b-i	1	x	1	2	x	1	2	x	1	2	x	1	Locate in close proximity to Staff Lounges
Overnight Stay - Bedroom	ovbr-10-i	1	x	10	1	x	10	2	x	10	3	x	10	Optional, No. dependent on service plan
Overnight Stay - Ensuite	oves-4-i	1	x	4	1	x	4	2	x	4	3	x	4	Optional, No. dependent on service plan
Shared Areas														
Multi-faith Room	prar-20-i similar	1	x	15	1	x	15	1	x	20	1	x	20	
Sub Total		102			133			194			236			
Circulation %		10			10			10			10			
Total		112			146			213			260			

Please note the following:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the Standard Components.
- Rooms indicated in the schedule reflect the typical arrangement according to the Role Delineation.
- Exact requirements for room quantities and sizes will reflect Key Planning Units (KPU) identified in the Clinical Service Plan and the Operational Policies of the Unit.
- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit.
- Office areas are to be provided according to the Unit role delineation and number of endorsed full time positions in the unit.
- Staff and support rooms may be shared between Functional Planning Units dependent on location and accessibility to each unit and may provide

scope to reduce duplication of facilities.

7 Further Reading

In addition to Sections referenced in this FPU, i.e. Part C- Access, Mobility, OH&S and Part D - Infection Control and Part E - Engineering Services, readers may find the following helpful:

- International Health Facility Guideline (iHFG) <https://www.healthfacilityguidelines.com>
- DH (UK) HBN 00-02 Sanitary Spaces, Version 4, 2016, Refer to website: <https://www.england.nhs.uk/publication/designing-sanitary-spaces-like-bathrooms-hbn-00-02/>
- The Facility Guidelines Institute (US), Guidelines for Design and Construction of Hospitals, 2022. Refer to website www.fgiguideines.org
- The Facility Guidelines Institute (US), Guidelines for Design and Construction of Outpatient Facilities, 2022. Refer to website www.fgiguideines.org
- Australasian Health Facility Guidelines, Part B Health Facility Briefing and Planning, HPU 0430 Front of House Unit, Rev 6, 2016; refer to website <https://healthfacilityguidelines.com.au/part/part-b-health-facility-briefing-and-planning-0>