

3 Project Briefing

Before the design of a Health Facility starts, it is necessary to prepare the Project Brief. Briefing material can be further fine tuned and refined over the course of the project and in consultation with the client or expert advisors. The most important aspects of the project brief are covered within these Guidelines and samples are provided for immediate use. These components are briefly described below:

3.1 Functional Planning Units (FPU's)

Each health facility is composed of planning components which have unique functions and matching design requirements, for example Intensive Care Unit or ICU, Inpatient Pharmacy or Main Entrance.

In common language many of these areas are regarded as “Departments” however, in order to generalise and to cover all types of functions, within these Guidelines they are referred to as Functional Planning Units or FPU's. For the same reason, most of the FPU's are referred to as Units. For example Emergency Unit rather than Emergency Department or Accident and Emergency or Emergency Room.

3.2 Schedules of Accommodation (SOA)

Each Functional Planning Unit (FPU) within these Guidelines includes a sample Schedule of Accommodation (SOA) by Role Delineation Level and sometimes according to different unit sizes.

The SOA Accommodation by RDL includes listings of Standard Room Types, quantities and sizes. In some areas, additional optional rooms are also listed. Within the FPU, there may be zones or groupings of rooms according to the discrete flow of patients, staff, services and goods. Where appropriate, the SOA will also indicate the functional groupings.

Each FPU will require some circulation space in addition to functional rooms. But the area of the circulation varies considerably from FPU's such as Administration Unit to the Operating Unit. The SOA also indicates the recommended circulation allowance within the FPU.

3.3 Standard Components

FPU's are composed of a variety of room types. Many of these rooms are common between different FPU's. For example, a Clean Utility room will be found in most clinical departments. The same applies to patient bedroom types which will be found in all types of Inpatient Units (Wards).

Within these Guidelines unique room types are standardised and referred to as Standard Components. By the selection of the correct Standard Components, designers can create all types of Functional Planning Units (FPU's).

In order to assist designers to have a better understanding of the requirements of each room type, these Guidelines include a comprehensive set of Standard Components offered via two sets of documents, Room Data Sheets (RDS) and Room Layout Sheets (RLS), briefly explained below.

3.4 Room Data Sheets (RDS)

These are written descriptions of each room type, detailed under various categories. The iHFG website has listings of the Standard Components with links to the Room Data Sheets for each room type. The codes for the RDS are also mentioned in the SOA provided within the FPU's. The information contained in each RDS is presented under the following categories:

- Room Primary Information; includes Briefed Area, Occupancy, Room Description and relationships, and special room requirements.
- Room Fabric and Finishes; identifies the fabric and finish required for the room ceiling, floor, walls, doors and glazing requirements.
- Furniture and Fittings; lists all the fittings and furniture typically located in the room. Furniture and Fittings refer to objects within the room which do not require service connections. They may be medical or non-medical.
- Fixtures and Equipment; includes all the serviced equipment typically located in the room along with the services required such as power, data and plumbing connections. Fixtures include Sanitary Fixtures. Equipment includes medical and non-medical equipment.
- 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 as relevant.

3.5 Room Layout Sheets (RLS)

These are individual sheets incorporating typical design of rooms at 1:50 scale with abbreviations, dimensions etc. Each Room Layout Sheet includes a Plan as well as 4 or more elevations showing the installation height of elements. The RLS show the same elements as the RDS but in drawing form. The iHFG website has listings of the Standard Components with links to the Room Layout Sheets for each room type. The RLS are available in PDF and Revit file formats. Within these Guidelines the room codes for RDS and RLS are the same. However, for each RDS there may be multiple design alternatives with the same requirements and content. These alternatives are provided where appropriate and labelled as such.

The RLS illustrate an example of minimum acceptable design standard for each room type. The Room Layouts shown are deemed 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 the text of these Guidelines.
- Minimum floor areas as shown in the schedule of accommodation.
- Additional 2m² added for each additional door above the minimum required area.
- Heights and dimensions where shown.
- Any Clean/ Dirty separations shown or implied.
- Accessibility to and around various objects as shown or implied.

Room Layout Sheets must indicate relative location and empirical dimensions of:

- Handrails and Grab rails
- Service outlets such as Call points, Power, Light Switch, Data and Gas outlets
- Bed Screens
- Sanitary Fixtures