

## 23.0 Main Entrance Unit

### 23.1 Introduction

#### 23.1.1 Description

The Main Entrance Unit provides for the following functions:

- Entry to the hospital
- Drop off and collection area
- Patient reception
- Patient and visitor enquiries
- Way finding

### 23.2 Planning

#### 23.2.1 Functional Areas

The Main Entrance shall include the following features:

- Reception desk, which may be shared with Admissions Unit
- Waiting Area, which may be shared with Admissions and other adjacent hospital units
- Holding area for wheelchairs.

The provision of the following features is optional:

- Airlock to the entrance lobby
- Undercover drop-off and collection point.
- Florist
- Kiosk / Coffee Shop
- Gift Shop / Newsagent
- Retail Pharmacy
- ATM / Banks or agencies
- Hairdresser
- Others as considered viable

#### 23.2.2 Functional Relationships

The Main Entrance may be co-located with the Admissions Unit to share Reception and Waiting Areas. Ready access to Public Amenities is required.

### 23.3 Design

#### 23.3.1 Environmental Considerations

##### ENTRY AREA

The entrance shall be at grade level, sheltered from inclement weather, and accessible to the disabled.

##### SIGNPOSTING

Particular attention must be given to signposting the Main Entrance and the hospital for the disabled. Relevant guideline requirements for disability are to be applied.

### 23.4 Components of the unit

The Main Entrance Unit will consist of a combination of Standard Components and Non-Standard Components.



Provide Standard Components to comply with details in Standard Components in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.

#### *23.4.1 Non Standard Components*

##### **LOBBY**

###### **Description and Function**

The Entrance lobby is the Main Entrance arrival point for patients and visitors to the facility. The Lobby will direct visitors to the Reception area and provide waiting areas and public amenities. The size of the Lobby will be determined by the functions to be accommodated and the volume of persons through the area.

###### **Location and Relationships**

The Lobby adjoins the Entry Airlock, Main Reception and Waiting areas. Close access to public amenities is required. The Lobby will have direct access to circulation corridors and lifts providing the thoroughfare to hospital units. The lobby should preferably be in close proximity to the drop off/ collection area.

###### **Considerations**

Security features provided in this area may be discreet and not noticeable to the observer, including CCTV, security room, and controlled access points.

The Lobby will require:

- Effective signage to direct visitors and staff
- Selection of floor finish to reduce the risk of slips and falls to visitors, patients and staff
- Storage areas for wheelchairs.

##### **RETAIL AREAS (FLORIST, KIOSKS, NEWSAGENT, PHARMACY ETC)**

###### **Description and Function**

The Lobby area may include a number of retail areas for the convenience of patients, staff and visitors to the facility. The size and requirements of each shop will be dependent on the service provided. Local authority regulations may apply to provision of services such as Coffee Kiosks and Pharmacy.

###### **Location and Relationships**

Retail areas will require good public access, and ready access to public amenities.

###### **Considerations**

Retail areas will require:

- Security features including lockable perimeter doors
- Signage to shop fronts
- Provision for display of wares
- Services to be provided according to type of retail store



## 23.5 Schedule of Accommodation

### 23.5.1 Main Entrance Unit Generic Schedule of Accommodation Schedule of Accommodation for a Main Entrance Unit for Level 3-4

ROOM/ SPACE	Standard Component		Level 3 Qty x m2	Level 4 Qty x m2	Remarks
AIRLOCK	yes similar		1 x 12	1 x 25 optional	Adjust size to suit requirements
BAY – MOBILE EQUIPMENT	yes		1 x 4	1 x 4	
LOBBY			1 x 30	1 x 50	
WAITING	yes		1 x 20	1 x 50	
WAITING – FAMILY	yes		1 x 25	1 x 50	
RETAIL- FLORIST SHOP			1 x 25	1 x 30	Optional; Size will depend on service plan
RETAIL - COFFEE KIOSK			1 x 25	1 x 30	Optional; Size will depend on service plan
RETAIL - SHOP/NEWS AGENT			1 x 25	1 x 30	Optional; Size will depend on service plan
RETAIL- PHARMACY			1 x 25	1 x 30	Optional; Size will depend on service plan
BAY - ATM	yes		1 x 2	1 x 4	
DROP OFF/COLLECTION AREA			1 x 75	1 x 100	External; size will depend on expected number of cars & space available
DISCOUNTED CIRCULATION			10%	10%	

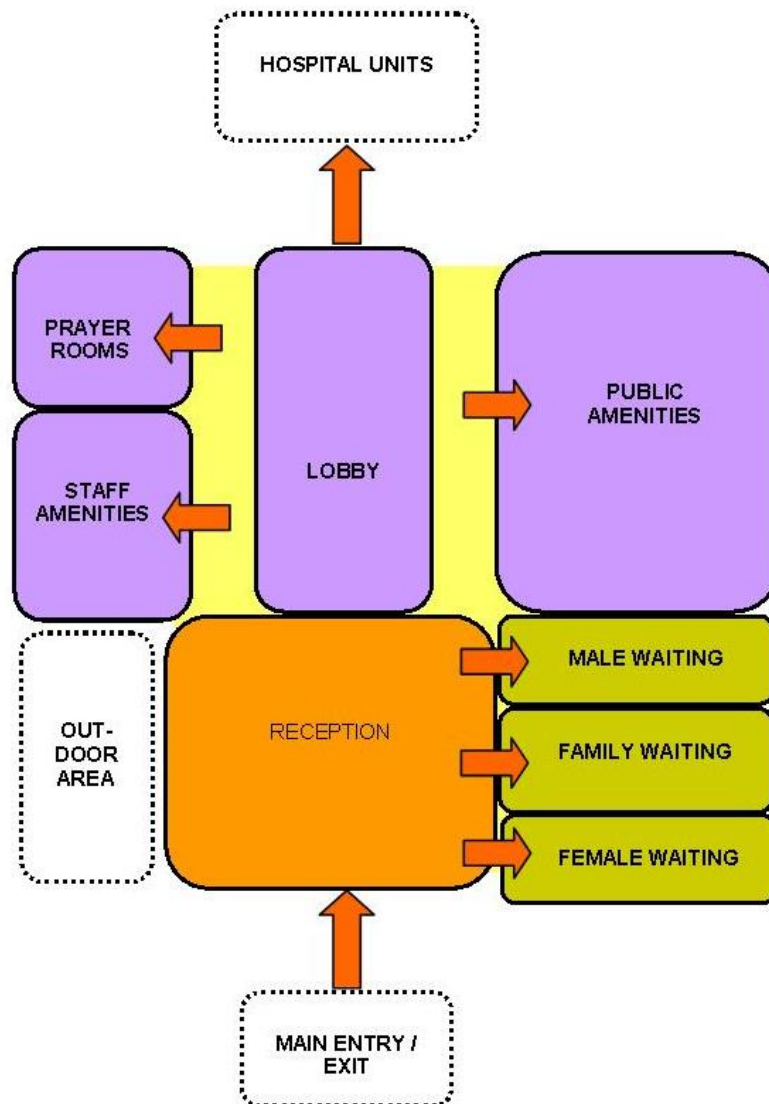
Please note the following:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the FPU.
- 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 identified in the service plan and the 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 staffing establishment.
- Staff and support rooms may be shared between Functional Planning Units dependant on location and accessibility to each unit and may provide scope to reduce duplication of facilities.



## 23.6 Functional Relationship Diagram

### 23.6.1 Main Entrance Unit Functional Relationship Diagram



## 23.7 References and Further Reading

- Australasian Health Facility Guidelines. (AusHFG Version 3.0), 2009; refer to website [www.healthfacilitydesign.com.au](http://www.healthfacilitydesign.com.au)
- Guidelines for Design and Construction of Health Care Facilities; The Facility Guidelines Institute, 2010 Edition.
- Design Guidelines for Hospitals and Day Procedure Centres, Department of Human Services Victoria, 2005



The Indian Health Facility Guidelines recommends the use of **HFBS** “**Health Facility Briefing System**” to edit all room data sheet information for your project.

HFBS provides edit access to all HFG India standard rooms, departments, and more than 40 report templates.

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