

## 37.0 Supply Unit

### 37.1 Introduction

#### 37.1.1 Description

The Supply Unit shall provide for the following functions:

- purchase and receipt of equipment and bulk medical supplies
- storage of bulk dry goods, consumables, intravenous fluids, drugs and flammable liquids
- storage of surplus hospital equipment and equipment awaiting repairs
- deliveries to hospital units for regular restocking of unit based supplies

### 37.2 Planning

#### 37.2.1 Planning Models

Supply Unit will consist of a number rooms and areas for storing high volumes of goods, equipment and furniture as necessary. They may vary in sizes to suit the need of the Facility. These storage areas may be located within the Unit itself or away from the Unit.

#### 37.2.2 Functional Areas

The Supply Unit may consist of the following Functional Areas:

- Loading Dock
- Receivals area
- Dispatch areas for stock awaiting collection
- Storage areas which may include bulk stores, palletted supplies, flammable stores, furniture and equipment, gas bottles and equipment for loan to outpatients
- Staff areas including Offices, Workstations and access to Staff Change and Toilets.

#### RECEIVALS AREA

- A dedicated Receivals Area shall be provided for the receipt, checking, sorting and temporary holding of incoming stock. The Receivals Area will require off street unloading facilities.
- The Receivals Area shall be located adjacent to the Loading Dock and with ready access to the Bulk Store.
- Security for incoming stock will require consideration. Visual control of the area from the Store Manager's office is recommended. The Receivals Area may include a workstation with computer.

#### STORAGE AREAS – EQUIPMENT FOR LOAN

- Additional storage areas for equipment for loan to patients and outpatients shall be provided in an amount not less than 5 percent of the total area of the Outpatient Facilities. This may be combined with and in addition to the general stores or be located in a central area within the Outpatient Unit. This storage requirement is generally for therapy equipment and mobility aids loaned to patients. A portion of this storage area may be provided off-site.

#### 37.2.3 Functional Relationships

##### EXTERNAL

The Supply Unit may be located in a separate building on-site, but the preferred location is within the main building. A portion of the storage may be located off-site. Protection against inclement weather during transfer of supplies shall be provided. Fire protection and security are important considerations.



## INTERNAL

- The Bulk Store is the primary storage area for all delivered supplies and store prior to distribution to various Hospital Units. It shall be located with ready access to the Loading Dock area. This area requires security and controlled access.

## 37.3 Design

### 37.3.1 *General*

Loading Dock shall be a covered area for transport access to service Units for delivery or collection of goods and shall be zoned into clean and dirty areas. This may be shared between a number of Support Service Units (eg. Catering Unit, Linen Handling, Supply Unit).

### 37.3.2 *Environmental Considerations*

#### NATURAL LIGHT

Provide natural light to office and staff areas where possible.

### 37.3.3 *Space Standards and Components*

#### ERGONOMICS

Consideration shall be given to the need for manual handling devices such as dock levellers.

Refer also to Part C of these Guidelines.

#### SAFETY AND SECURITY

All entrances and exits shall be secured. An intercom or call bell should be located at the dock entrance area to announce deliveries when doors are closed.

#### FINISHES

Wall protection shall be installed to prevent damage to walls caused by all types of trolleys.

Refer also to Part C of these Guidelines.

#### FIXTURES AND FITTINGS

Refer to Part C of these Guidelines and Standard Components for information of fixtures and fittings.

#### BUILDING SERVICE REQUIREMENTS

Refer to Part E of these Guidelines.

#### INFECTION CONTROL

Refer to Part D of these Guidelines.

## 37.4 Components of the Unit

### 37.4.1 *General*

The Supply Unit will contain a combination of Standard Components and Non-Standard Components. Provide Standard Components to comply with details in the Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.



### 37.4.2 *Non Standard Components*

#### RECEIVALS AREA

##### Description and Function

Refer to Planning - Functional Areas for a description of Receptions area. Sufficient space shall be provided in this area for sorting and unpacking.

##### Location and Relationships

The Receptions area shall be located with direct access to the Loading Dock.

#### DISPATCH AREA

##### Description and Function

The Dispatch area will be used to hold stores that are ready to be collected by external contractors or delivered to hospital units.

##### Location and Relationships

The Dispatch area shall be located with direct access to the Loading Dock



## 37.5 Schedule of Accommodation

### 37.5.1 *Supply Unit Generic Schedule of Accommodation* Schedule of Accommodation for a Supply Unit for Levels 3-6

ROOM/SPACE	Standard Component	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
DISPATCH AREA	yes	1 x 8	1 x 12	1 x 20	1 x 20	
LOADING DOCK	yes	1 x 12	1 x 20	1 x 30	1 x 30	May be shared with other back of house services
OFFICE – SINGLE PERSON	yes	1 x 12	1 x 12	1 x 12	1 x 12	For Unit manager
OFFICE - WORKSTATION	yes	1 x 6	1 x 6	2 x 6	4 x 6	Supply personnel.
PROPERTY BAY - STAFF	yes	1 x 4	1 x 4	1 x 12	1 x 12	
RECEIVALS AREA		1 x 8	1 x 12	1 x 20	1 x 20	
STORE – BULK	yes	1 x 140	1 x 180	1 x 220	1 x 260	Size according to requirements
STORE FLAMMABLE LIQUIDS	yes	1 x 9	1 x 9	1 x 9	2 x 9	
STORE – I.V. FLUIDS	yes	1 x 10	1 x 10	1 x 20	1 x 30	
STORE – MEDICAL GAS BOTTLES	yes	1 x 10 optional	1 x 10 optional	1 x 20 optional	1 x 30 optional	May be located externally at a secure location
STORE – DRUGS, SECURED	yes	1 x 5 optional	1 x 5 optional	1 x 8 optional	1 x 10 optional	May be located in the Pharmacy unit
STAFF TOILET	yes	2 x 3	2 x 3	4 x 3	4 x 3	
DISCOUNTED CIRCULATION		10%	10%	10%	10%	

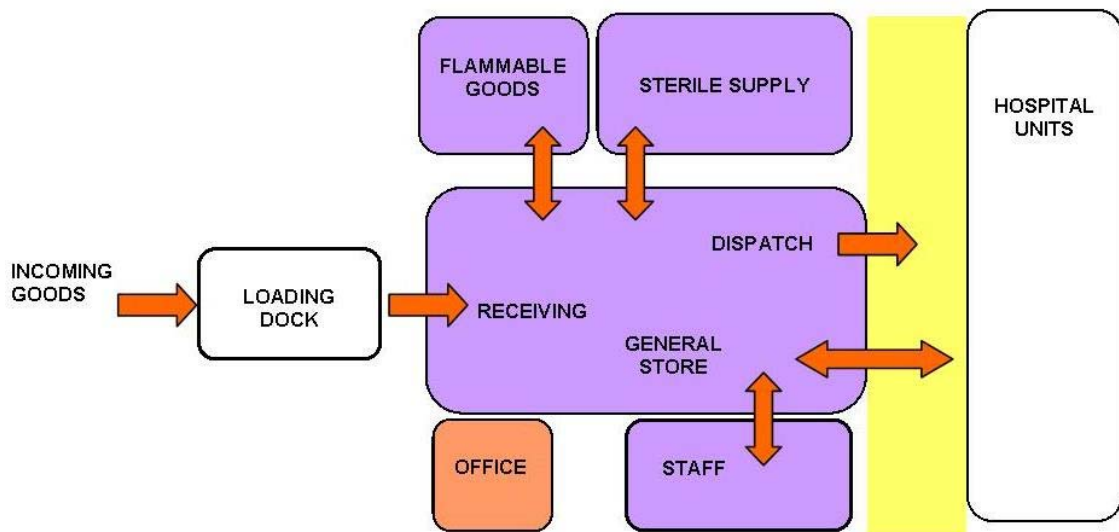
Please note the following:

- 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.



## 37.6 Functional Relationship Diagram

### 37.6.1 Supply Unit Functional Relationship Diagram



## 37.7 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.

## HFBS Health Facility Briefing System



### Briefing Module

The Health Facility Briefing System (HFBS) has numerous modules available via annual subscription. It suits healthcare Architects, Medical Planners, Equipment Planners Project Managers and Health Authorities.

Use the HFBS Briefing Module to quickly drag in health facility departments or pre-configured room templates from the HFG standard, edit the room features such as finishes, furniture, fittings, fixtures, medical equipment, engineering services. The system can print or download as PDF more than 100 custom reports including room data sheets, schedules, and more...

To learn more about the HFBS web-based Healthcare Briefing and Design Software and to obtain editable versions of the “Standard Components” including Room Data Sheets (RDS) and Room Layout Sheets (RLS) offered on the HFG website, signup for HFBS using the link below.

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