



## DoD SPACE PLANNING CRITERIA

### CHAPTER 520: LOGISTICS

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**Purpose:** This issuance: To provide space planning criteria guidance in support of planning, programming and budgeting for DoD Military Health System (MHS) facilities.

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## **SECTION 1: PURPOSE AND SCOPE**

**1.1. PURPOSE AND SCOPE** This chapter outlines space planning criteria for services and programs provided in Logistics within the Military Health System (MHS).

The space planning criteria in this chapter apply to all Military Treatment Facilities (MTFs) and are based on current DoD policies and directives, established and/or anticipated best practices, industry guidelines and standards, and input from DoD Subject Matter Experts (SME) and Defense Health Agency (DHA) Service contacts. As directed by the DHA, these space criteria are primarily workload driven; additional drivers are staffing and mission. Room Codes (RCs) in this document are based on the latest version of DoD's UFC 4-510-01, Appendix B.

This Chapter provides space planning criteria guidance for the logistics activities in DoD Military Treatment Facilities (MTFs). The purpose of the Logistics Department is to facilitate the supply of medical and non-medical items to clinical and support departments in a timely and efficient manner. Logistics includes the acquisitions, receipt, storage, quality control, accounting, stock control, property management, distribution, linen management, facility management, waste collection, facility maintenance, and control of all medical and non-medical supplies in MTFs. The overall objective is to provide a consistent seamless ordering, stocking and delivery process throughout the facility.

## **SECTION 2: OPERATING RATIONALE AND BASIS OF CRITERIA**

### **2.1. OPERATING RATIONALE AND BASIS OF CRITERIA.**

A. Workload projections and planned services / modalities for a specific MHS facility project shall be sought by the planner in order to develop a project based on these Criteria. Healthcare and clinical planners working on military hospitals, medical centers and clinics shall utilize and apply the workload based criteria set forth herein for identified services and modalities to determine space requirements for the project.

B. Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas required for the Logistics and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Service Members and their dependents.

C. These criteria are subject to modification relative to equipment, medical practice, vendor requirements, and subsequent planning and design. The final selection of the size and type of medical equipment is determined during the design process.

D. Calculation of the number and -in some cases- the area (NSF) of rooms is performed in one of the following methods:

1. Directly Workload (W)-driven
2. Indirectly workload-driven
3. Mission (M) or Staffing (S)-driven

The directly workload-driven rooms are based on workload projections entered in response to the Workload Input Data Statements (IDSs) included in Section 3.

The indirectly workload-driven rooms are derived from the preceding group. They are typically in the Reception and Support Functional Areas. Examples are Waiting, or the number of Clean or Soiled Utility Rooms.

The mission / staffing-driven rooms are created based on Boolean 'yes/no' or numeric responses to the Mission and Staffing Input Data Statements (IDSs).

E. The Net Square Feet (NSF) and Room Code (RC) for each room in Section 5: Space Planning Criteria of this chapter was provided by or approved by the Defense Health Agency (DHA) Template Board.

## **SECTION 3: PROGRAM DATA REQUIRED**

**3.1. INPUT DATA STATEMENTS.** Input Data Statements are based on questions about Workload (W), Mission (M), Staffing (S) and Miscellaneous (Misc) information.

### **3.2 LOGISTICS INPUT DATA STATEMENTS**

1. Is Logistics Staff and Administration authorized? (M)
2. What is the total NSF for the MTF? (W)
3. How many Logistics FTE positions are authorized? (S)
  - a. How many Logistics FTE positions are authorized to have a private office? (Misc)
  - b. How many Logistics FTE positions are authorized to have a shared office? (Misc)
  - c. How many Logistics FTE positions are authorized to have a cubicle? (Misc)
4. Is a Conference / Training for Logistics authorized? (Misc)

### **3.3 MATERIEL SERVICES INPUT DATA STATEMENTS**

1. Is In-house Materiel Services authorized? (M)
  - a. How many Materiel Services FTE positions are authorized to have a private office? (Misc)
  - b. How many Materiel Services FTE positions are authorized to have a shared office? (Misc)
  - c. How many Materiel Services FTE positions are authorized to have a cubicle? (Misc)
  - d. How many Materiel Services FTEs will work on peak shift? (Misc)
2. Is Materiel Services authorized to serve an Outpatient Clinic? (M)
3. Is Materiel Services authorized to service an Ambulatory Surgery Center? (M)
4. Is Materiel Services authorized to service a Hospital? (M)
5. Is Materiel Service authorized to service a Medical Center? (M)
6. How many delivery lanes are projected? (W)
7. Is a Manager / Supervisor Office for Transport authorized? (S)
8. Is a retort sterilizer authorized? (Misc)
9. Is an Outbound Equipment Holding Room authorized? (Misc)
10. How many patient beds are within the facility? (Misc)
11. How many exam and procedure rooms are within the facility? (Misc)
12. How many operating rooms are within the facility? (Misc)
13. How many electrically operated forklifts are authorized? (Misc)
14. Is a Manager / Supervisor Office for Transport authorized? (Misc)
15. Is an AGV transport system authorized? (Misc)
16. How many automated / manual transport carts are authorized? (Misc)

### **3.4 BIOMEDICAL ENGINEERING INPUT DATA STATEMENTS**

1. Is Biomedical Equipment Maintenance authorized? (M)
  - a. How many Biomedical Engineering Technicians (BMETs) FTE positions authorized? (S)
  - b. How many Property Management FTE positions are authorized? (S)

- c. How many Medical Equipment Management Officer (MEMO) FTE positions are authorized? (S)
- d. How many Supply FTE positions are authorized? (S)
- e. How many Biomedical Equipment Maintenance (BMET) FTEs working on peak shift? (Misc)
- f. Is Biomedical Electronic Repair Services authorized? (M)
  - i. How many Biomedical Electronic Repair FTE positions are authorized? (S)
- g. Is Mobile Diagnostic Imaging Equipment services authorized? (M)
  - i. How many Diagnostic Imaging FTE positions are authorized? (S)

### **3.5 LINEN CONTROL INPUT DATA STATEMENTS**

- 1. Is Linen Control authorized? (M)
- 2. How many Linen Control FTEs are authorized a private office? (Misc)
- 3. How many Linen Control FTEs are authorized a cubicle? (Misc)
- 4. Is a Medical Attire Distribution Conveyor for Linen Control authorized? (Misc)

### **3.6 FACILITY MANAGEMENT INPUT DATA STATEMENTS**

- 1. Is Facility Management authorized? (M)
  - a. How many Facilities Management FTEs will work on peak shift? (Misc)
  - b. How many Facility Management FTE positions are authorized to have a private office? (Misc)
  - c. How many Facility Management Administrative and Engineering Technician FTE positions are authorized to have a cubicle? (Misc)
  - d. Is a CADD Room for Facility Management Staff and Administration authorized? (Misc)
  - e. Is a Key / Access Control / ID Badge for Facilities Management Staff and Administration authorized? (Misc)
- 2. Is Medical Treatment Facility (MTF) Security authorized? (M)
  - a. How many MTF Security FTEs work on peak shift? (Misc)
  - b. How many MTF Security Monitoring Workstations are authorized? (Misc)
  - c. How many MTF Security FTE positions are authorized to have a cubicle? (Misc)
  - d. How many MTF Security FTE positions are not assigned a private office or a cubicle? (Misc)
- 3. Is Environmental / Housekeeping Services authorized? (M)
  - a. How many Environmental / Housekeeping Services FTEs work on peak shift? (Misc)
  - b. How many Environmental / Housekeeping Services FTE positions are authorized to have a private office? (Misc)
  - c. How many Environmental / Housekeeping Services FTE positions are authorized to have a cubicle? (Misc)
  - d. How many Environmental / Housekeeping Services FTE positions are not authorized a private office or a cubicle? (Misc)
  - e. Is an Equipment Charging Room for Environmental / Housekeeping Services authorized? (Misc)

- f. Is a Contractor Lounge for Environmental / Housekeeping Services authorized? (Misc)
  - g. How many Contractors for Environmental / Housekeeping Services FTEs work on peak shift? (Misc)
  - h. Is Contractor Storage for Environmental / Housekeeping Services authorized? (Misc)
  - i. How many transfer carts are authorized? (Misc)
  - j. Is a power chute system authorized? (Misc)
  - k. Is a Recycling Sorting Room for Environmental / Housekeeping Services authorized? (Misc)
4. Are Facility Maintenance Trades authorized? (M)
- a. Is a Multi-Use Shop authorized? (M)
    - i. How many Multi-Use FTE positions are authorized? (S)
  - b. Is a Locksmith Shop authorized? (M)
    - i. How many Locksmith Shop FTE positions are authorized? (S)
  - c. Is a Grounds Maintenance Shop authorized? (M)
    - i. How many Grounds Maintenance FTE positions are authorized? (S)
  - d. Is Multi-Use Flammable Storage authorized? (Misc)
  - e. Are General Trades Shops authorized? (M)
    - i. Is a Carpentry Shop authorized? (M)
      - a. How many Carpentry Shop FTE positions are authorized? (S)
    - ii. Is a Masonry Shop authorized? (M)
      - a. How many Masonry Shop FTE positions are authorized? (S)
    - iii. Is a Paint Shop authorized? (M)
      - a. How many Paint Shop FTE positions are authorized? (S)
      - b. Is a Paint Shop Flammables Storage authorized? (Misc)
  - f. Are Mechanical / Electrical / Plumbing (MEP) Shops authorized? (M)
    - i. Is an HVAC Shop authorized? (M)
      - a. How many HVAC Shop FTE positions are authorized? (S)
    - ii. Is a General Mechanical Shop authorized? (M)
      - a. How many General Mechanical Shop FTE positions are authorized? (S)
    - iii. Is an Electrical Shop authorized? (M)
      - a. How many Electrical Shop FTE positions are authorized? (S)
    - iv. Is a Plumbing Shop authorized? (M)
      - a. How many Plumbing Shop FTE positions are authorized? (S)
  - g. How many Facility Maintenance FTEs work on peak shift? (Misc).
  - h. How many Facility Maintenance FTE positions are authorized to have a private office? (Misc)
  - i. How many Facility Maintenance FTE positions are authorized to have a shared office? (Misc)
  - j. How many Facility Maintenance FTE positions are authorized to have a cubicle? (Misc)
5. Is the MTF an Ambulatory Surgery Center or a Hospital or a Medical Center? (Misc)
6. Total Storage Space for Facility Maintenance Trades? (Computed)

## SECTION 4: SPACE PLANNING CRITERIA

For calculation of the number of Vending Machine areas, Public Toilets, Communication Closets, and Janitor Closets for this Chapter, please refer to DoD Space Planning Criteria Chapter 610: Common Areas.

### 4.1. FA1: LOGISTICS STAFF AND ADMINISTRATION.

1. **Office, Logistics Director (OFA04)** **120 NSF**  
Provide one for Logistics Staff and Administration.
2. **Sub-waiting (WRC03)** **60 NSF**  
Provide one for Logistics Staff and Administration.
3. **Office, NCOIC / LCPO / LPO (OFA04)** **120 NSF**  
Provide one for Logistics Staff and Administration.
4. **Office, Private (OFA04)** **120 NSF**  
Provide one per each Logistics FTE position authorized to have a private office.  
  
Positions may include Safety Officer, Security, Vehicle Control Officer, etc.
5. **Office, Shared (OFA05)** **120 NSF**  
Provide one for every increment of two Logistics FTE positions authorized to have a shared office.  
  
Positions may include Safety Officer, Security, Vehicle Control Officer, etc.
6. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Logistics FTE position authorized to have a cubicle.  
  
Positions may include Safety Officer, Security, Vehicle Control Officer, etc. These cubicles may be collocated in a shared space or dispersed as required.
7. **Conference / Training Room (CRA01)** **240 NSF**  
Minimum NSF if a Conference / Training for Logistics Staff and Administration is authorized; provide an additional 60 NSF if Logistics FTE positions authorized is greater than ten.
8. **Team Collaboration Room (WRCH1)** **120 NSF**  
Provide one for Logistics Staff and Administration.
9. **Copy / Office Supply (RPR01)** **120 NSF**  
Provide one for Logistics Staff and Administration.
10. **Customer Research Area (OFA03)** **60 NSF**  
Provide one for Logistics Staff and Administration.

11. **File Room (FILE1)** **120 NSF**  
Provide one for Logistics Staff and Administration.

**4.2. FA2: MATERIEL SERVICES.** Materiel Services Area includes Warehouse and Storage for Medical Treatment Facilities. Storage for Nutrition and Food Service is not included.

1. **Reception (RECP1)** **120 NSF**  
Provide one if In-house Materiel Services is authorized and if the total NSF of MTF is greater than 75,000.

Allocated NSF accommodates two FTEs.

2. **Office, Supervisor (OFA04)** **120 NSF**  
Provide one if In-house Materiel Services is authorized.

3. **Office, Private (OFA04)** **120 NSF**  
Provide one per each Materiel Services FTE position authorized to have a private office if In-house Materiel Services is authorized.

4. **Office, Shared (OFA05)** **120 NSF**  
Provide one for every increment of two Materiel Services FTE positions authorized to have a shared office if In-house Materiel Services is authorized.

5. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Materiel Services FTE position authorized to have a cubicle if In-house Materiel Services is authorized.

These cubicles may be collocated in a shared space or dispersed as required.

6. **Copy / Office Supply Room (RPR01)** **120 NSF**  
Provide one if In-house Materiel Services is authorized.

7. **Lounge, Staff (SL001)** **120 NSF**  
Minimum NSF if In-house Materiel Services is authorized and the number of Materiel Services FTEs working on peak shift is ten; provide an additional 60 NSF for every increment of five Materiel Services FTEs working on peak shift greater than ten; maximum 360 NSF.

8. **Toilet, Staff (TLTU1)** **60 NSF**  
Minimum one if the number of In-house Materiel Services FTE positions working on peak shift is between five and fifteen; provide an additional one for every increment of fifteen Materiel Services FTE positions working on peak shift greater than fifteen.

9. **Loading Dock, Clean (DOCK1)** **200 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 80 NSF per each delivery lane projected greater than two.

10. **Loading Dock, Soiled (DOCK1)** **80 NSF**  
Provide one if In-house Materiel Services is authorized.
  
11. **Holding, Medical Waste (UTMW1)** **90 NSF**  
Minimum NSF if In-house Materiel Services is authorized and if Materiel Services is authorized to serve an Outpatient Clinic; provide an additional 180 NSF if Materiel Services is authorized to serve an Ambulatory Surgery Center, a Hospital or a Medical Center; provide an additional 270 NSF if a retort sterilizer is authorized for a Hospital or a Medical Center.
  
12. **Materiel Staging (MMRP1)** **360 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 180 NSF per each delivery lane greater than two.  
  
Minimum allocated NSF accommodates materiel uncrating / staging / manipulation upon unload for two delivery lanes.
  
13. **Receiving / Processing (MMRP1)** **460 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 100 NSF per each delivery lane projected greater than two.  
  
This space is used to verify and scan received materials and goods into an electronic inventory system.
  
14. **Holding, Outbound Equipment Room (SRE01)** **240 NSF**  
Minimum NSF if In-house Materiel Services is authorized and if an Outbound Equipment Holding Room is authorized and if Materiel Services is authorized to serve an Outpatient Clinic or an Ambulatory Surgery Center; provide an additional 240 NSF if Materiel Services is authorized to serve a Hospital or a Medical Center.  
  
The Equipment Holding area is provided for storage of Outbound Property that is to be shipped from the MTF to other locations.
  
15. **Holding Area, Carts (MMCR1)** **40 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 20 NSF per each delivery lane projected greater than two.
  
16. **Toilet, Delivery Staff (TLTU1)** **60 NSF**  
Provide one if In-house Materiel Services is authorized.
  
17. **Workstation, Warehouse Receiving (OFA03)** **60 NSF**  
Minimum two if In-house Materiel Services is authorized; provide an additional one for every increment of 1,000 NSF in combined storage space (Medical Materiel, General Warehouse, Vault, Secure, Equipment, Contingency, and Hazardous Materials) greater than 2,000 NSF.

18. **Supply Room (SRS01)** **360 NSF**  
Minimum NSF if In-house Materiel Services is not authorized; provide an additional 15 NSF for every increment of 5,000 NSF in the MTF.
19. **Storage, Medical Materiel (MMGS1)** **240 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 20 NSF per each patient bed, an additional 5 NSF per each Exam and Procedure Room, and an additional 50 NSF per each Operating Room (OR).
20. **Storage, General Warehouse (MMGS1)** **520 NSF**  
Minimum NSF if In-house Materiel Services is authorized and if Materiel Services is authorized to serve an Outpatient Clinic or an Ambulatory Surgery Center; provide an additional 15 NSF for every increment of 1,000 NSF greater than 50,000 in the MTF if In-house Materiel Services is authorized and if Materiel Services is authorized to serve a Hospital or a Medical Center.
- This space is intended to accommodate shelves to allow bulk medical and non-medical storage.
21. **Storage, Vault (SSV01)** **90 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 10 NSF for every increment of 500 NSF in General Warehouse Storage.
22. **Storage, Secure (SSC01)** **240 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 60 NSF for every increment of 500 NSF in General Storage.
- Caged area for temporary storage of high value items in transit to final location.
23. **Storage, Equipment (SRE01)** **240 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 3 NSF per each Inpatient Bed greater than 100; and an additional 20 NSF for every increment of 10 Exam Rooms and Procedure Rooms greater than 40.
24. **Holding Area, Cart Restocking (MMCR2)** **30 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 20 NSF per each delivery lane projected greater than two.
- This space accommodates supply carts coming out of 'Stores' (i.e. Medical Materiel Storage) for delivery of inventory supplies to a nursing unit.
25. **Storage, Contingency (MMGS1)** **240 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 10 NSF for every increment of 500 NSF in General Storage.

Temporary storage for unforeseen surge of certain items such as medical supplies for deployment. This space can be co-located with General Storage.

26. **Storage, Hazardous Materials (SRHM1)** **60 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 30 NSF if the total number of Inpatient Beds or Exam Rooms and Procedure Rooms is between 50 and 100; provide an additional 60 NSF if the total number of Inpatient Beds or Exam Rooms and Procedure Rooms is greater than 100.
27. **Storage, Full Gas Cylinder (SRGC1)** **60 NSF**  
Minimum NSF if In-house Materiel Services is authorized and if Materiel Services is authorized to serve an Outpatient Clinic; provide an additional 180 NSF if Materiel Services is authorized to serve an Ambulatory Surgery Center or a Hospital or a Medical Center.
28. **Storage, Empty Gas Cylinder (SRGC1)** **60 NSF**  
Minimum NSF if In-house Materiel Services is authorized; if Materiel Services is authorized to serve an Outpatient Clinic; provide an additional 180 NSF if Materiel Services is authorized to serve as an Ambulatory Surgery Center or a Hospital or a Medical Center.
29. **Materiel Handling Equipment Charging (SRCH1)** **120 NSF**  
Minimum NSF if In-house Materiel Services is authorized; provide an additional 30 NSF per each electrically operated forklift greater than two.

#### 4.3. FA3: AUTOMATED / MANUAL TRANSPORT CARTS.

1. **Office, Manager / Supervisor (OFA04)** **120 NSF**  
Provide one if a Manager / Supervisor Office for Transport is authorized.
2. **Cart Queuing and Dispatch Area (MMCR1)** **100 NSF**  
Minimum NSF; provide an additional 30 NSF for every increment of three automated / manual transport carts greater than three.
3. **Charging Station, AGV (MAGV1)** **50 NSF**  
Provide one if an AGV transport system is authorized.
4. **Dispatch, AGV (MAGV2)** **180 NSF**  
Provide one if an AGV transport system is authorized.
5. **Repair, AGV (MAGV3)** **500 NSF**  
Provide one if an AGV transport system is authorized.

#### **4.4. FA4: BIOMEDICAL EQUIPMENT MAINTENANCE:**

1. **Work Area, Biomedical (all inclusive) (BMCW2)** **420 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is one or two.
2. **Reception / Work Order Area (RECP1)** **120 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is greater than two.  
  
Allocated NSF accommodates two FTEs.
3. **Receiving, Equipment (BMRA1)** **60 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 30 NSF per each Biomedical Engineering Technician (BMET) FTE position authorized greater than two.
4. **Outgoing, Equipment (SRE01)** **60 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 30 NSF per each Biomedical Engineering Technician (BMET) FTE position authorized greater than two.
5. **Office, Biomedical Officer (OFA04)** **120 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is greater than three.
6. **Office, NCOIC / LCPO / LPO (OFA04)** **120 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is greater than three.
7. **Office, Shared (OFA05)** **120 NSF**  
Provide one for every increment of two Property Management and Medical Equipment Management Office (MEMO) FTE positions authorized to have a shared office and if Biomedical Equipment Maintenance is authorized.  
  
Consider the following FTE positions: Administrative Biomedical Equipment Maintenance, Property Management, Medical Equipment Management Office (MEMO) FTE.
8. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Property Management, Medical Equipment Management Office (MEMO), and Supply Technician FTE position authorized to have a cubicle and if Biomedical Equipment Maintenance is authorized.

Consider the following FTE positions: Administrative Biomedical Equipment Maintenance, Property Management, Medical Equipment Management Office (MEMO), Supply Technician, etc. These cubicles may be collocated in a shared space or dispersed as required.

9. **File Room (FILE1)** **60 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 30 NSF for every increment of 50 Inpatient Beds greater than 50; provide an additional 40 NSF for every increment of 20 Exam / Procedure Rooms greater than 20; provide an additional 60 NSF for every increment of five ORs greater than five and if the number of Biomedical Engineering Technician (BMET) Staff FTE positions authorized is greater than three.
10. **Reference Library (LIBV1)** **60 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 30 NSF for every increment of 50 Inpatient Beds greater than 50; provide an additional 40 NSF for every increment of 20 Exam / Procedure Rooms greater than 20; provide an additional 60 NSF for every increment of five ORs greater than five and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is greater than three.
11. **Copy / Office Supply (RPR01)** **120 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is greater than three.
12. **Equipment Holding Area (SRE01)** **90 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 60 NSF per each Biomedical Engineering Technician (BMET) FTE position authorized greater than three.
13. **Work area, Biomedical Common Work (BMCW1)** **120 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 60 NSF for every increment of two Biomedical Engineering Technician (BMET) FTE positions authorized greater than two.
14. **Workstation, Biomedical Repair (BMWS1)** **150 NSF**  
Minimum three if Biomedical Equipment Maintenance is authorized; provide an additional one per each Biomedical Engineering Technician (BMET) FTE position authorized greater than three.
15. **Workstation, Biomedical Electronic Repair (BMER1)** **150 NSF**  
Minimum one if Biomedical Equipment Maintenance and Biomedical Electronic Repair services are authorized; provide an additional one per each Biomedical Electronic Repair FTE position authorized greater than one.

16. **Work area, Mobile Diagnostic Imaging Equipment (BMER2) 150 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if Mobile Diagnostic Imaging Equipment services are authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions authorized is greater than three.  
  
This is an enclosed space requiring lead shielding.
17. **Storage, Parts (SRPS1) 120 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized; provide an additional 60 NSF per each Biomedical Engineering Technician (BMET) FTE position authorized greater than three.
18. **Equipment Charging Room (SRCH1) 180 NSF**  
Minimum one if Biomedical Equipment Maintenance is authorized; provide an additional 60 NSF for every increment of four Biomedical Engineering Technician (BMET), Biomedical Electronic, and Diagnostic Imaging FTE positions authorized greater than four.
19. **Team Collaboration Room (WRCH1) 120 NSF**  
Provide one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) Staff FTE positions authorized is greater than four.
20. **Lounge, Staff (SL001) 120 NSF**  
Minimum NSF if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Equipment Maintenance (BMET) FTEs working on peak shift is ten; provide an additional 60 NSF for every increment of five Biomedical Equipment Maintenance (BMET) FTEs working on peak shift greater than ten; maximum 360 NSF.
21. **Toilet, Staff (TLTU1) 60 NSF**  
Minimum one if Biomedical Equipment Maintenance is authorized and if the number of Biomedical Engineering Technician (BMET) FTE positions working on peak shift is between five and fifteen; provide an additional one for every increment of fifteen Biomedical Engineering Technician (BMET) FTE positions working on peak shift greater than fifteen.

#### **4.5. FA5: LINEN CONTROL.**

1. **Workstation, Reception / Distribution (RECP3) 60 NSF**  
Provide one if Linen Control is authorized.
2. **Office, Private (OFA04) 120 NSF**  
Provide one per each Linen Control FTE authorized to have a private office.

3. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Linen Control FTE position authorized to have a cubicle in Linen Control.  
  
These cubicles may be collocated in a shared space or dispersed as required.
4. **Storage, Medical Attire (LCCL1)** **120 NSF**  
Provide one if Linen Control is authorized.
5. **Distribution Conveyor, Medical Attire (LCCL5)** **180 NSF**  
Provide one if a Medical Attire Distribution Conveyor for Linen Control is authorized.
6. **Cart Assembly, Clean Linen (LCFA1)** **120 NSF**  
Provide one if Linen Control is authorized.
7. **Storage, Clean Linen (LCCL1)** **120 NSF**  
Provide one if Linen Control is authorized.
8. **Holding, Soiled Linen (LCSL1)** **120 NSF**  
Provide one if Linen Control is authorized.

#### **4.6. FA6: FACILITY MANAGEMENT STAFF AND ADMINISTRATION.**

1. **Reception / Work Order Area (RECP1)** **120 NSF**  
Provide one for Facility Management Staff and Administration.  
  
Allocated NSF accommodates two FTEs.
2. **Office, Facility Manager (OFA04)** **120 NSF**  
Provide one for Facility Management Staff and Administration.
3. **Office, Private (OFA04)** **120 NSF**  
Provide one per each Facility Management FTE position authorized to have a private office.
4. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Facility Management Administrative and Engineering Technician FTE position authorized to have a cubicle.  
  
These cubicles may be collocated in a shared space or dispersed as required.
5. **CADD / File Room (PMCF1)** **240 NSF**  
Provide one if a CADD Room for Facility Management Staff and Administration is authorized.

6. **Key / Access Control / ID Badge (KEY01)** **120 NSF**  
Provide one if a Key / Access Control / ID Badge for Facility Management Staff and Administration is authorized.
7. **Lounge, Staff (SL001)** **120 NSF**  
Minimum NSF if Facility Management Staff and Administration is authorized if the number of Facility Management FTEs working on peak shift is ten; provide an additional 60 NSF for every increment of five Facility Management FTEs working on peak shift greater than ten; maximum 360 NSF.
8. **Toilet, Staff (TLTU1)** **60 NSF**  
Minimum one if the number of Facility Management FTE positions working on peak shift is between five and fifteen; provide an additional one for every increment of fifteen Facility Management FTE positions working on peak shift greater than fifteen.

#### **4.7. FA7: MTF SECURITY.**

1. **Office, Supervisor (OFA04)** **120 NSF**  
Provide one if MTF Security is authorized.
2. **Workstation, Central Alarm / Security (COM03)** **60 NSF**  
Provide one per each MTF Security Monitoring Workstation authorized.
3. **Cubicle (OFA03)** **60 NSF**  
Provide one per each MTF Security FTE position authorized to have a cubicle.  
  
These cubicles may be collocated in a shared space or dispersed as required.
4. **Conference Room (CRA01)** **240 NSF**  
Provide one if MTF Security is authorized.
5. **Storage, Secured (SSS01)** **60 NSF**  
Provide one if MTF Security is authorized.
6. **Storage, Lost and Found (SSC01)** **30 NSF**  
Provide one if MTF Security is authorized.
7. **Lounge, Staff (SL001)** **120 NSF**  
Minimum NSF if MTF Security is authorized; provide an additional 60 NSF for every increment of five MTF Security FTEs working on peak shift greater than ten; maximum 360 NSF.
8. **Locker Room (LR001)** **90 NSF**  
Minimum NSF if MTF Security is authorized; provide an additional 30 NSF for every increment of four MTF Security FTE positions not assigned a private office or cubicle greater than four.

9. **Toilet, Staff (TLTU1)** **60 NSF**  
Provide one if MTF Security is authorized.

#### **4.8. FA8: ENVIRONMENTAL / HOUSEKEEPING SERVICES.**

1. **Office, Private (OFA04)** **120 NSF**  
Provide one per each Environmental / Housekeeping Services FTE position authorized to have a Private Office.
2. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Environmental / Housekeeping Services FTE position authorized to have a Cubicle.
- These cubicles may be collocated in a shared space or dispersed as required.
3. **Storage, Equipment and Supply (SRSE1)** **180 NSF**  
Minimum NSF; provide an additional 60 NSF for every increment of 25,000 NSF greater than 50,000 in the MTF.
4. **Equipment Charging Room (SRCH1)** **180 NSF**  
Provide one if an Equipment Charging Room for Environmental / Housekeeping Services is authorized.
5. **Lounge, Contractor (SL001)** **120 NSF**  
Minimum NSF if a Contractor Lounge for Environmental / Housekeeping Services is authorized and if the number of Environmental / Housekeeping Services Contractor FTEs working on peak shift is ten; provide an additional 60 NSF for every increment of five Environmental / Housekeeping Services Contractor FTEs working on peak shift greater than ten; maximum 360 NSF.
6. **Storage, Contractor (SRS01)** **120 NSF**  
Provide one if Contractor Storage for Environmental / Housekeeping Services is authorized.
7. **Locker, Staff Personal Property (LR001)** **30 NSF**  
Minimum NSF; provide an additional 30 NSF for every increment of four Environmental / Housekeeping Services FTE positions not assigned a private office or cubicle greater than eight.
8. **Lounge, Staff (SL001)** **120 NSF**  
Minimum NSF if the number of Environmental / Housekeeping Services FTEs working on peak shift is ten; provide an additional 60 NSF for every increment of five Environmental / Housekeeping Services FTEs working on peak shift greater than ten; maximum 360 NSF.

9. **Toilet, Staff (TLTU1)** **60 NSF**  
Minimum one if the number of Environmental / Housekeeping Services FTE positions working on peak shift is between five and fifteen; provide an additional one for every increment of fifteen Environmental / Housekeeping Services FTE positions working on peak shift greater than fifteen.
10. **Transfer Cart Washing (CWSH1)** **120 NSF**  
Minimum NSF; provide an additional 30 NSF for every increment of two transfer carts authorized greater than four.
11. **Storage, Housekeeping Cart (SRE01)** **90 NSF**  
Minimum NSF; provide an additional 30 NSF for every increment of 25,000 NSF greater than 50,000 NSF in the MTF.
12. **Trash Cart Room (UTC01)** **120 NSF**  
Minimum NSF; provide an additional 900 NSF if a powered chute system is authorized; provide an additional 30 NSF for every increment of 10,000 NSF greater than 20,000 in the MTF.
13. **Medical Waste Collection Room (UTMW1)** **90 NSF**  
Minimum NSF; provide an additional 15 NSF for every increment of 25,000 NSF greater than 50,000 NSF in the MTF.
14. **Recycling Sorting Room (UTR01)** **120 NSF**  
Minimum NSF if a Recycling Sorting Room for Environmental / Housekeeping Services is authorized; provide an additional 30 NSF for every increment of 20,000 NSF greater than 20,000 NSF in the MTF.

#### **4.9. FA9: FACILITY MAINTENANCE TRADES.**

1. **Floor-Mounted Tools and Equipment, Multi-Use Shop (PMCW1)** **200 NSF**  
Provide one if a Multi-Use shop is authorized.
2. **Workbench and Worktable, Multi-Use Shop (PMWS1)** **150 NSF**  
Minimum NSF if a Multi-Use shop is authorized; provide an additional 40 NSF per each Multi-Use Shop FTE position authorized greater than one.
3. **Workbench and Worktable, Locksmith Shop (PMWS2)** **150 NSF**  
Minimum NSF if a Locksmith shop is authorized; provide an additional 40 NSF per each Locksmith Shop FTE position authorized greater than one.
4. **Workbench and Worktable, Grounds Maintenance (PMWS3)** **150 NSF**  
Minimum NSF if Grounds Maintenance is authorized; provide an additional 40 NSF per each Grounds Maintenance FTE position authorized greater than one.

5. **Storage, Multi Use Shop (SRE01)** **200 NSF**  
Minimum NSF if a Multi-Use Shop is authorized; provide an additional 60 NSF for every increment of 50,000 NSF in the MTF.
6. **Storage, Multi Use Shop Flammable (SRHM1)** **60 NSF**  
Provide one if a Multi-Use Shop and if a Multi-Use Flammable Storage is authorized.
7. **Storage, Grounds Maintenance (SRE01)** **150 NSF**  
Minimum NSF if Grounds Maintenance is authorized; provide an additional 60 NSF for every increment of 50,000 NSF in the MTF.

#### **4.10. FA10: GENERAL TRADES SHOP.**

1. **Floor-mounted Tools/Equipment, General Trades Shop (PMCW1)200 NSF**  
Provide one if four or more Carpentry Shop, Masonry Shop or Paint Shop FTE positions are authorized.
2. **Workbench and Worktable, Carpentry Shop (PMWS4)** **300 NSF**  
Minimum NSF if a Carpentry Shop is authorized; provide an additional 40 NSF per each Carpentry Shop FTE position authorized greater than one.
3. **Workbench and Worktable, Masonry Shop (PMWS5)** **150 NSF**  
Minimum NSF if a Masonry Shop is authorized; provide an additional 40 NSF per each Masonry Shop FTE position authorized greater than one.
4. **Workbench and Worktable, Paint Shop (PMWS6)** **150 NSF**  
Minimum NSF if a Paint Shop is authorized; provide an additional 40 NSF per each Paint Shop FTE position authorized greater than one.
5. **Flammable Storage, Paint Shop (SRHM1)** **100 NSF**  
Minimum NSF if a Paint Shop Flammables Storage is authorized; provide an additional 30 NSF for every increment of 50,000 NSF greater than 150,000 NSF in the MTF; maximum 500 NSF.
6. **Storage, Building Shop (SRE01)** **200 NSF**  
Minimum NSF; provide an additional 60 NSF for every increment of 50,000 NSF greater than 150,000 NSF in the MTF.

This area provides storage of a 30-day supply of equipment, parts and supplies.

#### **4.11. FA11: MECHANICAL / ELECTRICAL / PLUMBING (MEP) SHOP.**

1. **Floor-Mounted Tools and Equipment, General MEP Shop (PMCW1)200 NSF**  
Provide one if four or more HVAC Shop, General Mechanical Shop, Electrical Shop or Plumbing Shop FTE positions are authorized.

2. **Workbench and Worktable, HVAC Shop (PMWS7)** **150 NSF**  
Minimum NSF if an HVAC Shop is authorized; provide an additional 40 NSF per each HVAC Shop FTE position authorized greater than one.
3. **Workbench and Worktable, General Mechanical Shop (PMWS8)** **150 NSF**  
Minimum NSF if a General Mechanical Shop is authorized; provide an additional 40 NSF per each General Mechanical Shop FTE position authorized greater than one.
4. **Workbench and Worktable, Electrical Shop (PMWS9)** **150 NSF**  
Minimum NSF if a Electrical Shop is authorized; provide an additional 40 NSF per each Electrical Shop FTE position authorized greater than one.
5. **Workbench and Worktable, Plumbing Shop (PMWS0)** **150 NSF**  
Minimum NSF if a Plumbing Shop is authorized; provide an additional 40 NSF per each Plumbing Shop FTE position authorized greater than one.
6. **Storage, MEP Shop (SRE01)** **200 NSF**  
Minimum NSF; provide an additional 60 NSF for every increment of 50,000 NSF greater than 150,000 NSF in the MTF.

#### **4.12. FA12: FACILITY MAINTENANCE STAFF AND ADMINISTRATION.**

1. **Reception / Work Order Area (RECP1)** **120 NSF**  
Provide one for Facility Maintenance Trades Shop.  
  
Allocated NSF accommodates two FTEs.
2. **Office, Supervisor (OFA04)** **120 NSF**  
Provide one for Facility Maintenance Trades Shop.
3. **Office, Private (OFA04)** **120 NSF**  
Provide one per each Facility Maintenance FTE position authorized to have a private office.
4. **Office, Shared (OFA05)** **120 NSF**  
Provide one for every increment of two Facility Maintenance FTE positions authorized to have a shared office.
5. **Cubicle (OFA03)** **60 NSF**  
Provide one per each Facility Maintenance FTE position authorized to have a cubicle.  
  
These cubicles may be collocated in a shared space or dispersed as required.
6. **Equipment Receiving (SRSE1)** **120 NSF**  
Minimum NSF; provide an additional 30 NSF for every increment of 500 NSF of combined Facility Maintenance Storage space.

Includes the storage spaces for the following shops: Multi Use, Multi Use Flammable, Grounds Maintenance, Paint Shop Flammables, Building and MEP.

7. **Plant Maintenance Control Center (PMCC1)** **120 NSF**  
Minimum NSF; provide an additional 120 NSF if the MTF is an Ambulatory Surgery Center, Hospital, or Medical Center.
8. **Copy / Office Supply (RPR01)** **120 NSF**  
Provide one for Facility Maintenance Trades Shop.
9. **Team Collaboration Room (WRCH1)** **240 NSF**  
Provide one for Facility Maintenance Trades Shop.
10. **Lounge, Staff (SL001)** **120 NSF**  
Minimum NSF if the number of Facility Maintenance FTEs working on peak shift is ten; provide an additional 60 NSF for every increment of five Facility Maintenance FTEs working on peak shift greater than ten; maximum 360 NSF.
11. **Toilet, Staff (TLTU1)** **60 NSF**  
Minimum one if the number of Facility Maintenance FTE positions working on peak shift is between five and fifteen; provide an additional one for every increment of fifteen Facility Maintenance FTE positions working on peak shift greater than fifteen.

## **SECTION 5: PLANNING AND DESIGN CONSIDERATIONS**

The following design considerations are intended to provide planners and designers with guidance on world-class and evidence-based design strategies for new healthcare facilities and renovation of existing ones. Please refer to the World Class Checklist (<https://facilities.health.mil/home/>). Also refer to the FGI Guidelines for Design and Construction of Hospitals and Outpatient Facilities by the Facility Guidelines Institute (FGI Guidelines) for additional information.

### **5.1. NET-TO-DEPARTMENT GROSS FACTOR.**

- A. The net-to-department gross factor (NTDG) for Logistics is 1.25. This number when multiplied by the programmed net square foot (NSF) area determines the departmental gross square feet. This factor accounts for the space occupied by internal department circulation and interior partitions and other construction elements not defined by the net square foot area. Refer to UFC 4-510-01, Section 2-3.4.2.2 and DoD Space Planning Criteria Chapter 130: Net to Gross Conversion Factors.

### **5.2. GENERAL PLANNING CONSIDERATIONS.**

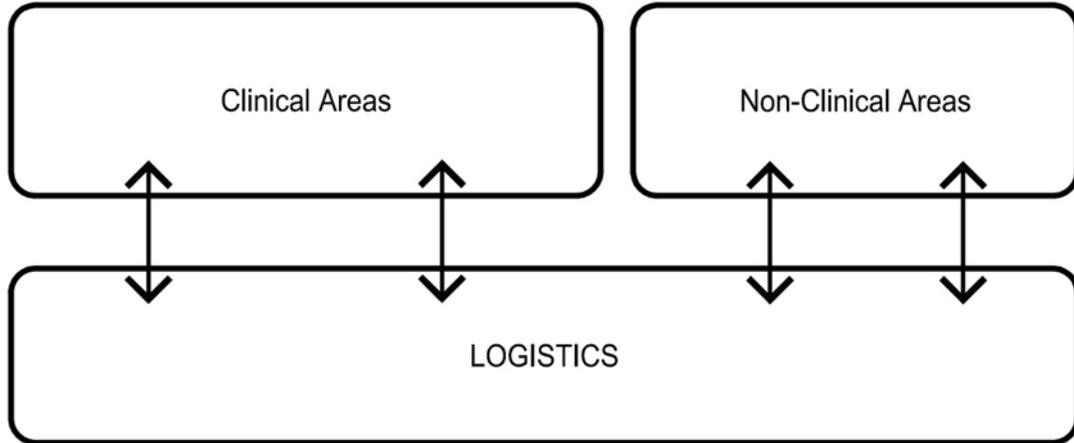
- A. The Logistics Department operational principal is “right goods in right place at the right time” which will be facilitated by having the appropriate physical space and proper flow of goods and services across all clinical and support areas.
- B. The Development of “Just-In-Time” vendor supplies precludes the requirement for bulk on-site storage.
- C. Automated scanning, tracking and inventory control systems are becoming an important component of the Logistics department.
- D. The Logistics Department should be located with convenient access to the nursing units, emergency department, and the procedures/interventional suite in order to optimize support and minimize the requirement for satellite storage rooms. However, this does not preclude the development of a Point of Use storage concept which is an option, if authorized.
- E. General Storage may use movable and prefabricated refrigerator and / or freezer systems to provide maximum flexibility in the use of storage space. Refrigerator and/or freezer systems will consist of separate units collocated and connected separately to emergency power and alarm system. Controlled Room Temperature should be maintained thermostatically between 59 and 86 degrees Fahrenheit (15 and 39 degrees Centigrade) or as required. Relative humidity storage is required for drugs and other designated medical materiel. Lighting levels should be maintained at levels adequate for a 24-hour operational work environment.
- F. Soiled docks will accommodate trash compactor(s), recycling compactor(s), and open truck bays. Open truck bays will accommodate the removal of regulated medical waste,

soiled linens, and other soiled materials that are picked up by vendors for processing and/or disposal. If covered, the soiled docks must have a minimum clear ceiling height of 22'-0" to accommodate the off-loading and removal of trash compactors via a tilt-bed truck. Consider the addition of compactors and pneumatic systems for trash and linen handling.

- G. The Loading Docks and Logistics processing and storage components should be in an easily accessible area that is directly adjacent to the exterior access points and the vertical service transportation elements (if appropriate).
- H. Depending on the size of the facility and when possible, the preferred arrangement would be to co-locate the access points for Logistics clean docks and Food Service docks to provide operational and inventory efficiencies.
- I. A secondary entrance will serve as a material handling portal for staff circulation, cart distribution, receiving vendor orders and for the pickup of trash and packaging materials.
- J. Security measures such as surveillance cameras will be required to monitor entry to the department.
- K. Consider creation of a continuous circular workflow path from receiving, storage, distribution, assembly, and checking through to direct dispensing, automated dispensing, holding, and mail-out programs, resulting in minimized traffic paths and reduced staff fatigue.
- L. An open floor design is best suited for the department. Most fixtures will be of modular design; thus enabling easy movement and reconfiguration as the needs change.
- M. A space for purchasing and receiving should be located in the same area as inventory storage and near the rear entrance / exit to the Logistics Department. Inventory will be stored on mobile / high density shelving.
- N. Reduce noise with utilization of materials (e.g., flooring, ceilings and systems furniture) that are acoustically absorbent and readily maintainable.
- O. Materiel Service (Remote) Warehouse: A facility that, if authorized, supports the MTF with receiving and bulk storage for a wide range of supplies and equipment. The warehouse would be used to augment materiel storage provided to an MTF at various locations, and may provide central receipt of goods from vendors in lieu of vendor delivering directly to the medical facility.

## SECTION 6: FUNCTIONAL RELATIONSHIPS (INTRADepartmental)

### 6.1. FUNCTIONAL RELATIONSHIPS.



#### Clinical Areas

Audiology, Hearing conservations, Speech-language Pathology and ENT Clinic  
 Behavioral Health Clinic  
 Cardiology / Pulmonary Services / Sleep Disorders Center  
 Dental Clinic  
 Emergency and Ambulance Services  
 General and Specialty Surgical Clinics  
 Inpatient Behavioral Health and Partial Hospitalization  
 Labor and delivery / Obstetric Units  
 Neonatal Intensive Care Units (NICU)  
 Nursing Units  
 Occupational Therapy Clinic  
 Ophthalmology / Optometry Clinic  
 Orthopedics, Podiatry, Chiropractic, and Sports Medicine  
 Pediatrics Clinic  
 Physical Therapy  
 Preventive Medicine  
 Primary Care / Family Medicine  
 Radiology, Nuclear Medicine, and Radiation Oncology  
 Specialty Medical Clinics  
 Surgical / Interventional Services  
 Urology

#### Non-Clinical Areas

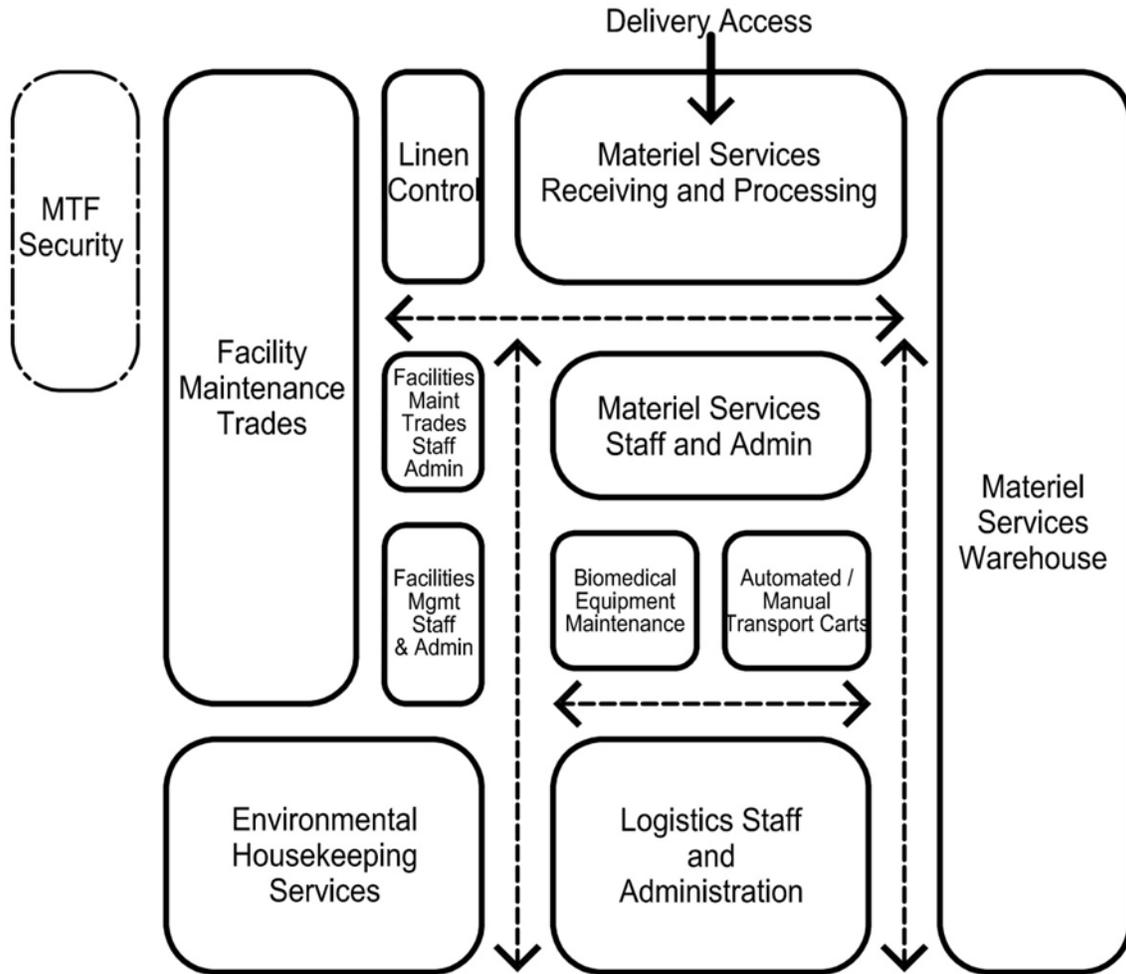
Chapel  
 Common Areas  
 Education and Training  
 Food Service  
 General Administration  
 Health Benefits Patient Administration  
 Information Management  
 Logistics  
 Pathology and Clinical Laboratory  
 Pharmacy (Inpatient and Outpatient)  
 Sterile Processing  
 Veterinary

#### LEGEND

————— Most Critical Adjacency  
 - - - - - Less Critical Adjacency

## SECTION 7: FUNCTIONAL DIAGRAM (INTERDEPARTMENTAL)

### 7.1. FUNCTIONAL DIAGRAM.



#### LEGEND

- Patient Circulation
- - - - - Staff Circulation

NOTE: Size and shapes of spaces do not reflect actual configuration or square foot area of departments.

## **GLOSSARY**

### **G.1. DEFINITIONS.**

Authorized: This document uses the term “authorized” to indicate that, during a project’s space plan development, a planner shall seek approval from the appropriate official in the chain of command to activate certain spaces or certain groups of spaces. Typical components that may require authorization are certain programs or services that activate Functional Areas (e.g., GME); office spaces (e.g., FTE position); specialized rooms (e.g., Hybrid OR) or other spaces (e.g., On-Call Room). Typically, Mission, Staffing and Miscellaneous Input Data Statements require authorization, while directly and indirectly workload driven rooms / spaces do not.

Automated Transport: Refers to computer controlled assistive devices that move various types of logistical carts within a medical facility, without human intervention. Often referred to as an automated guided vehicle system (AGVS) or automated guided vehicle (AGV). There are various applications, types and configurations of AGVS, which require a thorough analysis of their cost benefit and suitability for the medical facility. See UFC 4-510-01, Chapter 17 for additional considerations.

Biomedical Equipment Maintenance Service: Logistics department responsible for the maintenance, testing, calibration, and repair of medical and dental equipment. The Biomedical shop includes specialized work area, secure storage of items awaiting repair, technical library, administrative offices, supply / repair parts, and staff support spaces. Satellite Biomedical area(s) may also be provided to service the Operating Rooms (ORs) and/or large diagnostic imaging suites in MTFs.

Biomedical Equipment Repairer (BMER): A Biomedical Equipment Repairer installs, calibrates, adjusts, repairs and performs preventive maintenance on medical, dental, veterinary and scientific research equipment.

Biomedical Equipment Technician (BMET): A Biomedical Equipment Technician installs, calibrates, adjusts, repairs and performs preventive maintenance on medical, dental, veterinary and scientific research equipment.

Bulk Storage: Provides space for receiving, inspection, temporary storage, inventory control, secure storage, and issuance of bulk stocks of materiel and equipment to support projected requirements of the MTF and satellite activities. Special OSHA requirements for safety of personnel and necessary climate controls of temperature and humidity shall be provided.

Clean Linen Storage: Area where clean linen is stored for issue. This area may be located close to the loading dock and vertical transportation. This area should be separate from Soiled Linen Storage.

Cubicle: A cubicle is a partially enclosed workspace, separated from neighboring workspaces by partitions. Managers and other staff with no supervisory responsibilities as well as part-time, seasonal, and job-sharing staff may qualify for a cubicle.

Exchange distribution systems: Exchange cart distribution systems require that areas be restocked based on predetermined schedules and as such require at least 1x additional carts beyond those required on each Unit. The impact of exchange carts requires additional cart parking at both the point of distribution and at the point of use.

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 total time commitment equals that of a full-time employee. One FTE equals a 40-hour per week workload. The FTE measure may also be used for specific workload staffing parameters such as a clinical FTE; the amount of time assigned to an employee providing clinical care. For example, a 0.5 clinical FTE for a healthcare worker would indicate that the healthcare worker provides clinical care half of the time during a 40-hour work week.

Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service. Typical Functional Areas are Reception Area, Patient Area, Support Area, Staff and Administrative Area, and Education Area.

General Storage: May consist of shelving, bins, carousels and pallets for storage of bulk materiel not requiring special handling and control. Adequate aisle space is included to provide movement of material handling equipment.

HVAC: Acronym for Heating, Ventilating and Air Conditioning.

Input Data Statement: A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) (see definition below); based on the space planning criteria parameters (refer to Section 4) set forth in this document. Input Data Statements are defined as Mission, Workload, Staffing or Miscellaneous.

Linen Cart Assembly: Area within Logistics where clean linen is received, typically from an off-site laundry, and readied for distribution to patient care areas within the medical facility. The area may be sized to accommodate bulk linen carts, from which staff restock linen exchange carts. Alternatively, the linen exchange carts may be pre-assembled at the laundry, in which case the area is used primarily for staging the clean linen exchange carts. At a minimum, the room must be sized to accommodate 1 matching exchange cart for each linen exchange cart that is in-use within the patient care areas.

Loading Dock, Clean: Area where bulk materiel and equipment is delivered. Adjustable ramp (dock leveler) and special lighting for night loading / unloading operations may be provided on this dock. If logistics support building / warehouse is not contiguous with medical facility, program a separate dock at the medical facility.

Loading Dock, Soiled: Area where waste management activities occur and is the portal by which soiled goods are removed from the MTF. In larger hospitals and medical centers, the soiled dock may be designated as the waste management center.

Materiel Services: Refers to the supply chain areas and functions of Logistics, consisting of: Acquisitions, Receiving, Bulk Storage, General Storage, Warehouse, and related areas and zones.

Net Square Feet (NSF): The area of a room or space derived by multiplying measurements of the room or space taken from the inside surface of one wall to the inside surface of the opposite wall.

Net-to-Department Gross Factor (NTDG): A parameter used to calculate the Department Gross Square Foot (DGSF) area based on the programmed Net Square Foot (NSF) area. Refer to DoD Chapter 130 for the NTDG factors for all Space Planning Criteria chapters.

Office, Private: A single occupancy office provided for confidential communication.

Office, Shared: An office that accommodates two workstations.

Program for Design (PFD): A listing of all of the rooms / spaces generated based on answers to the Input Data Statements (see Section 3) and the space planning criteria outlined in this document (Section 4) in SEPS. The list is organized by Functional Area and includes the Room Quantity, Room Code, Room Name, generated Net Square Feet (NSF), Construction Phase and Construction Type.

Project Room Contents (PRC): A listing of the assigned contents (medical equipment, FF&E, etc.) for each room in a PFD generated by SEPS.

Receiving / Processing: Provides space where detailed inspection of quantity and quality of materiel and equipment is accomplished, appropriate receiving reports are completed, and all items are sorted for delivery to appropriate storage location. This area is also where large equipment boxes and packing material are broken down and where large boxes of multiple items are divided into smaller quantities for placement on shelves.

Space and Equipment Planning System (SEPS): A digital tool developed by the Department of Defense (DoD) and the Department of Veterans Affairs to generate a Program for Design (PFD) and a Project Room Contents list (PRC) for a DoD healthcare project based on approved Space Planning Criteria, the chapter and specific project-related Mission, Workload and Staffing information entered in response to the Program Data Required - Input Data Statements (IDSs).

Waste Management Center: An area which consolidates soiled activities with the facility's soiled loading docks. A typical waste management center may include the following areas and/or functions: Trash (non-infectious) Compactor(s), Mixed Recycling Compactor, Recycling Room, Infectious medical waste / Regulated medical waste (RWM) Holding, Hazardous Waste

Holding, Soiled Linen Holding / Collection Room, Soiled Cart / Can Wash (for Waste collection carts and receptacles), Cart Staging, and Powered Chute System Mechanical Room.

Workload: Space Planning Criteria per DHA Policy shall be workload driven. Workload projections divided by the throughput determined in this document for each workload driven room determines the quantity of rooms needed to satisfy the projected workload demand.