



DoD SPACE PLANNING CRITERIA

CHAPTER 610: COMMON AREAS

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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 Common Areas within the Military Health System (MHS). Spaces in this chapter are provided for, but are not limited to the following Functional Areas: Reception Area, Security Area, Retail Service Area, Retail Food Area, Employee Support Area, Public Toilet Area, and Building Service Area.

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.

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 Common Areas 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. In general, calculation of the number and -in some cases- the area (NSF) of rooms is executed in one of the following methods:

1. Directly workload-driven
2. Indirectly workload-driven
3. Mission or Staffing-driven

The directly workload-driven rooms are based on workload projections entered in response to the Workload Input Data Statements (IDSs) in Section 4. The directly workload driven rooms in this chapter are Entrance Vestibule, Mail Lobby, Retail Area, Lactation Room, Staff Male and Female Changing Central Locker.

The indirectly workload-driven rooms are derived from the preceding group.

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

D. 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.

E. Section 3: Input Data Statements and Section 4: Space Planning Criteria have been implemented and tested in the Space and Equipment Planning System (SEPS). To gain access to SEPS planner should contact a Defense Health Agency (DHA) representative; access to SEPS is provided via a 16-hour hands-on training session.

F. Calculation of each of the directly workload-driven room types is implemented in SEPS based on the following workload parameters:

- a. Total NSF of the MTF
- b. Number of projected annual outpatient visits for the MTF
- c. Number of projected patient beds for the MTF

These parameters are directly included in the Room Criteria Statements of those rooms they generate.

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.

1. What is the total NSF for the MTF? (Misc)
2. What is the total BGSF for the MTF? (Misc)
3. How many annual outpatient visits are projected for the MTF? (W)
4. How many patient beds are projected for the MTF? (W)
5. How many Reception / Information FTE positions are authorized? (S)
6. Is Concierge Service authorized? (Misc)
7. Is Valet Parking authorized? (Misc)
8. Is a Red Cross Volunteer Staff Teamroom authorized? (Misc)
 - a. How many Red Cross Volunteer FTE Staff positions are authorized? (S)
9. Is a Security authorized? (M)
 - a. Is a Satellite Security Workroom authorized? (Misc)
10. Is a Retail Area authorized? (M)
11. Is a Blind Concession Stand authorized? (M)
12. Is a Banking Facility authorized? (M)
13. How many ATM Machines are authorized? (Misc)
14. Is a Barber Shop authorized? (M)
 - a. How many Barber Chairs are authorized? (Misc)
15. Is a Beauty Shop authorized? (M)
 - a. How many Beautician Chairs are authorized? (Misc)
16. Is a Dry Cleaning Service authorized? (M)
17. Is a Flower Shop authorized? (M)
18. How many Flower Vending machines are authorized? (M)
19. Are MWR Services authorized? (M)
20. Is a Post Office authorized? (M)
21. Are Food Service vending machines authorized? (M)
 - a. How many Food Service vending machines are authorized? (Misc)
 - b. Is a seating area for Food Service vending machines authorized? (Misc)

22. How many Food Service Concessions are authorized? (Misc)
23. Is an Auditorium Center for the Hospital of Medical Center authorized by special study?
(M)
 - a. Is the Auditorium Center authorized to serve a Hospital or Medical Center?
(Misc).

SECTION 4: SPACE PLANNING CRITERIA

4.1. FA1: RECEPTION.

1. **Vestibule, Entrance (VES01)** **150 NSF**
Minimum NSF; provide an additional 120 NSF for every increment of 30,000 NSF greater than 30,000 in the MTF.

Allocated NSF can be sub-divided depending on the number of entrances required for the MTF.
2. **Lobby, Main (LOB03)** **240 NSF**
Minimum NSF if the projected number of annual outpatient visits is less than 100,000 and the total number of patient beds is less than or equal to 80; provide an additional 200 NSF if the projected number of annual outpatient visits is between 100,000 and 350,000, and the total number of patient beds is less than or equal to 80; provide an additional 400 NSF if the total number of projected annual outpatient visits is greater than 350,000 and the total number of patient beds is less than or equal to 80; provide an additional 520 NSF if the total number of projected annual outpatient visits is greater than 350,000 and if the total number of patient beds is greater than 80.
3. **Lobby, Seating (LOB04)** **120 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 160 NSF greater than 300 NSF in the Main Lobby.
4. **Reception / Information (RECP3)** **60 NSF**
Minimum NSF; provide an additional 30 NSF for every Reception / Information FTE position authorized greater than two.
5. **Concierge (RECP3)** **60 NSF**
Provide one if Concierge Service is authorized.
6. **Station, Valet Parking (RECP3)** **60 NSF**
Provide one if Valet Parking is authorized.
7. **Kiosk, Wayfinding (CLSC1)** **30 NSF**
Provide one for the Reception Area.

8. **Teamroom, Red Cross Volunteer Staff (WRCH1)** **120 NSF**
Minimum NSF if a Red Cross Volunteer Staff Teamroom is authorized; provide an additional 60 NSF for every increment of two Red Cross Volunteer FTE Staff positions authorized greater than four.
9. **Locker, Personal Property (LR001)** **30 NSF**
Minimum NSF; provide an additional 30 NSF for every increment of four Red Cross Volunteer FTE Staff positions authorized greater than eight.
10. **Storage, Equipment (SRE01)** **120 NSF**
Provide one for the Reception Area.

This space provides storage for wheelchairs, patient lifts, and other equipment needed at the entrance to the facility.

4.2. FA 2: SECURITY. These spaces are provided for security services at the point of entrance to the MTF. Refer to Chapter 520: Logistics for additional security requirements

1. **Security, Checkpoint (RECP3)** **60 NSF**
Provide one if a Security Area is authorized.

Allocated NSF accommodates space for two security personnel and is provided to screen patients and visitors entering the MTF.
2. **Security Workroom, Satellite (WRCH1)** **120 NSF**
Provide one if a Satellite Security Workroom is authorized.

This room is an adjunct to space provided for security in Chapter 520: Logistics.
3. **Security Monitoring, Satellite (COM03)** **60 NSF**
Provide one if a Satellite Security Workroom is authorized.

In addition to the main security monitor room, this area is provided to visually monitor selected areas; both inside and outside of the facility. It should be co-located with the Satellite Security Workroom.

4.3. FA 3: RETAIL, SERVICE:

1. **Retail Area (BX000)** **300 NSF**
Minimum NSF if a Retail Area is authorized and the total NSF of the MTF is less than 50,000; provide an additional 120 NSF if the total NSF of the MTF is between 50,000 and 299,999; provide an additional 240 NSF if the total NSF of the MTF is greater than 300,000.

2. **Storage, Retail (SRS01)** **120 NSF**
Minimum NSF if a Retail Area is authorized; provide an additional 30 NSF if the Retail Area is greater than 300 NSF.
3. **Blind Concession (BLND1)** **150 NSF**
Provide one if a Blind Concession is authorized.
4. **Banking Facility (BF000)** **300 NSF**
Provide one if a Banking Facility is authorized.
5. **Alcove, Banking ATM (BF001)** **15 NSF**
Provide one per each ATM Machine authorized.
6. **Barber Shop (BX000)** **240 NSF**
Minimum NSF if a Barber Shop is authorized; provide an additional 90 NSF for every increment of two barber chairs authorized greater than two.
7. **Storage, Barber Shop (SRE01)** **60 NSF**
Minimum NSF if a Barber Shop is authorized; provide an additional 30 NSF for every increment of two barber chairs authorized greater than two.
8. **Beauty Shop (BX000)** **240 NSF**
Minimum NSF if a Beauty Shop is authorized; provide an additional 90 NSF per each beautician chair authorized greater than two.

Minimum NSF provides space for two Beautician Chairs.
9. **Storage, Beauty Shop (SRE01)** **60 NSF**
Minimum NSF if a Beauty Shop is authorized; provide an additional 30 NSF for every increment of two beautician chairs authorized greater than two.
10. **Drop-off / Pick-up, Dry Cleaning Service (BX000)** **120 NSF**
Provide one if a Dry Cleaning Service is authorized.
11. **Flower Shop (BX000)** **180 NSF**
Provide one if a Flower Shop is authorized.
12. **Vending, Flower (BX001)** **60 NSF**
Provide one per each Flower Vending machine authorized.
13. **MWR Services (BX000)** **180 NSF**
Provide one if MWR Services are authorized.
14. **Post Office (BX000)** **180 NSF**
Provide one if a Post Office is authorized.

4.4. FA 4: RETAIL, FOOD.

1. **Food Service, Vending (BX000)** **30 NSF**
Minimum NSF if Food Service vending machines are authorized; provide an additional 30 NSF for every increment of two vending machines authorized greater than two.

Minimum NSF provides space to accommodate two vending machines.
2. **Food Service, Vending Seating Area (BX000)** **120 NSF**
Minimum NSF if a seating area for Food Service vending machines are authorized; provide an additional 60 NSF for every increment of two vending machines authorized greater than two.
3. **Food Service, Concession (BX000)** **360 NSF**
Minimum NSF if Food Service Concessions is authorized.

Minimum allocated NSF accommodates concession and seating area.

4.5. FA 5: EMPLOYEE SUPPORT

1. **Lactation Room (LAC01)** **120 NSF**
Minimum one; provide an additional one if the total NSF of the MTF is between 50,000 and 299,999; provide an additional two if the total NSF of the MTF is greater than 300,000.
2. **Central Locker, Staff Male Changing (LR002)** **120 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 150,000 NSF greater than 50,000.

Minimum allocated NSF accommodates 15 lockers.
3. **Central Locker, Staff Female Changing (LR002)** **120 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 150,000 NSF greater than 50,000.

Minimum allocated NSF accommodates 15 lockers.
4. **Central Locker, Staff Male Toilet (TLTM2)** **60 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 150,000 NSF greater than 50,000.

Locate Male Staff Toilet adjacent to Male Staff Changing.

5. **Central Locker, Staff Female Toilet (TLTF2)** **60 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 150,000 NSF greater than 50,000.

Locate Female Staff Toilet adjacent to Female Staff Changing.

6. **Central Locker, Staff Male Shower (SHWR1)** **60 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 150,000 NSF greater than 50,000.

Locate Male Staff Shower adjacent to Male Staff Changing.

7. **Central Locker, Staff Female Shower (SHWR1)** **60 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 150,000 NSF greater than 50,000.

Locate Female Staff Shower adjacent to Female Staff Changing.

4.6. FA 6: PUBLIC TOILET.

1. **Public Toilet, Male (TLTM2)** **240 NSF**
Minimum NSF; provide an additional 120 NSF for every increment of 10,000 NSF greater than 10,000.

Minimum NSF accommodates one water closet, one handicapped accessible water closet, one urinal and two sinks plus circulation.

2. **Public Toilet, Female (TLTF2)** **240 NSF**
Minimum NSF; provide an additional 120 NSF for every increment of 10,000 NSF greater than 10,000.

Minimum NSF accommodates two water closets, one handicapped accessible water closet and two sinks plus circulation.

4.7. FA 7: BUILDING SERVICE.

1. **Telecommunications Room (COMC1)** **130 NSF**
Minimum one; provide an additional one for every increment of 10,000 BGSF greater than 10,000 BGSF.

Reference TIA 1179 Healthcare Facility Telecommunications Infrastructure

2. **Recycling (UTR01)** **90 NSF**
Minimum NSF; provide an additional 60 NSF for every increment of 25,000 NSF greater than 25,000.

3. **Janitor Closet (JANC1)** **60 NSF**
Minimum one; provide an additional one for every increment of 10,000 BGSF greater than 10,000 BGSF.

4.8. FA 8: AUDITORIUM CENTER:

1. **Lobby, Auditorium Center (LOB01)** **240 NSF**
Provide one if an Auditorium Center is authorized by special study and if the MTF is a Hospital or Medical Center.

2. **Auditorium (AUD01)** **3,000 NSF**
Provide one if an Auditorium Center is authorized by special study and if the MTF is a Hospital or Medical Center.

Allocated NSF accommodates space for 300 seats including 25 accessible seats, and space for a stage / lectern.

3. **Audiovisual (AVB01)** **300 NSF**
Provide one if an Auditorium Center is authorized by special study and if the MTF is a Hospital or Medical Center.

4. **Storage (SRSE1)** **120 NSF**
Provide one if an Auditorium Center is authorized by special study and if the MTF is a Hospital or Medical Center.

5. **Toilet, Male (TLTM1)** **240 NSF**
Provide one if an Auditorium Center is authorized by special study and if the MTF is a Hospital or Medical Center.

Allocated NSF accommodates one urinal, one water closet, one handicapped accessible water closet and two sinks plus circulation.

6. **Toilet, Female (TLTF1)** **240 NSF**
Provide one if an Auditorium Center is authorized by special study and if the MTF is a Hospital or Medical Center.

Allocated NSF accommodates two water closet, one handicapped accessible water closet and two sinks plus circulation.

SECTION 5: PLANNING AND DESIGN CONSIDERATIONS

The following design considerations are intended to provide planners and designers with guidance on how to follow world-class and evidence-based design strategies for new and renovation of existing healthcare facilities. For a more comprehensive list, refer to the World

Class Checklist (<https://facilities.health.mil/home/>). Also refer to Public and Administrative Areas in sections 2.2–6 and 2.3-6, 3.1-6 and 3.2-6 in 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. The net-to-department gross factor (NTDG) for Common Areas is 1.20. 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 DESIGN CONSIDERATIONS.

- a. Comfortable non-institutional aesthetics maximizes patient / family satisfaction and contributes to create a therapeutic environment to facilitate healing / wellness. This can be achieved by introducing nature into the space by selecting specific materials / finishes, providing views to the outside, and introducing elements such as healing gardens.
- b. Provide a physical barrier-free environment that complies with the Architectural Barriers Act (ABA) requirements. Access for persons with disabilities should be provided as to not call attention to their disability. It should provide people with disabilities the opportunity to function at their highest level of ability. Consider all types of disabilities when planning the work area to include not only wheelchair users, but also visual, hearing, cognitive, behavioral, and invisible disabilities.
- c. Provide vestibules at the primary patient entrances. Vestibules provide an air-lock from the exterior to the interior of the MTF. Additional vestibules entrances are located at the secondary entrance(s) to the MTF as needed.

5.3. RECEPTION AREA.

- a. Consider providing enhanced amenities to address the needs of the patients and visitors. These may include a concierge service, valet parking, and self-service kiosks.
- b. Public spaces should be flexible to support multiple missions. Provide distinct boundaries for waiting areas, a variety of comfortable and moveable furniture arranged in small flexible groupings to accommodate the widest range of persons and families, positive distractions, and design for surge capacity to accommodate the need to treat and manage unexpected large numbers of additional patients based on the mission of the facility.

5.4. SECURITY AREA.

This area is included to provide security services at the main entrance of the MTF. It is not intended to replace security functions located in other sections of the facility.

5.5. RETAIL AREA.

Depending on the number and types of services authorized, this area can be planned as a retail “mall” by grouping these services together. As a result, a variety of retail and food options is located in one common area increasing ease of access for patients, visitors, and staff. Ease of wayfinding to this area should be considered.

5.6. EMPLOYEE SUPPORT AREA.

This area is provided to accommodate staff lockers, toilets, and showers. These facilities can be centrally located or decentralized, depending on the size of the MTF.

5.7. PUBLIC TOILET AREA.

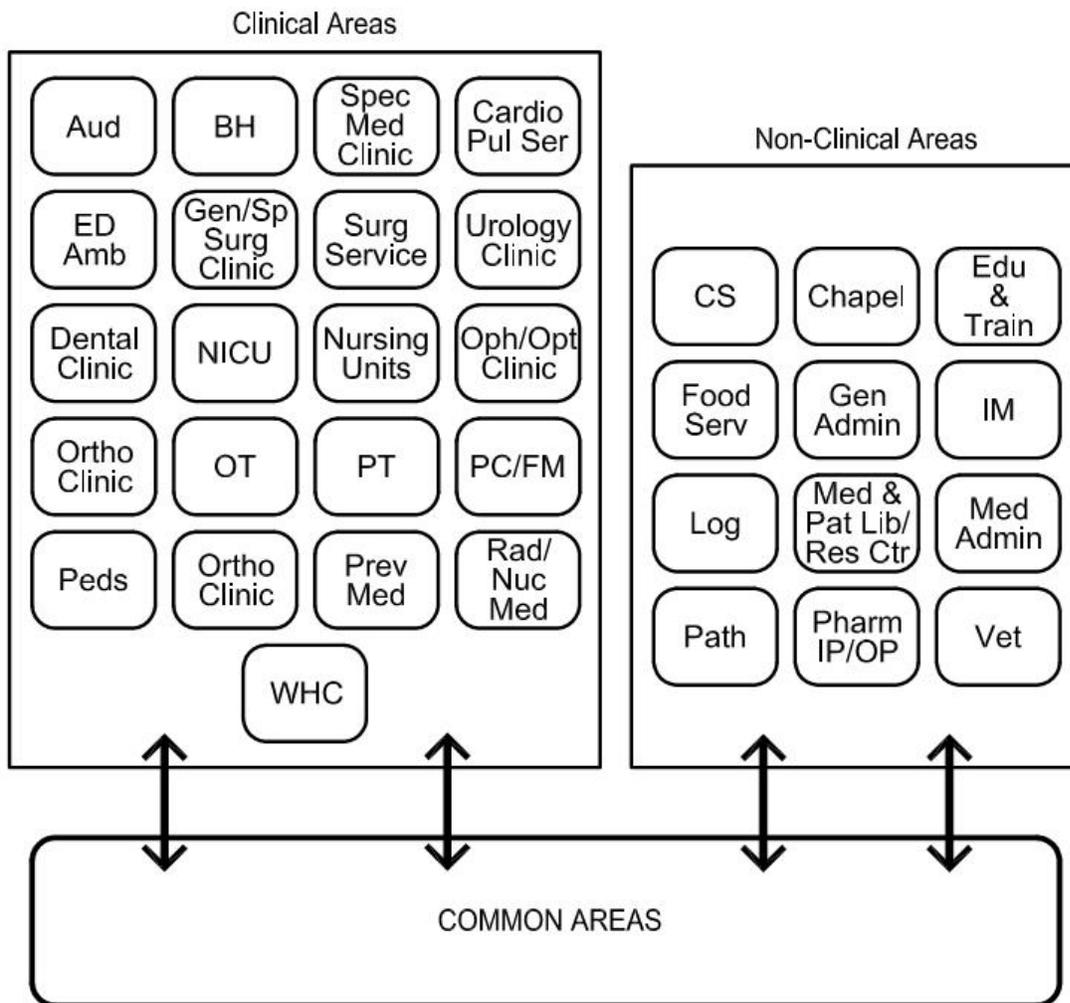
- a. Public toilet facilities are not provided within individual clinical and non-clinical departments. Depending on the size of the facility, Public Toilets can be centrally located or decentralized.
- b. Public toilets are for the use of anyone in the facility.
- c. Public Toilets should be located off public corridors and near waiting areas and other public spaces throughout the MTF.

5.7. BUILDING SERVICE AREA.

- a. These spaces are not generally included in individual departments and should be distributed throughout the MTF.
- b. Janitor Closets may be assigned to specific high-use departments such as Central Sterile, Pharmacy, and Surgical Service.
- c. Auditoriums are provided on a project basis and the design is based on the individual requirements for the MTF. These spaces are intended to accommodate large groups of people and the facility can range from large meeting spaces to a complete auditorium complex seating hundreds of people. Functional considerations may include sloped floors, fixed seating, special lighting, special acoustical design, increased cooling capacity, and enhanced fire and life safety features.
- d. Information Management (IM) provides Information Technology (IT) hardware, software, and network support to all other departments at a medical center, outpatient clinic, or other DoD-MHS facility. The physical limitations for network cabling length and the number of cables to be terminated will require Telecommunications Rooms to be located in proximity to the using departments throughout the building or buildings served. Therefore the principal connection between IM and other departments will be via the network, with little need for strong adjacencies. On the other hand, separation from some departments and other building systems is desirable or necessary for efficiency, security, and reliability.

SECTION 6: FUNCTIONAL RELATIONSHIPS (INTERDEPARTMENTAL)

6.1. FUNCTIONAL RELATIONSHIPS. All other services and support functions in a Military Treatment Facility (MTF) will rely on Common Areas. The diagram below represents desirable relationships based on efficiency and functional considerations.

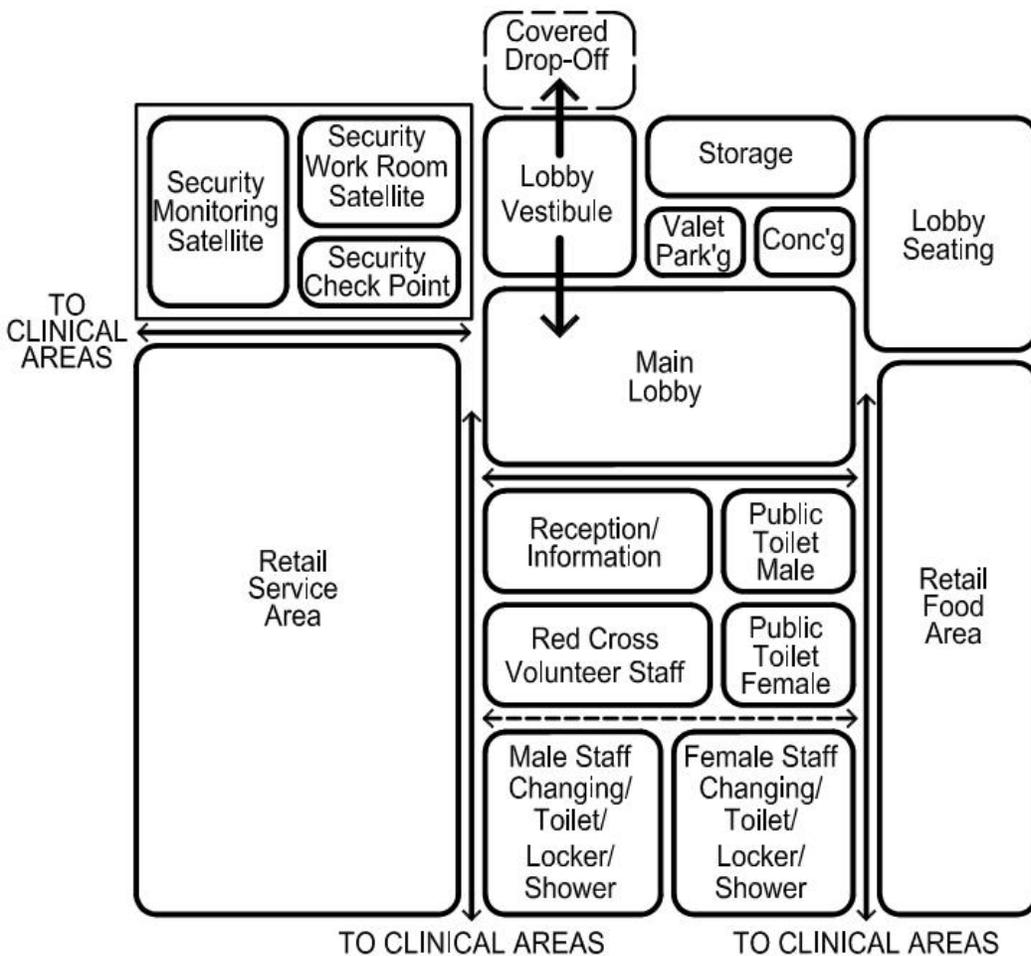


LEGEND

- Most Critical Adjacency
- Less Critical Adjacency

SECTION 7: FUNCTIONAL DIAGRAM (INTERDEPARTMENTAL)

7.1. FUNCTIONAL DIAGRAM. The diagram below illustrates intradepartmental relationships among key areas / spaces within Common Areas. The diagram is necessarily generic. The planner shall use this as a basis for design only and shall consider project-specific requirements for each Military Treatment Facility.



LEGEND

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

GLOSSARY

G.1. DEFINITIONS.

Auditorium: An area designed to accommodate large meetings, presentations, and performances and may include assembly halls, exhibit halls, auditoriums, and theaters.

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 Teller Machine (ATM): An automated machine typically associated with a specific bank or credit union that has a contract to provide a banking service where patrons can access, add, or retrieve funds from an account.

Blind Concession: A type of Special Concession that is a result of regulations outlined in the Randolph-Sheppard Act giving priority on DoD-controlled property to blind vendors. This includes the operation of vending facilities and cafeterias.

Concierge: Concierge services include providing local maps and directions, arranging transportation, making recommendations for local amenities / events, and other duties as requested. Services are provided to visitors, patients and staff.

Food Service Concessions: Food Service Concessions are provided by contract food services. These services may offer “Fast Food” or “Sit-down” dining options. This is an opportunity to introduce a familiar dining experience to formerly a more institutional type of food delivery commonly found in healthcare facilities. This is particularly significant for facilities located in installations outside of the United States to bring a “taste of home” to Soldiers, Civilians, and Families who are deployed in a foreign country

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 a week workload.

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

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

criteria parameters (refer to Section 4) set forth in this document. Input Data Statements are defined as Mission, Workload, Staffing or Miscellaneous.

MWR Services: Morale, Welfare and Recreation Services (MWR) is a comprehensive network of quality support and leisure services that enhances the lives of Active Duty Service Members, Civilians, Families, military retirees and other eligible participants.

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.

Personal Property Lockers: This is a small-sized locker, commonly called purse or cell phone locker, and is generally used to secure purses and smaller valuables. Staff members who do not have an office or cubicle space where they can safely store belongings will be assigned these lockers.

Post Office: The Post Office, as it relates to Common Areas, is provided for the posting of mail only. Other services, such as mail sorting and package shipping, are not provided in this area.

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 and 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.

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).

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.