

014 APPENDICES

14.1 SCHEDULE OF ACCOMMODATION

A schedule of accommodation is shown below and lists generic spaces for this HPU.

Food Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
ENTRY / RECEIVING AREA													
	Receiving Area						1	10	1	10	1	15	Include handwashing area
STORES													
	Freezer Room		1	2	1	4	1	10	1	10	1	15	Flexibility in the allocation of m2 between freezer room and cool rooms; collocate for flexibility of use of space
	Cool Room - Cooked Prepared Goods		1	2	1	4	1	10	1	10	1	15	
	Cool Room - Dairy, Sweets, Juices		1	2	1	4	1	5	1	5	1	10	
	Cool Room - Fruit and Vegetables						1	5	1	5	1	10	
	Cool Room - Meat						1	5	1	5	1	10	
	Store - Dry Goods		1	5	1	5	1	15	1	15	1	20	
	Store - Cook Chill						1	5	1	5	1	10	
	Store - Wares		1	2	1	4	1	10	1	10	1	15	
FOOD PREPARATION & PLATING													
	Cooking Area		1	30	1	50	1	60	1	60	1	120	MPS/<50 beds Cooking Area will include Plating and Preparation areas
	Plating Area						1	40	1	40	1	60	
	Preparation Area - Hot and Cold						2	20	2	20	2	30	
	Diet Kitchen						1	30	1	30	1	40	
	Store - Cooks Day Store						1	5	1	5	1	5	
	Bay - Trolley Parking		1	4	1	8	1	20	1	20	1	40	
BHWS-B	Bay - Handwashing, Type B	Yes	1	1	1	1	3	1	3	1	5	1	Number required will depend on travel distances.
CLEANING / WASTE													
	Trolley / Cart Washroom						1	10	1	10	1	15	
	Dishwashing Area		1	10	1	15	1	30	1	30	1	50	
	Pot Washing Area						1	10	1	10	1	15	
DISP-10	Disposal room	Yes					1	8	1	8	1	12	
	Bin Store		1	2	1	2	1	4	1	4	1	4	
SUPPORT													
	Store - Disposables, Paper Goods		1	2	1	4	1	10	1	10	1	15	
	Store - Chemicals						1	6	1	6	1	6	MPS/< 50 beds - small cupboard for chemicals will be located in Store - Disposables, Paper Goods
CLRM-5	Cleaner's Room	Yes					1	5	1	5	1	5	Small hospitals to share with other areas
STAFF WORK AREAS													
RECP-10	Reception	Yes					1	9	1	9	1	9	
OFF-1P-9	Office - 1 Person	Yes	shared		shared		1	9 (o)	1	9 (o)	1	9 (o)	Optional. Will be dependent on size of facility and may be shared with cleaning services. This will be used for coordination of task allocation.
OFF-WS	Office - Workstation	Yes					2	4.5	3	4.5	6	4.5	Includes menu monitors and stores; Number and area allocation will depend on staff profile and local jurisdictional policies.
	Discounted Circulation			15%		15%		15%		15%		15%	

Linen Services

LINEN SERVICE - ROLL ON / OFF													
AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Clean Linen Hold		1	8	1	12	1	40	1	60	1	100	150 – 600 beds will include additional 5m2 for workstation and emergency stock
	Dirty Linen Hold		1	5	1	10	1	20	1	40	1	70	Smaller sites with minimal use may have linen stored in centralised disposal room
	Discounted Circulation			20%		20%		20%		20%		20%	
LINEN SERVICE - BULK STORAGE													
AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Clean Linen Hold		1	8	1	12	1	70	1	100	1	150	150 – 600 beds will include additional 10m2 for workstation and emergency stock
	Dirty Linen Hold		1	5	1	12	1	25	1	50	1	80	Smaller sites with minimal use may have linen stored in centralised disposal room
	Discounted Circulation			20%		20%		20%		20%		20%	

Cleaning Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Store - Consumables		1	10	1	12	1	9	1	12	1	15	MPS cleaners store will be a combined consumable and equipment store
	Store - Chemicals				1	2	1	5	1	9	1	12	MPS - small cupboard in cleaner's store. < 50 beds - similar cabinet in room
STEQ-20	Store - Equipment	Yes					1	15	1	25	1	40	
	Service Room				1	9	1	9	1	9	1	9	Service room with drains and GPOs
OFF-1P-9	Office - 1 Person	Yes							1	9	1	9	A facility with > 300 beds is likely to have a dedicated cleaning manager.
OFF-2P	Office - 2 Person	Yes					1	12					Shared with other back of house services. Number and area allocation will depend on staff profile and local jurisdictional policies.
OFF-WS	Office - Workstation	Yes							3	4.5	4	4.5	Shared with other back of house services. Number and area allocation will depend on staff profile and local jurisdictional policies.
	Discounted Circulation		20%		20%		20%		20%		20%		

Waste Management Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Waste Hold		1	10	1	15	1	20					Combined general/recycling/clinical
	Clean Bin Hold		1	5	1	10	1	15	1	20	1	35	Smaller facilities will include bin washing
	Bin Washing								1	10	1	10	
	Recycling / Other Waste Holding								1	30	1	60	
	Clinical Waste Holding								1	50	1	100	Includes anatomical waste and sharps
BMEQ	Bay - Mobile equipment	Yes	Shared		Shared		1	10	1	15	1	25	
	Waste Compound		1	10	1	20	1	60	1	60	1	60	For compactor or equivalent adjacent or part of dock
	Discounted Circulation		20%		20%		20%		20%		20%		

Facility Management Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
RECP-10	Reception	Yes					1	9	1	9	1	12	150 beds and above includes a photocopier
OFF-WS	Office - Workstation	Yes					2	4.5	3	4.5	4	4.5	Number and area allocation will depend on staff profile and local jurisdictional policies.
	Bay - Photocopier								1	3	1	3	
STFS-10	Store - Files	Yes					1	8 (o)	1	8 (o)	1	8 (o)	Optional; dependent on quantum of hardcopy documentation; Plan cabinet in all sites for as installed A1 size plans
MEET-9	Meeting Room	Yes					shared		1	12	1	15	
	Workshop		1	25	1	40	1	120	1	200	1	400	Workshop size is dependent on the amount of outsourcing and centralisation of maintenance in smaller facilities. The area will be segregated into areas for each discipline. Includes internal storage for high value items; Access to workstations for AFMO / data entry
	Monitoring Room								1	12 (o)	1	12 (o)	BMS, UPS and other systems. Optional: may be centralised in LHD.
BMEQ	Bay - Mobile equipment	Yes					1	10	1	10	1	20	General mobile equipment
BMEQ	Bay - Mobile equipment	Yes			1	5	1	5	1	5	1	10	For beds awaiting repair, collocated between engineering and central equipment store.
STEQ-14	Store - Equipment				1	15	1	25	1	50	1	80	
	Store - Spare Parts		-	-	-	-	1	4	1	4	1	4	Allocation to be agreed in planning. Smaller remote sites may require additional storage.
	Gardeners Shed / Welding Bay		1	15	1	15	3	15	3	15	3	15	Small sites will require access to an external hard stand area able to be suitably screened for welding and will have shared space; To consider if this could be outsourced. May include garden maintenance equipment e.g. ride on mowers
	Discounted Circulation		15%		15%		15%		15%		15%		

Supply Services & Loading Dock

TRADITIONAL SUPPLY MODEL - BACK OF HOUSE													
AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Loading Dock - Clean		1	10	1	15	1	50	1	100	1	150	Space allocated for food temperature checks if required
	Loading Dock - Dirty		1	10	1	15	1	30	1	60	1	80	
	Office - Receivals / Dispatch						1	12	1	12	1	12	
BES	Bay - Emergency Shower	Yes	1	1	1	1	1	1	1	1	1	1	Access for BoH services
BMEQ	Bay - Mobile equipment	Yes					1	10	1	12	1	12	Forklift and pallet lifter
STBK-40	Store - Bulk	Yes	1	30	1	30	1	60	1	120	1	200	
	Store - Medical Gases		1	2	1	5	1	10	1	10	1	20	
	Store - Flammables		shared		shared		1	10	1	10	1	10	May be shared with an adjacent service (flammables storage only)
	Discounted Circulation		15%		15%		15%		15%		15%		
DIRECT TO IMPREST SUPPLY MODEL - BACK OF HOUSE													
AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Loading Dock - Clean		1	10	1	15	1	50	1	100	1	150	Space allocated for food temperature checks if required
	Loading Dock - Dirty		1	10	1	15	1	30	1	60	1	80	
	Office - Receivals / Dispatch		shared		shared		1	9	1	12	1	12	
BES	Bay - Emergency Shower	Yes	1	1	1	1	1	1	1	1	1	1	Access for BoH services
BMEQ	Bay - Mobile equipment	Yes					1	10	1	12	1	12	Forklift and pallet lifter
STBK-20	Store - Bulk	Yes	1	10	1	10	1	15	1	30	1	50	
	Store - Medical Gases		1	5	1	5	1	10	1	10	1	20	
	Store - Flammables		shared		shared		1	10	1	10	1	10	May be shared with an adjacent service (flammables storage only)
	Discounted Circulation		15%		15%		15%		15%		15%		

Security Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
RECP-10	Reception	Yes					1	4	1	10	1	10	Dependent on requirements for access control cards during business hours; all facilities usually have a reception. E.g. a small mental health facility.
SECR-10	Security Room	Yes	1	9	1	15	1	20	1	20	1	20	Space for Multi Function Devices (MFD), shredders and recycling bins; May include space for Beverage Bay and storage for wet weather gear
	CCTV Monitoring Room				1	15	1	15	1	20	1	30	May not be required in MPS; The more CCTV being installed the greater the space required for the 'back of house' equipment and storage of records, computer racks, etc.
STGN	Store - General	Yes							1	9	1	12	Storage for 150 bed hospital will be incorporated into the security room; may include lost property
	Discounted Circulation		20%		20%		20%		20%		20%		

Porterage / Orderly / Wardsperson Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
OFF-1P-9	Office - 1 Person	Yes							1	9	1	9	
OFF-2P	Office - 2 Person	Yes							1	12			Shared with other back of house services - Number and area allocation will depend on staff profile and local jurisdictional policies.
OFF-WS	Office - Workstation	Yes									4	4.5	Shared with other back of house services -Number and area allocation will depend on staff profile and local jurisdictional policies.
BMEQ	Bay - Mobile equipment	Yes	Shared on ward		1	2	1	4	1	6	1	8	Open bay for storage and recharging frequently used mobile equipment; One central location / back of office and proximate to the frequently used areas such as inpatient units, ED, and other clinical departments.
	Discounted Circulation		20%		20%		20%		20%		20%		

Fleet Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
OFF-2P	Office - 2 Person	Yes							1	12			Number and area allocation will depend on staff profile and local jurisdictional policies.
OFF-WS	Office - Workstation	Yes									4	4.5	Shared with other back of house services -Number and area allocation will depend on staff profile and local jurisdictional policies.
	Discounted Circulation		20%		20%		20%		20%		20%		

Mail Services

AusHFG Room	Room / Space	SC / SC-D	MPS		< 50 Beds		150 Beds		300 Beds		600 Beds		Remarks
			Qty	m2	Qty	m2	Qty	m2	Qty	m2	Qty	m2	
	Mail Room								1	20	1	30	MPS and small hospital will have facilities included in front of house reception.
	Discounted Circulation		20%		20%		20%		20%		20%		