

New Zealand Health Facility Technical Guidance Note

TGN: Schedule of Accommodation

Released August 2023



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### Explanatory note

This document is issued as a pilot for providing technical guidance to project and design teams.

For any queries or communication about this document, please contact mailto:facility.design@health.govt.nz

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Contents

[1 Abbreviations 5](#_Toc143602052)

[2 Introduction 5](#_Toc143602053)

[3 Australasian Health Facility Guidelines (AusHFG) 6](#_Toc143602054)

[4 Creating a Project Brief SoA 7](#_Toc143602055)

[4.2 Room names 9](#_Toc143602056)

[4.3 Standard Rooms 9](#_Toc143602057)

[4.4 Project Standard Rooms 10](#_Toc143602058)

[4.5 Briefed Area Allocation – Circulation, Engineering and Façade 10](#_Toc143602059)

[4.6 Area variations 11](#_Toc143602060)

[4.7 Rooms added and deleted 12](#_Toc143602061)

[4.8 Rooms moved to another subdepartment or department 12](#_Toc143602062)

[4.9 Room templates 12](#_Toc143602063)

[4.10 Key Functional Unit Count 12](#_Toc143602064)

[4.11 Remarks / Room Notes Section of the SoA 14](#_Toc143602065)

[4.12 Capturing building levels in the SoA 15](#_Toc143602066)

[5 Schedule of Accommodation- IIG example 16](#_Toc143602067)

[5.2 Designed Area Reporting – Circulation and Engineering 18](#_Toc143602068)

[5.3 Designed Area Reporting – Travel and Façade 19](#_Toc143602069)

[6 List of AusHFG Standard Components 19](#_Toc143602070)

[7 References and resources 30](#_Toc143602071)

1. Abbreviations

AusHFG – Australasian Health Facility Guidelines

FDA – Facility Design and Advisory team

FDB – Functional Design Brief

FFE – Furniture, Fixtures and Equipment

HPU – Health Planning Unit

IIG – Infrastructure and Investment Group

NS – Non-Standard Component

RDS – Room Data Sheet

RLS – Room Layout Sheet

SoA – Schedule of Accommodation

SC –Standard Component

SC-D –Standard Component – Derived

TGN – Technical Guidance Note

1. Introduction

The Facility Design and Advisory team (FDA) have introduced a framework to guide the prioritisation, planning, design, and delivery of health facility projects and support project design teams meet Te Whatu Ora expectations.

A Schedule of Accommodation (SoA) is used to store and manage the project brief and should reveal all changes and developments from the start to finish of a project.

It is expected that a project SoA will be established using the matching Australasian Health Facility Guideline (AusHFG) Health Planning Unit (HPU) SoA and that all project deviations will be captured in this document. This Technical Guidance Note (TGN) steps though the processes and sets the expectations for all Te Whatu Ora capital health projects.

The framework outlines the project investment and delivery lifecycle.

* **Phase 0**: Identify, includes the Clinical Services Plan and Models of Care, which are required to inform to the Functional Design Brief (FDB).
* **Phase 1**: Define, includes early functional design briefing and Schedule of Accommodation development, which inform Master Planning and Test of Fit Design, before moving into Concept Design.

In line with the framework, the FDA are developing a suite of guidelines and templates, including the SoA example that is a companion document to the TGN.

The objectives of this TGN is to:

* support the design industry in the delivery of appropriately formatted and adequately detailed SoAs
* provide the steps needed to develop a SoA from briefing stage, through design, and into project delivery
* provide for greater transparency across the development of a project SoA reporting with particular focus on tracking changes against AusHFG HPU SoAs
* achieve consistent reporting formats and outputs
* include the level of information required by the design assurance process
* offer an example that may be adopted as a template to suit the project.
1. Australasian Health Facility Guidelines (AusHFG)

Te Whatu Ora expect that the AusHFG HPU SoAs be used to establish the project brief. Use of the AusHFG is not intended to restrict innovation, more to offer a starting point and provide consistency across health projects.

Standard Components are a key feature of the AusHFGs and provide detailed information on commonly used rooms and spaces across healthcare projects.

The language, content, and codes used in the SoA should align with the AusHFG and should adopt AusHFG Standard Components which provide detailed design guidance for most rooms and spaces found within health facilities e.g. consulting room, inpatient bedrooms, etc.

In practice, Standard Components provide a broad overview of requirements. In many circumstances, requirements will be influenced by model of care/ services, technology, and other areas of innovation. These rooms will provide a well-developed ‘starting point’ to develop alternate room sizes.

For example, a waiting room or staff change room will range in size depending on the service size and staffing numbers.

These rooms will be known as Standard Component – Derived Rooms (SC-D).

This TGN should be read in conjunction with the following:

* **AusHFG Part B**: Health Facility Briefing and Planning
* **AusHFG Part** **C**: Design for Access, Mobility, OHS and Security
1. Creating a Project Brief SoA

The SoA is a list of the spatial requirements within a HPU and is a product of the FDB.

The AusHFG HPU SoA should be used to establish and inform the briefing SoA. Where no direct AusHFG HPU SoA match to the project exists, the closest AusHFG HPU match should be applied, and a record kept of the project actions to adjust the HPU in the SoA remarks section.

* + 1. Recommended steps

The following steps are suggested in establishing an initial project SoA:

1. Download a copy of the relevant HPU SoA/s and store for project version record.
2. Take a copy of the downloaded SoAs and combine into a single excel file, creating one sheet per department\*
3. Retain the most relevant option and remove the remainder.
(Some HPUs have multiple options for functional areas (i.e: B.300\_7 Emergency Unit contains data for 5, 15, 30, and 60 bays)
4. Establish a common format for columns and sheet layout (AusHFG have a few variations in the SoA column layout)
5. Ensure there is a common format and layout system for capturing departments, sub departments and rooms that can be adopted throughout (again the AusHFG have a few variations across the various HPUs)
6. Ensure the number fields are formatted as number fields in excel (many will download as text fields which complicates native formulas)
7. Include 1 single decimal point place in numeric fields.
8. Under the column ‘SC/SC-D’ replace ‘yes’ with SC, SC-D or NS.
9. Ensure all room codes and naming is consistent across the project.
10. Amend room name format to remove commas and use key word system (refer to example at the end of this document)
11. Retain all remarks and pre-fix with ‘AusHFG’ so the origin can easily be identified.
12. Ensure the sub-department values for circulation are applied in the project SoA.
13. Ensure any shared areas are not duplicated across HPUs.

\*Further considerations: recommend organising all project HPUs into a single excel sheet initially for the following reasons:

* This enables a consistent column and layout structure to be established for the project.
* This facilitates easy sorting to ensure consistency of room naming, coding, areas, and general data prior to splitting into separate HPU sheets.
* Room codes can be checked for consistency (some inconsistency found in source AusHFG data)
* Totals can be added and tested prior to splitting the sheets as required.

*Note: if importing into an external database management system or software, the HPU sheets will typically need to be combined into a single sheet.*

* + 1. Important considerations
* It is important to retain and use the remarks section to track all changes from the original AusHFG HPU data.
* AusHFG Room codes (representing the Standard Components) should be recorded alongside each standard and derived project room.
* All designed areas reported in the SoA should be calculated using the methodology described in AusHFG Part C.
* Appropriate software should be used to manage the project data throughout the project design phases and the project brief SoA should be digitally linked to the designed response.
* Handbasins and workstations are typically scheduled separately in each AusHFG HPU SoAs (in the same way as rooms) and will need to be amended. Handbasin’s and workstations should be amalgamated into rooms and the room area increased accordingly - or incorporated into bays where appropriate. Toilets may need to be clustered to create a single room with toilet cubicles in some cases. Workstation counts can be consolidated into open work areas as required.
* External areas should be moved from the body of the AusHFG SoA and pasted into an external areas section at the base of the SoA. These areas should be calculated separately to the departmental area.
	1. Room names

The room names used in the project SoA should align with AusHFG Standard Component names, so they are easily identifiable, and a level of consistency is achieved. While a common naming convention is key, it will also be helpful to manage the room names in the SoA in recognition that these will also appear on the plans. (Please see recommendations for room naming aligned with the AusHFG at the end of this document)

* 1. Standard Rooms

Each AusHFG HPU contains a SoA that lists rooms and indicates those that are a ‘Standard Component’, ‘Standard Component – Derived’ or a ‘Non-Standard’ room.

The project SoA should nominate each room type.

* Standard Component (SC)
* Standard Component Derived (SC-D)
* Non-standard component (NS)

In some specialised HPUs, Standard Components will not exist for all rooms. Where this occurs, these rooms should be described in the Specific Design Requirements section of the project FDB and identified in the SoA as an AusHFG ‘Standard Component – Derived’ (SC-D) room or a ‘Non-Standard’ room (NS) respectively.

A room will be listed as ‘Non-Standard’ if there are no matching standard components listed on the AusHFG website. Noting that similar rooms can be described in the SoA as a ‘Standard Component – Derived’ where there are commonalities between the proposed room area, room function, and Furniture, Fixtures and Equipment (FF&E) room contents.

* + 1. Standard Component (SC)

AusHFG Standard Components provide detailed information on commonly used rooms and spaces across healthcare projects. Each Standard Component has an associated Room Data Sheet (RDS) and Room Layout Sheet (RLS).

* + 1. Standard Component Derived (SC-D)

Standard Component Derived (SC-D) rooms are any Standard Component rooms, where the activity within the room, or the size of the room, varies from the description in the AusHFG Standard Component room data sheet.

* + 1. Non-Standard (NS)

Non-Standard Rooms (NS) are HPU-specific rooms, that do not exist in the AusHFG Standard Components list. Where possible, it is recommended that a similar room type standard component is used as a starting point for non-standard rooms.

Non-Standard rooms should be broadly described in each HPU to provide guidance on:

* description and function,
* location and relationships, and
* other considerations.
	1. Project Standard Rooms

Project Standard Rooms are the combination of:

* AusHFG Standard Components; and
* duplicated project standard rooms.

The project standard rooms should be included on the standard room list and stakeholder endorsed early in the design process (Refer to Summary Statement #16 - Standard Room List)

* 1. Briefed Area Allocation – Circulation, Engineering and Façade

The SoA should be structured to clearly indicate the required circulation allocation as suggested below:

* Circulation % are provided for each sub-department in the AusHFG HPU’s and these figures should be incorporated into the project SoA.
* Travel and Engineering % should be referenced from the AusHFG Part C Schedule of Allowances for Travel and Engineering and agreed with the project team before applying to the project schedule.
* Facade area allowance may or may not be relevant to the project and should be discussed and agreed during the project early phases.
	+ 1. Corridors

Project corridors should be indicated within the SoA as follows:

* Circulation is a briefed percentage when formulating the initial FDB SoA.
* Circulation relates to departmental corridors contained within a HPU and does not include travel between HPUs and in-common areas.
* As corridors are added to the design, they should be added to the SoA as ‘rooms’.
* The total areas of designed corridors should be compared with the briefed percentage values in the project SoA.
* Avoid creating a single space for a complex corridor layout.
* Corridors should be logically separated in the planning to ensure a room number appears in logical locations.
	1. Area variations

Area variations should be tracked and transparent. The initial SoA (briefing phase) should highlight the variations between the AusHFG HPU SoAs and the project SoA.

Once the project SoA variations from the AusHFG have been accepted: the endorsed project SoA becomes the baseline and all variations between this and the designed areas should be highlighted as per the following:

* SoA is to highlight any designed areas under or over briefed areas by + or - 5%.
* Red text denotes areas under 5% (i.e: 4.9% and below)
* Amber text denotes areas over 5% (i.e: 5.1% and above)
* Black text denotes areas that fall within the 5% margins.
	1. Rooms added and deleted

Additional rooms should have an explanation added to remarks column.

* Deleted rooms should be reported in SoAs with explanation included in the Remarks column.
* Deleted rooms can be removed from the SoA following each project milestone and once captured in the design phase report as a PDF’s SoA.
* Deleted rooms are best identified using grey text in SoA reports.
	1. Rooms moved to another subdepartment or department

The following process should be followed for rooms that are moved during design.

* The original room should be identified using grey text and zero area assigned to it. The reason for the change should be included in the remark’s column.
* The room should be added to the alternative sub-department or department adding a reference remark to indicate where the room has moved from.
	1. Room templates
* Room templates are data sets that contain the combined room data (i.e. area, function, finishes, services, & FF&E data)
* The room templates can be set up or imported to represent the information contained within the AusHFG standard components.
* The template codes should match the AusHFG Standard Component codes.
* These templates should be used to track any variations proposed by the project.
* Tracked variations to the templates will include changes to recommended room size, room description, services, finishes, and FF&E.
* Any bespoke project templates for nonstandard, duplicate rooms should be coded such that they are recognised easily (i.e. prefixed with project acronym e.g. PRJ)
	1. Key Functional Unit Count

The following three functional units described below should be captured across all HPU SoA reports.

A column should be provided in the SoA for each of these three categories:

* Procedural / Treatment spaces
* Patient spaces (bed / chair)
* Workstations

Doing so enables a quick view of the numbers in each department to enable visibility over the course of design for checking and validation purposes.

* + 1. Procedural / Treatment Spaces
* Include a count of each, as well as a total for each department of the following room types:
* Procedure room.
* Minor procedures, Cath Labs, Endoscopy suites, Operating Theatres, Interventional Radiology rooms (DSA), imaging rooms, ED Resus rooms, etc.
* Consult/examination rooms, Podiatry Treatment, Dental Surgery, and Treatment rooms.
* Excludes:
* Interview Rooms, Plaster Rooms, Multi-function / Allied Health Rooms
	+ 1. Patient Bed / Chair Spaces
* Include a count of each, as well as a total for each department of the following room types:
* All inpatient bed or chair spaces across all departments. A patient bed / chair space includes all overnight inpatient beds, medical assessment bed spaces, short stay bed spaces, procedure chair spaces, and all recovery spaces in the operating theatre suite, cardiac catheter laboratories, and endoscopy suites. For multi-bedrooms, all patient spaces should be counted.
* Patient bay / chair spaces exclude de-escalation / high care / seclusion rooms and bed holding bays such as for patients waiting to enter imaging rooms or operating theatres.
	+ 1. Staff workstation spaces
* Include a count of each, as well as a total for each department of the following room types:
* Staff workstation space in all offices, workrooms, and open plan office spaces. The definition of a workstation includes any space where a staff member will sit or stand and may include a PC workstation.
* Excludes clinical workstations such as those in operating theatres, radiology control rooms, and storeroom workstations.
	1. Remarks / Room Notes Section of the SoA

It is important to include comments that track the movement / project changes of the SoA in a consistent format. This means the information is widely accessible and can be included in the SoA report.

Recommendations include:

* Retaining the original AusHFG room remarks. For identification purposes, these comments should be identified with the AusHFG prefix.
* Add any project specific remarks ahead of these. The most recent commentary should appear as most recent at the top of each cell.
* Using a consistent format that starts with the date means the data can be sorted by date. Symbols should not be used so the date can be filtered easily. A ‘when/what/who’ system is recommended (example: 230419 room moved from support TK). The date should be kept in a consistent format once the format is decided. Regular checks for consistency in the early phases of briefing is important.
* Keeping notes clear and concise is important, however the overuse of acronyms is not recommended except for some common and repeating examples (i.e. UG1 = User Group number 1)
* Always include the initials of who has made the change so queries or issues can be quickly resolved with the right people.
* If a room has moved from one area to another, commentary should be provided to indicate clearly where the room has moved ‘from’ and where it has moved ‘to’.
* If the room size has changed from the briefed area always include commentary that states the figure it has reduced ‘from’ as the new figure will again be evident.
* To keep reporting consistent and relevant, it is recommended that the most recent comment is captured at the top of the remarks list (pushing older notes below). This ensures that the data is organised according to the timeline, with the most recent being filterable in xlsx reports.
The structure of the remarks are highlighted in the examples notes below;

This column is currently populated with the AusHFG room notes. Notes should appear as most recent at the top of each cell

Examples

220407 room added for NZ context TK

220301 added to meet building code reqs JH

220407 room moved to clinical support for NZ context TK

220407 room added for NZ context TK

220401 added 2 HWB - 4 per bed as per AusHFG EK

220407 room moved to acute zone UG5 JH

220402 optional room required UG2 CJ

220302 clinical room shared with HDU

220301 deleted - area combined with activity room CJ

* 1. Capturing building levels in the SoA

The AusHFG HPU SoA will not have the level/floor data as this will be project specific.

 A project brief will often establish a project SoA without level/floor data but should be adequately flexible in order to incorporate this information as the project progresses.

**Recommendations include:**

* Confirm the naming conventions will be used to represent building levels.

Depending on what is being used to host the source data (database, excel, software solution) the options will be different.

* Using a numbered format to represent levels is a robust system that provides knock on benefits to room numbering and drawing sheet numbering.
* Care should be taken when proposing a combination of numeric and alpha to ensure there is consistency across the project.
* Consider the number of required levels the project will include when developing a level system as noted below – with particular attention to how this will sort the data (in an excel report for instance)
* Special care should also be taken for the naming and coding conventions when naming mezzanine levels.

**Examples of building level naming conventions are:**

* 00 – basement, 01 - level 1, 02 - level 2 …etc
* L0 – basement level, L1 – level 1, L2 – level 2 …etc (for projects under 10 levels)
* L00 – basement level, L01 – level 1, L02 – level 2 …etc (for projects over 10 levels)

#### Other considerations:

Using alpha codes to prefix level codes can be helpful and will assist in sorting when reporting in to excel.

Examples are as follows:

* B for basement levels
* L for floor levels
* M for mezzanine levels (noting that these will sort after levels)\*
* R for roof levels

\*Mezzanine levels can also be captured to sort in excel SoA reports by adding a suffix to the level code or name. Example L1 – level 1, L1.5 - level 1 mezzanine

1. Schedule of Accommodation- IIG example
	* 1. Briefing Stage SoA

The SoA should reflect the following:

* be in xlsx format with one sheet per HPU in an excel workbook.
* HPU sub-areas should be consistent with AusHFG layout (i.e: Entry/reception, Patient areas, Clinical Support areas, Staff areas, Shared areas)
* Summary sheet (described in 5.1.2) including individual HPU data.

**One column each for:**

* Room name (in key word format)
* Room location (e.g., Inpatient Unit) and sub location (e.g., Patient Areas)
* AusHFG room code.
* Unique room number/ identifier.
* AusHFG area (m2)
* Project briefed area (m2)
* Room count (number of duplicates)
* Room type (Standard Components SC, Standard Components - Derived SC-D, or Non-Standard NS)
* Functional unit count (Procedure / Treatment Rooms, Patient Care Spaces, Staff workstations)
* Comments noted in the remarks section to track SoA movement or variations from AusHFG HPU/ SC guidelines.

**One row each for:**

* HPU sub-area totals (net m2)
* Total net HPU areas (m2)
* Total Functional Unit count.
* Total Intra-Departmental Circulation (within the HPU) m2
* Gross Departmental (HPU) Area Gross Departmental Area (GDA) m2.
* External areas (courtyards etc) m2 located as separated areas at bottom of SoA so that these areas are not combined in the building total.
	+ 1. Design stage SoA (follows briefing phase)

This is a development of the project SoA and builds on what has been established above. This should include the following:

* Each individual room listed as one occurrence per row.
* Designed areas (measured in accordance with AusHFG Part C)
* Designed areas for external spaces (separated from internal areas)
* Comparison of required and designed areas.
* Coloured indicator for designed areas discrepancies by +/- 5%.
* Categories to organise the project rooms into types (SC, SC-D and NS); and
* Travel and plant listed as separate rooms and coded accordingly in the AusHFG Code column (eg: PRJ-PLT for plant and PRJ-T for travel)
	1. Designed Area Reporting – Circulation and Engineering
* Corridors and engineering / plant areas should be reported as individual rooms for each sub department and their designed areas recorded and compared to the briefed circulation and plant % area allocation.
* The designed areas for corridors are to be totalled for each sub-department and compared with the AusHFG circulation percentages.
	+ 1. SoA Departmental Summary Sheet and total project area reporting

*If there is more than one HPU in a project, for example a building of several HPUs (multi-departments), separate departmental SoAs should be produced, and the combined departmental totals should be reported on the project SoA summary sheet.*

Recommendations include:

* The summary sheet should include the date and SoA version.
* The summary sheet should reference the individual HPU sheets.
* One row should be provided for each for each HPU.
* Should include the total briefed HPU area and designed total HPU area with a column that demonstrates the area HPU difference.
* Columns can be introduced to track and report the movement of each HPU across the various design phases.
* A remarks column to explain any significant movement between phases should be provided.
* One row should be included respectively for the briefed engineering / plant area % allowance allocation, designed areas and comparison between the two.
* A project total area summary for the project should be provided.

**One column each is recommended for the:**

* Functional unit count totals.
* Total Net Functional Area (NFA) m2.
* Total Intra Departmental Circulation (IDC) within the HPU (m2)
* Total external area (m2)
* Grand totals for each column.
* Gross Department Area (GDA) m2.
* Comments in the remarks section to explain SoA movement.
*NB: These columns should be repeated consecutively for each design phase.*

**Project total summary includes a row that demonstrates the:**

* Briefed travel and plant % totals (m2)
* Designed travel and plant area total
* Façade % totals (m2)
* Planning contingency %
* Gross building area (GBA) m2
* Total GBA plus façade (m2)
	1. Designed Area Reporting – Travel and Façade
* Travel and facade briefed % figures should be agreed and incorporated on an SoA summary page and reported alongside the project designed totals.
* A percentage can also be added to the summary page to represent the façade depending on project scale and type.
* A planning contingency percentage can also be included in the summary page if needed.
1. List of AusHFG Standard Components

Table 1: AusHFG Standard components with recommended project room naming conventions for reporting and inclusion on general arrangement plans.

| AusHFG Room Code | AusHFG Room name | Recommended Room Name |
| --- | --- | --- |
| 1BR-BA | 1 Bed Room – Bariatric | Bed – Bariatric |
| 1BR-H-12 | 1 Bed Room - Holding, 12m2 | Bed – Holding |
| 1BR-IC | 1 Bed Room - Intensive Care | Bed – Intensive Care |
| 1BR-IS-N1 | 1 Bed Room - Isolation - Negative Pressure, Type 1 | Bed - Iso Neg |
| 1BR-IS-N2 | 1 Bed Room - Isolation - Negative Pressure, Type 2 | Bed - Iso Neg |
| 1BR-MH-A | 1 Bed Room - Mental Health - Inboard Ensuite, 15m2 | Bed – MH |
| 1BR-MH-C | 1 Bed Room - Mental Health - Back to Back Ensuites, 15m2 | Bed – MH |
| 1BR-SP-A1 | 1 Bed Room - Special, Inboard Ensuite, Type 1 | Bed – Special |
| 1BR-SP-A2 | 1 Bed Room - Special, Inboard Ensuite, Type 2 | Bed – Special |
| 1BR-SP-B | 1 Bed Room - CCU, 20m2 | Bed – CCU |
| 1BR-ST-A1 | 1 Bed Room - Inboard Ensuite, Type 1 | Bed 1P |
| 1BR-ST-A2 | 1 Bed Room - Inboard Ensuite, Type 2 | Bed 1P |
| 1BR-ST-A3 | 1 Bed Room - Inboard Ensuite, Type 3 | Bed 1P |
| 1BR-ST-B1 | 1 Bed Room - Outboard Ensuite, Type 1 | Bed 1P |
| 1BR-ST-B2 | 1 Bed Room - Outboard Ensuite, Type 2 | Bed 1P |
| 1BR-ST-B3 | 1 Bed Room - Outboard Ensuite, Type 3 | Bed 1P |
| 1BR-ST-D | 1 Bed Room - Back to Back Ensuite | Bed 1P |
| 2BR-ST-A1 | 2 Bed Room - Inboard Ensuite, Type 1 | Bed 2P |
| 2BR-ST-A2 | 2 Bed Room - Inboard Ensuite, Type 2 | Bed 2P |
| 2BR-ST-B | 2 Bed Room - Outboard Ensuite | Bed 2P |
| 4BR-ST | 4 Bed Room - Inboard Ensuite | Bed 4P |
| ADLB | ADL Bathroom | ADL Bath |
| ADLD | ADL Dining | ADL Dining |
| ADLK | ADL Kitchen | ADL Kitchen |
| ADLL | ADL Laundry | ADL Laundry |
| AHBBF | After Hours Blood Fridge | A/H Blood Fridge |
| AHDR | After Hours Drug Store | A/H Drug Store |
| AIRLE-12 | Airlock - Entry, 12m2 | Airlock |
| AIRLE-6 | Airlock - Entry, 6m2 | Airlock |
| ANAE-16 | Anaesthetic Preparation Room, 16m² | Anaes Prep |
| ANRM | Anteroom | Ante |
| AUD-CR | Audiology Control Room | Audio Control |
| AUD-TR | Audiology Testing Room | Audio Testing |
| BATH | Bathroom | Bath |
| BATM-2 | Bay - ATM, 2m2 | Bay - ATM |
| BBEV-ENC | Bay - Beverage, Enclosed, 5m2 | Bay - Bev |
| BBEV-OP | Bay - Beverage, Open Plan, 4m2 | Bay - Bev |
| BBW | Bay - Blanket/ Fluid Warmer | Bay - Blank / Fluid |
| BES | Bay - Emergency Shower | Bay - Emerg Shr |
| BFLW-ENC | Bay - Flowers, Enclosed, 4m2 | Bay - Flowers |
| BFLW-OP | Bay - Flowers, Open Plan, 2m2 | Bay - Flowers |
| BHW | Bay - Height/ Weight | Bay - Ht/Wt |
| BHWS-A | Bay - Handwashing, Type A | Bay - HW A |
| BHWS-B | Bay - Handwashing, Type B | Bay - HW B |
| BIRM-A | Birthing Room - LDR Without Bath | Birthing - LDR |
| BIRM-B | Birthing Room - LDR With Bath | Birthing - LDR (bath) |
| BLIN | Bay - Linen | Bay - Linen |
| BLST | Blood Store | Store - Blood |
| BMEQ | Bay - Mobile Equipment | Bay - Mob Equip |
| BMT-4 | Bay - Meal Trolley, 4m2 | Bay - Meal Trolley |
| BPATH | Bay - Pathology | Bay - Path |
| BPH | Bay - Public Telephone | Bay - Telephone |
| BPROP | Bay - Property, Staff | Bay - Prop  |
| BPTS | Bay - Pneumatic Tube | Bay - PTS |
| BRES | Bay - Resuscitation Trolley | Bay - Resus  |
| BVM-3 | Bay - Vending Machine | Bay - Vending |
| BWC | Bay - Wheelchair Park | Bay - WC |
| BWD-1 | Bay - Water Dispenser | Bay - Water |
| CHPT | Change Cubicle - Patient, 2m2 | Change - Pt |
| CHPT-12 | Change Room - Patient (Male/Female), 12m2 | Change - Pt (M/F) |
| CHPT-D | Change Cubicle - Accessible, 4m2 | Change - Access |
| CHST-10 | Change - Staff, 10m2 | Change - Staff |
| CHST-35 | Change - Staff, 35m2 | Change - Staff |
| CLAB-EP | Catheter Laboratory - Electrophysiology Studies | Cath Lab - Electro Studies |
| CLAB-I | Catheter Laboratory - Interventional | Cath Lab - Int |
| CLCR-EP | Catheter Laboratory EP Control Room | Cath Lab -EP- Control Room |
| CLCR-I | Catheter Laboratory Interventional Control Room | Cath Lab Int - Control Room |
| CLN-10 | Clean Store, 10m2 | Store - Cleaner |
| CLN-MED-20 | Clean Store / Medication Room, 20m2 | Clean Store / Med |
| CLN-MED-S | Clean Store / Medication Room, Sub | Clean Store / Med - Sub |
| CLRM-10 | Cleaner's Room, 10m2 | Cleaner |
| CLRM-5 | Cleaner's Room, 5m2 | Cleaner |
| CLUP-10 | Clean-Up Room - Shared, 10m2 | Clean-Up – Shared |
| CLUP-7 | Clean-Up Room, 7m2 | Clean-Up  |
| CLUP-P | Clean-Up Room (Pathology), 12m2 | Clean-Up (Path) |
| COMM | Communications Room | Comms |
| CONS | Consult Room | Consult |
| CONS-ENT-OP | Consult Room - ENT/ Ophthalmology | Consult - ENT/ Ophth |
| CONS-UN | Consult Room - Universal Access | Consult - Access |
| CORR | Corridor - Patient Treatment Areas | Corridor |
| CTCR | CT Imaging Control Room | CT Control |
| CTIR | CT Imaging Room | CT Imaging |
| CTPR | CT Planning Room | CT Planning |
| DEN-MLB | Dental Laboratory, Minor | Dental Lab - Minor |
| DENSR-1 | Dental Surgery, Type 1 | Dental Surgery |
| DENSR-2 | Dental Surgery, Type 2 | Dental Surgery |
| DINBEV-25 | Dining Room/Beverage Bay (Mental Health), 25m2 | Dining/Bev Bay - MH |
| DINR | Dining - Patients | Dining - Patients |
| DISP-10 | Disposal Room, 10m2 | Disposal |
| DISP-8 | Disposal Room, 8m2 | Disposal |
| DTUR-10 | Dirty Utility, 10m2 | Dirty Utility |
| DTUR-12 | Dirty Utility, 12m2 | Dirty Utility |
| DTUR-14 | Dirty Utility, 14m2 | Dirty Utility |
| DTUR-S | Dirty Utility, Sub | Dirty Utility - Sub |
| ECHO-TOE | Echocardiography - Transoesophageal | Echocardio - Trans |
| ECL-10 | Equipment Clean-Up, 10m2 | Clean-Up - Equip |
| ECL-12 | Equipment Clean-Up/Loan Equipment, 12m2 | Clean-Up - Loan Equip |
| ECL-14 | Equipment Clean-Up, 14m2 | Clean-Up - Equip |
| ECL-8 | Equipment Clean-Up, 8m2 | Clean-Up - Equip |
| ENPR | Procedure Room - Endoscopy | Procedure - Endoscopy |
| ENS-ACC | Ensuite - Accessible, 7m2 | Ensuite - Access |
| ENS-BA | Ensuite - Bariatric, 7m2 | Ensuite - Bariatric |
| ENS-BR | Ensuite - Birthing, 7m2 | Ensuite - Birthing |
| ENS-MH-A | Ensuite - Mental Health, Inboard, 5m2 | Ensuite - MH |
| ENS-MH-B | Ensuite - Mental Health, Inboard Access from Corridor, 5m2 | Ensuite - MH |
| ENS-SH | Ensuite - Shared, 6m2 | Ensuite - Shared |
| ENS-SP | Ensuite - Special, 6m2 | Ensuite - Special |
| ENS-ST-A1 | Ensuite - Inboard - Alternative 1, 5m2 | Ensuite |
| ENS-ST-A2 | Ensuite - Inboard - Alternative 2, 5m2 | Ensuite |
| ENS-ST-A3 | Ensuite - Inboard - Alternative 3, 5m2 | Ensuite |
| ENS-ST-B | Ensuite - Outboard, 5m2 | Ensuite |
| ENS-ST-C | Ensuite - Back to Back, 5m2 | Ensuite |
| FLUO | Fluoroscopy Room  | Fluoroscopy |
| FLUOC | Fluoroscopy Control Room  | Fluoroscopy Control |
| GENXR | General X-Ray Room  | General X-Ray |
| GYAH-GP | Gymnasium, Group Therapy | Gym - Group |
| GYAH-ID | Gymnasium, Individual Treatment | Gym - Individual |
| HYDP | Hydrotherapy Pool | Pool - Hydrotherapy |
| INTF-MH | Interview Room - Mental Health | Interview - MH |
| INTV | Interview Room | Interview |
| LAUN-MH | Laundry - Mental Health, 6m2 | Laundry - MH |
| LAUN-PT | Laundry - Patient, 6m2 | Laundry - Patient |
| LINAC | Linear Accelerator Treatment Room | LINAC |
| LINAC-CR | Linear Accelerator Control Room | LINAC - Control |
| LNPA-12 | Lounge - Parent, 12m2 | Lounge - Parent |
| LNPF-20 | Lounge - Patient / Family, 20m2 | Lounge - Pt / Family |
| LNPT-10 | Lounge - Patient / Family, 10m2 | Lounge - Pt/ Family |
| LNPT-30 | Lounge - Patient / Family, 30m2 | Lounge - Pt/ Family |
| MAMMO | Mammography Room  | Mammography |
| MED-14 | Medication Room, 14m2 | Medication |
| MEET-12 | Meeting Room, 12m2 | Meeting |
| MEET-9 | Meeting Room, 9m2 | Meeting |
| MEET-L-15 | Meeting Room, 15m2 | Meeting |
| MEET-L-20 | Meeting Room, 20m2 | Meeting |
| MEET-L-30 | Meeting Room, 30m2 | Meeting |
| MEET-L-55 | Meeting Room, 55m2 | Meeting |
| MOR-AU | Mortuary - Autopsy Room | Mortuary - Autopsy |
| MOR-BH | Mortuary - Body Holding | Mortuary - Body Hold |
| MOR-BR | Mortuary - Body Reception | Mortuary - Body Reception |
| MOR-VR | Mortuary - Viewing Room | Mortuary - Viewing |
| MOR-W | Mortuary - Waiting  | Mortuary - Waiting  |
| MRICR | MRI Control Room  | MRI Control  |
| MRIR | MRI Room  | MRI |
| NBIC-HD | Neonatal Bay - Intensive Care/ High Dependency Care | Neonatal Bay - High Dep |
| NBLD | Neonatal Bay - Low Dependency Care | Neonatal Bay - Low Dep |
| OFF-2P | Office - 2 Person Shared, 12m2 | Office 2P |
| OFF-3P | Office - 3 Person Shared, 15m2 | Office 3P |
| OFF-4P | Office - 4 Person Shared, 20m2 | Office 4P |
| OFF-CLN | Office - Clinical Workroom | Office - Clinical |
| OFF-S12 | Office - Single Person, 12m2 | Office 1P |
| OFF-S9 | Office - Single Person, 9m2 | Office 1P |
| OFF-WI-5 | Office - Write-up, 5m2 | Write-up |
| OFF-WS | Office - Workstation | Office - WS |
| OPG | OPG Room  | OPG |
| ORGN | Operating Room - General | Operating - General |
| OVBR | Overnight Stay - Bedroom | Bed - Overnight |
| OVES | Overnight Stay - Ensuite | Ensuite - Overnight |
| PAR | Parenting Room | Parenting |
| PBAT | Patient Bay, Emergency - Ambulance Triage  | Pt Bay - Triage  |
| PBIC | Patient Bay - Intensive Care | Pt Bay - Intensive Care |
| PBTR-A | Patient Bay, Emergency - Acute Treatment  | Pt Bay - Acute |
| PBTR-AS | Patient Room, Emergency - Acute Treatment Special | Pt Bay - Acute Tmt Special |
| PBTR-FT | Patient Bay, Emergency - Fast Track  | Pt Bay ED - Fast Track  |
| PBTR-H-6 | Patient Bay - Holding, 6m2 | Pt Bay - Holding |
| PBTR-H-9 | Patient Bay - Holding, 9m2 | Pt Bay - Holding |
| PBTR-MD | Patient Bay - Medical Day Treatment | Pt Bay - Day |
| PBTR-NA | Patient Bay, Emergency - Non-Acute Treatment  | Pt Bay ED - Non-Acute  |
| PBTR-R | Patient Bay, Emergency - Resuscitation  | Pt Bay ED - Resus |
| PBTR-RD-A | Patient Bay - Renal Dialysis, Chair | Pt Bay - Renal Dialysis-Chair |
| PBTR-RD-B | Patient Bay - Renal Dialysis, Bed | Pt Bay - Renal Dialysis- Bed |
| PBTR-RS1 | Patient Bay - Recovery, Stage 1, 9m2 | Pt Bay - Recovery-Stage 1 |
| PET-CT | PET-CT Imaging Room  | PET-CT Imaging  |
| PHA-CO | Pharmacy - Counter | Pharmacy - Counter |
| PHA-DB | Pharmacy - Distribution Workstation | Pharmacy - Distribution WS |
| PHA-DS | Pharmacy - Dispensing Workstation | Pharmacy - Dispensing WS |
| PHA-PR | Pharmacy - Preparation Room, Non-Aseptic | Pharmacy - Prep Room-Non-Aseptic |
| PHA-RE | Pharmacy - Returns Workstation | Pharmacy - Returns WS |
| PLAP-10 | Play Area - Paediatric, 10m2 | Play Area - Paed |
| PLAP-20 | Play Area - Paediatric, 20m2 | Play Area - Paed |
| PLNT-WT | Plant - Water Treatment | Plant - Water Treatment |
| PLST | Plaster Room | Plaster  |
| PROC | Procedure Room | Procedure  |
| PTRY | Pantry | Pantry |
| REC-E | Reception, Emergency  | Reception-Emergency  |
| RECL-10 | Reception/ Clerical, 10m2 | Reception/ Clerical |
| RECL-12 | Reception/ Clerical, 12m2 | Reception/ Clerical |
| RECL-15 | Reception/ Clerical, 15m2 | Reception/ Clerical |
| REPR | Reporting Room | Reporting  |
| REPW | Reporting Workstation | Reporting WS |
| SCRB-4 | Scrub Up, 4m2 | Scrub Up |
| SECL | Seclusion Room | Seclusion  |
| SECR-10 | Security Room, 10m2 | Security Room |
| SHAC | Shower - Accessible | Shower - Access |
| SHPT | Shower - Patient | Shower - Patient |
| SHST | Shower - Staff | Shower - Staff |
| SPECC | Specimen Collection Bay | Specimen Collection Bay |
| SPECT-CT | SPECT-CT Imaging Room  | SPECT-CT Imaging  |
| SPECT-CTCR | SPECT-CT Control Room  | SPECT-CT Control  |
| SPREC | Specimen Reception/ Sort/ Preparation | Specimen Recept/ Sort/ Prep |
| SRM-15 | Staff Room, 15m2 | Staff Room |
| SRM-35 | Staff Room, 35m2 | Staff Room |
| SSTN-10 | Staff Station, 10m2 | Staff Station |
| SSTN-14 | Staff Station, 14m2 | Staff Station |
| SSTN-20 | Staff Station, 20m2 | Staff Station |
| STAD | Store - Accountable Drugs | Store - Accountable Drugs |
| STBK-20 | Store - Bulk, 20m2 | Store - Bulk |
| STBK-40 | Store - Bulk, 40m2 | Store - Bulk |
| STCL | Store - Cleaners | Store - Cleaners |
| STEQ-14 | Store - Equipment, 14m2 | Store - Equip |
| STEQ-20 | Store - Equipment, 20m2 | Store - Equip |
| STFS-10 | Store - Files, 10m2 | Store - Files |
| STFS-20 | Store - Files, 20m2 | Store - Files |
| STGN | Store - General | Store - General |
| STPP | Store - Patient Property | Store - Patient Property |
| STPS-10 | Store - Photocopy/ Stationery, 10m2 | Store – Photo / Stationery |
| STPS-8 | Store - Photocopy/ Stationery, 8m2 | Store – Photo / Stationery |
| STRT | Stress Testing | Stress Testing |
| STSS-20 | Store - Sterile Stock, 20m2 | Store - Sterile Stock |
| STSS-CC | Store - Sterile Stock, Central Core | Store - Sterile Stock-Central Core |
| TRIAGE-1 | Triage Assessment Room, Emergency - Type 1  | Triage Assess - Emergency  |
| TRIAGE-2 | Triage Assessment Room, Emergency - Type 2  | Triage Assess - Emergency |
| TRMT | Treatment Room | Treatment  |
| TRMT-HTS | Treatment Room - Hand Therapy / Splinting | Treatment - Hand Therapy / Splinting |
| TRMT-POD | Treatment Room - Podiatry | Treatment - Podiatry |
| ULTR | Ultrasound Room  | Ultrasound  |
| ULTR-PR | Ultrasound Room - Procedures  | Ultrasound - Procedures  |
| WAIT-10 | Waiting, 10m2 | Waiting |
| WAIT-20 | Waiting, 20m2 | Waiting |
| WAIT-30 | Waiting, 30m2 | Waiting |
| WAIT-50 | Waiting, 50m2 | Waiting |
| WAIT-SEC | Waiting - Secure, 6m2 | Waiting - Secure |
| WAIT-SUB | Waiting - Sub, 5m2 | Waiting - Sub |
| WCAC | Toilet - Accessible | Toilet - Access |
| WCPT | Toilet - Patient | Toilet - Pt |
| WCPU | Toilet - Public  | Toilet - Public  |
| WCST | Toilet - Staff | Toilet - Staff |

1. References and resources

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