



DoD SPACE PLANNING CRITERIA

CHAPTER 610: COMMON AREAS

JUNE 24, 2021

Originating Component: Defense Health Agency Facilities Enterprise

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Releasability: No Restrictions

Purpose: This issuance: To provide space planning criteria guidance in support of planning, programming and budgeting for military Medical Treatment Facilities (MTFs) that fall under the authority of the Defense Health Agency (DHA).

SUMMARY of CHANGE

This revision, dated June 24, 2021 includes the following:

- Converted to SEPS compatible format.
- Sections renamed and numbered: design considerations moved to the front of the document.
- Reduced the NSF on select non-clinical and administrative spaces throughout the chapter.
- Functional Area FA: Employee Support added.
- The auditorium was deleted and the option for a conference room was added.
- Glossary terms updated.

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SECTION 1: PURPOSE AND SCOPE

This chapter outlines space planning criteria for Common Areas as it applies to a military Medical Treatment Facility (MTF) or other type of facility that supports medical services.

The space planning criteria in this chapter apply to all DHA MTFs and are based on current DHA policies and directives, established and/or anticipated best practices, industry guidelines and standards, and input from MHS Subject Matter Experts (SME) and DHA Directorates. As directed by the DHA, the space criteria in this chapter are primarily staffing and mission driven. Room Codes (RCs) in this document are based on the latest version of the UFC 4-510-01 Design: Military Medical Facilities, Appendix B Architectural and Engineering Design Requirements.

Spaces in this chapter are provided for the following Functional Areas: Main Lobby/Reception Area, Retail Service, Retail Food Area, Employee Support Area, Public Multi-stall Toilets, Conference Rooms, and Building Service Area.

SECTION 2: PLANNING AND PROGRAMMING REQUIREMENTS

1. Planners will consider local workload projections, staffing, and anticipated services to develop a project requirements based on these criteria. The staffing projections used by planners to program requirements must be validated and aligned with the authorized manning document for the project. When no official guidance, policy or directive exists to validate space or program requirements, the planner will consult with their supervisor, and at their supervisor's discretion, the issue(s) may be elevated to senior leadership for the determination of the final project requirements.
2. 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 the relationships with other services in a MTF or other facility that supports medical services.

SECTION 3: 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 Facility Guidelines Institute (FGI) Guidelines for Design and Construction of Hospitals and Guidelines for Design and Construction of Outpatient Facilities for additional information.

3.1. 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, and DoD Space Planning Criteria Chapter 130: Net to Gross Conversion Factors.

3.2. GENERAL DESIGN CONSIDERATIONS.

1. 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.
2. 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 facility to include not only wheelchair users, but also visual, hearing, cognitive, behavioral, and invisible disabilities.
3. Provide vestibules at the primary entrances. Vestibules provide an air-lock from the exterior to the interior of the facility. Additional vestibules entrances are located at the secondary entrance(s) to the facility as needed.
4. The location and number of recessed or semi-recessed Automatic External Defibrillator (AED) cabinets will be determined during project design. The Designer of Record (DOR) is responsible to ensure quantity, placement and all appropriate markings (signage) are shown in the final design solution. The DOR will coordinate with the design and construction Agent and clinical representative to ensure adequate placement and facility coverage.

3.3. RECEPTION AREA.

1. Consider providing enhanced amenities to address the needs of the patients and visitors. These may include valet parking, and wayfinding kiosks.
2. 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, provide positive distractions, and design to accommodate the need to treat and manage unexpected large numbers of additional patients based on the mission of the facility.
3. Seating in the waiting area should be comfortable with adequate space for patients with wheelchairs and walking aids. Consider arranging seats into separate, small clusters to accommodate social distancing and enhance physical separation of well and sick patients.
4. The security checkpoint is included to provide security services at the main entry points of the facility. It is not intended to replace security functions located in other sections of the facility.

3.4. RETAIL AREA.

Depending on the number and types of services projected, 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. Signage and wayfinding to this area should be clearly marked.

3.5. EMPLOYEE SUPPORT AREA.

1. This area is provided to accommodate staff lockers, toilets, showers, lounges and conference rooms. These support spaces can be centrally located or decentralized, depending on the size of the facility. Locate these support spaces adjacent to vertical circulation for ease of access and staff convenience.
2. Lactation Room: A private room will be provided in the facility for staff who are nursing. When a lactation room is intended to be shared by staff and patients locate the room to support ease of access by all. Where separate lactation spaces are planned for patients and visitors, consider alternative solutions (e.g. lactation pod).

3.6. PUBLIC TOILET AREA.

1. Public toilet facilities are not provided within individual clinical and non-clinical departments.
2. Public toilets are for the use of anyone in the facility.

3. Public Toilets should be located throughout the facility, accessible from public corridors, near waiting areas and vertical circulation points.

3.7. BUILDING SERVICE AREA.

1. The spaces in Functional Area 6: Building Service are not generally included in individual departments and should be distributed throughout the facility.
2. Where “dedicated” Janitor Closets are programmed in specific Space Planning Criteria chapters, they will be in addition to the total number of Janitor Closets calculated in Functional Area 6.
3. Information Management (IM) provides Information Technology (IT) hardware, software, and network support to all departments or services of a 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 services throughout the facility.

3.8. CONFERENCE ROOMS.

1. Consider the locations of columns and other building components when designing meeting spaces to provide optimal sight lines. Locate near public or staff toilets away from primary circulation routes to minimize congestion around patient care spaces.
2. Where multiple conference spaces are programmed consider providing operable partitions between the rooms to accommodate larger groups.
3. Utilize scheduling software to maximize room availability.
4. When facility size is less than 25,000 BGSF, conference rooms are not generated in the PFD. Planner will need to evaluate the operational need and program accordingly. Justification in the Functional Program or PFD is required.

SECTION 4: PROGRAM DATA REQUIRED

4.1. 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 projected Building Gross Square Footage of the facility? (Misc)
2. Are inpatient services projected for the facility? (M)
 - 2.1. How many total patient beds are projected for the inpatient facility? (W)
 - 2.2. Is a Retail Sales Area projected for the inpatient facility? (Misc)
 - 2.3. Is a Blind Concession Stand projected for the inpatient facility? (Misc)
 - 2.4. Is a Food Service Concession projected for the inpatient facility? (Misc) (Note: may include a Blind Concession)
 - 2.5. Is a seating area for Food Service Concession projected for the inpatient facility? (Misc)
 - 2.6. Is a Valet Parking service projected for the inpatient facility? (Misc)
3. How many total annual in-person outpatient visits are projected for the facility? (W)
4. Is a Reception / Information Desk projected for the Common Areas? (M)
 - 4.1. How many Reception / Information Desk FTE positions are projected per the authorized manning document? (S)
5. Is a Security Checkpoint station projected for the Common Areas? (M)
6. Are vending machines projected for the Common Areas? (M)
 - 6.1. How many vending machines are projected? (Misc)
7. How many total FTE staff positions are projected for the facility? (S)
 - 7.1. How many total FTE staff positions are projected to require a personal property locker? (Misc) (Note: do not count staff who have a private office, shared office or a cubicle.)

SECTION 5: SPACE PLANNING CRITERIA

5.1. FA1: MAIN LOBBY / RECEPTION.

- 1. Vestibule, Entrance (LOB02) 150 NSF**
 - a. Provide one
 - b. Provide an additional 100 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 25,000

Allocated NSF can be sub-divided depending on the number of entrances required for the facility.
- 2. Lobby, Main (LOB03) 200 NSF**
 - a. Provide one
 - b. Provide an additional 200 NSF if [How many total annual in-person outpatient visits are projected for the facility?] is between 100,000 and 350,000 and [How many total patient beds are projected for the inpatient facility?] is less than or equal to 80
 - c. Provide an additional 300 NSF if [How many total annual in-person outpatient visits are projected for the facility?] is greater than 350,000 and [How many total patient beds are projected for the inpatient facility?] is less than or equal to 80
 - d. Provide an additional 400 NSF if [How many total annual in-person outpatient visits are projected for the facility?] is greater than 350,000 and [How many total patient beds are projected for the inpatient facility?] is greater than 80
- 3. Lobby, Seating (LOB01) 120 NSF**
 - a. Provide one if total NSF of [Lobby, Main (LOB03)] is at least 200
 - b. Provide an additional 60 NSF for every increment of 200 total NSF of [Lobby, Main (LOB03)] greater than 200
- 4. Reception / Information (RECP3) 50 NSF**
 - a. Provide one if [Is a Reception / Information Desk projected for the Common Areas?] and [How many Reception / Information Desk FTE positions are projected per the authorized manning document?] is at least one
 - b. Provide an additional 30 NSF for every increment of one [How many Reception / Information Desk FTE positions are projected per the authorized manning document?] greater than one
- 5. Station, Valet Parking (RECP3) 30 NSF**
 - a. Provide one if [Is a Valet Parking service projected for the inpatient facility?]
- 6. Security, Checkpoint (RECP3) 50 NSF**
 - a. Provide one if [Is a Security Checkpoint station projected for the Common Areas?]

Allocated NSF accommodates space for two security personnel and is provided to screen patients and visitors entering the facility. Refer to Chapter 520: Logistics for additional security space requirements.

7. Kiosk, Wayfinding (CLSC1) 15 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 50,000
- b. Provide an additional one for every increment of 50,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 100,000

8. Alcove, Equipment (SRLW1) 15 NSF

- a. Provide one if [How many total annual in-person outpatient visits are projected for the facility?] is at least one
- b. Provide an additional 35 NSF if [Are inpatient services projected for the facility?]

This space provides storage for wheelchairs and other equipment located at the entrance to the facility.

5.2. FA2: RETAIL SERVICE.

1. Retail Sales Area (BX000) 100 NSF

- a. Provide one if [Is a Retail Sales Area projected for the inpatient facility?] and [What is the total projected Building Gross Square Footage of the facility?] is less than 150,000
- b. Provide an additional 100 NSF if [What is the total projected Building Gross Square Footage of the facility?] is between 150,000 and 299,999
- c. Provide an additional 200 NSF if [What is the total projected Building Gross Square Footage of the facility?] is greater than or equal to 300,000

2. Storage, Retail Sales (SRS01) 50 NSF

- a. Provide one if [Is a Retail Sales Area projected for the inpatient facility?] and total NSF of [Retail Sales Area (BX000)] is at least 100
- b. Provide an additional 50 NSF if total NSF of [Retail Sales Area (BX000)] is greater than 200

3. Blind Concession (BLND1) 150 NSF

- a. Provide one if [Is a Blind Concession Stand projected for the inpatient facility?]

4. Alcove, Banking ATM (BF001) 15 NSF

- a. Provide one if [Are inpatient services projected for the facility?] and [What is the total projected Building Gross Square Footage of the facility?] is less than 300,000
- b. Provide an additional one if [Are inpatient services projected for the facility?] and [What is the total projected Building Gross Square Footage of the facility?] is greater than or equal to 300,000

5.3. FA3: RETAIL FOOD.

1. Food Service, Vending (BX001) 50 NSF

- a. Provide one if [Are vending machines projected for the Common Areas?] and [How many vending machines are projected?] is at least one
- b. Provide an additional 25 NSF for every increment of one [How many vending machines are projected?] greater than two

Minimum NSF provides space to accommodate two vending machines.

2. Food Service, Concession Seating Area (BX000) 100 NSF

- a. Provide one if [Is a Food Service Concession projected for the inpatient facility?] and [Is a seating area for Food Service Concession projected for the inpatient facility?]

3. Food Service, Concession (BX000) 100 NSF

- a. Provide one if [Is a Food Service Concession projected for the inpatient facility?]

The minimum allocated NSF accommodates one concession area. During requirements planning, the number and type of food concessions(s) must be identified in order to program the total NSF requirements.

5.4. FA4: EMPLOYEE SUPPORT.

1. Lactation Room (LAC01) 100 NSF

- a. Provide one
- b. Provide an additional one for every increment of 100,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 100,000

In small facilities, this room may be shared with patients and visitors.

2. Central Locker, Staff Male Changing (LR002) 100 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 50 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 50,000

This amenity is intended to support staff who need to change attire; the lockers will not be dedicated to any one staff member.

3. Central Locker, Staff Female Changing (LR002) 100 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 50 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 50,000

This amenity is intended to support staff who need to change attire; the lockers will not be dedicated to any one staff member.

4. Multi-Stall, Staff Male Toilet (TLTM2) 210 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 60 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 50,000

5. Multi-Stall, Staff Female Toilet (TLTF2) 210 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 60 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 50,000

6. Central Locker, Staff Male Shower (SHWR1) 60 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 60 NSF for every increment of 150,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 50,000

Locate Male Staff Shower adjacent to Male Staff Changing.

7. Central Locker, Staff Female Shower (SHWR1) 60 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 60 NSF for every increment of 150,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 50,000

Locate Female Staff Shower adjacent to Female Staff Changing.

8. Lockers, Staff Personal Property (LR001) 10 NSF

- a. Provide one if [How many total FTE staff positions are projected to require a personal property locker?] is at least four
- b. Provide an additional 5 NSF for every increment of two [How many total FTE staff positions are projected to require a personal property locker?] greater than four

The minimum NSF accommodates four, two-tier lockers and circulation. These lockers are for staff who do not have a dedicated office or cubicle to secure their personal belongings. The total NSF may be distributed throughout the facility, or be combined with the Staff Lounge(s).

9. Lounge, Staff (SL001) 120 NSF

- a. Provide one if [How many total FTE staff positions are projected for the facility?] is at least 10
- b. Provide an additional 4 NSF for each [How many total FTE staff positions are projected for the facility?] greater than 10

Distribute the lounge(s) throughout the facility, maximum size of any single lounge is 300 NSF. Locate adjacent to vertical circulation for staff convenience. Lounges dedicated to specific services that require dedicated lounges such as Surgical Services, will not be included in the lounges generated in the Common Areas.

5.5. FA5: PUBLIC TOILETS.

1. Public Toilet, Male (TLTM2) 210 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 120 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 25,000

Minimum NSF accommodates one water closet, one handicapped accessible water closet, one urinal, two sinks, one diaper changing station, vestibule, plus circulation. For facilities smaller than 25,000 BGSF program TLTU1 single fixture toilets in accordance with plumbing code requirements.

2. Public Toilet, Female (TLTF2) 210 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional 120 NSF for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 25,000

Minimum NSF accommodates two water closets, one handicapped accessible water closet two sinks, one diaper changing station, vestibule, plus circulation. For facilities smaller than 25,000 BGSF program TLTU1 single fixture toilets in accordance with plumbing code requirements.

5.6. FA6: BUILDING SERVICE.

1. Service Entrance Facility (COMC2) 150 NSF

- a. Provide one

This room is provided for the termination of services brought to the facility by outside providers, such as telephone/data service, MATV / CATV, satellite/television providers, etc. This room is part of the total count of telecommunication rooms.

2. Telecommunications Room (COMC1) 130 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 1000
- b. Provide an additional one for every increment of 10,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 10,000
- c. Deduct the total number of [Service Entrance Facility (COMC2)]

3. Janitor Closet (JANC1) 40 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 1000
- b. Provide an additional one for every increment of 10,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 10,000

5.7. FA7: CONFERENCE ROOMS.

The conference room(s) may be collocated and designed to accommodate large groups of people as a conference center, or distributed throughout the facility for staff convenience. The lobby and storage are provided for facilities that are greater than 300,000 BGSF.

1. Conference Room (CRA01) 300 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] is at least 25,000
- b. Provide an additional one for every increment of 25,000 [What is the total projected Building Gross Square Footage of the facility?] greater than 25,000

2. Lobby, Conference Center (LOB01) 200 NSF

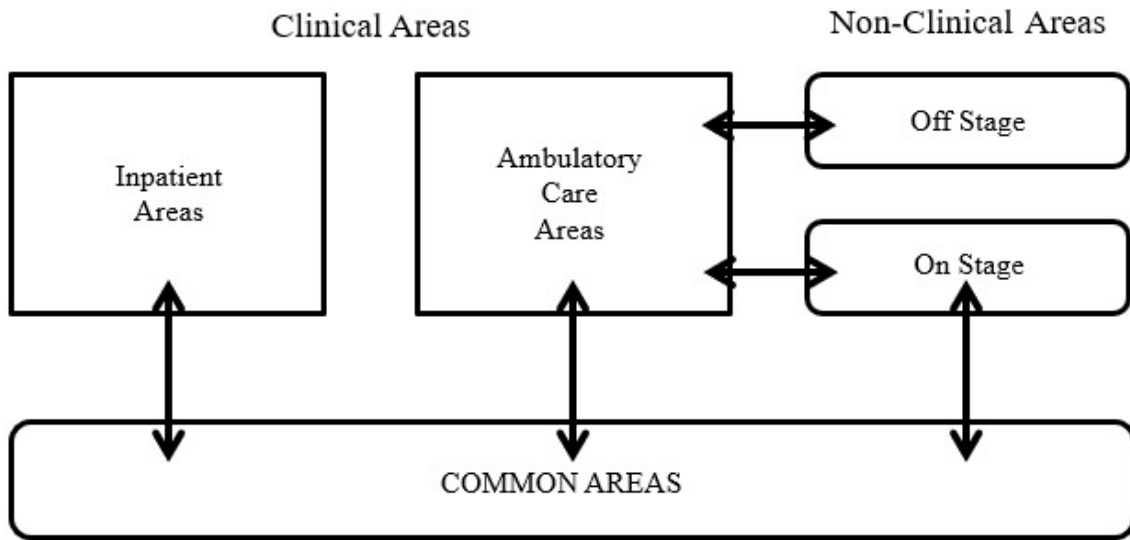
- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] greater than 300,000

3. Storage (SRSE1) 100 NSF

- a. Provide one if [What is the total projected Building Gross Square Footage of the facility?] greater than 300,000

SECTION 6: FUNCTIONAL RELATIONSHIPS (INTERDEPARTMENTAL)

Common Areas will rely on a number of other services in the MTF for patient care and support functions. The diagram below represents desirable relationships based on efficiency and functional considerations.



LEGEND

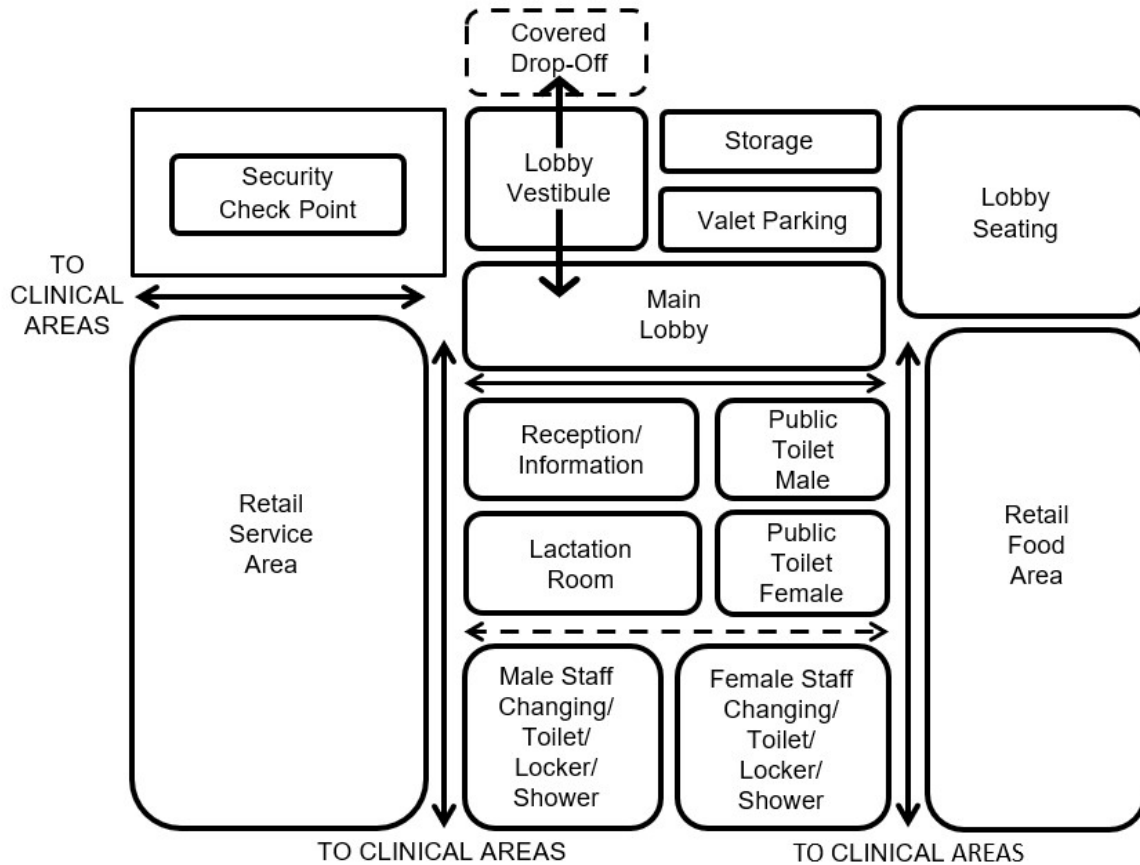
—————> Most Critical Adjacency

- - - - - Less Critical Adjacency

COMMON AREAS

SECTION 7: FUNCTIONAL DIAGRAM (INTRADPARTMENTAL)

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 MTF.



LEGEND

- Patient Circulation
- Staff Circulation

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

GLOSSARY

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, food service concessions, or small cafeterias.

Changing Room Lockers: This is a small-sized locker, commonly called half- locker, and is generally used to secure purses, jackets 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.

Food Service Concessions: Food Service Concessions are provided by contract food services. These services may offer “Coffee Bar,” “Fast Food” or “Sit-down” dining options.

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. 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 per a 40-hour work week.

Functional Area (FA): The grouping of rooms and spaces based on their function within a service. Functional Areas in this chapter are Main Lobby / Reception, Retail Service, Retail Food, Employee Support, Public Toilets, Building Service, and Conference Rooms.

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 5) set forth in this document. Input Data Statements are defined as Mission, Workload, Staffing or Miscellaneous.

Lactation Room: Private space which accommodates an individual for breast feeding. Must include a sink, chair, flat surface for breast pumps, trash receptacle and baby changing table.

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 Section 3.

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

Program for Design (PFD): A listing of all of the rooms / spaces generated based on answers to the Input Data Statements (see Section 4) and the space planning criteria outlined in this document (Section 5) 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 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 takes projected workload into account. In-person patient encounter projections divided by the throughput range included in this document for each exam room assists planners with estimating the quantity of rooms needed to satisfy the projected workload demand.