

5 Appendices

5.1 Schedules of Accommodation

Recommended Schedules of Accommodation (SOA) for sterilizing services units and endoscopy reprocessing units are provided in the following tables. These are based on an analysis of recently delivered facilities and include scenarios for SSUs supporting 2, 10 and 20 operating rooms and ERUs supporting 1-2 and 4 procedure rooms.

Area allocations are indicative only and will need to be adjusted given the size and requirements of individual units will vary according to:

- the total number of operating and procedure rooms to be supported
- caseload and casemix
- the number of external clients to be serviced
- the regulatory environment
- location of the unit in relation to the hospital

Special consideration in planning and equipping SSUs and ERUs is required for health services located in rural and remote areas. In most cases it is preferable to supply two of each type of equipment or plant to ensure that the services can continue to be provided in the case of equipment breakdown, delays in planned and unplanned maintenance activities and during process validation activities.

Health services in these areas may also be providing reprocessing services for other smaller affiliated health services, in addition to providing services to a number of other external customers, for example primary health care service providers. This may also influence the spatial requirements needed for receiving and dispatch and sterile storage spaces, in addition to requirements for additional reprocessing equipment capacity.

The recommended schedules of accommodation provided assume the installation of the following pass-through equipment:

- Washer-disinfectors
- Automated flexible endoscope reprocessors
- Trolley / cart washer-disinfectors
- RMD drying cabinets
- Controlled environment endoscope storage cabinets (if applicable according to design of the ERU and endoscopy unit)
- Steam sterilizers
- Low-temperature sterilizers.

A challenge for hospital design is the balance between maximising value for money during the initial development phase and enabling future expansion. The design should incorporate features to enable ready expansion of the SSU.

The 'Room / Space' column within the SOA describes each room or space within the Unit. Some rooms are identified as 'Standard Components' (SC) or as having a corresponding room which can be derived from a SC (SC-D) by referring to the relevant room code. All other rooms are non-standard and will need to be briefed using relevant functional and operational information provided in this HPU. In some cases, Room / Spaces are described as 'Optional' or 'o'. Inclusion of this space will be dependent on a range of factors such as operational policies or clinical services planning.

Reference is made to the room codes included in the Functional Relationship Diagram (FRD) Codes included in Section 5.2.

Note that space allocations may be required in other areas of the facility for reprocessing of items (such as ultrasound transducers) that are reprocessed close to the point of use.

STERILIZING SERVICES UNIT

ENTRY

Room Code	Room / Space	SC / SC-D	FRD Code	2 Operating Rooms		10 Operating Rooms		20 Operating Rooms		Remarks
				Qty	m2	Qty	m2	Qty	m2	
OFF-1P-9	Office - Single Person	Yes	SSU01	1	9 (o)	1	9	1	9	Optional for smaller unit depending on staff profile. Total number of workstations will depend on staff profile and local jurisdictional policies. Larger units may require a dedicated reception area in addition to office spaces.
OFF-WS	Office - Workstation	Yes	SSU01		4.5		4.5		4.5	Number of workstations will be dependent on staff profile and local jurisdictional policies.
	Discounted Circulation				25%		25%		25%	

REPROCESSING AREAS

Room Code	Room / Space	SC / SC-D	FRD Code	2 Operating Rooms		10 Operating Rooms		20 Operating Rooms		Remarks
				Qty	m2	Qty	m2	Qty	m2	
Loan RMD Receipt and Dispatch										
	Loan Sets Room		SSU14	(o)	30	1	50	1	70	Optional for smaller units depending on casemix or whether they operate as a hub and spoke or reprocess for external customers, as this room could be used as a receipt and dispatch area for these circumstances. The actual spatial requirements for a Loan Sets room is dependent on facility casemix. Specific casemix requirements should be taken into account with reference to user requirements.
Receiving / Cleaning / Decontamination										
	Receiving Area		SSU05	1	40	1	130	1	195	Lobby space will be required in the Operating Unit to accomodate trolleys waiting to be loaded into lifts/hoists. Lobby space will also be required in the SSU to accomodate trolleys that have been unloaded from lifts/hoists but have not yet been formally received into SSU.
	Cleaning (Decontamination) Room		SSU06							If automated loading of washer-disinfectors is selected, the space requirements of the particular automation system must be taken into account in allocating floor area. Includes storage for cleaning brushes and consumables.
DISP-8	Disposal room	Yes	SSU07	1	5	1	15	1	20	Access to Cleaning (Decontamination) room and external corridor. This may be a bay for smaller units. Disposal room is for SSU produced waste only.
CLRM-5	Cleaner's Room (soiled side)	Yes	SSU08	1	5	1	5	1	5	Two cleaners rooms are expected for large SSUs. A single room with two separate sets of cleaning equipment is acceptable for small SSUs.
	Washer Disinfectors		SSU10 SSU11	1	10	1	20	1	35	Includes other pass through equipment such as RMD drying cabinets. Check dimensions of preferred supplier's equipment to confirm allowances. Rural and remote health services will require a minimum of 2 WDs.
	Trolley Wash		SSU12			1	15	1	30	Smaller SSUs may manually clean trolleys, check with the user to confirm requirements. Where SSUs service a large volume of external customers, operate as a 'hub and spoke' or handle a large number of loan sets, provision of a trolley washer should be considered.

Room Code	Room / Space	SC / SC-D	FRD Code	2 Operating Rooms		10 Operating Rooms		20 Operating Rooms		Remarks
				Qty	m2	Qty	m2	Qty	m2	
Inspection, Assembly and Packaging										
	Inspection, Assembly and Packaging (IAP)		SSU13	1	45	1	105	1	220	If automated unloading of washer-disinfectors and automated loading of sterilisers is selected, the space requirements of the particular automation system must be taken into account in allocating floor area.
	Sterilizers		SSU18 SSU19	1	8	1	20	1	30	Check dimensions of preferred supplier's sterilizers to confirm allowances. Space allocations will be altered by the selected sterilizer capacity. Rural and remote health services will require a minimum of 2 sterilizers.
	Store - General		SSU15	1	15	1	20	1	40	The Consumables Store may be shared with the Operating Unit in smaller SSUs. Consideration needs to be given to proximity to the SSU in this scenario. Discuss with users during planning stages.
	Cleaner's room (clean side)		SSU17	1	5	1	5	1	5	Two cleaners rooms are expected for large SSUs. A single room with two separate sets of cleaning equipment is acceptable for small SSUs
Cooling and Dispatch										
	Sterilizer Unloading and Cooling Area		SSU20	1	30	1	75	1	190	If automated unloading of sterilisers is selected, the space requirements of the particular automation system must be taken into account in allocating floor area
	Dispatch - operating unit		SSU21							Assumes RMDs are returned and stored in the Operating Unit's Sterile Storage Room. Lobby space will be required to accommodate trolleys prepared and waiting for dispatch to the Operating Unit. Lobby space may also be required in the Operating Unit to accommodate trolleys of processed RMDs not yet formally received into the Operating Unit.
	Dispatch - other units		SSU22							e.g. IPUs, ED and Critical Care Units. Assumes RMD are returned and stored at the point of use. If the facility operates as a hub and spoke or services a large number of external customers spatial allocations may need to be increased. Confirm with users during planning stages.
	Discounted Circulation				16%		16%		16%	

SUPPORT AREAS

Room Code	Room / Space	SC / SC-D	FRD Code	2 Operating Rooms		10 Operating Rooms		20 Operating Rooms		Remarks
				Qty	m2	Qty	m2	Qty	m2	
	Store - Chemical Dosing		SSU09	1	2	1	5	1	10	Smaller SSUs may use a chemical storage cupboard. Some suppliers require space for chemical dosing within the Cleaning (Decontamination) Room for central chemical dosing. Confirm requirements with the users.
	Store - Deboxing and Consumables		SSU15	1	10	1	20	1	40	May be shared with the Operating Unit if appropriate. Deboxing must be a separate room, with easy access to the consumable store. The proportion of space allocated to deboxing versus storage should be confirmed with the user.
	ID Station		SSU16	1	2	1	4	1	10	An ID Station is required where the hospital is tracking RMDs at the instrument level to accommodate instrument marking equipment and the staff that use it. Smaller SSUs may use a bay rather than a separate room.
	Plant Room - SSU		SSU03	1	5	1	40	1	60	Includes water treatment plant. This area can be combined with general hospital plant if location is suitable.
Discounted Circulation				16%		16%		16%		

STAFF AREAS

Room Code	Room / Space	SC / SC-D	FRD Code	2 Operating Rooms		10 Operating Rooms		20 Operating Rooms		Remarks
				Qty	m2	Qty	m2	Qty	m2	
CHST-10	Change – Staff	Yes	SSU02	See note		2	10	2	25	Assumed shared amenities with Operating Unit for 2 Operating Room scenario. Additional spatial allocation will be required if SSU is remote from Operating Unit - otherwise use communal staff amenities where possible. Ensure that the sizing of any shared amenities takes into consideration the additional number of SSU staff that will be using the change rooms, staff room and other amenities such as toilets.
SMR-15	Staff Room	Yes	SSU02	See note		1	15	1	20	
MEET-15	Meeting Room	Yes	SSU02	See note		1	15	1	15	
	Discounted Circulation						10%		10%	

ENDOSCOPE REPROCESSING UNIT

The following SOAs are based on scenarios of:

- one to two endoscopy procedure rooms, and
- four endoscopy procedure rooms.

These recommended space allocations are applicable whether the unit is a stand-alone ERU or integrated within the SSU. A small amount of additional storage space for consumables and chemicals has been included as noted, however this may be reduced if storage can be shared across the broader SSU for integrated units.

Room Code	Room / Space	SC / SC-D	FRD Code	1-2 Procedure Rooms		4 Procedure Rooms		Remarks
				Qty	m2	Qty	m2	
	Endoscope Reprocessing - Dirty		SSU23	1	13	1	17	One double basin sink per one-two procedure rooms is assumed. This space may be reduced by 2m2 if consumable or chemical storage can be shared within an integrated SSU.
	Automated Flexible Endoscope Reprocessors (AFERs)		SSU24	1	4	1	8	The number of AFERs should provide capacity to process two endoscopes for each procedure room. Some AFERs are able to process two endoscopes at a time or asynchronously. Rural and remote health services will require a minimum of 2 AFERs. Check dimensions of preferred supplier's AFERs to confirm allowances. Note that the Quantity "1" refers to the number of spaces, not the number of AFERs or other equipment
	Endoscope Reprocessing - Clean		SSU25	1	8	1	14	This space may be reduced by 2m2 if consumable or chemical storage can be shared within an integrated SSU.
	Endoscope Reprocessing - Storage (CESC or equivalent system)		SSU26	1	4	1	8	Fleet size and the number of storage positions required must be confirmed with the user. Note that the Quantity "1" refers to the number of spaces, not the number of storage cabinets or storage positions. Where a storage bag system is used instead of CESC's, space will be required for the storage of the bagged endoscopes.
	Store - Chemicals		SSU27	1	2	1	4	Area allocation will depend on the volume of chemicals required to service the projected workload. Some reprocessing agents used for endoscopy reprocessing are flammable and/or toxic. Storage of these agents will comply with jurisdictional workplace health and safety regulations. This space may need to be ventilated to exhaust air to a safe location outside the building.
	Discounted Circulation				16%		16%	Personnel access should be provided between the clean and dirty sections of the ERU without transit through the procedure room.