

## 05 APPENDICES

### 5.1 SCHEDULE OF ACCOMMODATION

A Schedule of Accommodation for Operating Suites follows.

The 'Room/Space' column 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. These rooms are described as 'Standard Components – Derived' (SC-D). The 'SC/SC-D' column identifies these rooms and relevant room codes and names are provided.

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 room/space will be dependent on a range of factors such as operational policies or clinical services planning.

The model of care, size and scale of surgical and procedural services will need to be determined before detailed spatial planning to begin.

Three scenarios have been outlined to demonstrate how support space changes as the size and scale of a service changes. These scenarios are intended to be indicative only and local requirements should be based on detailed clinical service planning. In addition, office space and staff amenities will be based on detailed workforce planning.

#### DAY SURGERY / DAY OF SURGERY ADMISSIONS

##### Entry / Reception / Waiting

This area will receive patients and their carers where services provide day only and day of surgery admission (DOSA) services. Patients from inpatient units will not enter via this area.

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
WAIT-30	Waiting, 30m2	Yes	1	10	1	30	1	50	Indicative area allocation. Requirements will depend on the proportion of cases anticipated to be day only and DOSA admissions and casemix / throughput. 1.2m2 recommended per seat, 1.5m2 per wheelchair / bariatric space.
WCAC	Toilet - Accessible, 6m2	Yes	1	6 (o)	1	6	1	6	Optional. Include if no shared facilities available nearby.
WCPU	Toilet - Public, 3m2	Yes	1	3 (o)	2	3	2	3	Optional. Include if no shared facilities available nearby.
RECP-15	Reception, 15m2	Yes	1	10	1	15	1	20	
OFF-WS	Office-Workstation	Yes		4.5		4.5		4.5	Administration workstations collocated with reception. Number of workstations dependent on staff profile.
OFF-CLN	Office- Clinical Workroom	Yes			1	15	1	20	Central coordination point for unit.
BMFD-3 BMFD-7	Bay - Multifunction Device	Yes	1	3	1	7	1	7	
Intradepartmental (discounted) circulation				30%		30%		30%	

## Preoperative Holding

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
INTV	Interview Room	Yes	1	12	1	12	2	12	Interviews with nursing staff to check details and undertake baseline observations. Clinical examinations are typically undertaken in the patient bays however consult rooms may be required for some services.
PT-HOLD-B	Patient Bay - Holding, Bed	Yes	2	9	8	9	16	9	1 per OR, sized for trolleys, but some may be recliner chairs. Holding capacity for inpatient flows will depend on local operational policies. These may be combined with the day only holding area, PACU or a designated area depending on travel distances, patient flow and workforce implications. For high volume services eg ophthalmology, 2 bays per theatre / procedure room may be required in line with HPU 270 (1 may be provided as an anaesthetic preparation room as noted below). 6.5m2 bay may be used for high volume day surgery services as per HPU 270. Isolation rooms are not typically provided in this zone, however project teams are advised to refer to local operational policies.
SHPT	Shower - Patient, 4m2	Yes	1	4	1	4	1	4	Number provided will depend on shared access with Stage 2/3 recovery.
WCPT	Toilet - Patient, 4m2	Yes			1	4	1	4	
WCAC	Toilet - Accessible, 6m2	Yes	1	6	1	6	1	6	
CHPT	Change Cubicle - Patient, 2m2	Yes			2	2	3	2	Number provided will depend on shared access with Stage 2/3 recovery.
CHPT-AC	Change Cubicle - Patient, Accessible	Yes	1	4	1	4	1	4	
	Property Bay - Patient		1	1 (o)	1	2 (o)	1	3 (o)	Optional. Assumes quarter height lockers. Property may instead travel with the patient. Access from Stage 2 recovery also required.
SSTN-10	Staff Station, 10m2	Yes					1	10	Only allocated for larger units as reception could be the base used for smaller units. Locate to provide oversight of holding bay areas. Can be shared to support pre and post-operative areas.
BHWS-B	Bay - Handwashing, Type B	Yes	1	1	2	1	4	1	Refer to AusHFG Part D for further details, accessible from OR and patient holding areas.
BLIN	Bay - Linen	Yes			1	2	1	2	Min. 1 per 16 Patient Bay - Holding; corridor location with ready access to Bays. Assume share with recovery for small units.
BBW	Bay - Blanket/ Fluid Warmer	Yes			1	1	1	1	Blanket warmer only
CLN-10	Clean Store	Yes					1	8	Shared with recovery area for smaller units.
DTUR-S	Dirty Utility - Sub, 8m2	Yes					1	8	May be shared with recovery depending on travel distances.
Intradepartmental circulation				40%		40%		40%	

## Stage 2/3 Recovery

Stage 2/3 recovery is typically collocated with the pre-operative holding area to support flexible use of bays as demand changes over the day. Where possible, these bays should also be collocated with PACU / Stage 1 recovery to minimise patient travel distances and optimise staffing efficiencies and shared use of support areas.

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
PT-HOLD-B	Patient Bay – Holding, Bed	Yes		9		9		9	Stage 2 Recovery. Number of bays will be guided by clinical services planning - Recommend 3 patient bays per OR used for day surgery. 6.5m2 bay may be used for high volume day surgery services as per HPU 270.
	Recovery Stage 3 / Discharge Lounge				4 (o)		4 (o)		Optional. Recommend 2 per OR used for day surgery.
WCPT	Toilet - Patient, 4m2	Yes					1	4	Number provided will depend on number of holding bays. Shared access to toilets, change cubicles and shower in preoperative holding.
WCAC	Toilet - Accessible, 6m2	Yes			1	6	1	6	Number provided will depend on number of holding bays. Shared access to toilets, change cubicles and shower in preoperative holding.
SSTN-10	Staff Station	Yes			1	8	1	12	Assume smaller units will share with PACU or pre-operative holding. Size will depend on number of bays provided.
BHWS-B	Bay – Handwashing, Type B	Yes	1		1		1		1 per 4 patient bays.
BBEV	Bay- Beverage	Yes	1	4	1	4	1	4	
BLIN	Bay – Linen	Yes				2	1	2	1 per 16 spaces. Assume smaller units will share with PACU or pre-operative holding.
BBW	Bay - Blanket / Fluid Warmer	Yes				1	1	1	1 per 16 spaces. Assume smaller units will share with PACU or pre-operative holding.
BMEQ	Bay - Mobile Equipment	Yes			1	3	2	2	Assume smaller units will share with PACU or pre-operative holding.
BRES	Bay - Resuscitation Trolley	Yes			1	1.5	1	1.5	Assume smaller units will share with PACU or pre-operative holding.
CLN-10	Clean Store	Yes					1	10	Assume smaller units will share with PACU or pre-operative holding. Size will depend on volume of day only bays.
MED-14	Medication Room	Yes					1	12	Assume smaller units will share with PACU. Size will depend on volume of day only bays.
STEQ-14	Store - Equipment	Yes					1	10	Size will depend on volume and range of equipment. Include power for re-charging.
	Dirty Utility / Disposal Room						1	14	Assume smaller units will share with PACU or pre-operative holding. Area is indicative and will need to be confirmed depending on the waste streams / types of bins and bin sizes to be accommodated.
CLRM	Cleaner's Room	Yes					1	5	Assume smaller units will share with PACU or pre-operative holding. Provide at least 1 room per 1000m2.
SRM-35	Staff Room	Yes	1	12	1	18	1	24	Indicative only, requirements will depend on staff profile / capacity of unit that will be informed by the percentage of ORs used for day surgery. External window desirable.
WCST	Toilet - Staff	Yes	1	3	1	3	2	3	Also consider access to disabled accessible staff toilets.
Intradepartmental circulation				40%		40%		40%	

## OPERATING ROOM AREA

### Operating Rooms

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
ANAE-16	Anaesthetic Preparation Room, 16m2	Yes	2	16 (o)	8	16 (o)	16	16 (o)	Optional. Anaesthetic preparation rooms are typically provided to facilitate patient flow and support patient preparation. Provision to be determined during planning with consideration of local operational policies and patient throughput. A larger size may be required in some cases although the use of sliding doors at the entry to the room will maximise available space.
ORGN	Operating Room, General	Yes	2	60	8	60	16	60	This is the minimum recommended area requirement and is sufficient for the majority of routine surgery. Larger sized ORs may be required for some surgical specialties where additional equipment and staff need to be accommodated, eg cardiac surgery, neurosurgery, trauma and obstetrics. The number of larger sized theatres will be informed by an analysis of the projected casemix and additional equipment and staff to be accommodated.
	Operating Room, Hybrid / Large					75 (o)		75 (o)	Minimum area. Requirements will depend on equipment and staff to be accommodated. 75m2 for hybrid OR assumes a single plane angiography system. Also refer to local jurisdictional guidelines where available. Hybrid ORs incorporating biplane systems and where flexibility is required to support flexible use for non-hybrid procedures will require a larger area, subject to service and equipment requirements.
	Control Room, Hybrid OR				15 (o)		15 (o)	15 (o)	1 per Hybrid OR.
	Computer Room, Hybrid OR				10 (o)		10 (o)	10 (o)	1 per Hybrid OR
SCRB-4	Scrub Up, 4m2	Yes	2	4	8	4	16	4	For surgical hand antisepsis.
	Exit Bay		2	11	8	11	16	11	1 per Operating Room; if shared between 2 rooms, increase to 16m2.
	AV Integration Server Cupboard		2	1	8	1	16	1	Audiovisual integration equipment. May be consolidated between a number of ORs. Temperature control is required. Cabling distances must be considered.
CLUP	Clean-Up Room - Shared, 12m2	Yes	1	12	4	12	8	12	1 per 2 ORs maximum. 1 per 3 or 4 ORs may be achievable depending on travel distances and operational practices. Area allocation includes fluid management system dock which will not be required to every Clean-Up Room. Area requirements will vary depending on local operational arrangements relating to processing of RMDs, waste streaming and provision of fluid management systems. This area allocation may be reduced where trolleys / carts with used / soiled RMDs are transferred direct from theatre to SSU, and the 'clean up' room function is focussed on cleaning and waste management only.
Intradepartmental (discounted) circulation				40%		40%		40%	

### Endoscopy Areas (Optional)

The following areas are optional, depending on the service profile for the unit. Endoscope reprocessing areas located close to the point of care is typically preferred to reduce the number of scopes needed and reduce opportunities for damage.

Refer to HPU 270 Day Surgery / Procedure Unit and HPU 190 Sterilising Services and Endoscopy Reprocessing Unit for further information.

CODE	ROOM/SPACE	SC / SC-D	1 - 2 Procedure Rooms						REMARKS
			Qty	m2					
ENPR	Procedure Room - Endoscopy	Yes		45 (o)					Optional. To be provided, depending on the service profile, where dedicated endoscopy rooms are required. Procedural services may also be provided in general ORs for flexible use of rooms and to support future changes to the case mix. Specialised units requiring angiography eg for ERCPs will also require a control room.
	Endoscope Reprocessing - Dirty		1	13					One double basin sink per one-two procedure rooms is assumed.
	Automated Flexible Endoscope Reprocessors (AFERs)		1	4					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		1	8					
	Endoscope Reprocessing - Storage (CESC or equivalent system)		1	4					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, space will be required for the storage of the bagged endoscopes.
	Store - Chemicals		1	2					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.

## Clinical Support Areas

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
BBW	Bay - Blanket/ Fluid Warmer	Yes			2	1	4	1	Final number required will depend on the unit layout and associated travel distances.
BLIN	Bay - Linen	Yes	1	2	4	2	8	2	1 per 2 Operating Rooms; corridor recess with ready access to Operating Rooms.
BMEQ	Bay - Mobile Equipment, 4m2	Yes	1	4	4	4	8	4	1 bay per 2 Operating Rooms; provide power outlets for recharging and data.
STSS-20	Store - Sterile Stock	Yes	2	20	8	20	16	20	20m2 per Operating Room; direct relationship to SSU; may be provided as a single central sterile core or a number of smaller rooms to support a pair or pod of Operating Rooms. Requirements will vary depending on the surgical casemix and location of the unit, eg for paediatrics an increased range of equipment sizes is required, a high volume of orthopaedics will require greater storage than ophthalmology and remote locations may need to hold a larger volume of stock.
	Store - Prosthesis						1	20 (o)	Optional. For services undertaking high volume orthopaedics, locate close to orthopaedic ORs.
STGN	Store - General	Yes	1	10	1	12	1	20	IV and other fluid storage.
STGN	Store - General	Yes	1	20	1	30	1	40	For Non-Sterile/ Deboxing storage. Storage of medical gas cylinders to be considered eg if reticulated nitrous oxide is not provided.
STEQ-20	Store - Equipment (Major)	Yes	1	12	1	48	1	96	Plan at 6m2 per Operating Room, for major equipment.
STEQ-20	Store - Equipment (Minor)	Yes	1	10	1	40	1	80	Plan at 5m2 per Operating Room, for minor equipment.
	Anaesthetic Workroom & Biomedical Equipment		1	10	1	15	1	20	
STGN-9	Store - General	Yes	1	15	1	25	1	50	Anaesthetic store for consumables.
	Perfusion Room - Set-up						1	40	Assumes area shared between 2 cardiothoracic operating rooms
	Store - Perfusion						1	20	Assumes area shared between 2 cardiothoracic operating rooms.
	Clean-Up - Perfusion						1	9 (o)	Optional. Cleaning and disinfection of heater-cooler units is recommended to be undertaken in SSU, however some units may provide this service within the unit. Appropriate exhaust of room is essential. Refer to HPU Section 2.2.9 for further information.
	Dispatch - Dirty (offsite sterilising)		1	18 (o)					Optional, for off-site sterilisation models. Includes packing and storage in preparation of dispatch. May include washer disinfecter for gross decontamination of instruments prior to transport (this may be located with the OR cleanup area). Refer to HPU 190 for further information.
	Receiving - Clean (offsite sterilising)		1	10 (o)					Optional, for off-site sterilisation models. For receipt of sterilised instruments. Refer to HPU 190 for further information.
CLRM	Cleaner's Room, 5m2	Yes		5		5		5	Provide at least 1 room per 1000m2; ready access to all areas of the unit, preferred on perimeter; one room may be sized to accommodate a scrubber
DISP-10	Disposal Room	Yes	1	10	1	15	1	20	Area is indicative and will need to be confirmed depending on the waste streams / types of bins and bin sizes to be accommodated
BBLD	Bay - Blood	Yes	1	2	1	2	1	2	May be for whole health care facility.
BPATH	Bay - Pathology	Yes	1	6	1	9	1	14	To support POCT, frozen sections etc. May also be used to store fridges/ freezers for human tissue including freezer to support orthopaedic work (bone fridge). Refer to HPU Section 2.2.11 for further information regarding management of formalin.
MED-14	Medication Room	Yes	1	6	1	10	1	14	
OFF-WI-5	Office - Write-up, 3m2	Yes	1	3 (o)	4	3 (o)	8	3 (o)	Optional depending on staff profile; 1 per 2 Operating Rooms
OFF-S9	Office - Single Person, 9m2	Yes					1	9	Requirements will depend on staff profile.
	Radiographer Workroom				1	15 (o)	1	25 (o)	Optional, depending on radiography staff profile based in the operating suite. Work area for imaging processing and workspace.
SRM-15	Staff Room	Yes						tbc (o)	Optional, satellite staff room for those units where staff amenities are located on a separate floor.
WCST	Toilet - Staff, 3m2	Yes		3		3		3	Number and location so staff have access close to where they work
Intradepartmental (discounted) circulation				40%		40%		40%	

**PACU / STAGE 1 RECOVERY**

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
PT-RS1	Patient Bay - Recovery, Stage 1	Yes	5	9	11	9	22	9	1.5 - 3 bays per Operating Room depending on casemix (refer to HPU Section 2.4.6)
PT-RS1	Patient Bay - Recovery, Stage 1	Yes	1	12 (o)	1	12 (o)	2	12 (o)	Optional, for infectious patients, feeding mothers, paediatrics etc. Alternative management of infectious patients includes placing patients last on the list and recovering in the OR. Ratio of enclosed rooms to open bays will depend on the anticipated casemix acknowledging that open bays should be prioritised to support optimal patient observation. Obstetric patients require the larger size space to accommodate a cot and additional staff. Refer to HPU Sections 2.4.6 and 3.4.1.
WCAC	Toilet - Accessible, 6m2	Yes					1	6	Not frequently used in PACU. Smaller units will share with Stage 2 recovery. Close access to toilets will be required for units where advanced recovery models are an endorsed model of care.
SSTN-10	Staff Station, 10m2	Yes	1	10	1	14	2	10	
BRES	Bay - Resuscitation Trolley	Yes		3		3		3	Access from Operating Rooms and Preoperative Holding Area; number to be determined on local requirements. Number to be determined based on local requirements / casemix. Includes difficult intubation trolley and paediatric trolley where applicable.
BHWS-B	Bay - Handwashing, Type B	Yes	1	1	3	1	6	1	
BLIN	Bay - Linen	Yes	1	2	1	2	2	2	1 per 16 spaces
BMEQ	Bay - Mobile Equipment	Yes	1	2	1	3	2	2	Number depends on equipment stored and frequency of use. Include power for recharging equipment.
BBW	Bay - Blanket/ Fluid Warmer	Yes	1	1	1	1	2	1	1 per 16 spaces
CLN-10	Clean Store	Yes	1	8	1	10	1	10	Assumed to be shared with pre-operative holding and recovery for smaller scenarios. May be provided as a combined space including medication store depending on local jurisdictional policies.
MED-14	Medication Room	Yes	1	10	1	12	1	14	Assumed to be shared with pre-operative holding and recovery. May be provided as a combined space including medication store depending on local jurisdictional policies.
DTUR-12	Dirty Utility, 12m2	Yes	1	10	1	12	1	14	Direct access from Recovery Area, may be shared with Preoperative Holding Area
STGN-8	Store - Equipment	Yes		6		8		10	Large enough for cots, IV poles, blood warmers, etc. Wide and shallow room size preferred.
MEET-9	Meeting Room, 9m2	Yes					1	9	Optional; may be used for interview and other purposes
WCST	Toilet - Staff	Yes				3(o)		3 (o)	Number and location dependent on travel distances to staff change rooms.
Intradepartmental circulation				40%		40%		40%	

## STAFF AREAS

### Staff Areas – Amenities

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
CHST-35	Change - Staff (Male/Female/All Gender)	Yes	1	30	1	100	1	180	Indicative only; peak access periods need to be assessed; separate male and female and support for all gender / gender neutral facilities needed in line with local policies.
SRM-35	Staff Room	Yes	1	20	1	50	1	90	Smaller units may share as appropriate; external window desirable. Satellite staff room may be required where staff amenities are located on a different level to the main OR floor.
WCAC	Toilet - Accessible, 6m2	Yes			1	6	1	6	Unless readily available elsewhere
Intradepartmental (discounted) circulation			25%		25%		25%		

### Staff Areas – Work Areas and Support

CODE	ROOM/SPACE	SC / SC-D	2 ORs		8 ORs		16 ORs		REMARKS
			Qty	m2	Qty	m2	Qty	m2	
OFF-S12	Office - Single Person, 12m2	Yes				12		12	Number and area allocation will depend on staff profile and local jurisdictional policies.
OFF-S9	Office - Single Person, 9m2	Yes		9		9		9	Number and area allocation will depend on staff profile and local jurisdictional policies.
OFF-WS	Office - Workstation	Yes		5		5		5	Number and area allocation will depend on staff profile and local jurisdictional policies.
BMFD-3	Bay - Multifunction Device	Yes			1	3	1	3	Assume desktop printers in smaller facilities.
MEET-15	Meeting Room	Yes		15		20		30	Quantity to be determined by service demand, may be used for educational purposes including simulation training. This will require consideration of the types of training, e.g. advanced life support and manual handling; volume of staff participating; and any networked training arrangements.
MEET-L-55	Meeting Room	Yes				30		50	Quantity to be determined by service demand, may be used for educational purposes including simulation training. This will require consideration of the types of training, e.g. advanced life support and manual handling; volume of staff participating; and any networked training arrangements.
Intradepartmental (discounted) circulation			25%		25%		25%		