

## Part B - Health Facility Briefing and Planning

### 640 STAFF AMENITIES UNIT

#### INDEX

##### Description

- 640 .1.00 INTRODUCTION  
Description
- PLANNING  
Functional Areas  
Functional Relationships
- COMPONENTS OF THE UNIT  
Introduction  
Standard Components  
Non-Standard Components
- APPENDICES  
Schedule of Accommodation  
References and Further Reading  
Functional Relationships Diagram

#### INTRODUCTION

##### Description

- 640 .2.00 The Staff Amenities Unit provides facilities for the following staff functions:
- Changing
  - Secure storage of street clothing and valuables
  - Grooming/ hand-washing
  - Toileting
  - Showering
  - Relaxation (lounge)
  - Dining
- Staff is to be interpreted as meaning both employees and volunteers.
- 640 .3.00 Staff amenities described in this section shall be in addition to and separate from those required for specialist unit functional needs such as dedicated Change Rooms / Showers / Toilets and Lounges for Operating Unit, medical staff and facilities for public areas.

#### PLANNING

##### Functional Areas

- 640 .4.00 The Staff Amenities Unit will consist of the following Functional Areas:
- Staff Change Rooms
  - Staff Lounge
  - Staff Toilets and Showers
  - Staff Dining Room

##### Functional Relationships

- 640 .5.00 The Staff Amenities Unit should be located in a staff only accessed area of the facility. Staff Toilets should be located in close proximity to Staff Dining and Lounge areas. Staff Change should have ready access to arrival and exit points in the facility.

## Part B - Health Facility Briefing and Planning

### COMPONENTS OF THE UNIT

#### Introduction

- 640 .6.00 The Staff Amenities Unit may consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.

#### Standard Components

- 640 .7.00 Provide the Standard Components as identified in this section and in the Schedule of Accommodation according to the Operational Policy and Functional Brief.

- 640 .8.00 CHANGE ROOM/S - STAFF

Hospitals shall provide Separate Change Rooms for male and female non-residential staff.

Refer to Standard Components in these Guidelines for the room description and details.

- 640 .9.00 TOILETS / SHOWERS - STAFF

Hospitals shall provide toilets, showers, and handbasins adjacent to the Staff Change and Staff Lounge in accordance with the following table:

ITEM		MALE	FEMALE
BASINS		1 per 15	1 per 15
SHOWERS		1 per 20	1 per 20
TOILETS		1 per 20	1 per 15
URINALS		1 per 10-25	N/A

- 640 .10.00 The number of persons either male or female is to be taken as the total number of persons commencing or finishing a period of duty at any one time. In the case of a Hospital that does not employ male staff on a regular basis, at least one toilet and handbasin shall be provided in a suitable location for use by tradesmen, maintenance staff, gardeners and the like.

Refer to Standard Components in these Guidelines for the room description and details.

- 640 .11.00 STAFF LOUNGE

The Staff Lounge should be located with views to the outside, and if feasible, access to outdoor areas. The Staff Lounge should incorporate facilities for relaxation, eating meals and preparation of hot beverages. This area may be co-located with Staff Dining Room.

Refer to Standard Components in these Guidelines for the room description and details.

## Part B - Health Facility Briefing and Planning

### Non-Standard Components

640.12.00 There are no Non-Standard Components in this Unit.

## APPENDICES

### Staff Amenities Generic Schedule of Accommodation

640.13.00 Schedule of Accommodation for a Staff Amenities Unit:

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
CHANGE ROOM - STAFF	yes			1 x 60	required	required	Female
CHANGE ROOM - STAFF	yes			1 x 50	required	required	Male
SHOWER - STAFF	yes			2 x 2	required	required	Separate Male & Female
STAFF LOUNGE	see remarks			1 x 40	required	required	refer to Standard Component-Staff Room; May be combined with Staff Dining
TOILET - STAFF	yes			8 x 2	required	required	Separate Male & Female
CIRCULATION %				10	10	10	

640.14.00 Numbers for Levels 5 & 6 have not been provided as these depend on each hospital's Brief and Operational Policy. A sample only, for a Level 4 Hospital of 120 Beds has been provided as a guide.

### References and Further Reading

- 640.15.00
- American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
  - Department of Human Services, Victoria, Design Guidelines for Private Hospital Buildings, 1987.
  - Health Department Western Australia, Private Hospital Guidelines, 1998.

## Part B - Health Facility Briefing and Planning

### FUNCTIONAL RELATIONSHIPS DIAGRAM - STAFF AMENITIES UNIT

