

Part B - Health Facility Briefing and Planning

660 SUPPLY UNIT

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INTRODUCTION

Description

- 660 .2.00 The Supply Unit shall provide for the following functions:
- Purchase and receipt of equipment and bulk medical supplies
 - Storage of bulk dry goods, consumables, intravenous fluids, drugs and flammable liquids
 - Storage of surplus hospital equipment and equipment awaiting repairs
 - Deliveries to hospital units for regular restocking of unit based supplies.

PLANNING

Functional Areas

- 660 .3.00 The Supply Unit may consist of the following Functional Areas:
- Loading Dock
 - Receivals area
 - Despatch areas for stock awaiting collection
 - Storage areas which may include bulk stores, palletted supplies, flammable stores, furniture and equipment and gas bottles
 - Staff areas including Offices, Workstations and access to Staff Change and Toilets.

660 .4.00 STORAGE AREAS - OUTPATIENTS

Additional storage areas for Outpatients shall be provided in an amount not less than 5 percent of the total area of the Outpatient Facilities. This may be combined with and in addition to the general stores or be located in a central area within the Outpatient Unit. A portion of this storage may be provided off-site.

Functional Relationships

- 660 .5.00 The Supply Unit may be located in a separate building on-site, but the preferred location is within the main building. A portion of the storage may be

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located off-site. Protection against inclement weather during transfer of supplies shall be provided. Fire protection and security are important considerations.

DESIGN

Safety and Security

- 660 .6.00 All entrances and exists shall be secured. An intercom or call bell should be located at the dock entrance area to announce deliveries when doors are closed.

COMPONENTS OF THE UNIT

Introduction

- 660 .7.00 The Supply Unit will 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.

Standard Components

- 660 .8.00 Provide the Standard Components as identified in the Generic Schedule of accommodation.

Non-Standard Components

- 660 .9.00 Provide the Non Standard Components as described in this section and in the Schedule of Accommodation, according to Operational Policy and Functional Brief.

- 660 .10.00 RECEIVALS AREA

DESCRIPTION AND FUNCTION

A dedicated Receivals Area shall be provided for the receipt, checking, sorting and temporary holding of incoming stock. The Receivals Area will require off street unloading facilities.

- 660 .11.00 LOCATION AND REALTIONSHPIS

The Receivals Area shall be located adjacent to the Loading Dock and with ready access to the Bulk Store.

- 660 .12.00 CONSIDERATIONS

Security for incoming stock will require consideration. Visual control of the area from the Store Manager's office is recommended.

The Receivals Area may include a workstation with computer.

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APPENDICES

Supply Generic Schedule of Accommodation

660.13.00 The Schedule of Accommodation for a Supply Unit suitable for a Level 4 Hospital of 120 Beds:

ROOM / SPACE	Standard Component			Level 4 Qty x m2			Remarks
DESPATCH AREA				1 x 12			
LOADING DOCK				1 x 20			May be shared with Catering and Linen
OFFICE - SINGLE PERSON 9 M2	yes			1 x 9			Manager
OFFICE - WORKSTATION	yes			1 x 6 optional			Supply personnel
RECEIVALS AREA				1 x 12			
STORE - BULK				1 x 180			
STORE - FLAMMABLE LIQUIDS				1 x 6			
STORE - IV FLUIDS				1 x 20			
STORE - MEDICAL GAS BOTTLE				1 x 20 optional			May be located external to the hospital in secured area
STORE - SECURED				1 x 6 optional			For drugs - may be located in Pharmacy Unit
CIRCULATION %				10			

References and Further Reading

- 660.14.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
- Health Department Western Australia, Private Hospital Guidelines, 1988.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - SUPPLY UNIT

