

HEALTH DEPARTMENT VICTORIA

DESIGN GUIDELINES

for

.....PRIVATE HOSPITAL BUILDINGS

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**Human
Services**



Victoria

FACILITIES DEVELOPMENT

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FORWARD

The *Design Guidelines for Private Hospitals* were released by the then Department of Health in May 1987. This reprint is being made to facilitate wider access to the Guidelines via the internet for a document previously only available in a hard copy form.

While much has changed in the intervening period, the Guidelines remain the only comprehensive source of advice for proprietors of private hospitals and day procedure centres on the Department's expectations for the design of these facilities. Hence, they have been reprinted and made available via the Department's internet site.

However, the Department has begun a major project to review the Guidelines and to:

- update references to existing statutory building regulations and other relevant design standards;
- eliminate duplication and inconsistency in relation to those statutory regulations and design standards;
- recognise and adopt current minimum standards and guidelines currently used elsewhere in the health care sector.

The result will be new 'minimum design guidelines' for health care facilities including private hospitals and day procedure centres.

Until the new Guidelines are implemented in late 2001, the 1987 Design Guidelines will be used by the Department to meet its obligations under the Health Services Act 1988 with respect to the registration of private hospitals and day procedure centres. Under that Act, the Department must consider whether the design of a particular facility is suitable having regard to its functions and services provided.

The Department of Human Services and its officers will continue to administer these requirements on the basis that they are guidelines which will be taken into account in determining registration applications related to private hospitals and day procedure centres. Due to machinery of government changes since 1987, these guidelines no longer apply to private nursing homes.

The Department's principle concern in administering these Guidelines is to ensure that minimum standards for the care and safety of patients are maintained.

Further information about any aspect of the Guidelines may be obtained by contacting the Senior Nurse Advisor, Private Hospitals Unit, Department of Human Services.

Private Hospitals Unit
Service Development Branch
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INTRODUCTION

The Health Department is bound by Section 179(8) of the Health Act to consider in the context of any application seeking registration or renewal or transfer of registration of a private hospital, the suitability of the premises.

Thus, the Health Department has produced the following requirements, which will be applied in respect of the design of hospital facilities.

The Health Department and its officers will administer these requirements on the basis that they are guidelines, which will be taken into account in determining applications related to private hospitals and private Nursing Homes.

The Health Department's prime concern lies in the area of patient care. These requirements are intended to enhance the quality of patient care by ensuring that private hospital facilities are designed in such a way as to provide appropriate living conditions and standards of care for residents.

It should be noted that Private Hospitals and Private Nursing Homes are included in Classification IXA – "Institutional Health Care Building" – of the Victoria Building Regulations.

Through amendments No. 3 and 4, which came into force on 1st July 1986, the following basic building matters are now covered by the VBR:

- Structural Integrity
- Basic Health and Amenity
- Fire Safety and Fire Resistance

Functional design matters only are covered by the Guidelines.

1. SITE REQUIREMENTS

- 1.1. The site of a private hospital shall front on to a street of sufficient width to allow unimpeded access to the site by ambulances, fire fighting and similar emergency service vehicles.
- 1.2. The distance of building from boundaries (other than frontage) should be no less than 1800mm to facilitate access at the sides and rear.
- 1.3. The distance of a detached building from any part of the main hospital building or external staircases attached thereto shall be 1800mm minimum.
- 1.4. Any room or area specified in Section 5, 6 and 7.2 of these guidelines should not be located in a detached building.

Note: A detached building means any building, room, garage, shed or other structure not forming part of or connected to the main hospital building by means of a fully enclosed and weather proof passage corridor or covered way.

2. SAFETY PRECAUTIONS

2.1. Doors

- 2.1.1. No door or other barrier shall be placed across any exit stairway or steps nor within a distance of 1500mm from the lowest step of any flight.
- 2.1.2. Doors, openings and passageways shall be of widths required to allow the easy passage of trolleys, wheel chairs, stretchers etc., or of widths required by regulations for means of escape. Minimum width of ward doors 1120mm; holding room doors 1000mm; general W.C. and shower doors 820mm; bathroom and assisted toilet and shower doors 920mm.

2.1.3. W.C. and Shower Doors:

Every door of a water closet, shower compartment or bathroom used by patients shall, unless otherwise approved by the Health Department, be hung so as to open outwards or be capable of being opened outwards in an emergency without the use of tools or the like or hung on approved sliding door track.

2.1.4. Ward Doors:

Every hospital ward shall have a door or doorway giving direct access to a corridor passageway, hallway or other communicating area.

2.2. Staircases and Ramps

- 2.2.1. Staircases shall have treads not less than 280mm (exclusive of nosing) and risers not more than 165mm.

- 2.2.2. All staircases not required to be fire isolated are to be smoke isolated by screens and doors at each floor level.

2.3. Handrails

In addition to handrails and balustrading to staircases and ramps etc.; corridors, passageways and lobbies used by patients are to be fitted with approved handrails having a diameter of not less than 38mm nor more than 45mm wide on at least one wall. Such handrails to be fixed 900mm to top of handrail above floor level on offset brackets.

2.4. Glazing

Glazing shall be in accordance with Australian Standard 1288 as applicable to public buildings except that:-

- 2.4.1. All glazing in balustrades shall comply with Part 1 Section 4.3.9 of the above standard, irrespective of the area or support of the glazing.
- 2.4.2. Fully framed glazing to windows, doors partitions, screens and the like, so designed that any part of the glass is less than 750mm above the finished floor level, shall have such part glazed with safety glazing materials as defined under Clause 1.3.3 and in accordance with the size requirements of table 4.1 of the above standard.

2.5. Nurses Call System

Each hospital shall be equipped with an approved electrically operated call system which shall:-

- (a) Provide visual and audible communication from each patient's bed, day room, bath, shower, and water closet and from each operating room, delivery room, preparation room and treatment room to nursing work areas.
- (b) Provide manual cancellation of calls at the point of origin only.
- (c) Incorporate an illuminating indicating device at the point of call to indicate that the system has operated.
- (d) Unless otherwise approved, incorporate an illuminating indicating board which shall indicate the room from which a call has originated; the board shall be visible from the nurses station but shall not be located behind the nurses station desk.
- (e) Incorporate audible warning devices which can be heard in all working areas.
- (f) Incorporate sufficient illuminated indicators in corridors, passage ways and lobbies to clearly indicate the origin of a call. Where an illuminated indicator board (annunciator panel) is not required, additional indicators (zonal) shall be provided to clearly and unambiguously locate the path of a call from the nurses station.
- (g) Have the call initiating devices so located that they are readily accessible to patients.

Note: The Health Department may approve the use of radio type systems subject to consultation as to the operation and performance of the proposed systems.

2.6. Grab Rails

All patient's baths, showers and W.C. compartments unless otherwise approved shall be fitted with grab rails having a diameter of not less than 30mm nor more than 40mm, securely fixed and positioned as aids for patients in accordance with the dimensions and layout shown on the following Health Department Standard Details:

R1	Standard toilet for ambulant disabled (general patient toilets)
R2	Wheelchair toilet (non-assisted)
R3	Assisted (sanichair) toilet
R4	Shower cubicle
R5	Assisted bathroom
R6	Bath/W.C./Shower combination

2.7. Bed Screens

Beds in multiple bed wards and elsewhere as necessary to provide privacy between patients or between patients and other persons shall be screened by means of approved curtains hung on sliding tracks suspended from the ceiling at door head height to maximum 300mm above floor level. Termination points to be clear of electrical switches and outlets, including nurse call system fixtures.

3. LIGHTING, VENTILATION AND HEATING

3.1. Lighting

3.1.1. General

Every room, passage, stairway, entrance, exit and fire escape shall be equipped with electric lighting which shall generally comply with Australian Standard 1680.

The lighting installation shall include:

- (a) Overbed lighting for patients giving a light level of 300 lux at a horizontal reading plane.
- (b) Night lighting in wards and corridors having a light level of 0.1 lux (1.0 lux in children's wards).

3.1.2. Emergency Lighting – Evacuation

The provision of emergency lighting and exit signs shall be in accordance with A.S. 2293 and the Victorian Building Regulations.

3.1.3. Emergency Lighting – Continuity of Function

Every Private Hospital shall have a system of automatic and instantaneous battery operated lighting to enable functions to be carried out under power fail conditions in at least the following areas:-

- (a) operating theatres, delivery rooms, treatment rooms and their associated compartments;
- (b) nurseries and milk preparation rooms; and
- (c) nurses stations.

The system shall provide a minimum of 50 lux for all areas, except that examination/operating lights shall operate at no less than 50% of nominal output. The battery supply shall provide for three hours operation, this can be reduced to two hours where an emergency generator is installed.

3.1.4. Electrical Services Additions

Any modification or addition to the electrical system or equipment connected thereto shall be in accordance with S.E.C. regulations and subject to Health Department approval.

3.1.5. Special Installations

- (a) Every electrical installation in an operating theatre, delivery room, anaesthetizing room or any other room or area where flammable medical agents may be administered or stored shall be in accordance with Australian Standard 1169.
- (b) Every electrical installation in an area in which Electromedical Treatment is carried out shall comply with Australian Standard 3003.

3.2. Windows

In addition to wards and bedrooms, every day room and dining room shall, unless otherwise approved, have an external wall with one or more windows having a clear aggregate light transmitting area of not less than one tenth of the floor area, such external wall to be not less than three (3) metres from any other wall or obstruction to light.

3.3. Ventilation

3.3.1. Mechanical Ventilation

Where Ventilation is by means of a mechanical supply air system, such system shall:

- (a) Be so designed and constructed to prevent the recirculation of air from water closets, bathrooms, shower cubicles, dirty utilities, laundries, soiled linen stores, holding rooms, kitchen and similar areas, likely to give rise to offensive odours or microbial contamination.

- (b) Be equipped with air filters of an approved type.
- (c) Comply with the requirements of Australian Standard 1668 Part 1 and Part 2.

3.3.2. Ventilation of Appliances

Every cooking appliance, steriliser or other item of equipment where steam, fumes, products of combustion or offensive odours are given off shall be provided with a canopy connected to an outlet tube discharging into the open air or to an approved mechanical exhaust system used solely for the removal of such steam fumes products and odours.

3.3.3. Ventilation of Dirty Utility

Every dirty utility shall be provided with mechanical exhaust ventilation in accordance with the Health Department of Victoria's Thermal Environment Technical Guidelines HDV M001.

3.3.4. Special Ventilation

In hospitals where incontinent patients will be nursed on a regular basis, mechanical ventilation shall be installed in all areas where patients are accommodated in accordance with the Health Department of Victoria's Thermal Environment Technical Guidelines HDV M001.

3.4. Heating and Cooling

- 3.4.1. All heating and cooling where installed shall be in accordance with the Health Department of Victoria's Thermal Environment Technical Guidelines HDV M001.

3.4.2. Non-approved Heaters

Flueless gas heaters, direct fired air heaters, moveable kerosene heaters, open fireplaces or open bar radiators shall not be used in any part of a hospital or nursing home.

3.5. Medical Gases.

- 3.5.1. All piped medical gas and suction systems shall be to the approval of the Health Department and shall be installed in accordance with Australian Standard 1169
- 3.5.2. Gas bottles and associated equipment shall be secured and protected from interference by unauthorised persons.

4. GENERAL ACCOMMODATION

Every Private Hospital shall have the following general accommodation:

4.1. Office

At least one office not less than 9.5 square metres in area for use by the Director of Nursing.

4.2. Kitchen

- 4.2.1. Suitable equipped for the preparation and serving of food for patients and staff.
- 4.2.2. With adequate covered or enclosed storage space for all cutlery, crockery, utensils and foodstuffs.
- 4.2.3. With separate stainless steel sink and drainer units for:
 - (a) food preparation
 - (b) pot washing
 - (c) dish washing
- 4.2.4. With a refrigerator, refrigerators or cool rooms of adequate size for the storage of perishable foodstuffs.
- 4.2.5. Having every table, bench and other surface on which food is prepared or handled covered with a smooth impervious material.
- 4.2.6. With a wash hand basin suitably located for the exclusive use of the kitchen staff.

4.3. Laundry

A laundry/linen exchange area unless specifically exempted by the Health Department, equipped with:

- (a) A stainless steel double compartment laundry trough and all other necessary appliances sufficient to wash and disinfect all bedding, body clothing, nappery and other articles.
- (b) Adequate facilities for ironing, pressing and drying.
- (c) A separate vermin proof ventilated soiled linen store of adequate size for the sorting and storage of soiled linen.
- (d) A separate clean linen store of adequate size for the sorting and storage of clean linen.

Such laundry/linen exchange area to be situated as to allow direct access to and from wards through corridors, passages, covered ways, etc. and have, or be adjacent to, an external doorway.

4.4. Cleaner's room

One or more rooms each containing a cleaner's sink and having adequate storage space for cleaning materials and equipment as may be necessary to permit the effective cleaning of all areas of the hospital.

4.5. Holding Room

A holding room for deceased patients not less than 1800mm wide x 2400mm deep fitted with permanent ventilation and with or adjacent to an external doorway giving access to a driveway.

4.6. Stores

Separate storage rooms in addition to those specifically listed elsewhere in this schedule as may be necessary for the proper storage of:

- 4.6.1. Reserve equipment and furniture awaiting repair, tools, maintenance materials and the like.
- 4.6.2. Flammable medical agents and liquids.
- 4.6.3. Medical gases.
- 4.6.4. Bulk dry goods.
- 4.6.5. Patients' clothing and property.

4.7. Visitors Facilities

At least one W.C. and basin for use by visitors.

5. WARD ACCOMMODATION (excluding staff facilities)

Each ward nursing unit shall contain no more than 30 patient beds and shall have:

5.1. Wards

Ward accommodation for patients complying with the following minimum standards:

5.1.1. Floor Area

Adults and Children in Standard Hospital Beds

Single Bed	:	9.5 square metres
Two Beds	:	19.0 square metres
Three Beds	:	25.0 square metres
Four Beds	:	32.0 square metres

Children in large cots or children's beds

Single Bed	:	7.5 square metres
Two Beds	:	15.0 square metres
Three Beds	:	21.0 square metres
Four Beds	:	26.0 square metres

5.1.2. Spacing of Beds

Between beds parallel to each other	:	1200mm
Between beds and return wall	:	600mm
Between beds at right angles to each other or against opposite walls	:	1200mm

5.1.3. Width of Wards

Single bed	:	2850mm
Others	:	3300mm

Except that notwithstanding any area or dimension specified above, the Health Department may reduce the number of beds permitted in a given area, where due to its irregular shape or specific dimensions, adequate space to permit proper nursing can not be provided between beds and walls, doors, windows, projections and fitting, etc.

5.2. Day Room

A patients day room having the following minimum area for:

- 5.2.1. Ward units registered for the reception of medical, surgical and maternity cases:
15 square metres.
- 5.2.2. Ward units registered for the reception of chronically ill or special medical cases:
1.5 square metres per patient bed with a minimum width of 3 metres.

5.3. Pantry

A ward pantry properly equipped, including the provision of a stainless steel sink and drainer unit, as may be required to provide any or all of the following services:

- (a) Receipt (including where necessary re-heating), plating and distribution of cooked foods.
- (b) Preparation and distribution of beverages and snacks.
- (c) Receipt, cleansing and storage of cutlery and crockery.
- (d) Storage of foodstuffs required for (b).

5.4. Nurses Station

A Nurses' Station with facilities for writing and storing records and medical reports.

5.5. Utilities and Drug Storage

5.5.1 A clean utility (sterilising) room having a minimum width of 1800mm and an area of not less than 6 square metres for up to 20 beds and 8 square metres for 21 to 30 beds and containing a stainless steel sink and drainer, approved sterilising facilities, bench space for setting up trays and adequate storage for sterile supplies etc.

5.5.2 A Lockable Storage Area Or Cupboard containing:

- (a) Facilities, including refrigeration, for the storage of restricted substances etc.
- (b) A lockable steel cabinet for the storage of drugs of addiction.
- (c) Space for medication trolley.

Notes: (a) and (b) to be in accordance with the Drugs Poisons and Controlled Substances Regulations 1985 administered by the Drugs and Poisons Section, Health Department, Victoria.

A refrigerator used for the storage of restricted substances must be lockable if not housed within the lockable storage area or cupboard.

Refer also 6.3 for Pharmacy.

5.5.3 A dirty utility having a minimum width of 1800mm and an area of not less than 6 square metres for up to 20 beds and 8 square metres for 21 to 30 beds and containing approved facilities to permit the activities listed below to be carried out, including the provision of a bed pan washer sanitiser, slop hopper or flushing sink, work bench and storage facilities and, unless otherwise approved, two deep stainless steel wash troughs:

- (a) For emptying, cleaning, sanitising and storage of bed pans and urine bottles.
- (b) For emptying, cleaning, disinfecting or sanitising and storage of sponge bowls, kidney basins, tooth mugs and the like.
- (c) Cleansing of bed mackintoshes.
- (d) Testing of urine samples.

5.6. Bathing Facilities

- 5.6.1. A bathroom or compartment at least 2400mm wide by 3000mm deep containing a peninsular bath of minimum 1500mm length shall be provided for each Ward Nursing Unit. The bath shall, unless otherwise approved be installed with rim 600mm above the floor level with supporting framework recessed to permit the use of an approved patient lifting machine. No shower outlet other than a low level flexible shower set will be permitted over such bath.
- 5.6.2. Showers, making up the total number of bathing facilities to give a ratio of one to every seven patients or fraction of seven patients in Acute Hospitals and one to every ten patients or fraction of ten patients in Nursing Homes except that in no case shall the number of showers per Ward Nursing Unit be less than two. Each shower compartment shall be provided with a hand shower set, have the floor free from steps or kerbs and be not less than 1070mm wide and 2000mm deep in the case of a "standard ambulant shower" and 1350mm wide and 2000 deep in the case of an "assisted shower".

At least one "assisted shower" to be provided to each Ward Nursing Unit.

5.7. Toilets

- 5.7.1. A W.C. compartment for every seven patients or fraction of seven patients, except that in no case shall the number of W.C.'s per ward Nursing Unit be less than two. The minimum size of each compartment (other than an "assisted toilet") shall be 900mm wide x 1500mm deep.
- 5.7.2. At least one such W.C. compartment for each 30 beds of minimum size 1600mm wide x 1800mm deep, and
- (a) in accordance with standard detail R3 in Nursing Homes
 - (b) in accordance with standard detail R3 or R4 in Acute Hospitals.
- Note: All patients toilets in Nursing Homes should preferably be of "assisted" type.
- 5.7.3. A common airlock or ante-room serving W.C compartments or other toilet facilities to be used by different sexes is not permitted.

5.8. Basins

- 5.8.1. One wash hand basin situated in or immediately adjacent to every W.C. compartment or group of compartments having a common air lock or ante-room, together with additional wash hand basins as are necessary to provide at least one basin for every seven patients or portion thereof.
- 5.8.2. Wash hand basins situated in an approved area adjacent to the Nurses Station and to wards for the use of medical staff. In no case shall the doorway to a ward be situated more than 9m from such a wash hand basin. (Refer to Sub-clause 8.4.4 for taps).

Notes: These are additional to those specified in Sub-clause 5.8.1.

5.9. Flower Room

An area equipped for the preparation of flowers and the cleaning and storage of vases, etc.

5.10. Storage

Suitable storage facilities in addition to the requirements included in Section 4, for the storage at ward level of clean linen, blankets, portable equipment, wheelchairs, trolleys, bed cradles and the like.

6. SPECIAL FACILITIES

6.1. Surgical Cases

Every Private Hospital registered for the admission of Surgical Cases shall have a theatre suite, consisting at least of:

- 6.1.1. A properly equipped operating theatre or theatres with minimum dimensions of 6000mm width x 6000mm depth with a ceiling height of not less than 3000mm.
- 6.1.2. A properly equipped clean up room or area with stainless steel sink and drainer.
- 6.1.3. A properly equipped sterilising and set-up room including the provision in or adjacent thereto for the storage of sterile supplies, linen and instruments.
- 6.1.4. A scrub-up area equipped with a minimum of two scrub-basins per theatre.
- 6.1.5. Ancillary areas as required including the provision of:
 - (a) Separate changing and toilet facilities for male and female theatre staff.
 - (b) Nurses' station with facilities for writing and keeping records.
 - (c) Patient holding bay.
 - (d) Recovery bay with wall mounted facilities for a minimum of two patients or at the proportion of 1.5 patients per theatre, whichever is the greater, and including a scrub basin and a semi-enclosed work area containing a sink and drainer, a slop hopper and storage space.
 - (e) Storage space for theatre equipment, trolleys and the like.

Note: The provision of a separate anaesthetising area is optional.

6.2. Maternity Cases

Every Private Hospital registered for the admission of Maternity Cases shall have at least:

- 6.2.1. A properly equipped delivery theatre or theatres with minimum dimensions of 4200mm width x 4900mm depth with a ceiling height of not less than 3000mm.
- 6.2.2. As 6.1.2
- 6.2.3. As 6.1.3
- 6.2.4. As 6.1.4
- 6.2.5. Ancillary areas as required including the provision of gowning and toilet facilities for male and female theatre staff, nurses station with facilities for writing and keeping records, a preparation room, with adjacent W.C., wash hand basin and shower, and storage space for theatre equipment, trolleys and the like.

Where a bath is to be provided within the delivery suite, it shall conform in all respects with standard detail R5 except for the height of the bath above floor level which shall be reduced to 450mm.

- 6.2.6. A properly equipped Nursery having a floor area of 12 square metres or 2.3 square metres per bassinette whichever is the greater and incorporating a work area containing a babies bath, bench top, storage cupboards, wash hand basin, and having alternative means of escape.
- 6.2.7. A milk preparation room equipped with a stainless steel sink and drainer, wash hand basin, adequate facilities for formula preparation, heating and storage for washing and sterilising of bottles, and having direct access to a corridor or passage as well as to the Nursery.

Note: The Health Department may approve the provision of a birthing suite, subject to consultation as to location, layout, equipment, fittings and furnishings.

The provision of a family waiting room in the vicinity of the delivery suite is optional.

6.3. Pharmacy

Where a pharmacy is to be provided in a Private Hospital or an existing pharmacy altered or enlarged, details of the layout, fittings, equipment and security precautions to be provided shall be submitted to the pharmacy Board of Victoria for approval.

Refer 5.5.2 for Ward drug storage.

6.4. Special Registration (Psychiatric)

Every Private Hospital registered for the admission of Special Medical (Psychiatric) cases shall have, in addition:

- 6.4.1. One interview room, 3000mm x 3000mm for every 10 patients or fraction of 10 patients. Allow for a minimum of 30 dB sound attenuation between interview room/s and other areas. Interview rooms will be additional to any consulting rooms which are leased to private practitioners for professional use.
- 6.4.2. A patient dining room, having a floor area of 12 square metres or 1.4 square metres per patient, whichever is the larger.
- 6.4.3. A properly equipped treatment suite consisting of:
 - (a) A treatment room of at least 4500mm wide x 4000mm deep containing a stainless steel sink and drainer and scrub up basin. A set up bench and cupboards for the storage of sterile supplies, linen, instruments and equipment, shall also be provided in or adjacent to the treatment room.
 - (b) A preparation room of at least 3000mm x 3000mm.
 - (c) A recovery room of at least 4000mm x 3000mm.
- 6.4.4. A therapy area, having a floor area of a minimum of 1.7 square metres per patient, containing a sink and drainer and including a storage room or cupboards.
- 6.4.5. Patient Protection Provisions:

Note: These rooms shall be linked internally by doors and each shall open off a corridor. Ceiling heights shall not be less than 2700mm.

At least one single bed ward shall be designed to permit constant observation and have the egress therefrom appropriately monitored, Safe conditions shall be provided by such measures as laminated glazing, smooth finishes. The elimination of projections and potentially hazardous fittings and fixings, including door and window furniture and unsafe electrical outlets and any other provisions as may be determined by the Health Department from time to time. The door must not be lockable from the inside.

Egress from the building shall be appropriately monitored in a manner approved by the Health Department.

6.5. Day Procedures

- 6.5.1. Where a Private Hospital is only registered for carrying out Day Surgical Procedures the following minimum General Accommodation, Ward Accommodation and Special Facilities shall be provided:
 - (a) Reception and waiting facilities as necessary for the proper functioning of the unit.

- (b) An office as required in Clause 4.1.
- (c) A consulting/examination room for pre-operation examinations.
- (d) A soiled linen store as required in Sub-clause 4.3 (c).
- (e) A clean linen store as required in Sub-clause 4.3 (d).
- (f) A cleaners room as required in Clause 4.4.
- (g) Storage for flammable medical agents and liquids and medical gases as required in Sub-clauses 4.6.2 and 4.6.3.
- (h) Day Ward accommodation having an area of not less than 7.0 square metres per bed or trolley exclusive of any nurses' station sitting area, pantry (beverage bar) or toilet facility.

Note: Recovery facilities as per Sub-clause 6.1.5 (d) may be provided within curtained off sections of the Day Ward, or may be provided separately.

Note: Spacing of beds, width of wards as required by Sub-clauses 5.1.2, 5.1.3 are to apply.

- (i) A pantry complying with the requirements of Clause 5.3 with the exception of part (a).
- (j) A dirty utility complying with the requirements of sub-Clause 5.5.3 with the exception of parts (b) and (c).
- (k) Shower toilet and basin facilities as required by sub-Clauses 5.6.2, 5.7.1, 5.7.2, 5.8.1 and 5.8.2, except that a combined assisted shower, toilet and basin for patient use may be contained within one compartment.
- (l) A W.C. compartment with hand basin for public use.
- (m) An operating theatre suite as required in Clause 6.1.
- (n) A staff room having a minimum floor area of 9.5 square metres.
- (o) With the exception of Sub-clause 7.1.3; the provisions of Section 7 Staff Accommodation shall not apply.

Note: The Health Department may approve a modified schedule of Accommodation in the case of Private Hospitals to be registered as free standing Day Care Endoscopy Centres.

- 6.5.2. Where a Private Hospital registered for the admission of surgical cases includes within its bed numbers, beds to be registered as Day Procedure beds, the following minimum accommodation shall be provided in addition to the operating theatre suite as required in Clause 6.1:

- (a) Day Ward accommodation, separate from the theatre Recovery Room having an area of not less than 7.0 square metres per bed or trolley.
- (b) A nurses station with facilities for writing and keeping records.
- (c) Unless otherwise approved, a pantry complying with the requirements of Clause 5.3 with the exception of part (a).
- (d) A dirty utility complying with the requirements of Clause 5.5.3 with the exception of parts (b) and (c).
- (e) Shower, toilet and basin facilities as required by Sub-clauses 5.6.2, 5.7 and 5.8 except that a combined assisted shower, toilet and basin for patient use may be contained within one compartment.

6.6. Intensive Care Unit

Where a multiple bed Intensive Care Unit is to be provided in a private hospital, it shall be in the form of a self-contained complex consisting at least of:

- 6.6.1. Ward space of 2.7m x 2.7m per bed.
- 6.6.2. Nurses station with work bench, sink and scrub basin and storage for clean supplies. Alternatively a clean utility proper may be provided.
- 6.6.3. A dirty utility having a minimum area of 5 square metres and containing a slop hopper and a sink and drainer.
- 6.6.4. A patients' combined assisted shower/toilet, unless otherwise approved.
- 6.6.5. A staff W.C. and basin.

6.7. Radiology Facilities

Where Radiology facilities are to be provided in a private hospital or an existing Radiology facility altered or enlarged, radiation apparatus installed therein shall be registered as required under the Health (Radiation Safety) Act 1983. All matters related to shielding requirements shall be referred to the Radiation Safety Section of the Health Department.

7. STAFF ACCOMMODATION

7.1. Non-Residential

Every Private Hospital shall be provided with amenities for non-residential staff at least as follows:

- 7.1.1. A separate change room for each sex containing a full height locker for each member of the staff employed within a seven day period, except that where a member of staff is not required to wear a change of clothing a small locker for personal belongings may be provided in lieu of a full height locker.

- 7.1.2. A suitably equipped rest room for staff having an area of not less than 7 square metres.
- 7.1.3. W.C. compartments, showers, and basins adjacent to change and rest rooms in accordance with the following tables:

MALE	FEMALE
1 W.C. for 20 males	1 W.C. for 15 females
1 Urinal for 10-25 males	1 Shower for 20 females
1 Shower for 20 males	1 Basin for 15 females
1 Basin for 15 males	

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, except that in the case of a Private Hospital not employing male staff on a regular basis at least one W.C. compartment and hand basin shall be provided in a suitable location for use of tradesmen, maintenance staff, gardeners and the like.

7.2. Staff on Duty

In addition to any facilities provided in Clause 7.1 additional facilities shall be provided for staff on duty as follows:

- 7.2.1. In or adjacent to each Ward Unit a W.C. compartment and wash hand basin for the exclusive use of staff.
- 7.2.2. Gowning and toilet facilities for theatre staff as described in Clauses 6.1 and 6.2.
- 7.2.3. A dining room having a floor area of 1.25 square metres per person dining at any one time or 9.5 square metres whichever is the greater.

8. DRAINAGE AND WATER SUPPLY

- 8.1 No hospital shall have within its grounds any open foul water drain.
- 8.2 A hospital situated within an unsewered area shall have an approved grease trap for the retention of grease oil or greasy or oily matter likely to be discharged or conveyed into any combined waste soil pipe or other drain.
- 8.3 Where a hospital is not supplied with water by Melbourne and Metropolitan Board of Works or an Authority within the meaning of the Water Act 1958, the Health Department may give such directions as to the provision and supply of water to the hospital as it considers to be necessary for the conduct of the hospital.
- 8.4 All sanitary fittings required by these regulations with the exception of W.C. pans shall be supplied with piped hot water from an approved system in addition to piped cold water. Such hot water and cold water services shall:

- 8.4.1. Be designed, installed, operated and maintained in accordance with Engineering Guidelines – Legionnaires Disease Precautions in Health Care Buildings.
- 8.4.2. Be connected to approved taps and outlets.
- 8.4.3. In the case of slophoppers or flushing sinks be connected to a flexible hose above the unit in addition to normal flushing apparatus.
- 8.4.4. In the case of bed pan washer sanitisers, be connected strictly as recommended by the manufacturers of the units installed.
- 8.4.5. In the case of all scrub-up basins and all wash hand basins in milk preparation rooms, nurseries, kitchens and as required in Clause 5.8.2 for medical and nursing staff use be regulated by elbow action or other approved taps or stops.
- 8.4.6. In the case of patients' showers be connected to a thermostatic water mixing valve capable of being set to give a maximum mixed water temperature of 43 degrees and fitted with a fail safe device which in the event of failure of the cold water supply will ensure a fast cut off (max. 5 seconds). The valve shall be situated between the change area and wet area of the shower compartment in easy reach of both patient and assisting staff, but in no case shall such taps valve or any associated taps be fixed below or immediately adjacent to any shower outlet hose.

9. FIRE ISOLATION OF PLANT

- 9.1 Unless otherwise approved, all heating and boiler equipment, other than room heaters, approved by the Health Department for that purpose, shall be fire isolated from the remainder of the building.
- 9.2 The material used in the construction of such isolation shall have a fire resistance rating of not less than two hours.

10. GENERAL

10.1. Wall, Ceiling and Floor Finishes

- 10.1.1. The internal surfaces of all walls and ceiling shall be lined with non flammable materials approved by the Health Department, such finishes are to be smooth, even, impervious and capable of being washed or cleaned without damage to the finish.
- 10.1.2. Notwithstanding the requirements of paragraph 10.1.1 approved non flammable acoustic tiles may be used in corridors, day rooms, dining rooms, offices, physiotherapy and occupational therapy rooms and similar areas.
- 10.1.3. The floor of every kitchen, sterilising area of rooms, operating theatre, delivery room, nursery, milk preparation room, treatment room, water closet, urinal compartment, pan room, air lock, bathroom, shower compartment, laundry or other wet areas shall be constructed or covered with durable impervious materials capable of being cleansed or disinfected in situ.

Note: No such floor shall be covered in linoleum

- 10.1.4. In areas where the use of carpet is acceptable, such floor finish shall be in accordance with AS 1530 Part 3 – Test for Early Fire Hazard – The spread of flame index should be no more than three (3) and the smoke developed index no more than five (5).
- 10.2 In cases where curtains and screens are hung in any ward or similar area, such curtains shall be of fire retardant material complying with AS1530 Parts 1, 2, 3. In no circumstances are nylon or rayon fabrics to be used.
- 10.3 Every external doorway other than required means of escape window, air vent, internal fire place opening and any other opening connected to the external area, shall be provided with properly fitted flyproof screens covering the whole of such opening.
- 10.4 There shall be installed in every hospital unless otherwise approved, in a position approved by the Health Department after consultation with the chief officer of the relevant Fire Authority, an approved incinerator with a spark arrester.

10.5 Telephone

Every hospital shall be connected by telephone to an appropriate telephone exchange.

10.6 Signwriting

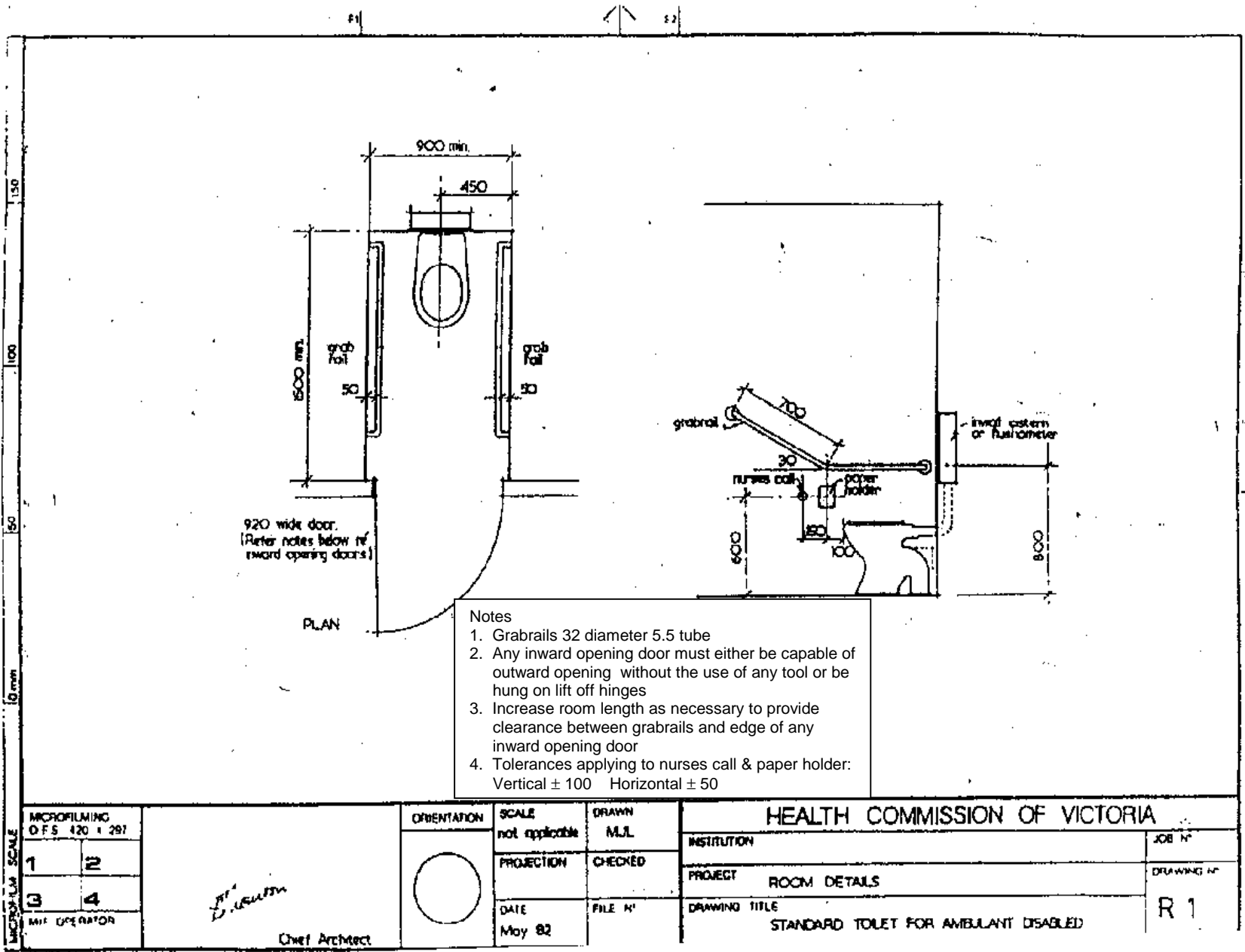
All wards and bedrooms shall be clearly numbered to correspond with the Certificate of Registration eg. Ward A – 4 beds.

11. INSPECTIONS AT COMPLETION

The proprietor shall give notice in writing to the Health Department a minimum of ten working days before the anticipated completion date so that the premises can be inspected prior to occupancy.

The building shall be deemed acceptable for final building and nursing inspections when it has been completed according to approved plans and specifications; is connected to all services; and is eligible for issue of Certificate of Occupancy by the local Government Authority. The site shall be cleared of all rubbish, and builder's equipment. All nursing equipment, fittings and furnishings shall be in place and operational at this time.

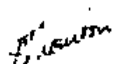

No patients shall occupy uninspected unapproved facilities.

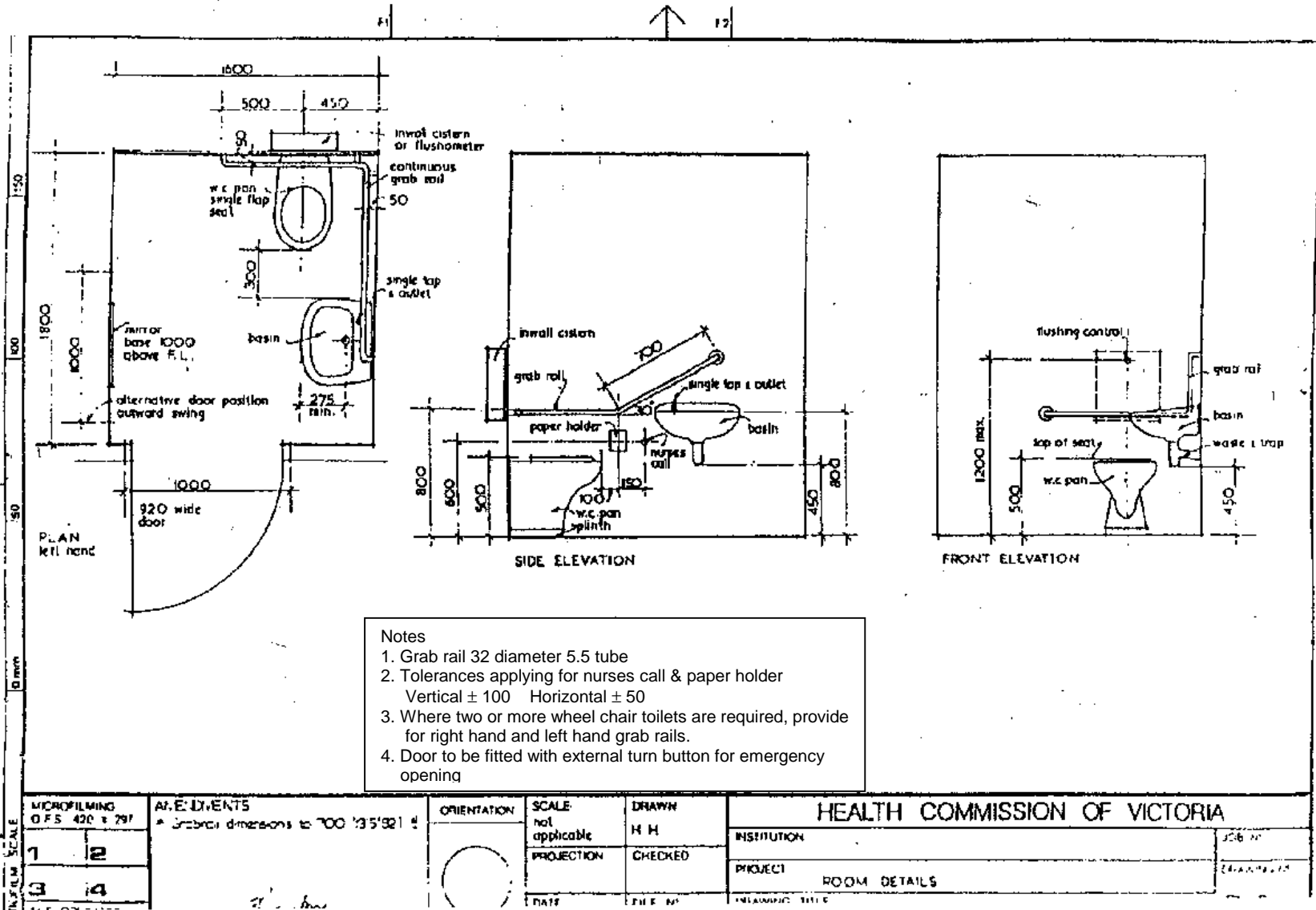


R1

**12. STANDARD
DETAILS
R1 - R5**

- Notes
1. Grabrails 32 diameter 5.5 tube
 2. Any inward opening door must either be capable of outward opening without the use of any tool or be hung on lift off hinges
 3. Increase room length as necessary to provide clearance between grabrails and edge of any inward opening door
 4. Tolerances applying to nurses call & paper holder:
Vertical ± 100 Horizontal ± 50

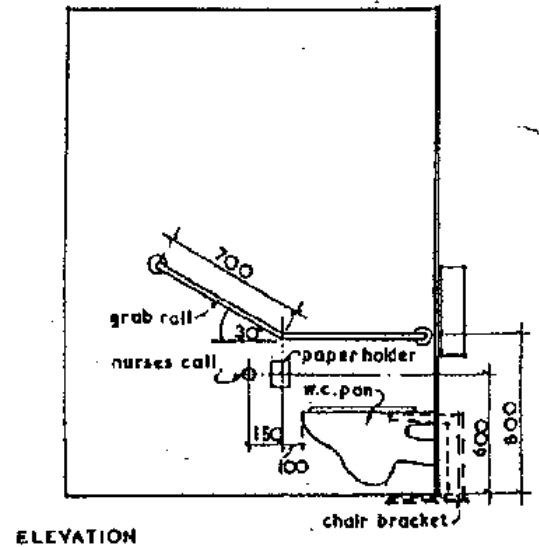
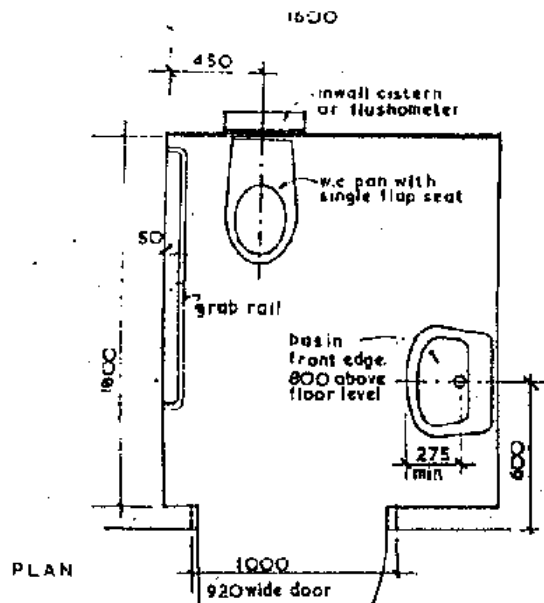
MICROFILMING O.F.S. 420 1 287 1 IN 3 4 M.F. OPERATOR	 Chief Architect	ORIENTATION	SCALE	DRAWN	HEALTH COMMISSION OF VICTORIA		
			not applicable	M.J.L.	INSTITUTION	JOB N°	
			PROJECTION	CHECKED	PROJECT	ROOM DETAILS	DRAWING N°
			DATE	FILE N°	DRAWING TITLE	STANDARD TOILET FOR AMBLANT DISABLED	R 1
		May 82					



- Notes
1. Grab rail 32 diameter 5.5 tube
 2. Tolerances applying for nurses call & paper holder
Vertical ± 100 Horizontal ± 50
 3. Where two or more wheel chair toilets are required, provide for right hand and left hand grab rails.
 4. Door to be fitted with external turn button for emergency opening

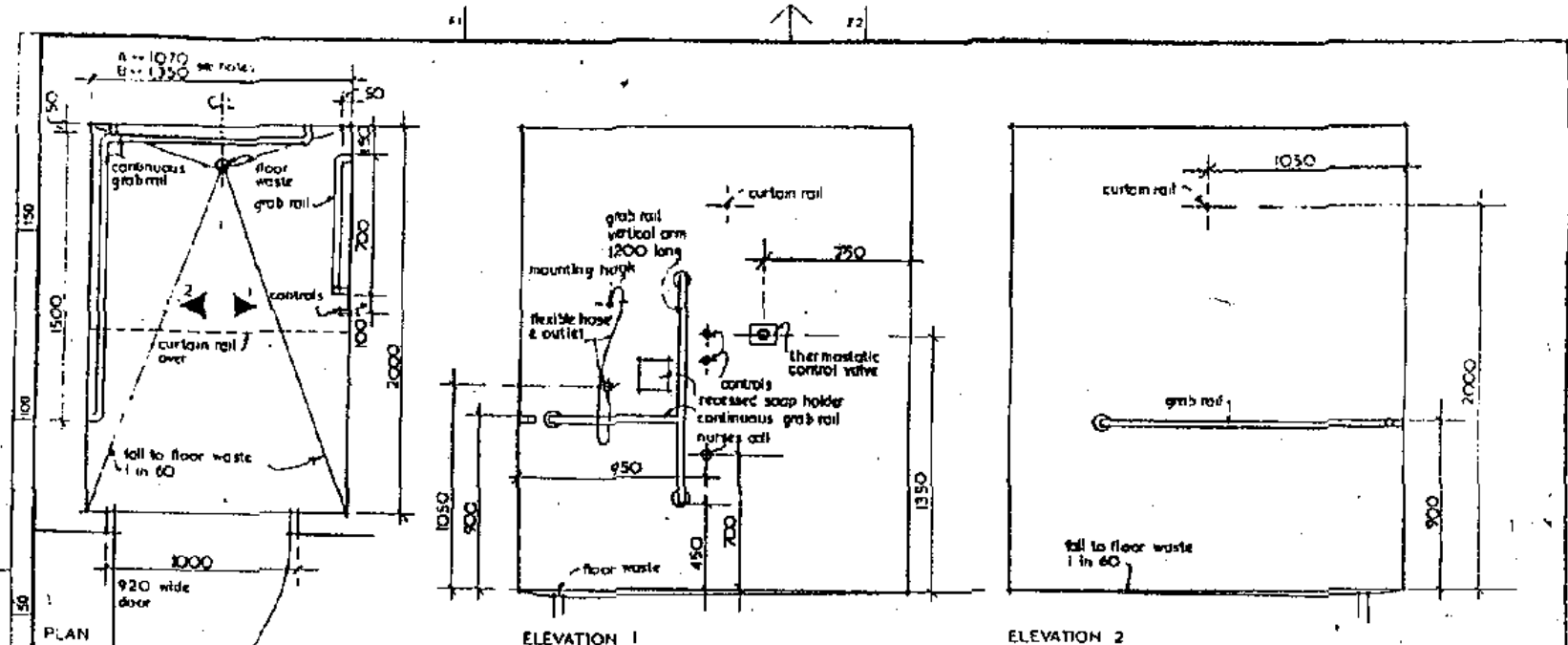
MICROFILMING O.F.S. 420 x 297		APPLICABLE DIMENSIONS * Grabs dimensions to 700 135'921 #		ORIENTATION	SCALE not applicable	DRAWN H H	HEALTH COMMISSION OF VICTORIA	
1	2				PROJECTION	CHECKED	INSTITUTION	356 M
3	4				DATE	FILE #	PROJECT	ROOM DETAILS

R3



- Notes
1. Grab rail 32 diameter 5.5 tube.
 2. Tolerances applying for nurses call & paper holder
Vertical ± 100 Horizontal ± 50
 3. Door to be fitted with external turn button for emergency opening.
 4. WC Pan to be corbel type supported on U shaped chair brackets standard height.

AMENDMENT	DATE	DRAWN	APP'D	ORIENTATION	SCALE	DRAWN	HEALTH COMMISSION OF VICTORIA	
					not applicable	R S	INSTITUTION	JOB N°
					PROJECTION	CHECKED	PROJECT	DRAWING NO
					DATE	FILE N°	DRAWING TITLE	R 3
							ASSISTED (MANCHAIR) TOILET	



- Notes
1. A – standard ambulant shower. B – assisted shower
 2. No kerb or step
 3. Maximum temperature of hot water supply 43°C.
 4. Grab rails 32 diameter 5.5 tube.
 5. Door to be fitted with external turn button for emergency opening.
 6. Flexible hose to be reinforced PVC.
 7. Allow for shelf & coat hooks.

MICROFILM SCALE	MICROFILMING O.F.S. 420 x 297			SCALE not applicable	DRAWN H.H.	HEALTH COMMISSION OF VICTORIA	
	1	2		PROJECTION	CHECKED	INSTITUTION	
	3	4		DATE	FILE N°	PROJECT ROOM DETAILS	
	M/F OPERATOR					DRAWING TITLE SHOWER CUBICLES	
		 Chet Architect					

