

TAG J: HEALTH AND WELLNESS FACILITIES GUIDELINES



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1.0 OVERVIEW

This technical assistance guide (TAG) presents guidelines for health and wellness center facilities at Job Corps centers. The requirements for facility standards are listed in PRH Chapter 5, Section 5.9. Because facility needs increase as center size expands or contracts, guidelines differ for different sized centers. The facilities guidelines table found in Appendix A of this TAG covers centers with a capacity range of 150 to 2,300 students. These guidelines are designed for center staff members, regional project managers, regional health consultants, contractors, and architects concerned with remodeling or designing new center health and wellness facilities.

In developing these guidelines, consideration was given to the types of medical, dental, and mental health services that should be provided on center and/or in the nearby community. Services that should be provided in the on-center health and wellness facility include:

- Cursory health evaluation including cursory oral examination and medical history
- First aid and initial emergency care
- Daily health and wellness check hours or open appointments for injury and illness assessment
- Treatment by the center physician, dentist, center mental health consultant (CMHC), or trainee employee assistance program (TEAP) specialist, or as authorized and specified by the physician, dentist, or CMHC in written standing orders for other staff
- Inpatient (bed) care
- Isolation (bed) care
- Oral (dental) examination and treatment (including dental hygiene), particularly in centers of 400 or more students

Services that may be provided either on or off center include:

- Complete entrance physical examination and medical history
- Immunizations
- Examination and treatment by the center physician, dental, or mental health professionals, including definitive emergency care
- Primary dental examination and treatment (including dental hygiene) in centers under 400 capacity, including definitive emergency care

- Examination and treatment by medical, dental, and mental health specialists, including optometrists and ophthalmologists
- Hospital care (off center only)

Services that should be provided on center, but usually not in the health facility, include:

- Health education classes for students
- Mental health staff training
- Counseling

The larger the center, the more cost effective it becomes to supply certain health and wellness services on center rather than off center. Expansion of on-center services results in an increased need for space.

There are compelling reasons why oral health (dental) care should be provided on center. Off-center oral health care is usually contracted on a fee-for-service basis, hence more expensive than a typical on-center subcontract for the same volume of services. The quality of off-center oral health care and compliance with Job Corps standards is difficult to monitor. In addition, transportation of and wait times for students can cause substantial time away from education and training.

2.0 HEALTH AND WELLNESS FACILITIES GUIDELINES

The health and wellness facilities guidelines (Appendix A) indicate minimum and recommended square footage for each center health and wellness service function and the number of rooms normally required for that function. Facilities include functional areas needed for health and wellness services such as an examining room, major fixed equipment such as a washbasin in the examining room, and major movable equipment and furniture essential to the area such as an examining table and a secretary's desk.

2.1 HEALTH AND WELLNESS FACILITIES GUIDELINES TABLE

Because center size is important in determining facility needs, guidelines are presented for centers with capacities of 150-299, 300-399, 400-499, 500-699, 700-1,299, and 1,300-2,300. Each table covers a fairly wide capacity range; the closer the center is to the top of the range, the more important it is to meet the recommended figures. (A center with a capacity of 290 obviously needs more space than one with a capacity of 160.)

Limited budgets cause most Job Corps centers to occupy previously owned facilities; centers should do the best they can with the buildings available. Nevertheless, if the center only provides space below the minimum acceptable, on-center health and wellness services may be inadequate and costly. Staff members cannot work efficiently in close quarters, and sick students may be uncomfortable.

The size and shape of some existing facilities may make it sensible to exceed the recommended square footage, though this is not normally desirable. However, an excess of space in one area (e.g., a laboratory) does not compensate for a shortage in another (e.g., an isolation room). Thus, the net and gross figures in the tables should be used with caution.

Female students tend to need more medical services, specialized tests, and privacy than males. Therefore, the greater proportion of female students at a center, the somewhat greater need for space.

Health and wellness services for students residing at satellite centers must meet Federal requirements for services provided to students residing at the main center. Guidelines for satellite health and wellness facilities depend on the capacity of the centers, and the distance of the satellite from the main center and from the satellite's community health resources.

Space for major built-in equipment, such as medicine cabinets, is included in the square footage requirements as is space for major fixed equipment.

The National Office and regional health consultants (RHCs) are available and should be asked to give technical assistance with plans for modifying existing health and wellness

facilities, for new construction, and for purchasing major items of equipment. The regional dental consultants work closely with a dental equipment consultant who maintains a current VA/GSA Schedule. By ordering from the VA/GSA Schedule, Job Corps centers are able to obtain dental equipment, instruments, and furniture at a highly discounted cost. The Dental Equipment List contains budget pricing.

2.2 DEFINITIONS OF FACILITY AREAS

The facility areas listed in the facilities guidelines table are defined as follows: medical unit, dental facility, mental health unit, and other.

2.2.1 Medical Unit

Administrator's Office—This is a separate room used by the health and wellness administrator. This office is needed in centers of 700 or more that have a health and wellness administrator.

Health and Wellness Manager's (HWM) Office—This is a room for the HWM. If she or he also serves as the health and wellness administrator, only one area is needed. In larger centers, the administrator and HWM should each have a separate office.

Reception/Waiting Area—This area is where a student is first received by a health staff member, where information is taken regarding the visit, and where the patient waits, if necessary, for the next step in the process. There may be separate reception and waiting areas.

Clerical Area—This space is where a clerk(s) maintains health records, files, reports, and correspondence. In smaller centers, these functions may be done in the reception area. Centers of 500-699 should have a separate clerical office.

Professional Office—This area is used for private consultation with patients and is a place where staff members may keep books, journals, and personal files. When not used by the physician, the space may be used by the center mental health consultant (CMHC) and trainee employee assistance program (TEAP) specialist, and in smaller centers particularly, by the nurse. In all centers, the CMHC and TEAP specialist should be accommodated in the health and wellness facility.

Treatment Area—This area is used for consultation, examination, and treatment, including minor surgery and complicated procedures. Patients undress and dress in this area; a built-in (or adjacent) dressing booth with shelf seat, hooks for clothing, mirror, and curtain is desirable.

Examination Room—This room is used for physical examination of students and for simple treatments given by the physician or assistants.

Examination Room Restroom—This is a small room containing a toilet and washbasin, adjacent to the treatment and/or examination room. It is useful for patients' comfort and for obtaining urine or fecal specimens. It is optional in centers of 700-1,299 and essential in centers of 1,300 or more.

Inpatient Area—This area is where students may be kept in bed for observation and/or treatment, during or after regular working hours. The area may consist of large rooms with several beds and bedside tables in each, or separate rooms each containing one bed and a bedside table, or any practicable combination of the two methods. There should be separate rooms for male and female students.

Bathroom(s)—These are rooms with a toilet, washbasin, and bathtub(s) or shower(s). The bathtub(s) or shower(s) may be placed in the room with the toilet(s) and washbasin(s) or in separate rooms nearby.

Isolation Room(s)—These are separate rooms, each containing one bed and a bedside table, with toilet and washbasin; both may be portable. These rooms are primarily used for observation and/or short-term treatment of patients with suspected or diagnosed acute communicable diseases or emotional/mental disturbances. Bathtubs or showers are optional. Job Corps experience has shown rare utilization of an isolation room in centers of less than 400 students. These rooms may be used for other purposes (e.g., for private consultation), provided they can be immediately available for isolation if the need arises.

Nurses' Station—This area serves primarily as a place from which nurses and assistants can observe the flow of health and wellness center and inpatient area patients. Thus, it is usually not an enclosed room. The area may contain chairs, writing space, visible files for patient records, and locked and unlocked medicine cabinets or a locked closet for medications. It may also serve as a reception area. It is needed in centers of 300 or more.

Note: The inpatient area, isolation room(s), and nurses' station are the main components of the medical unit. They are intended for on-center care of bed patients (inpatients) not requiring hospital care or requiring bed care only until needed hospitalization can be arranged. Remaining health and wellness center areas are used for ambulatory patients (outpatients).

Laboratory—This area serves as an office and work space for the laboratory technician or nurse who performs tests and analyses of blood, urine, and other specimens on center, and who sends other specimens to off-center laboratories. This area should have a built-in workbench, shelving, sink, secure refrigerator, locked cabinets, and electrical outlets.

X-ray Area—This area contains office space for the technician, one or more medical x-ray units with patient table(s), control console with shielding for technician, and darkroom for developing films, which may be adjacent. The area may have a built-in

dressing booth as in the treatment room. The area must comply with applicable State laws regarding leaded walls and other radiation controls. This area is needed for centers with 700 or more students.

Storage and Utility Area—The storage area is where disposable supplies and small equipment are stored. There should also be a utility area for storing mops, brooms, and a carpet sweeper. The area should be equipped with a mop sink. In centers of 500 or more, the storage and utility areas should be separate. In all centers, there should be separate rooms for clean and soiled items (e.g., linens, medical waste).

Restroom(s) for Patients and Staff—These rooms contain flush toilet(s), fixed washbasin(s), and may have urinals for males. Any practical combination of rooms and fixtures may be used such as one room for female patients with toilet and washbasin; one room for male patients with urinal, toilet, and washbasin; and one room for staff with toilet and washbasin. Larger centers may include lounges or cots in restrooms for staff or patients.

Pharmacy—This area is where a pharmacist may store medications and medical supplies, repackage medications into doses for individual patients, and issue medications and supplies. Shelving, locked cabinets, and a sink may be built into the room. This area is needed in centers of 700 or more.

Eye Examination and Treatment Area—This area is where an optometrist or ophthalmologist may examine eyes and vision and gives treatment. It is preferably a separate room large enough to accommodate specialized equipment, a desk, and chairs. This area is recommended for centers of 700-1,299 and required for centers of 1,300 or more.

Audiometer Room—This room is used for hearing testing with an audiometer. For accurate results, a quiet room is needed—preferably soundproofed with acoustic materials. Such a room is needed for centers with 700 or more students.

Kitchenette—This area is needed for preparing and holding hot and cold foods and liquids. Meals are served to bed patients during meal times. Fluids are served at meal times, as well as to certain patients between meals. The room should include a sink, refrigerator, and microwave oven or other food warmer.

Multipurpose Room—This room provides a TV-lounge area for health and wellness center patients. Health staff also may meet in this room to review individual cases or for other staff conferences. The area may also be used for student health education groups and may serve as a lounge for employees when authorized. It is needed whenever the health and wellness center does not have sufficient TV or lounge space, whenever there are seven or more single rooms in the health and wellness center, and in centers of 1,300 or more. The room may also be used for patient education.

2.2.2 Dental Facility

The dental facility needs to be located as a suite in the health and wellness facility.

Dentist's Office—This area serves as office for the center dentist(s) and when not so used, may be used by the dental hygienist, dental assistants, and/or dental clerks, as necessary. The office should be in the dental facility and provide space for confidential discussions with students about their dental/medical histories and oral health counseling when other students are present in this area. Furthermore, the office provides a secure place to store other students' records during the treatment day and for the dental personnel to write their progress notes or make phone calls related to students.

Oral Health Examination/Treatment Area—In this area, the center dentist(s) carries out oral health examinations and treatments. Each dentist needs two fully equipped dental treatment operatories to operate efficiently. The x-ray machine should be accessible to both chairs. The National Office maintains standard design concepts for renovating/building dental facilities. When dental facilities are built or renovated, the National Office's standard concepts should be used.

Dental Hygienist Treatment Operatory—This is a fully equipped dental treatment operatory in which the hygienist may perform limited oral examinations and prevention-oriented services as well as treatment of gum disease. A separate dental hygienist treatment area is necessary only if the dentist and dental hygienist work at the Job Corps center the same day. If the state dental practice law permits the dental hygienist to work without the dentist on the premises, then the dental hygienist should work on a day when the dentist is not on center and utilize one of the dentist's operatories.

Instrument Recirculation Area—This is a space dedicated to the processing of instruments from a contaminated state to a sterile state. The space should allow for separate contaminated and sterile areas, a space to discard contaminated disposable items, a space to package instruments, and a space to store sterile instrument packs. The major pieces of equipment for instrument recirculation include an ultrasonic cleaner and tabletop sterilizer. In addition, there should be a separate counter space to accommodate a tabletop x-ray developer.

Dental Reception/Waiting Area—This area is where a clerk receives students, pulls their records, and directs them to, or has them wait for, the dentist or hygienist. A dental reception/waiting area is recommended for centers of 400 or more. A separate area is essential in centers of 500 or more.

Dental Clerical Area—In this space either in or adjacent to the dental reception/waiting area, clerks can handle the clerical functions associated with oral health and wellness care. It is needed in centers of 400 or more.

Dental Storage Area—This area is for storage of dental supplies and equipment. In small centers, it can be located in the medical storage area or accommodated through

sufficient cabinet space in the dental facility. In larger centers, it should be a dedicated space in the dental facility for ease of access and inventory control.

Utility Closet—The utility closet is necessary for placement of the vacuum and compressor. The utility closet should be soundproof or located in a distant area.

2.2.3 Mental Health Unit

Center Mental Health Consultant's Office—This office is where the CMHC(s) and allied clerical personnel keep correspondence, books, and periodicals, and where the professional(s) may hold individual consultations. The professional office may be used for this purpose, if not fully utilized by the medical personnel. In larger centers, a separate space within the health and wellness center is preferable.

Mental Health Consultation Area—This area is used by mental health professionals for individual consultations—either for diagnosis or treatment—or for group therapy. Medical rooms may be used for this purpose if not fully utilized by the medical personnel.

2.2.4 Other Definitions

Net Usable Floor Area—This area is the total square feet of floor space usable for the functional areas listed above. This space would be diminished by built-in closets, which occupy floor space. This space would not be diminished by built-in wall shelving, which does not occupy floor space except in the dental facility.

Gross Floor Area—This is the total area as measured by the outside dimensions in square feet of buildings or floors.

2.3 ARCHITECTURAL GUIDELINES

Judgments about interrelationships of functional areas require studies of available buildings at individual centers. The arrangement of health and wellness areas depends on the shape of the building (rectangular, square), the number of floors (one-story, multi-story), and particularly the previous internal arrangements (e.g., the building may already contain large rooms suitable for inpatient rooms, small rooms suitable for examination rooms, and toilets installed in certain locations).

The model arrangement for a small facility shown as model 1 in Appendix B depicts how a patient can move efficiently from one area to another (patient flow).

The facility is in a separate one-story building, centrally located near administrative, vocational, and residential areas. This permits easy access for emergency and routine care without other programs disturbing the health and wellness facility and vice versa. (Often, a separate building is impracticable and the health and wellness facility is an integral portion of a building serving other functions, such as administration and health

occupations training.)

The patient is first received by a clerk occupying a partially enclosed space (Area #3) within or adjacent to the reception/waiting area (Area #2). This position allows the clerk to observe persons entering the facility and to note the direction of patient flow.

Patient records are maintained in the clerical area (Area #3). The clerk either begins a new record for this patient or pulls an old record from the file.

If the professional staff is occupied, the patient will remain in the reception/waiting area (Area #2). If not, the patient is sent directly to the medical or dental area.

The patient next proceeds to the professional office (Area #4), where the nurse or physician takes the patient's history and discusses the patient's problem. If an examination is needed, the patient enters the examination area (Area #6). Meanwhile, another patient may be in the larger examination/treatment room (Area #5), particularly if that patient requires minor surgery, wound dressing, or some complicated procedure. These two areas are interconnected so staff members (and patients) can go from one room to another without going into the corridor.

Some patients may need simple laboratory work, which in this size center is performed by a nurse either in Areas #5 or #6 or in the isolation room (Area #10). Toilets are readily accessible for ambulatory patients and staff members. There are separate bathrooms for males and females (Areas #9 and #27).

When the professional office (Area #4) is not occupied for physician consultation, it may be used for consultation by the nurse, mental health consultant, or dentist, and for completing clinical records.

Dental patients are directed to the dentist's office (Area #15) or to the oral health examination/treatment area (Area #16). The dentist has a two-chair clinic. The dentist can attend to one patient while another waits for a local anesthetic to take effect or move immediately to the patient seated in another chair after finishing a patient in the other chair. A dental darkroom (Area #18) and instrument recirculation area (Area #19) are adjoining so the dentist or assistant can quickly move between them.

Some patients need bed rest during working hours; others need care in the evenings or overnight. These bed patients are housed in inpatient rooms (Area #8). One inpatient room has two beds for males and another two beds for females. A bathroom with bathtub and shower (Area #9) is located between the two inpatient rooms. It is used only by inpatients. Also, separate restrooms for males and females are between the inpatient rooms. There is a small kitchenette in which food and liquids can be prepared and kept hot or cold (Area #31).

The inpatient rooms are away from ambulatory patient traffic and are easily reached and viewed by the nurse. A multipurpose room, serving as a TV and lounge area for

inpatients, is nearby (Area #23).

Patients suspected of having communicable disease or emotional disturbances are placed in the isolation room (Area #10). This room should be as far away as possible from the traffic flow and if possible, in an area where it can easily be observed and reached by the nurse. The isolation room has a built-in shower, toilet, and washbasin so the occupant does not have to leave the room. Because this room is used infrequently, it may be used for other purposes. However, it is uncluttered and can be available for bed occupancy within half an hour.

Storage areas for medical, dental, housekeeping, and clerical supplies, and the utility room are centrally located for easy access by staff members working with ambulatory and bed patients (Area #26). The entire facility has two exits, one wide enough for a wheeled stretcher.

2.3.1 Diagrammatic Models Of Interrelationships Of Functional Areas

Diagrams 1, 2, and 3 in Appendix B indicate how functional areas of small, medium, and large health and wellness facilities should relate to each other for the most efficient operation—regardless of the physical characteristics of the building(s). They should be used to assist architects in developing actual space layouts. They are not architectural plans and do not take into account building shapes or sizes.

The policy and procedure for dental facility construction/improvement, as located on the Job Corps Health and Wellness website (www.jobcorpshealth.com), states that the Division of Budget and Facilities Support (DBFS) will coordinate with A-dec Equipment Company on a floor plan and equipment proposal that will fulfill the center's needs. The regional dental consultant will review National Office design concepts before they are finalized to ensure that they comply with applicable infection control, ergonomic, OSHA, and other federal standards.

2.3.2 Schematic Plans

Schematic plans 1, 2, and 3 in Appendix B show how the conceptual model for a small health and wellness facility can be adapted to a rectangular, square, or L-shaped building. These plans are not actual building plans but schematic plans that may assist in space layouts.

2.4 FACILITIES FOR PERSONS WITH DISABILITIES

To conform to requirements of Section 504 of the Rehabilitation Act of 1973 as amended in 1977, and to Federal Regulations (29 CFR Part 32) issued by the Department of Labor in 1980, all construction on new facilities, including major improvements to existing structures, should be designed to afford equal access to both persons with disabilities and persons who do not have a disability.

APPENDIX A
HEALTH AND WELLNESS FACILITIES GUIDELINES TABLE

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 150-299

AREA	SQUARE FOOTAGE Min Rec	# OF ROOMS	COMMENTS
MEDICAL UNIT <ul style="list-style-type: none"> • Reception/Waiting Area 	150 300	1	Of the total space, 80 sq. ft. of separate reception area is desirable. Patient restrooms should be accessible from this area.
<ul style="list-style-type: none"> • Clerical Area (Optional) 	80 100	0-1	
<ul style="list-style-type: none"> • Professional Office (Physician, Dentist, CMHC, TEAP Specialist) 	100 120	1	Separate room is needed to serve as professional office and consultation room. May also be used as additional office for nursing staff. May be adjacent to and connected with exam room(s) but must have direct access from corridor, preferably out of sight of waiting area.
<ul style="list-style-type: none"> • Treatment Area 	120 180	1	Area needed for minor surgery and complicated procedures. Space larger than minimum allows for built-in counters, medicine cabinets, and equipment. A washbasin is essential. A dressing booth may be built in or adjacent to this area.
<ul style="list-style-type: none"> • Examination Rooms 	80 100	1	This space allows physician to examine one patient while others are waiting for consultation or treatment. This room is only large enough for simple exams and treatments. A washbasin is essential.
<ul style="list-style-type: none"> • Inpatient Area 			The minimum space needed is two rooms with 3 beds. Each additional bed must have a minimum space of 80 sq. ft. If space is available there may be 4 beds w/100 sq. ft. each in from 2 to 4 rooms.
<ul style="list-style-type: none"> – Bathroom 	60 100	1	A bathtub or shower may be in room with toilet and washbasin, or toilet and washbasin may be in separate room nearby.
<ul style="list-style-type: none"> – Isolation Room 	80 100	1	This room may be used for other purposes such as office space for the TEAP specialist, provided it can be immediately available for isolation. A private toilet and washbasin are needed. A bathtub or shower is optional.
<ul style="list-style-type: none"> • Laboratory (Optional) 	80 100	0-1	Add if space is available. Should contain refrigerator, appropriate wiring/surge protector, and a sink.
<ul style="list-style-type: none"> • Storage and Utility Area 	100 200	1 or more	Must provide for separate handling of clean and soiled items.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 150-299

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
<ul style="list-style-type: none"> • Restrooms <ul style="list-style-type: none"> - Patients - Staff 	25	50	1-2	A minimum of 25 sq. ft. is required for each restroom. Separate male and female rooms are recommended. Each should have toilet fixtures and washbasin.
	25	25	1	
<ul style="list-style-type: none"> • Kitchenette (Optional) 	80	80	0-1	This area is for preparing hot/cold foods and fluids for patients. It should contain a sink, refrigerator, and microwave oven or hot plate.
DENTAL FACILITY				
<ul style="list-style-type: none"> • Examination/Treatment Area (Optional) 	200	240	2	If dental services are provided on center, two dental units/chairs are needed. May be in one large or two small rooms; each room should contain a minimum of 100 sq. ft. per chair. A washbasin is needed in each room.
<ul style="list-style-type: none"> • Instrument Recirculation Area with Alcove for X-ray Developer (Optional) 	25	50	1	If dental services are provided on center, this area is required for processing of dental instruments.
<ul style="list-style-type: none"> • Utility Closet (Optional) 			1	If dental services are provided on center, this closet is needed to contain the compressor and vacuum.
NET USABLE FLOOR AREA	1,530	2,215		Includes all optional space.
GROSS FLOOR AREA	2,142	3,101		Estimated at 40 percent more than the net usable space; includes hallways, nonusable space.

HEALTH AND WELLNESS FACILITIES GUIDELINES

Center Capacity: 300-399

AREA	SQUARE FOOTAGE Min Rec	# OF ROOMS	COMMENTS
MEDICAL UNIT			
• Reception/Waiting Area	250 400	1-2	Of the total space, 80 sq. ft. of separate reception area is desirable. Patient restrooms should be accessible from this area.
• Clerical Area (Optional)	80 100	0-1	
• Professional Office (Physician, Dentist, CMHC, TEAP Specialist)	80 100	1	Separate room is needed to serve as professional office and consultation room. May also serve as additional office for nursing staff. May be adjacent to and connected with exam room(s) but must have direct access from corridor, preferably out of sight of waiting area.
• Treatment Area	120 180	1	Area needed for minor surgery and complicated procedures. Space larger than minimum allows for built-in counters, medicine cabinets, and equipment. A washbasin is essential. A dressing booth may be built in or adjacent to this area.
• Examination Rooms	80 100	1	This space allows physician to examine one patient while others are waiting for consultation or treatment. This room is only large enough for simple exams and treatments. A washbasin is essential.
• Inpatient Area – 4 to 6 Beds	320 600	2-6	The minimum space needed is two rooms with 4 beds. Each additional bed must have a minimum space of 80 sq. ft. If space is available there may be 6 beds w/25 sq. ft. each in from 2 to 6 rooms. There should be separate rooms for male and female students.
– Bathroom	60 100	1	A bathtub or shower may be in room with toilet and washbasin, or toilet and washbasin may be in separate room nearby.
– Isolation Room	80 100	1	This room may be used for other purposes such as office space for the TEAP specialist, provided it can be immediately available for isolation. A private toilet and washbasin are needed. A bathtub or shower is optional.
– Nurses' Station	80 100	1	This area is essential for supervision of the inpatient area.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 300-399

AREA	SQUARE FOOTAGE Min Rec	# OF ROOMS	COMMENTS
MEDICAL UNIT (cont.)			
• Laboratory (Optional)	80 100	0-1	Add if space is available. Should contain refrigerator, appropriate wiring/surge protector, and a sink.
• Storage and Utility Area	200 300	1 or more	Must provide for separate handling of clean and soiled items.
• Restrooms			A minimum of 25 sq. ft. is required for each restroom with separate male and female rooms for students. Each should have toilet fixtures and washbasin.
– Patients	50 75	2-3	
– Staff	25 25	1	
• Kitchenette (Optional)	80 100	0-1	This area is for preparing hot/cold foods and fluids for patients. It should contain a sink, refrigerator, and microwave oven or hot plate.
• Multipurpose Room (Optional)	100 120	0-1	Separate space for a lounge-TV area is needed unless it is provided as part of inpatient area. This area may also be used for patient education and staff conferences.
DENTAL FACILITY			
• Dentist's Office (Optional)	80 100	1	If dental services are provided on center, an office for the dentist and dental personnel is recommended if space is available.
• Examination/Treatment Area (Optional)	200 240	2	If dental services are provided on center, two dental units/chairs are needed. May be in one large or two small rooms; each room should contain a minimum of 100 sq. ft. per chair. A washbasin is needed in each room.
• Instrument Recirculation Area with Alcove for X-ray Developer (Optional)	110 120	1	If dental services are provided on center, this area is required for processing of dental instruments.
• Reception/Waiting Area (Optional)	80 100	0-1	An area separate from the medical area is desirable if dental services are provided on center and space is available.
• Utility Closet (Optional)		1	If dental services are provided on center, this closet is needed to contain the compressor and vacuum.
NET USABLE FLOOR AREA	2,115 3,060		Includes all optional space.
GROSS FLOOR AREA	2,977 4,284		Estimated at 40 percent more than the net usable space; includes hallways, nonusable space.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 400-499

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT				
• Health and Wellness Manager's Office (Optional)	80	100	0-1	An office for the health and wellness manager is recommended if space is available.
• Reception/Waiting Area	350	500	1	Of the total space, 80 - 100 sq. ft. of separate reception area is desirable. Restrooms should be accessible from this area.
• Clerical Area (Optional)	80	100	0-1	
• Professional Office (Physician, Dentist, CMHC, TEAP Specialist)	80	100	1	Separate room is needed to serve as professional office and consultation room. May also be used as additional office for nursing staff. May be adjacent to and connected with exam room(s) but must have direct access from corridor, preferably out of sight of waiting area.
• Treatment Area	120	180	1	Area needed for minor surgery and complicated procedures. Space larger than minimum allows for built-in counters, medicine cabinets, and equipment. A washbasin is essential. A dressing booth may be built in or adjacent to this area.
• Examination Rooms	160	200	2	This space allows physician to examine one patient while others are waiting for consultation or treatment. Rooms are only large enough for simple exams and treatments. A washbasin is essential.
• Inpatient Area				
– 6 to 10 Beds	480	1,000	2-10	The minimum space needed is two rooms with 6 beds. Each additional bed must have a minimum space of 80 sq. ft. If space is available, there may be 10 beds with 100 sq. ft. each, in from 2 to 10 rooms. There should be separate rooms for male and female students.
– Bathroom	60	200	1	A bathtub or shower may be in room with toilet and washbasin, or toilet and washbasin may be in separate room nearby.
– Isolation Room	80	100	1	This room may be used for other purposes, such as office space for the TEAP specialist, provided it can be immediately available for isolation. A private toilet and washbasin are needed. A bathtub or shower is optional.
– Nurses' Station	100	120	1	This area is essential for supervision of the inpatient area.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 400-499

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
• Laboratory (Optional)	80	100	0-1	Add if space is available. Should contain refrigerator, appropriate wiring/surge protector, and a sink.
• Storage and Utility Area	300	400	1 or more	Must provide for separate handling of clean and soiled items.
• Restrooms				A minimum of 25 sq. ft. is required for each restroom with separate male and female rooms for students. Each should have toilet fixtures and washbasin.
– Patients	50	100	2	
– Staff	25	25	1	
• Kitchenette (Optional)	80	100	0-1	This area is for preparing hot/cold foods and fluids for patients. It should contain a sink, refrigerator, and microwave oven or hot plate.
• Multipurpose Room (Optional)	100	120	0-1	Separate space for a lounge-TV area is needed unless it is provided as part of inpatient area. This area may also be used for patient education and staff conferences.
DENTAL FACILITY				
• Dentist's Office	80	100	1	An office for the dentist and dental personnel is recommended if space is available.
• Dental Hygienist's Treatment Operatory			1	If the center has a dental hygienist who works on center the same days as the dentist, a dedicated treatment area for the dental hygienist will keep the dentist and dental hygienist productive.
• Examination/Treatment Area	200	240	2	Two dental units/chairs are needed. May be in one large or two small rooms; each room should contain a minimum of 100 sq. ft. per chair. A washbasin is needed in each room.
• Instrument Recirculation Area with Alcove for X-ray Developer	110	120	1	This area is required for processing of dental instruments
• Reception/Waiting Area (Optional)	100	150	0-1	An area separate from the medical area is desirable if space is available.
• Clerical Area (Optional)	50	100	1	May serve as part of reception area.
• Utility Closet			1	This closet contains the compressor and vacuum.
NET USABLE FLOOR AREA	2,765	4,155		Includes all optional space.
GROSS FLOOR AREA	3,871	5,817		Estimated at 40 percent more than the net usable space; includes hallways, nonusable space.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 500-699

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT				
• Health and Wellness Manager's Office (Optional)	80	100	0-1	An office for the health and wellness manager is recommended if space is available.
• Reception/Waiting Area	350	500	1-2	Of the total space, 100 sq. ft. of separate reception area is desirable. Patient restrooms should be accessible from this area.
• Clerical Area	80	100	1	
• Professional Office (Physician, Dentist, CMHC, TEAP Specialist)	80	100	1	Separate rooms are needed to serve as physician offices and consultation rooms. May also serve as additional offices for nursing staff. May be adjacent to and connected with exam room(s) but must have direct access from corridor, preferably out of sight of waiting area.
• Treatment Area	120	180	1	Area needed for minor surgery and complicated procedures. Space larger than minimum allows for built-in counters, medicine cabinets, and equipment. A washbasin is essential. A dressing booth may be built in or adjacent to this area.
• Examination Rooms	160	200	2	This space allows physician to examine one patient while others are waiting for consultation or treatment. This room is only large enough for simple exams and treatments. A washbasin is essential in each room.
• Inpatient Area				
– 8 to 14 Beds	640	1,400	2-10	The minimum space needed is two rooms with 8 beds. Each additional bed must have a minimum space of 80 sq. ft. If space is available, there may be 14 beds with 100 sq. ft. each, in from 2 to 10 rooms. There should be separate rooms for male and female students.
– Bathrooms	120	200	2	A bathtub or shower may be in each room with toilet and washbasin, or toilet and washbasin may be in separate room nearby.
– Isolation Room	80	200	1-2	If two rooms are available, one room may be used for other purposes such as office space for the TEAP specialist, provided it can be immediately available for isolation. A private toilet and washbasin are needed in each room. A bathtub or shower is optional.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 500-699

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
Inpatient Area (cont.)				
– Nurses' Station	100	120	1	This area is essential for supervision of the inpatient area.
• Laboratory	80	100	1	Laboratory should have built-in workbench, shelving, sink, refrigerator, and appropriate wiring/surge protector.
• Storage and Utility Area	400	500	1 or more	In all centers, there should be separate rooms for clean and soiled items (e.g., linens, medical waste).
• Restrooms				A minimum of 25 sq. ft. is required for each restroom with separate male and female rooms for students. Each should have toilet fixtures and washbasin.
– Patients	50	150	2-3	
– Staff	25	50	1-2	
• Kitchenette	80	100	1	This area is for preparing hot/cold foods and fluids for patients. It should contain a sink, refrigerator, and microwave oven or hot plate.
• Multipurpose Room (Optional)	120	160	0-1	Separate space for a lounge-TV area is needed unless it is provided as part of inpatient area. This area may also be used for patient education and staff conferences.
DENTAL FACILITY				
• Dentist's Office	80	100	1	An office for the dentist and dental personnel is recommended if space is available.
• Examination/Treatment Area	200	240	2	Two dental units/chairs are needed. May be in one large or two small rooms; each room should contain a minimum of 100 sq. ft. per chair. A washbasin is needed in each room.
• Dental Hygienist Treatment Operatory	100	200	0-1	A treatment operatory for the dental hygienist will keep the dentist and dental hygienist productive if they must work on center the same days.
• Instrument Recirculation Area with Alcove for X-ray Developer	110	120	1	This area is required for processing of dental instruments.
• Reception/Waiting Area	100	150	1	An area separate from the medical area is needed.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 500-699

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
DENTAL FACILITY (cont.)				
• Clerical Area	50	100	1	This space may serve as part of the dental reception area.
• Utility Closet			1	This closet contains the compressor and vacuum.
NET USABLE FLOOR AREA	3,205	5,070		Includes all optional space.
GROSS FLOOR AREA	4,487	7,098		Estimated at 40 percent more than the net usable space; includes hallways, nonusable space.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 700-1,299

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT				
• Administrator's Office (Optional)	80	100	0-1	If there is a health and wellness administrator, a separate office is needed.
• Health and Wellness Manager's Office	200	300	0-1	An office is needed for the health and wellness manager, separate from the administrator's office.
• Reception/Waiting Area	400	600	1-2	Of the total space, 100 sq. ft. of separate reception area is desirable. Patient restrooms should be accessible from this area.
• Clerical Area	120	200	1-2	
• Professional Office (Physician)	160	200	1-2	Separate rooms are needed to serve as offices and consultation rooms. May also serve as additional offices for nursing staff. May be adjacent to and connected with exam room(s) but must have direct access from corridor, preferably out of sight of waiting area.
• Treatment Area	240	360	2	Area needed for minor surgery and complicated procedures. Space larger than minimum allows for built-in counters, medicine cabinets, and equipment. A washbasin is essential. A dressing booth may be built in or adjacent to this area.
• Examination Rooms	160	200	2	This space allows physician to examine one patient while others are waiting for consultation or treatment. This room is only large enough for simple exams and treatments. A washbasin is essential in each room.
• Exam Room Restroom (Optional)	25	25	0-1	If space is available.
• Inpatient Area				
– 16 to 24 Beds	1,280	2,400	2-16	The minimum space needed is two rooms with 16 beds. Each additional bed must have a minimum space of 80 sq. ft. If space is available, there may be 24 beds with 100 sq. ft. each, in from 2 to 16 rooms. There should be separate rooms for male and female students.
– Examination Room (Optional)	80	100	0-1	If space available, an exam room should be located in the inpatient area.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 700-1,299

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
Inpatient Area (cont.)				
– Bathrooms	120	400	2-4	A bathtub or shower may be in each room with toilet and washbasin, or toilet and washbasin may be in separate room nearby.
– Isolation Rooms (TEAP Specialist's Office)	160	400	2	One room may be used for other purposes such as office space for the TEAP specialist, provided it can be immediately available for isolation. A private toilet and washbasin are needed in each room. A bathtub or shower is optional.
– Nurses' Station	100	200	1-2	This area is essential for supervision of inpatient area; depending on inpatient area layout, one to two locations may be needed.
• Laboratory	100	160	1	Laboratory should have built-in workbench, shelving, sink, refrigerator, and appropriate wiring/surge protector.
• X-ray Area	200	300	1	Area should contain one or more X-ray units, shielded console, darkroom, dressing area, and technician office space.
• Storage and Utility Area	500	750	1 or more	Separate storage and utility areas are recommended. In all centers, there should be separate rooms for clean and soiled items (e.g., linens, medical waste).
• Restrooms				A minimum of 25 sq. ft. is required for each restroom with separate male and female rooms for students. Each should have toilet fixtures and washbasin.
– Patients	50	150	2-3	
– Staff	25	50	1-2	
• Pharmacy	100	150	1	Built-in sink and shelving are essential.
• Eye Examination/Treatment Area (Optional)	80	120	0-1	Area is advisable if optometrist or ophthalmologist provides services on center.
• Audiometer Room (Optional)	80	120	0-1	A separate room is advisable for hearing testing.
• Kitchenette	100	120	1	This area is for preparing hot/cold foods and fluids for patients. It should contain a sink, refrigerator, and microwave oven or hot plate.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 700-1,299

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
• Multipurpose Room (Optional)	120	240	1-2	Separate space for a lounge-TV area is needed unless it is provided as part of inpatient area. This area may also be used for patient education and staff conferences.
DENTAL FACILITY				
• Dentist's Office	80	160	1-2	An office for the dentist and dental personnel is needed.
• Examination/Treatment Area	400	480	2-4	Two dental units/chairs are needed. May be in one large or two small rooms; each room should contain a minimum of 100 sq. ft. per chair. A washbasin is needed in each room.
• Dental Hygienist Treatment Operatory	80	100	0-1	For a center this size, it is likely that there will be overlapping hours between dentists and dental hygienist(s). A treatment operatory for each dental hygienist will keep the dental hygienist(s) and dentists productive.
• Instrument Recirculation Area with Alcove for X-ray Developer	110	120	1	This area is required for processing of dental instruments.
• Reception/Waiting Area	150	200	1	An area separate from the medical area is needed.
• Clerical Area	50	100	1	This space may serve as part of the dental reception area.
• Storage Area	25	50	1	An area separate from medical storage is needed for dental supplies and equipment. In all centers, there should be separate rooms for clean and soiled items (e.g., linens, medical waste).
• Utility Closet			1	This closet contains the compressor and vacuum.
MENTAL HEALTH UNIT				
• CMHC Office (Optional)	80	100	0-1	Additional office for mental health professional is desirable if such space is not provided elsewhere in the health and wellness center.
• Consultation Area (Optional)	80	160	0-1	An area separate from the medical treatment area is needed if medical rooms are fully utilized.
NET USABLE FLOOR AREA	5,535	9,115		Includes all optional space.
GROSS FLOOR AREA	7,749	12,761		Estimated at 40 percent more than the net usable space; includes hallways, nonusable space.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 1,300-2,300

AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT				
• Administrator's Office (Optional)	100	120	1	If there is a health and wellness administrator, a separate office is needed.
• Health and Wellness Manager's Office	100	200	1-2	An office is needed for the health and wellness manager, separate from the administrator's office, and a second office may be needed for the charge nurse.
• Reception/Waiting Area	500	900	1-2	Of the total space, 150-200 sq. ft. of separate reception area is desirable. Patient restrooms should be accessible from this area.
• Clerical Area	200	300	1-2	
• Professional Office (Physician)	160	300	2-3	Separate rooms are needed to serve as physician offices and consultation rooms. May also serve as additional offices for nursing staff. May be adjacent to and connected with exam room(s) but must have direct access from corridor, preferably out of sight of waiting area.
• Treatment Area	240	480	2-3	Area needed for minor surgery and complicated procedures. Space larger than minimum allows for built-in counters, medicine cabinets, and equipment. A washbasin is essential. A dressing booth may be built in or adjacent to this area.
• Examination Rooms	160	400	2-4	This space allows physician to examine one patient while others are waiting for consultation or treatment. The rooms are only large enough for simple exams and treatments. A washbasin is essential.
• Exam Room Restroom	25	50	1-2	
• Inpatient Area				
– 24 to 36 Beds	1,920	3,600	4-24	The minimum space needed is four rooms with 24 beds. Each additional bed must have a minimum space of 80 sq. ft. If space is available, there may be 35 beds with 100 sq. ft. each, in from 4 to 24 rooms. There should be separate rooms for male and female students.
– Examination Room	80	100	1	There should be an examination room in the inpatient area.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 1,300-2,300

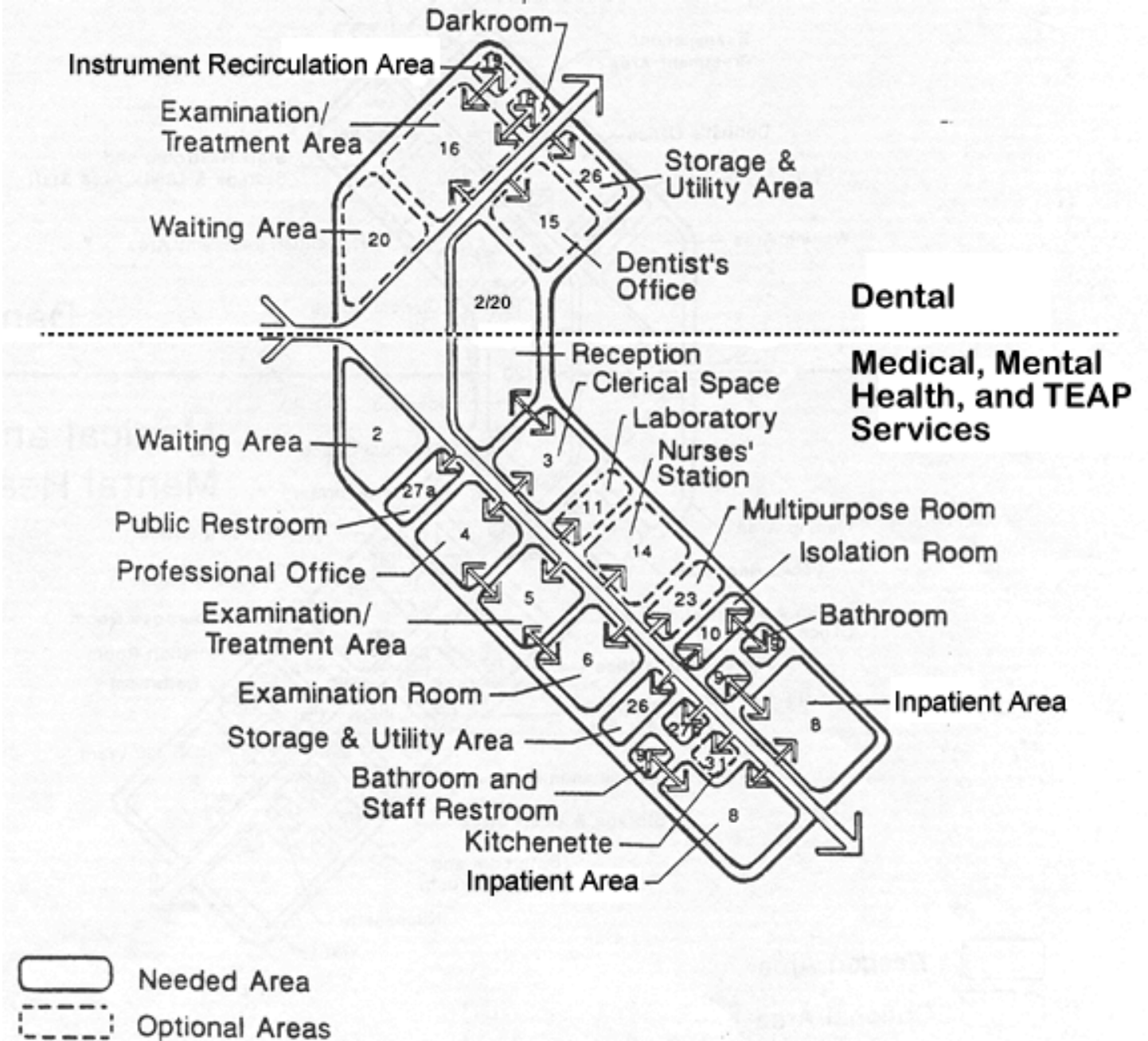
AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
Inpatient Area (cont.)				
– Bathrooms	180	600	3-6	A bathtub or shower may be in each room with toilet and washbasin, or toilet and washbasin may be in separate room nearby.
– Isolation Rooms (TEAP Specialist's Office)	240	600	3	One room may be used for other purposes such as office space for the TEAP specialist, provided it can be immediately available for isolation. A private toilet and washbasin are needed in each room. A bathtub or shower is optional.
– Nurses' Station	200	400	2-4	This area is essential for supervision of inpatient area; depending on inpatient area layout, two to four locations may be needed.
• Laboratory	150	200	1	Laboratory should have built-in workbench, shelving, sink, refrigerator, and appropriate wiring/surge protector.
• X-ray Area	200	400	1	Area should contain one or more X-ray units, shielded console, darkroom, dressing area, and technician office space.
• Storage and Utility Area	600	800	1 or more	Separate storage and utility areas are recommended. In all centers, there should be separate rooms for clean and soiled items (e.g., linens, medical waste).
• Restrooms				A minimum of 25 sq. ft. is required for each restroom with separate male and female rooms for students. Each should have toilet fixtures and washbasin.
– Patients	75	200	3-4	
– Staff	50	75	2-3	
• Pharmacy	100	200	1	Built-in sink and shelving are essential.
• Eye Examination/Treatment Area (Optional)	80	120	1	Area is advisable if optometrist or ophthalmologist provides services on center.
• Audiometer Room (Optional)	80	120	1	A separate room is advisable for hearing testing.
• Kitchenette	100	140	1	This area is for preparing hot/cold foods and fluids for patients. It should contain a sink, refrigerator, and microwave oven or hot plate.

HEALTH AND WELLNESS FACILITIES GUIDELINES
Center Capacity: 1,300-2,300

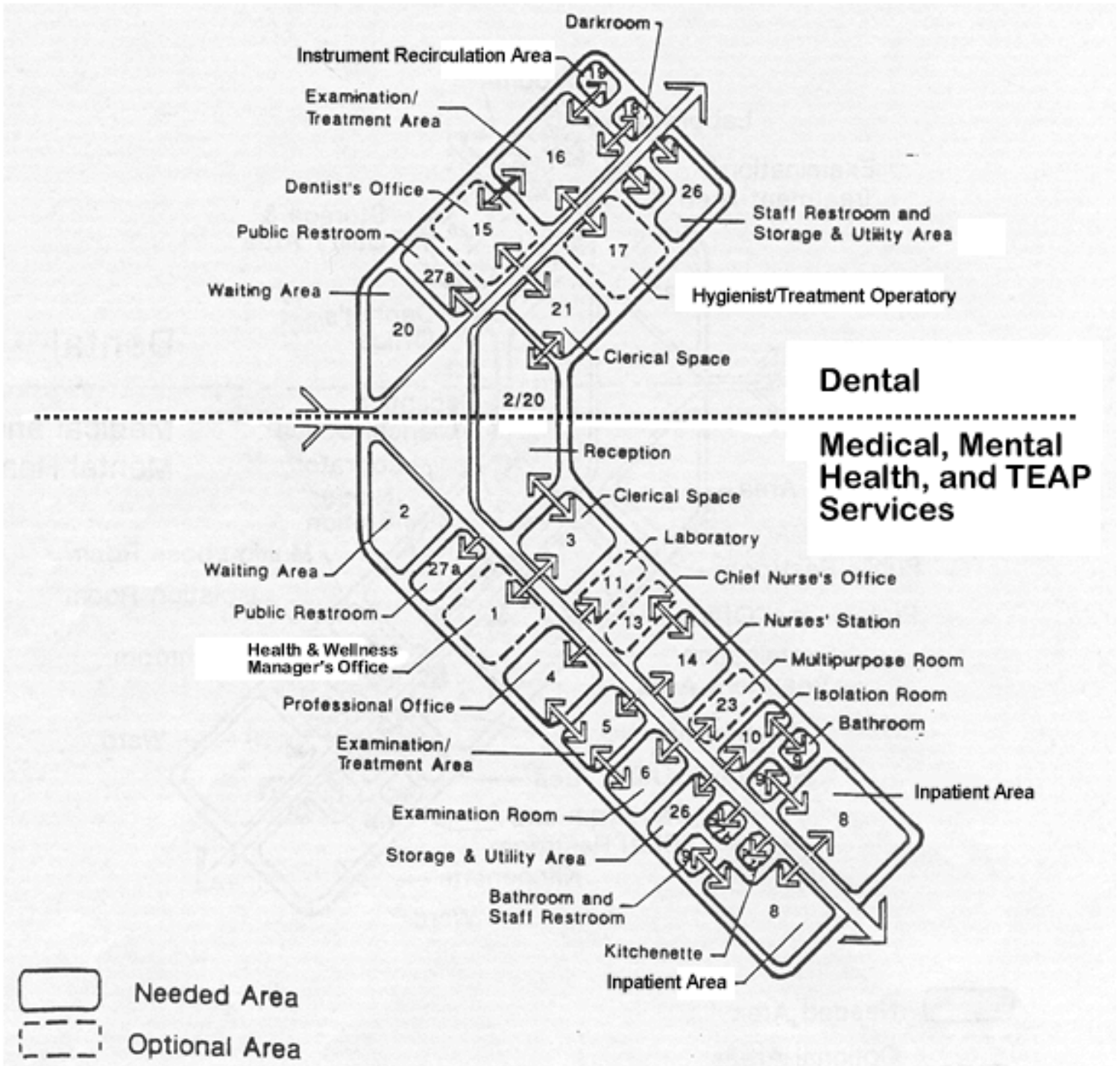
AREA	SQUARE FOOTAGE		# OF ROOMS	COMMENTS
	Min	Rec		
MEDICAL UNIT (cont.)				
• Multipurpose Room	120	300	2-3	Separate space for a lounge-TV area is needed unless it is provided as part of inpatient area. This area may also be used for patient education and staff conferences.
DENTAL FACILITY				
• Dentist's Office	160	300	2-3	An office for the dentist and dental personnel is needed.
• Examination/Treatment Area	600	720	2-6	Two dental units/chairs are needed. May be in one large or two small rooms; each room should contain a minimum of 100 sq. ft. per chair. A washbasin is needed in each room.
• Dental Hygienist Treatment Operatory	80	200	1-2	For a center this size, it is likely that there will be overlapping hours between dentists and dental hygienist(s). A treatment operatory for each dental hygienist will keep the dental hygienist(s) and dentists productive.
• Instrument Recirculation Area with Alcove for X-ray Developer	110	120	1	This area is required for processing of dental instruments.
• Reception/Waiting Area	200	250	1	An area separate from the medical area is needed.
• Clerical Area	80	200	1	This space may serve as part of the dental reception area.
• Storage Area	50	100	1	An area separate from medical storage is needed for dental supplies and equipment. In all centers, there should be separate rooms for clean and soiled items (e.g., linens, medical waste).
• Utility Closet			1	This closet contains the compressor and vacuum.
MENTAL HEALTH UNIT				
• CMHC Office (Optional)	80	160	0-2	Additional office for mental health professional is desirable if such space is not provided elsewhere in the health and wellness center.
• Consultation Area (Optional)	80	160	0-1	An area separate from the medical treatment area is needed if medical rooms are fully utilized.
NET USABLE FLOOR AREA	7,100	12,815		Includes all optional space.
GROSS FLOOR AREA	9,940	17,941		Estimated at 40 percent more than the net usable space; includes hallways, nonusable space.

APPENDIX B
SAMPLE DIAGRAMMATIC MODELS AND SCHEMATIC PLANS

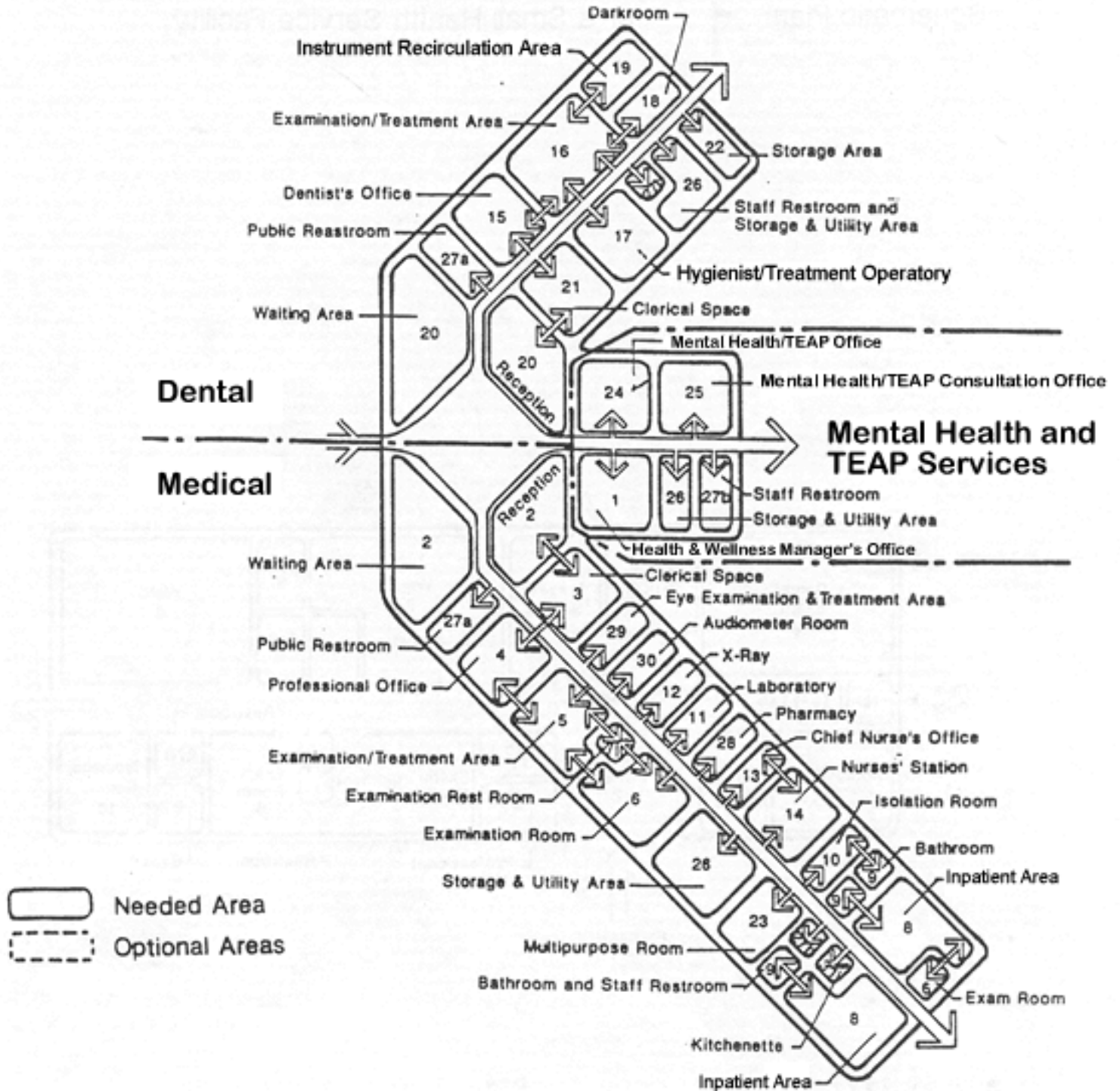
DIAGRAMMATIC MODEL 1 Interrelationships of Functional Areas for a Small Health and Wellness Facility



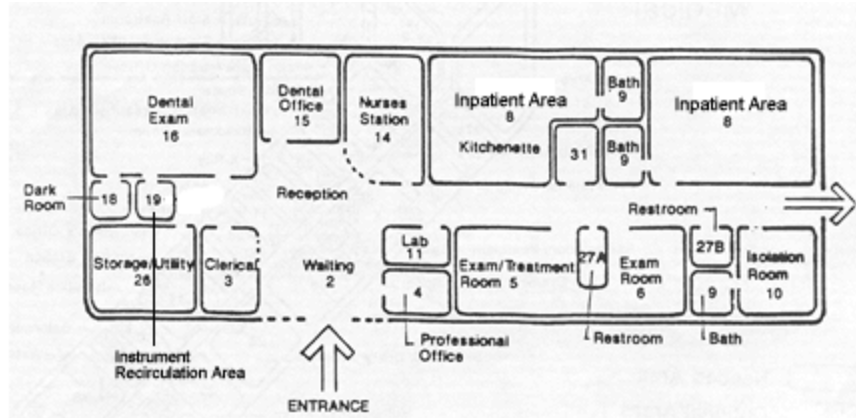
DIAGRAMMATIC MODEL 2 Interrelationships of Functional Areas for a Medium Health and Wellness Facility



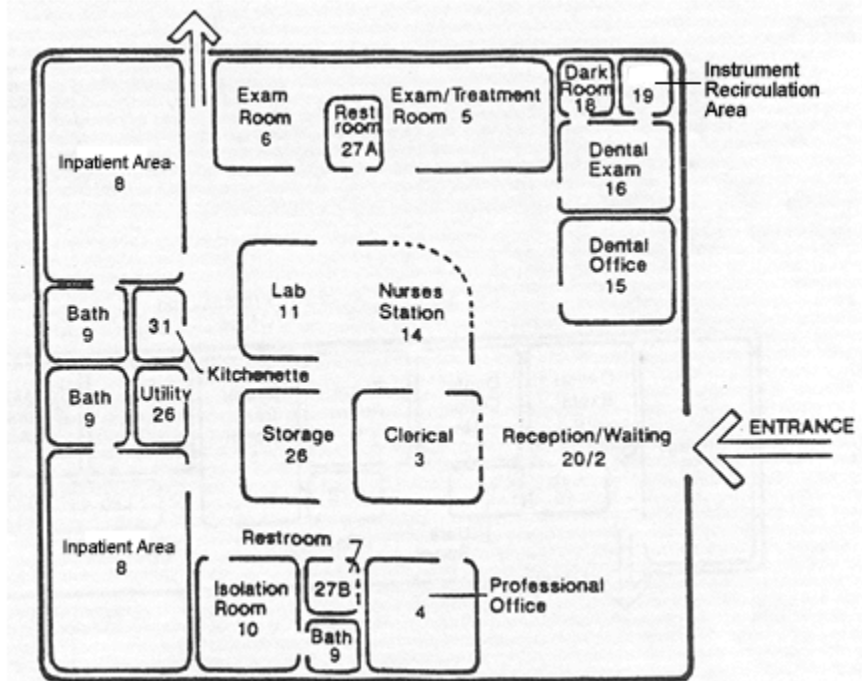
DIAGRAMMATIC MODEL 3 Interrelationships of Functional Areas for a Large Health and Wellness Facility



SCHEMATIC PLAN 1
for a Small Health Facility



SCHEMATIC PLAN 2
for a Small Health Facility



SCHEMATIC PLAN 3
for a Small Health Facility

