

**VOLUME 4 SCHEMATIC PLANS AND TECHNICAL
REQUIREMENTS OF A 100-BED HOSPITAL**

4.1 ADMINISTRATIVE SERVICE FACILITIES

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: LOBBY	Reference Sheet Number: 100B-AD-RDS01A

FUNCTIONAL DESIGN REQUIREMENTS:

<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Visitors and patients may arrive on foot. b. Patient may arrive in a wheelchair. c. Patients and visitors inquire on availability and location of a particular service. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Clerk Patients Visitors <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Close to Front Line Services b. Close to Business Office: 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS	
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS	
	Information counter, 1200mm high, 600 mm deep, with 300 deep shelves below Adjustable stool Chair, upright, stacking	1 9		
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS	
	Rail, curtain, window Outlet, payphone Outlet, 10A, 2P, 240V, duplex Floor outlet, 10A, 2P, 240V Floor outlet, telephone Floor outlet, intercom	2 1 3 1 1 1	grounding type, parallel slots grounding type pop-up direct	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: LOBBY	Reference Sheet Number: 100B-AD-RDS01B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	150
Room Temperature (deg. C)	ambient	Night illumination (LUX)	50
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	NA	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	NA	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	ESSENTIAL : desirable : unnecessary
Exhaust (psi)	NA	Daylight	essential : DESIRABLE : unnecessary
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	NA	Privacy	essential : desirable : UNNECESSARY
Humidity (%RH)	NA	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)			
SOUND		SAFETY	
Acceptable sound level (db)	60	Accessible hot surface:	NA
Speech privacy	essential: desirable: UNNECESSARY	Maximum temperature (deg. C)	NA
Quality which cannot be tolerated	tonal impact	Domestic hot water:	NA
		Maximum temperature (deg. C)	70
		Access limit	general public
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: LOBBY	Reference Sheet Number: 100B-AD-RDS01C
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:	
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.	
Disposal	hospital solid waste type : A		
Hot water	NA		
Cold water	NA		
Drainage	NA		
Gas	NA		
Compressed air	NA		
Steam	NA		
Others			
DIRECT DEMANDS ON FLOOR AND WALL			
Loading	NA		
Spillage	NA		
Foot traffic	light : medium : HEAVY		
Wheel traffic	light : medium : HEAVY		
Impacts	NA		
Abrasion	NA		
Easy maintenance	ESSENTIAL: desirable:unnecessary	SPACE DEMANDS (Total Minimum Space Required in sq.m.): 42.00	
Vibration free	essential: DESIRABLE: unnecessary	Space Components	Minimum Space Required/Component
Door sets	wheel chair access		
Windows	clear, solar control		
		REGULATIONS AND NOTES:	
Internal glazing	nil		

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: ADMITTING OFFICE	Reference Sheet Number: 100B-AD-RDS02A
FUNCTIONAL DESIGN REQUIREMENTS:			
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Admitting clerk receives patient's chart from OPD/ER Nurse. b. Admitting clerk interviews and classifies patient's needs according to service needed. c. Admitting Clerk fills out referral slip and indicate ward where patient is to be admitted, whether private pay, medicare or charity. d. Admitting clerk gives chart back to Nurse. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Clerk Patients and Companion/s <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Adjacent to Lobby. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
	Typewriter	1	
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
	Chair, upright, stacking Desk, 750x1200 Cabinet, 600x1800 Steel filing cabinet, 500x700 Swivel chair White board Typewriter table, 400 x 800	2 1 1 2 1 1 1	
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
Rail, curtain, window Outlet, 15A, 2P, 240V, duplex Outlet, intercom	2 2 1	grounding type, parallel slots	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: ADMITTING OFFICE	Reference Sheet Number: 100B-AD-RDS02B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg C)	ave. local station temp. reading	General illumination (LUX)	250-500
Room Temperature (deg.C)	25	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : DESIRABLE : unnecessary
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential : desirable : UNNECESSARY
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	0.75		
SOUND		SAFETY	
Acceptable sound level (db)	50	Accessible hot surface:	NA
Speech privacy	ESSENTIAL : desirable : unnecessary	Maximum temperature (deg. C)	NA
Quality which cannot be tolerated	tonal impact	Domestic hot water:	NA
		Maximum temperature (deg.C)	NA
		Access limit	general public
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital	ROOM DATA SHEET		Department of Health	
Tertiary, 100-Bed			HEALTH INFRASTRUCTURE SERVICE	
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: AFFILIATES' ROOM AND LIBRARY	Reference Sheet Number: 100B-AD-RDS03A	
FUNCTIONAL DESIGN REQUIREMENTS:				
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Study area for affiliates. b. Rest area for affiliates. 		EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
<p>People Involved:</p> <ul style="list-style-type: none"> Affiliates Visitors 		FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
		Table, 800x1200 Chair, upright, stacking Open shelving Sofa, 750x2000 Coffee table Center table	3 16 2 1 1	
<p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Close to the Office of the Chief of Hospital. b. Close to the Office of the Chief Nurse. 		ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
		Rail, curtain, window Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V, single Outlet, telephone Outlet, intercom	2 6 2 1 1	grounding type, parallel slots grounding type, tandem slots

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: AFFILIATES' ROOM AND LIBRARY	Reference Sheet Number: 100B-AD-RDS03B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	250-500
Room Temperature (deg. C)	25	Night illumination (LUX)	100
Mechanical ventilation:		Task illumination (LUX)	500
Volume (cu m./hr.-person)	12.75	Colour rendering	essential: DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential: DESIRABLE : unnecessary
Pressure:		Emergency light	essential: DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential: desirable: UNNECESSARY
Inlet (psi)	NA	View out	essential: DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential: DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential: desirable: UNNECESSARY
Cooling load (TR)	3		
SOUND:		SAFETY	
Acceptable sound level (db)	50	Accessible hot surface:	NA
Speech privacy	essential: DESIRABLE : unnecessary	Maximum temperature (deg. C)	NA
Quality which cannot be tolerated	tonal impact	Domestic hot water:	NA
		Maximum temperature (deg. C)	NA
		Access limit	general public
		Fire risk	LOW : medium : high
		Other risks:	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: AFFILIATES' ROOM AND LIBRARY	Reference Sheet Number: 100B-AD-RDS03C
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:	
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.	
Disposal	hospital solid waste type : A		
Hot water	NA		
Cold water	NA		
Drainage	NA		
Gas	NA		
Compressed air	NA		
Steam	NA		
Others			
DIRECT DEMANDS ON FLOOR AND WALL			
Loading	NA		
Spillage	NA		
Foot traffic	LIGHT : medium : heavy		
Wheel traffic	LIGHT : medium : heavy		
Impacts	NA		
Abrasion	NA		
Easy maintenance	ESSENTIAL : desirable : unnecessary		
Vibration free	essential : DESIRABLE : unnecessary		
Door sets	ordinary access door		
Windows	clear, solar control		
	privacy control		
Internal glazing	nil		
		Key 1. Table, 800x1200 2. Chair, upright, stacking 3. Open, shelving 4. Sofa, 750x2000 5. Coffee table 6. Center table 7. Library 8. Affiliates' Room	
		SPACE DEMANDS (Total Minimum Space Required in sq.m.) : 48.00	
		Space Components	Minimum Space Required/Component
		Library	24.00 sq.m.
		Affiliates' Room	24.00 sq.m.
		REGULATIONS AND NOTES:	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE CHIEF OF HOSPITAL	Reference Sheet Number: 100B-AD-RDS04A

FUNCTIONAL DESIGN REQUIREMENTS:

<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Chief of Hospital reads, writes and uses telephone in his desk. b. Chief of Hospital receives visitors. c. Chief of Hospital stores, files and retrieves records. d. COH's Secretary reads, writes, and uses telephone in her desk. e. COH's Secretary receives visitors. f. COH's Secretary stores, files and retrieves records. g. Use of toilet facilities. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Chief of Hospital 1 x Secretary 2 x Visitors <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Close to the Office of the Administrative Officer. b. Close to Conference Room. c. Close to Business and Finance Office. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
	Typewriter Refrigerator	1 1	
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
	Swivel chair Desk, 750x1500 Desk, 750x1200 Chair, upright, stacking Typewriter table, 400x800 Steel filing cabinet, 500x700 Steel filing cabinet w/safe, 500x700 Book shelves, 300x900 Cabinet, 600x1200 Sofa bed White board	1 1 1 5 1 1 1 2 1 1 1 1	
ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS	
Rail, curtain, window Outlet, telephone Outlet, intercom Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V, single Smoke detector	2 1 1 7 1 1	 grounding type, parallel slots grounding type, tandem slots	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE CHIEF OF HOSPITAL	Reference Sheet Number: 100B-AD-RDS04B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	400-500
Room Temperature (deg. C)	25	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	2		
SOUND			
Acceptable sound level (db)	40	SAFETY	
Speech privacy	ESSENTIAL : desirable : unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact	Maximum temperature (deg. C)	NA
		Domestic hot water:	at lavatory
		Maximum temperature (deg. C)	70
		Access limit	hospital staff & visitors
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital:	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE														
Tertiary, 100-Bed																	
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE CHIEF OF HOSPITAL	Reference Sheet Number: 100B-AD-RDS04C														
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:															
DIRECT SERVICES	DESIGN DATA	<p style="text-align: right;">Scale 1:100 mts.</p> <p style="text-align: right;">6000 mm</p> <p style="text-align: center;">1400 2600 2000</p> <p style="text-align: left;">6000 mm</p> <p style="text-align: left;">4400</p> <p style="text-align: left;">1600</p> <p>Key</p> <table style="width: 100%; border: none;"> <tr> <td>1 Swivel chair</td> <td>8 Steel filing cabinet with safe, 500x700</td> </tr> <tr> <td>2 Desk, 750x1500</td> <td>9 Sofa bed</td> </tr> <tr> <td>3 Desk, 750x1200</td> <td>10 Book shelves, 300x900</td> </tr> <tr> <td>4 Chair, upright, stacking</td> <td>11 Refrigerator</td> </tr> <tr> <td>5 Cabinet, 600x1200</td> <td>12 White board</td> </tr> <tr> <td>6 Typewriter table, 400x800</td> <td>13 Movable partition</td> </tr> <tr> <td>7 Steel filing cabinet, 500x700</td> <td></td> </tr> </table>		1 Swivel chair	8 Steel filing cabinet with safe, 500x700	2 Desk, 750x1500	9 Sofa bed	3 Desk, 750x1200	10 Book shelves, 300x900	4 Chair, upright, stacking	11 Refrigerator	5 Cabinet, 600x1200	12 White board	6 Typewriter table, 400x800	13 Movable partition	7 Steel filing cabinet, 500x700	
1 Swivel chair	8 Steel filing cabinet with safe, 500x700																
2 Desk, 750x1500	9 Sofa bed																
3 Desk, 750x1200	10 Book shelves, 300x900																
4 Chair, upright, stacking	11 Refrigerator																
5 Cabinet, 600x1200	12 White board																
6 Typewriter table, 400x800	13 Movable partition																
7 Steel filing cabinet, 500x700																	
Disposal	hospital solid waste type : A																
Hot water	required at lavatory																
Cold water	required at toilet fixtures																
Drainage	required at toilet fixtures & floor																
Gas	NA																
Compressed air	NA																
Steam	NA																
Others																	
DIRECT DEMANDS ON FLOOR AND WALL																	
Loading	NA																
Spillage	NA																
Foot traffic	LIGHT : Medium : Heavy																
Wheel traffic	LIGHT : Medium : Heavy																
Impacts	NA																
Abrasion	NA																
Easy maintenance	essential : DESIRABLE : unnecessary																
Vibration free	ESSENTIAL : desirable : unnecessary																
Door sets	wheelchair access																
Windows	clear, solar control, privacy control																
Internal glazing	nil																
		SPACE DEMANDS (Total Minimum Space Required in sq. m.): 36.00															
		Space Components	Minimum Space Required/Component														
		Office Area	33.76 sq.m.														
		Toilet	2.24 sq.m.														
		REGULATIONS AND NOTES:															

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: ACCOUNTING ROOM	Reference Sheet Number: 100B-AD-RDS05A
FUNCTIONAL DESIGN REQUIREMENTS:			
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Chief Accountant and Clerks read, write, and use telephone in their work station. b. Chief Accountant and Clerks receive visitors. c. Chief Accountant and Clerks store, file, and retrieve records. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Chief Accountant 2 x Clerks <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Close to Office of the Administrative Officer. b. Close to Business and Finance Office. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
	Typewriter	1	
	Calculating machine	2	
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
Swivel chair	1		
Desk, 750x1500	1		
Desk, 750x1200	2		
Steel filing cabinet, 500x700	1		
Steel filing cabinet w/safe, 500x700	1		
Divider with planter above and cabinets below	1		
Cabinet, 600x1200	1		
Typewriter table, 400x800	1		
Chair, upright, stacking	6		
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
Rail, curtain, window	1		
Outlet, telephone	1		
Outlet, 10A, 2P, 240V, duplex	4	grounding type, parallel slots	
Outlet, 15A, 2P, 240V, single	1		
Outlet, intercom	1	grounding type, tandem slots	
Smoke detector	1		

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE										
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: ACCOUNTING ROOM	Reference Sheet Number: 100B-AD-RDS05C										
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:											
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.											
Disposal	hospital solid waste type: A												
Hot water	NA												
Cold water	NA												
Drainage	NA												
Gas	NA												
Compressed air	NA												
Steam	NA												
Others													
DIRECT DEMANDS ON FLOOR AND WALL													
Loading	NA												
Spillage	NA												
Foot traffic	LIGHT : medium : heavy												
Wheel traffic	LIGHT : medium : heavy												
Impacts	NA												
Abrasion	NA												
Easy maintenance	essential DESIRABLE unnecessary												
Vibration free	ESSENTIAL: desirable unnecessary												
Door sets	wheelchair access												
Windows	clear, solar control, privacy control												
Internal glazing	nil												
		<p>Key</p> <table border="0"> <tr> <td>1 Swivel chair</td> <td>6 Steel filing cabinet, 500x700</td> </tr> <tr> <td>2 Desk, 750x1500</td> <td>7 Cabinet, 600x1200</td> </tr> <tr> <td>3 Desk, 750x1200</td> <td>8 Divider with planter above & cabinets below</td> </tr> <tr> <td>4 Chair, upright, stacking</td> <td>9 Typewriter table, 400x800</td> </tr> <tr> <td>5 Steel filing cabinet with safe 500x700</td> <td></td> </tr> </table>		1 Swivel chair	6 Steel filing cabinet, 500x700	2 Desk, 750x1500	7 Cabinet, 600x1200	3 Desk, 750x1200	8 Divider with planter above & cabinets below	4 Chair, upright, stacking	9 Typewriter table, 400x800	5 Steel filing cabinet with safe 500x700	
1 Swivel chair	6 Steel filing cabinet, 500x700												
2 Desk, 750x1500	7 Cabinet, 600x1200												
3 Desk, 750x1200	8 Divider with planter above & cabinets below												
4 Chair, upright, stacking	9 Typewriter table, 400x800												
5 Steel filing cabinet with safe 500x700													
		SPACE DEMANDS (Total Minimum Space Required in sq.m.): 24.00											
		Space Components	Minimum Space Required/Component										
		REGULATIONS AND NOTES:											

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE	
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE CHIEF NURSE	Reference Sheet Number: 100B-AD-RDS06A	
FUNCTIONAL DESIGN REQUIREMENTS:				
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Chief Nurse reads, writes, and uses telephone in his work station. b. Chief Nurse receives visitors. c. Chief Nurse stores, files, and retrieves records. d. Clerk receives visitors. e. Clerk stores, files, and retrieves records. f. Clerk updates records g. Use of toilet facilities. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Chief of Nurse 1 x Clerk Visitors <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Close to the Office of the Chief of Hospital. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS	
	<ul style="list-style-type: none"> Typewriter Calculating machine White board 	<ul style="list-style-type: none"> 1 1 1 		
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS	
	<ul style="list-style-type: none"> Swivel chair Desk, 750x1500 Desk, 750x1200 Steel filing cabinet, 500x700 Steel filing cabinet w/safe, 500x700 Chair, upright, stacking Book shelves, 300x900 Cabinet, 600x1200 Typewriter table, 400x800. 	<ul style="list-style-type: none"> 1 1 1 1 1 4 1 1 1 		
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS	
	<ul style="list-style-type: none"> Rail, curtain, window Outlet, telephone Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V, single Outlet, intercom 	<ul style="list-style-type: none"> 2 1 3 1 1 	<ul style="list-style-type: none"> grounding type, parallel slots grounding type, tandem slots 	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE CHIEF NURSE	Reference Sheet Number: 100B-AD-RDS06B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)		General illumination (LUX)	400-500
Room Temperature (deg. C)	50	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93%-99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	1.5		
SOUND			
Acceptable sound level (db)	40	SAFETY	
Speech privacy	ESSENTIAL: desirable: unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact	Maximum temperature (deg. C)	NA
		Domestic hot water:	at lavatory
		Maximum temperature (deg.C)	70
		Access limit	CN, hospital staff & visitors
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital:	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Tertiary, 100-Bed			
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE CHIEF NURSE	Reference Sheet Number: 100B-AD-RDS06C
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:	
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.	
Disposal	hospital solid waste type : A		
Hot water	required at lavatory		
Cold water	required at toilet fixtures		
Drainage	required at toilet fixtures & floor		
Gas	NA		
Compressed air	NA		
Steam	NA		
Others			
DIRECT DEMANDS ON FLOOR AND WALL			
Loading	NA		
Spillage	NA		
Foot traffic	LIGHT : medium : heavy		
Wheel traffic	LIGHT : medium : heavy		
Impacts	NA		
Abrasion	NA		
Easy maintenance	essential : DESIRABLE: unnecessary		
Vibration free	ESSENTIAL: desirable: unnecessary		
Door sets	wheelchair access	SPACE DEMANDS (Total Minimum Space Required in sq. m.) 24.00	
		Space Components	Minimum Space Required/Component
		Office Area	21.76 sq.m.
Windows	clear, solar control, privacy	Toilet	2.24 sq.m.
	control		
Internal glazing	nil	REGULATIONS AND NOTES:	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department ADMINISTRATION	Room Title: OFFICE OF THE ADMIN. OFFICER	Reference Sheet Number: 100B-AD-RDS07A

FUNCTIONAL DESIGN REQUIREMENTS:

<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Administrative Officer reads, writes, and uses telephone in his work station. b. Administrative Officer receives visitors. c. Administrative Officer stores, files, and retrieves records. d. Clerk receives visitors. e. Clerk stores, files, and retrieves records. f. Clerk updates records. g. Use of toilet facilities. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Hospital Administrative Officer 1 x Clerk Visitors <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Adjacent to Business and Finance Office. b. Close to Chief of Hospital's Office. c. Close to Accounting Room. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS	
	Typewriter Calculating machine White board	1 1 1		
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS	
	Swivel chair Desk, 750x1500 Desk, 750x1200 Steel filing cabinet, 500x700 Steel filing cabinet w/safe, 500x700 Chair, upright, stacking Cabinet, 800x1200 Typewriter table, 400x800 Sofa, 750x2000	1 1 1 1 1 3 1 1 1		
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS	
	Rail, curtain, window Outlet, telephone Outlet, 10A, 2P, 24OV, duplex Outlet, 15A, 2P, 24OV, single Outlet, intercom Smoke detector	2 1 4 1 1 1	 grounding type, parallel slots grounding type, tandem slots	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE ADMIN. OFFICER	Reference Sheet Number: 100B-AD-RDS07B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	400-500
Room Temperature (deg. C)	25	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	1.5		
SOUND			
Acceptable sound level (db)	40	SAFETY	
Speech privacy	ESSENTIAL : desirable : unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact	Maximum temperature (deg. C)	NA
		Domestic hot water:	at lavatory
		Maximum temperature(deg.C)	70
		Access limit	AD & administrative staff
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE																																																												
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: OFFICE OF THE ADMIN. OFFICER	Reference Sheet Number: 100B-AD-RDS07C																																																												
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:																																																													
<table border="1"> <thead> <tr> <th>DIRECT SERVICES</th> <th>DESIGN DATA</th> </tr> </thead> <tbody> <tr> <td>Disposal</td> <td>hospital solid waste type : A</td> </tr> <tr> <td>Hot water</td> <td>required at lavatory</td> </tr> <tr> <td>Cold water</td> <td>required at toilet fixtures</td> </tr> <tr> <td>Drainage</td> <td>required at toilet fixtures & floor</td> </tr> <tr> <td>Gas</td> <td>NA</td> </tr> <tr> <td>Compressed air</td> <td>NA</td> </tr> <tr> <td>Steam</td> <td>NA</td> </tr> <tr> <td>Others</td> <td></td> </tr> <tr> <td colspan="2">DIRECT DEMANDS ON FLOOR AND WALL</td> </tr> <tr> <td>Loading</td> <td>NA</td> </tr> <tr> <td>Spillage</td> <td>NA</td> </tr> <tr> <td>Foot traffic</td> <td>LIGHT : medium : heavy</td> </tr> <tr> <td>Wheel traffic</td> <td>LIGHT : medium : heavy</td> </tr> <tr> <td>Impacts</td> <td>NA</td> </tr> <tr> <td>Abrasion</td> <td>NA</td> </tr> <tr> <td>Easy maintenance</td> <td>essential : DESIRABLE: unnecessary</td> </tr> <tr> <td>Vibration free</td> <td>ESSENTIAL: desirable: unnecessary</td> </tr> <tr> <td>Door sets</td> <td>wheelchair access</td> </tr> <tr> <td>Windows</td> <td>clear, solar control, privacy</td> </tr> <tr> <td></td> <td>control</td> </tr> <tr> <td>Internal glazing</td> <td>nil</td> </tr> </tbody> </table>		DIRECT SERVICES	DESIGN DATA	Disposal	hospital solid waste type : A	Hot water	required at lavatory	Cold water	required at toilet fixtures	Drainage	required at toilet fixtures & floor	Gas	NA	Compressed air	NA	Steam	NA	Others		DIRECT DEMANDS ON FLOOR AND WALL		Loading	NA	Spillage	NA	Foot traffic	LIGHT : medium : heavy	Wheel traffic	LIGHT : medium : heavy	Impacts	NA	Abrasion	NA	Easy maintenance	essential : DESIRABLE: unnecessary	Vibration free	ESSENTIAL: desirable: unnecessary	Door sets	wheelchair access	Windows	clear, solar control, privacy		control	Internal glazing	nil	<p style="text-align: right;">Scale 1:100 mts.</p> <p>Key</p> <table border="0"> <tr> <td>1 Swivel chair</td> <td>6 Chair, upright, stacking</td> </tr> <tr> <td>2 Desk, 750x1500</td> <td>7 Cabinet, 600x1200</td> </tr> <tr> <td>3 Desk, 750x1200</td> <td>8 Sofa, 750x2000</td> </tr> <tr> <td>4 Steel filing cabinet, 500x700</td> <td>9 Typewriter table, 400x800</td> </tr> <tr> <td>5 Steel filing cabinet with safe 500x700</td> <td>10 White board</td> </tr> </table> <p>SPACE DEMANDS (Total Minimum Space Required in sq. m.): 24.00</p> <table border="1"> <thead> <tr> <th>Space Components</th> <th>Minimum Space Required/Component</th> </tr> </thead> <tbody> <tr> <td>Office Area</td> <td>21.76 sq.m.</td> </tr> <tr> <td>Toilet</td> <td>2.24 sq.m.</td> </tr> </tbody> </table> <p>REGULATIONS AND NOTES:</p>		1 Swivel chair	6 Chair, upright, stacking	2 Desk, 750x1500	7 Cabinet, 600x1200	3 Desk, 750x1200	8 Sofa, 750x2000	4 Steel filing cabinet, 500x700	9 Typewriter table, 400x800	5 Steel filing cabinet with safe 500x700	10 White board	Space Components	Minimum Space Required/Component	Office Area	21.76 sq.m.	Toilet	2.24 sq.m.
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Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE	
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: BUSINESS AND FINANCE OFFICE	Reference Sheet Number: 100B-AD-RDS08A	
FUNCTIONAL DESIGN REQUIREMENTS:				
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Office staff reads, writes, and uses telephone in their work station. b. Office staff receives visitors. c. Office staff entertains inquiries of patients and visitors. d. Office staff stores, files, and retrieves records. e. Clerk uses calculating machines. f. Clerk uses typewriter. g. Cashiering, disbursement, budgeting and personnel functions. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Personnel Officer 1 x Cashier 1 x Bookkeeper 15 x Clerk <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Adjacent to Office of the Administrative Officer. b. Close to Office of the Chief of Hospital. c. Close to Accounting Room. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS	
	Typewriter Personal computer Dot matrix printer Calculating machine Check writer	1 1 1		
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS	
	Swivel chair Stool with back rest Clerical desk, 750x1200 Side table, 750x1200 Steel filing cabinet, 500x700 Steel filing cabinet w/safe, 500x700 Transaction counter	17 2 17 16 8 2		
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS	
Rail, curtain, window Outlet, intercom Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V, single Split type ACU, 3 tons Smoke detector Outlet, telephone	2 3 11 2 2 3 3		grounding type, parallel slots grounding type, tandem slots sets	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: BUSINESS AND FINANCE OFFICE	Reference Sheet Number: 100B-AD-RDS08B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	Ave. local station temperature reading	General illumination (LUX)	500-750
Room Temperature (deg. C)	25	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m /hr -person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m /hr)	1200	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	7.5		
SOUND			
Acceptable sound level (db)	50	SAFETY	
Speech privacy	essential: DESIRABLE: unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact	Maximum temperature (deg. C)	NA
		Domestic hot water:	NA
		Maximum temperature (deg. C)	NA
		Access limit	hospital-staff & visitors
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE										
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: BUSINESS AND FINANCE OFFICE	Reference Sheet Number: 100B-AD-RDS08C										
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:											
DIRECT SERVICES	DESIGN DATA	Scale 1:200 mts											
Disposal	hospital solid waste type : A												
Hot water	NA												
Cold water	NA												
Drainage	NA												
Gas	NA												
Compressed air	NA												
Steam	NA												
Others													
DIRECT DEMANDS ON FLOOR AND WALL													
Loading	NA												
Spillage	NA												
Foot traffic	light : MEDIUM : heavy												
Wheel traffic	LIGHT : medium : heavy												
Impacts	NA												
Abrasion	NA												
Easy maintenance	essential: DESIRABLE: unnecessary												
Vibration free	ESSENTIAL: desirable: unnecessary												
Door sets	wheelchair access												
Windows	clear, solar control												
Internal glazing	nil												
		<p>Key</p> <table border="0"> <tr> <td>1 Swivel chair</td> <td>6 Transaction counter</td> </tr> <tr> <td>2 Stool with back rest</td> <td>7 Steel filing cabinet with safe, 500x700</td> </tr> <tr> <td>3 Clerical desk, 750x1200</td> <td>8 Cashier's cubicle</td> </tr> <tr> <td>4 Side table, 750x1200</td> <td></td> </tr> <tr> <td>5 Steel filing cabinet, 500x700</td> <td></td> </tr> </table>		1 Swivel chair	6 Transaction counter	2 Stool with back rest	7 Steel filing cabinet with safe, 500x700	3 Clerical desk, 750x1200	8 Cashier's cubicle	4 Side table, 750x1200		5 Steel filing cabinet, 500x700	
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2 Stool with back rest	7 Steel filing cabinet with safe, 500x700												
3 Clerical desk, 750x1200	8 Cashier's cubicle												
4 Side table, 750x1200													
5 Steel filing cabinet, 500x700													
		SPACE DEMANDS (Total Minimum Space Required in sq m) : 105.00.											
		Space Components	Minimum Space Required/Component										
		REGULATIONS AND NOTES:											
		Source: VNR Metric Handbook											
		Minimum area for reasonable conditions -4.20 to 6.00 per person											

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: COMMISSION ON AUDIT OFFICE	Reference Sheet Number: 100B-AD-RDS09A

FUNCTIONAL DESIGN REQUIREMENTS:

<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Commission on Audit personnel reads, writes, and uses telephone in his work station. b. Commission on Audit personnel receives visitors c. Commission on Audit personnel stores, and retrieves records. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x COA Auditor 1 x Clerk Visitors <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Close to Business and Finance Office. b. Close to Office of the Administrative Officer. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS	
	Typewriter	1		
	Calculating machine	1		
	FURNITURE AND FIXTURE CHECKLIST			
	QUANTITY	REMARKS		
	Chair, upright, stacking	3		
Desk, 750x1200	2			
Typewriter table, 400x800	1			
Steel filing cabinet, 500x700	2			
Cabinet, 600x1800	1			
Swivel chair	2			
ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS		QUANTITY	REMARKS	
Rail, curtain, window	1			
Outlet, intercom	1			
Outlet, 10A, 2P, 240V, duplex	3		grounding type, parallel slots	
Outlet, 15A, 2P, 240V, single	1		grounding type, tandem slots	
Outlet, telephone	1			
Smoke detector	1			

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: November 1991	Department ADMINISTRATION	Room Title: COMMISSION ON AUDIT OFFICE	Reference Sheet Number: 100B-AD-RDS09B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	500-750
Room Temperature (deg. C)	25	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	12.75	Colour rendering:	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	1.5		
SOUND			
Acceptable sound level (db)	50	SAFETY	
Speech privacy	ESSENTIAL : desirable : unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact	Maximum temperature (deg. C)	NA
		Domestic hot water:	NA
		Maximum temperature (deg. C)	NA
		Access limit	COA-staff
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital	ROOM DATA SHEET		Department of Health						
Tertiary, 100-Bed			HEALTH INFRASTRUCTURE SERVICE						
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: COMMISSION ON AUDIT OFFICE	Reference Sheet Number: 100B-AD-RDS09C						
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:							
DIRECT SERVICES	DESIGN DATA	<p style="text-align: right;">Scale 1:100 mts.</p>							
Disposal	hospital solid waste type : A								
Hot water	NA								
Cold water	NA								
Drainage	NA								
Gas	NA								
Compressed air	NA								
Steam	NA								
Others									
DIRECT DEMANDS ON FLOOR AND WALL									
Loading	NA								
Spillage	NA								
Foot traffic	LIGHT : medium : heavy								
Wheel traffic	LIGHT : medium : heavy								
Impacts	NA								
Abrasions	NA								
Easy maintenance	essential : DESIRABLE: unnecessary	<p>Key</p> <table border="0"> <tr> <td>1 Chair, upright, stacking</td> <td>4 Steel filing cabinets, 500x700</td> </tr> <tr> <td>2 Desk, 750x1200</td> <td>5 Cabinet, 600x1800</td> </tr> <tr> <td>3 Typewriter table, 400x800</td> <td>6 Swivel chair</td> </tr> </table>		1 Chair, upright, stacking	4 Steel filing cabinets, 500x700	2 Desk, 750x1200	5 Cabinet, 600x1800	3 Typewriter table, 400x800	6 Swivel chair
1 Chair, upright, stacking	4 Steel filing cabinets, 500x700								
2 Desk, 750x1200	5 Cabinet, 600x1800								
3 Typewriter table, 400x800	6 Swivel chair								
Vibration free	ESSENTIAL: desirable: unnecessary								
Door sets	wheelchair access	SPACE DEMANDS (Total Minimum Space Required in sq. m.): 21.00							
Windows	clear, solar control	Space Components	Minimum Space Required/Component						
Internal glazing	nil	REGULATIONS AND NOTES							
		Work area for responsible condition - 4.20 to 6.00 per person							

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: OFFICE OF THE DEPARTMENT HEAD	Reference Sheet Number: 100B-AD-RDS010A
FUNCTIONAL DESIGN REQUIREMENTS:			
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Department Head reads, writes and uses telephone in his desk. b. Department Head receives visitors. c. Department Head stores, files and retrieves records. <p>People Involved:</p> <ul style="list-style-type: none"> 1 x Department Head Visitors <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Adjacent to Nurse Station of Inpatient Ward Area. b. Close to Inpatient Nursing Units. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
	Desk, 750x1500 Swivel chair Chair, upright, stacking Shelf, 300x1200 Steel filing cabinet, 500x700	1 1 2 1 1	
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
Rail, curtain, window Outlet, intercom Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V Outlet, 15A, 2P, 240V, single Smoke detector	1 1 2 1 1 1	grounding type, parallel slots grounding type tandem slots grounding type, tandem slots	

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: OFFICE OF THE DEPARTMENT HEAD	Reference Sheet Number: 100B-AD-RDS10B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	400-500
Room Temperature (deg. C)	25	Night illumination (LUX)	NA
Mechanical ventilation		Task illumination (LUX)	NA
Volume (cu m./hr.-person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	900	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93%-99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Air Conditioning Limit (TR)	0.75		
SOUND			
Acceptable sound level (db)	50	SAFETY	
Speech privacy	ESSENTIAL: desirable: unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact	Maximum temperature (deg. C)	NA
		Domestic hot water:	NA
		Maximum temperature (deg. C)	NA
		Access limit	department head & visitors
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	R O O M D A T A S H E E T		Department of Health HEALTH INFRASTRUCTURE SERVICE		
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: OFFICE OF THE DEPARTMENT HEAD	Reference Sheet Number: 100B-AD-RDS10C		
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:			
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.			
Disposal	hospital solid waste type : A				
Hot water	NA				
Cold water	NA				
Drainage	NA				
Gas	NA				
Compressed air	NA				
Steam	NA				
Others					
DIRECT DEMANDS ON FLOOR AND WALL				Key 1 Desk, 750x1500 2 Swivel chair 3 Chair, upright, stacking 4 Shelf, 300x1200 5 Steel filing cabinet, 500x700	
Loading	NA				
Spillage	NA				
Foot traffic	LIGHT : medium : heavy				
Wheel traffic	NA				
Impacts	NA				
Abrasion	NA				
Easy maintenance	essential : DESIRABLE: unnecessary				
Vibration free	ESSENTIAL: desirable: unnecessary				
Door sets	ordinary access door				
		SPACE DEMANDS (Total Minimum Space Required in sq. m.): 42.00			
		Space Components	Minimum Space Required/Component		
		4x Dep't. Head of Office	10.50 sq. m.		
		REGULATIONS AND NOTES			
Windows	clear, solar control				
Internal glazing	nil				

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department ADMINISTRATION	Room Title: CONFERENCE ROOM	Reference Sheet Number: 100B-AD-RDS11A

FUNCTIONAL DESIGN REQUIREMENTS:

<p>This activity space provides facilities needed for the following activities:</p> <p>a. Hospital Staff/Hospital Services Personnel and Visitors hold meeting and special lectures.</p> <p>People Involved: Hospital Staff Hospital Services Personnel Visitors</p> <p>Planning Relationships:</p> <p>a. Close to Office of the Chief of Hospital. b. Close to Office of the Administrative Officer. c. Close to Office of the Chief Nurse. d. Close to Affiliates' Room and Library.</p>	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
	White board, 1200x2400	1	on ball casters
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
	Swivel chairs Table, 750x1500 Table, 750x1700	25 4 2	
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
	Rail, curtain, window Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V, single Outlet, intercom Smoke detector	1 5 2 1 1	grounding type, parallel slots grounding type tandem slots

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference May 1992	Department: ADMINISTRATION	Room Title: CONFERENCE ROOM	Reference Sheet Number: 100B-AD-RDS11B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg C)	ave. local station temp. reading	General illumination (LUX)	
Room Temperature (deg C)	25	Night illumination (LUX)	
Mechanical ventilation:		Task illumination (LUX)	
Volume (cu.m./hr.-person)	12.75	Colour rendering	essential : DESIRABLE : unnecessary
Velocity (m./hr.)	1200	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : DESIRABLE : unnecessary
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	93% - 99% @ 1 micron	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	50	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	2.5		
SOUND			
Acceptable sound level (db)	50	SAFETY	
Speech privacy	ESSENTIAL : desirable : unnecessary	Accessible hot surface:	NA
Quality which cannot be tolerated	tonal impact.	Maximum temperature (deg C)	NA
		Domestic hot water:	NA
		Maximum temperature (deg C)	NA
		Access limit	hospital staff & visitors
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: PRINTING AND STORAGE ROOM	Reference Sheet Number: 100B-AD-RDS12A

FUNCTIONAL DESIGN REQUIREMENTS:

This activity space provides facilities needed for the following activities:

STORAGE ROOM:

- a. Storage of administrative office supplies.

PRINTING ROOM:

- a. Printing of documents by mimeographing.

People Involved:

- 1 x Machine Operator

Planning Relationships:

- a. Located within the Business Office.
- b. Close to the Office of the Administrative Officer.

EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
Mimeographing machine	1	
FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
Open shelving, 600 mm. deep		
ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
Rail, curtain, window	1	
Outlet, 10A, 2P, 240V, duplex	3	grounding type, parallel slots
Outlet, 15A, 2P, 240V, single	1	grounding type, tandem slots

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: PRINTING AND STORAGE ROOM	Reference Sheet Number: 100B-AD-RDS12B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	500
Room Temperature (deg. C)	ambient	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	NA	Colour rendering	ESSENTIAL : desirable : unnecessary
Velocity (m./hr.)	NA	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : desirable : UNNECESSARY
Exhaust (psi)	NA	Daylight	essential : desirable : UNNECESSARY
Inlet (psi)	NA	View out	essential : DESIRABLE : unnecessary
%Dust filtration	NA	Privacy	essential : DESIRABLE : unnecessary
Humidity (%RH)	NA	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	NA		
SOUND		SAFETY	
Acceptable sound level (db)	50	Accessible hot surface:	NA
Speech privacy	essential: desirable: UNNECESSARY	Maximum temperature (deg. C)	NA
Quality which cannot be tolerated	NA	Domestic hot water:	NA
		Maximum temperature (deg. C)	NA
		Access limit	machine operator & supply office
		Fire risk	low : MEDIUM : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE		
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: PRINTING AND STORAGE ROOM	Reference Sheet Number: 100B-AD-RDS12C		
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:			
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.			
Disposal	hospital solid waste type : A				
Hot water	NA				
Cold water	NA				
Drainage	NA				
Gas	NA				
Compressed air	NA				
Steam	NA				
Others					
DIRECT DEMANDS ON FLOOR AND WALL				Key 1 Open shelving, 600 mm, deep 3 Printing Room 2 Mimeographing machine 4 Storage Room 5 Copying machine	
Loading	light ; MEDIUM ; heavy				
Spillage	NA				
Foot traffic	LIGHT ; medium ; heavy				
Wheel traffic	NA				
Impacts	NA				
Abrasion	NA				
Easy maintenance	ESSENTIAL: desirable: unnecessary	SPACE DEMANDS (Total Minimum Space Required in sq.m.): 15.00			
Vibration free	ESSENTIAL: desirable: unnecessary	Space Components	Minimum Space Required/Component		
Door sets	ordinary access door	Storage Room	7.50 sq.m.		
		Printing Room	7.50 sq.m.		
Windows	clear, solar control	REGULATIONS AND NOTES:			
Internal glazing	nil				

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: TOILET FACILITIES	Reference Sheet Number: 100B-AD-RDS13A
FUNCTIONAL DESIGN REQUIREMENTS:			
<p>This activity space provides facilities needed for the following activities:</p> <ul style="list-style-type: none"> a. Hospital Administrative Staff and visitors makes use of toilet facilities. b. Hospital Administrative Staff do clean-up activities. <p>People Involved:</p> <p>Male and Female Employees Visitors</p> <p>Planning Relationships:</p> <ul style="list-style-type: none"> a. Accessible to all Administrative Offices. 	EQUIPMENT AND ACCESSORY CHECKLIST	QUANTITY	REMARKS
	FURNITURE AND FIXTURE CHECKLIST	QUANTITY	REMARKS
	Water closet Lavatory Urinal Slop sink Janitor's closet	6 3 2 2 2	
	ADDITIONAL EQUIPMENT AND ENGINEERING TERMINALS	QUANTITY	REMARKS
	Rail, curtain, window Outlet, 10A, 2P, 240V, duplex Outlet, 15A, 2P, 240V, single	2 1 2	grounding type parallel slots grounding type parallel slots for exhaust.

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: November 1991	Department: ADMINISTRATION	Room Title: TOILET FACILITIES	Reference Sheet Number: 100B-AD-RDS13B
TECHNICAL DESIGN DATA:			
ENVIRONMENTAL CONDITIONS	DESIGN DATA	ENVIRONMENTAL CONDITIONS	DESIGN DATA
AIR		LIGHTING AND VISUAL	
Outdoor air temperature (deg.C)	ave. local station temp. reading	General illumination (LUX)	150
Room Temperature (deg. C)	ambient	Night illumination (LUX)	NA
Mechanical ventilation:		Task illumination (LUX)	NA
Volume (cu.m./hr.-person)	NA	Colour rendering	essential : desirable : UNNECESSARY
Velocity (m./hr.)	NA	Standby light	essential : DESIRABLE : unnecessary
Pressure:		Emergency light	essential : desirable : UNNECESSARY
Exhaust (psi)	NA	Daylight	essential : DESIRABLE : unnecessary
Inlet (psi)	NA	View out	essential : desirable : UNNECESSARY
%Dust filtration	NA	Privacy	ESSENTIAL : desirable : unnecessary
Humidity (%RH)	NA	Black out	essential : desirable : UNNECESSARY
Cooling load (TR)	NA		
SOUND		SAFETY	
Acceptable sound level (db)	60	Accessible hot surface:	NA
Speech privacy	essential : desirable : UNNECESSARY	Maximum temperature (deg. C)	NA
Quality which cannot be tolerated	NA	Domestic hot water:	NA
		Maximum temperature (deg. C)	NA
		Access limit	general public
		Fire risk	LOW : medium : high
		Other risks	NA

Hospital: Tertiary, 100-Bed	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: TOILET FACILITIES	Reference Sheet Number: 100B-AD-RDS13C
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:	
DIRECT SERVICES	DESIGN DATA	Scale 1:100 mts.	
Disposal	hospital solid waste type : A		
Hot water	NA		
Cold water	required at toilet fixtures		
Drainage	req'd at toilet fixtures & floor		
Gas	NA		
Compressed air	NA		
Steam	NA		
Others			
DIRECT DEMANDS ON FLOOR AND WALL			
Loading	NA		
Spillage	slight : occasional : FREQUENT		
Foot traffic	light : medium : HEAVY		
Wheel traffic	light : MEDIUM : heavy		
Impacts	NA		
Abrasion	NA		
Easy maintenance	ESSENTIAL: desirable: unnecessary	SPACE DEMANDS (Total Minimum Space Required in sq.m.): 36.00	
Vibration free	essential desirable : UNNECESSARY	Space Components	Minimum Space Required/Component
Door sets	wheelchair access	Male toilet	18.00 sq.m.
		Female toilet	18.00 sq.m.
Windows	clear, solar control, privacy	REGULATIONS AND NOTES:	
	control		
Internal glazing	nil		

Hospital:	ROOM DATA SHEET		Department of Health HEALTH INFRASTRUCTURE SERVICE																
Tertiary, 100-Bed																			
Updated Reference: May 1992	Department: ADMINISTRATION	Room Title: RADIO ROOM	Reference Sheet Number: 100B-AD-RDS14C																
TECHNICAL DESIGN DATA:		LAYOUT OF ROOM AND SPACE COMPONENTS:																	
DIRECT SERVICES	DESIGN DATA	<p>Scale 1:100 mts.</p>																	
Disposal	hospital solid waste type : A																		
Hot water	NA																		
Cold water	NA																		
Drainage	NA																		
Gas	NA																		
Compressed air	NA																		
Steam	NA																		
Others																			
DIRECT DEMANDS ON FLOOR AND WALL				<p>Key</p> <table border="0"> <tr> <td>1 Radio transceiver unit</td> <td>4 Steel filing cabinet</td> </tr> <tr> <td>2 Chair, upright, stacking</td> <td>500x700</td> </tr> <tr> <td>3 Counter with drawer, open below</td> <td>5 Typewriter table</td> </tr> <tr> <td></td> <td>400x800</td> </tr> </table> <p>SPACE DEMANDS (Total Minimum Space Required in sq.m.): 6.00</p> <table border="1"> <thead> <tr> <th>Space Components</th> <th>Minimum Space Required/Component</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		1 Radio transceiver unit	4 Steel filing cabinet	2 Chair, upright, stacking	500x700	3 Counter with drawer, open below	5 Typewriter table		400x800	Space Components	Minimum Space Required/Component				
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Spillage	NA																		
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Easy maintenance	ESSENTIAL: desirable: unnecessary																		
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Door sets	ordinary access door																		
Windows	clear, solar control	REGULATIONS AND NOTES:																	
Internal glazing	nil																		

