

**CHAPTER 410: VETERANS HEALTH ADMINISTRATION: ENVIRONMENTAL
MANAGEMENT SERVICE LOCKERS, LOUNGES, TOILETS, AND
SHOWERS**

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1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 410: Environmental Management Services Administration Lockers, Lounges, Toilets, and Showers. It applies to all medical facilities at the Department of Veterans Affairs (VA).

Space planning criteria for lockers, lounges, toilets and showers (LLTS) are generally provided at the departmental (chapter) level, in each separate chapter. Lockers, lounges, toilets and showers, (LLTS) which are provided in this chapter, are for all hospital staff not otherwise accounted for in separate departmental chapters. The facilities to be provided by these criteria are further defined as follows:

1. Lockers: The space required to accommodate lockers for employee's clothing, or other personal effects, benches, dressing and circulation.
2. Lounges: This space will be utilized by employees for a brief rest, relaxation or emergencies that require off the job environment for a degree of privacy and personal attention.
3. Toilets: Toilet facilities include all water closets, urinals, and lavatories throughout the hospital for staff and trainees specifically designated as toilet or toilet and shower rooms.
4. Showers: Shower facilities include all employee showers other than those excluded above.

2 DEFINITIONS

- A. Concept of Operations: A user-developed guide to the functional operation of the VA healthcare facility. It defines the function of the facility and the scope of medical or optometric services to be provided in the new or remodeled space.
- B. Departmental Net to Gross (DNTG) Conversion Factor: A parameter, determined by the VA for each space planning criteria chapter, used to convert the programmed Net Square Foot (NSF) area to the Department Gross Square Foot (DGSF) area. The **DNTG** Departmental Conversion Factor for **EMS-LLTS** is **1.20**.
- C. Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose total time commitment equals that of a full-time employee. One FTE equals 40 hours per week.
- D. Input Data Statement: A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) based on the criteria parameters set forth in this document. Input Data Statements could be Mission related, based in the project's Concept of Operations; and Workload or Staffing related, based on projections and data provided by the VHA or the VISN about the estimated model of operation. This information is processed through mathematical and logical operations in SEPS.

- E. Lockers, Lounges, Toilets and Showers (LLTS): As described in these criteria, LLTS are central facilities for hospital support staff. Lockers, Lounges, and Toilet facilities for medical providers are provided in their respective chapters.
- F. Lockers: The space required is to accommodate lockers for employee's clothing, or other personal effects, benches, dressing and circulation.
- G. Lounges: This space will be utilized by employees for a brief rest, relaxation or emergencies that require off the job environment for a degree of privacy and personal attention. A counter nourishment station should be provided.
- H. Program for Design (PFD): A space program based on criteria set forth in this document and specific information about Concept of Operations, workload projections and staffing levels authorized.
- I. SEPS (VA-SEPS): Acronym for Space and Equipment Planning System, a digital tool developed by the Department of Defense (DoD) and the Department of Veterans Affairs to generate a Program for Design (PFD) and an Equipment List for a VA healthcare project based on specific information entered in response to Input Data Questions. VA-SEPS incorporates the propositions set forth in all VA space planning criteria chapters. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.
- J. Showers: Shower facilities include employee showers other than those located in specified departments.
- K. Toilets: Toilet facilities include all water closets, urinals, and sinks for support staff and trainees specifically designated as toilet or toilet and shower rooms.

3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Workload Projections or planned services / modalities for a specific VA medical center, hospital or satellite outpatient clinic project are provided by the VA Central Office (VACO) / VISN CARES Capacity Projection Model. The workload projections are generated by methodology based upon the expected veteran population in the respective market / service area. Healthcare planners working on VA medical center, hospital or satellite outpatient clinic projects will utilize and apply the workload based criteria set forth herein for identified services and modalities to determine room requirements for each facility.
- B. Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of Environmental Management Service Lockers, Lounges, Toilets, and Showers and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Veterans.
- C. These criteria are subject to modification relative to development in the equipment, medical practice, vendor requirements, and subsequent planning and design. The selection of the size and type of Environmental Management Service equipment is determined by VACO and upon Veterans Health Administration (VHA) anticipated medical needs.

- D. The quantity of lockers, toilets and showers required are determined by the number of projected FTE positions authorized to be served, which are not otherwise accommodated in individual departments (chapters) Most Certain departments include programming of LLTS within each chapter. These facilities should not be duplicated.

4 PROGRAM DATA REQUIRED (Input Data Questions)

A. Miscellaneous Input Data Statements

1. How many male FTEs are projected for this facility? (Misc)
2. How many female FTEs are projected for this facility? (Misc)
3. How many FTE positions utilizing a centralized locker room, lounge and toilets are authorized for this facility? (Misc)

5 SPACE CRITERIA

A. Locker Areas

1. **Locker Room (LR002).....6 NSF (0.5 NSM)**
Minimum NSF per FTE position making use of centralized locker room, lounge and toilets authorized; provide two, one for male and one for female.

Apportion the total area based on estimated male / female FTE ratio on a per-project basis. Staff lockers are generally provided at the departmental level. Do not duplicate space.

2. **Vestibule, Locker Room (LOB02)30 NSF (2.8 NSM)**
Provide one per each Locker Room.

B. Lounge Areas

1. **Lounge, Staff (SL001).....120 NSF (11.2 NSM)**
Minimum NSF; provide an additional 60 NSF for each increment of five FTE positions authorized to utilize a centralized locker room greater than ten.

C. Toilet and Shower Areas

1. **Toilet and Shower, Male (TLTS2).....80 NSF (7.4 NSM)**
Minimum NSF; refer to Table 1.
2. **Toilet and Shower, Female (TLTS2)80 NSF (7.4 NSM)**
Minimum NSF; refer to Table 1.

TABLE 1: FIXTURE CALCULATION

FIXTURE	NSF PER FIXTURE	NUMBER OF MALE FTEs	NUMBER OF FEMALE FTEs
Water Closet	20	20	15
Sink	24	20	15
Urinal	20	40	0
Shower	20	40	40

Minimum NSF provides for two water closets (one WC, one urinal), one sink and one shower

6 PLANNING AND DESIGN CONSIDERATIONS

- A. Department net-to-gross factor (**NTDG**) for **Environmental Management Service Lockers, Lounges, Toilets, and Showers** is **1.20**. This number when multiplied by the programmed net square foot (NSF) area determines the departmental gross square feet.
- B. Generally Lockers, Lounges, Toilets, and Shower facilities are programmed and located in each department. LLTS programmed in this chapter should be located centrally in the facility so that personnel have easy and direct access from their assigned activity location. Lockers, Toilets and Showers will be sized and separated, Male and Female, based on the staff ratios.
- C. The provision of lockers for designated employees and trainees is based on the need for an individual secured storage space for a change in clothing and other personal belongings. A locker size of 12" x 21" (305 mm x 533 mm)
- D. The ratio of water closets, lavatories and urinals is based on FTEs, building codes and other guidelines.
- E. The lounge should accommodate both male and female employees. Access from the lounge to both the male and the female locker rooms and toilet rooms via a vestibule is desirable. Also, access from the lounge to both the main access corridor and a separate entrance to the toilet-locker room vestibule from the main access corridor is desirable.

7 FUNCTIONAL RELATIONSHIPS

Relationship of Environmental Management Service Lockers, Lounges, Toilets, and Showers to services listed below:

TABLE 2: FUNCTIONAL RELATIONSHIPS MATRIX

SERVICE	RELATIONSHIP	REASONS
Staff Entry into Hospital	1	A,C,I
Linen Distribution	2	A,B,C,G,I
Loading Dock	2	A,C,G,I
AMM Service	3	A,B,I
Engineering Service	3	I
Human Resource Service	3	A,I
Administration Suite	4	I

Legend:

Relationship:

1. Adjacent
2. Close / Same Floor
3. Close / Different Floor Acceptable
4. Limited Traffic
5. Separation Desirable

Reasons:

- A. Common use of resources
- B. Accessibility of supplies
- C. Urgency of contact
- D. Noise or vibration
- E. Presence of odors or fumes
- F. Contamination hazard
- G. Sequence of work
- H. Patient convenience
- I. Frequent contact
- J. Need for security
- K. Closeness inappropriate

8 FUNCTIONAL DIAGRAM

