

Part B – Health Facility Briefing & Design

95 Housekeeping Unit



iHFG

International Health Facility Guidelines

Version 4 May 2014

Table of Contents

95	Housekeeping Unit	3
1	Introduction	3
2	Planning	3
3	Design	4
4	Components of the Unit.....	4
5	Schedule of Accommodation – Housekeeping Unit.....	5
6	Functional Relationship Diagram – Housekeeping Unit.....	6
7	References and Further Reading.....	7

95 Housekeeping Unit

1 Introduction

Description

The Housekeeping Unit is responsible for maintaining the cleanliness of the facility in all areas including Inpatient Units and all public areas.

The cleaning service may be contracted or in-house. In addition to the Cleaner's Rooms provided in the specialist Units, others may be required throughout the facility to maintain a clean and sanitary environment.

2 Planning

Operational Models

Hours of Operation

The Housekeeping Unit will generally operate up to 12 hours per day, 7 days per week with some specific cleaning services operating 24 Hours a day. Some Hospital Units may be cleaned at night to avoid disruption to the Unit during the day.

Location

The Unit will be located in the service area of the facility.

Functional Areas

A typical hospital Housekeeping Unit comprises the following:

- Staff Areas including:
 - Manager's Office
 - Meeting room for Briefing, Training and staff meetings
 - Sign-on bay for Cleaning staff, optional depending on the Unit Operational Policy
- Storage Areas for:
 - Cleaner's Equipment, such as trolleys, buckets, mops, brooms
 - Bulk cleaning materials, consumable supplies including soap and paper towel supplies for handbasins
- Trolley wash area that may be shared with other service units.

The above facilities are not mandatory. These facilities may be centralised or departmentalised. When provided, these should be sized adequately for the number of staff and the amount of equipment stored. Storage areas may be shared with the Supply Unit

Staff Areas

Offices and Meeting Rooms

Provide Offices for senior Full time staff such as Manager and Supervisors according to Standard Components.

Meeting Rooms are to comply with Standard Components.

Sign-On Bay

A recessed area may be required for staff to sign-on, check and record rosters. The Sign-on Bay shall be a minimum of four m².

The Sign-on Bay should be located in a discreet area with ready access to staff entry area and circulation corridor. It may also be located close to the Unit Manager's Office.

The Sign-on Bay will require the following fittings and services:

Housekeeping Unit

- bench at standing height
- pin board for display of rosters (or computer for computerised rosters)
- computer terminal (optional)
- power and data outlets for computers as required

Trolley Wash

An area shall be provided for washing of trolleys and cleaners equipment and may be shared with other service unit. The Trolley Wash area should be located in the service area.

The trolley washing area will require:

- Smooth, impervious and easily cleanable surfaces to walls and ceiling
- Impervious and non-slip finishes to the floor
- Hot and cold water outlets.

Functional Relationships

The Housekeeping Unit will require ready access to:

- the Waste Management Area
- the Loading Dock
- Laundry/ Linen Handling areas
- Storage areas for cleaning supplies.

3 Design

Equipment

The Housekeeping Unit will require sufficient cleaning equipment for cleaning and maintaining all type of finishes installed in the facility including vinyl, floors, carpeted floors and other finishes. This may include polishers, scrubbers, vacuum cleaners, steam carpet cleaners.

Infection Control

Cleaning staff will require ready access to staff handwashing basins. Hand basins may be located within the Cleaner's Rooms or in adjacent corridor areas.

Safety and Security

All electrical cleaning equipment should have prominent shut off switches for staff safety. Storage areas for equipment and supplies must be locked with access restricted to authorised staff.

4 Components of the Unit

The Cleaning/ Housekeeping Unit will consist of Standard Components to comply with details described in these Guidelines. Refer to Standard Components Room Data Sheets and Room Layout Sheets.

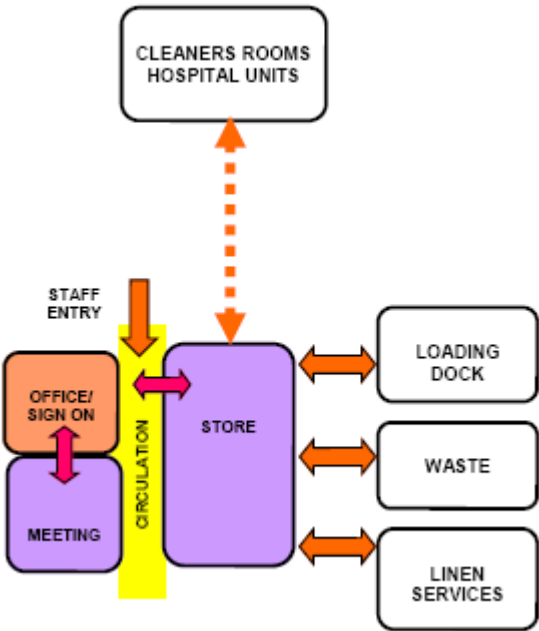
5 Schedule of Accommodation – Housekeeping Unit

ROOM / SPACE	Standard Component	Level 1/2 Qty x m ²	Level 3 Qty x m ²	Level 4 Qty x m ²	Level 5 Qty x m ²	Level 6 Qty x m ²	Remarks
BAY - MOBILE EQUIPMENT	BMEQ-10-I			1 x 10 optional	1 x 10 optional	1 x 10 optional	
BAY - SIGN ON				1 x 4 optional	1 x 4 optional	1 x 4 optional	May be collocated with Office – Single Person
OFFICE - SINGLE PERSON 12 m ²	OFF-S12-I				1 x 12 optional	1 x 12 optional	For Manager
STORE – CLEANERS	STCL-I STGN-20-I	1 x 12	1 x 12	1 x 12 optional	2 x 12 optional	2 x 12 optional	Room may be re-sized according to storage needs
STORE - CHEMICAL	STCM-I similar	1 x 4 optional	1 x 4 optional	1 x 6 optional	1 x 6 optional	1 x 8 optional	For cleaning chemicals as needed
CIRCULATION ALLOWANCE %		10%	10%	10%	10%	10%	

Please note the following:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the FPU.
- Rooms indicated in the schedule reflect the typical arrangement according to the Role Delineation.
- Exact requirements for room quantities and sizes will reflect Key Planning Units identified in the Service Plan and the Operational Policies of the Unit.
- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit.
- Office areas are to be provided according to the Unit role delineation and endorsed full time positions in the Unit.
- Staff and support rooms may be shared between Functional Planning Units dependant on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

6 Functional Relationship Diagram – Housekeeping Unit



7 References and Further Reading

- Australasian Health Facility Guidelines, Part B Health Facility Briefing and Planning, Rev 4, 2012; refer to website www.healthfacilitydesign.com.au
- Guidelines for Design and Construction of Health Care Facilities; The Facility Guidelines Institute, 2010 Edition; refer to website www.fgiguideines.org



The International Health Facility Guidelines recommends the use of HFBS “Health Facility Briefing System” to edit all room data sheet information for your project.

HFBS provides edit access to all iHFG standard rooms, and departments, and more than 100 custom report templates.

HFBS Health Facility Briefing System



Briefing Module

The Health Facility Briefing System (HFBS) has numerous modules available via annual subscription. It suits healthcare Architects, Medical Planners, Equipment Planners Project Managers and Health Authorities.

Use the HFBS Briefing Module to quickly drag in health facility departments or pre-configured room templates from the iHFG standard, edit the room features such as finishes, furniture, fittings, fixtures, medical equipment, engineering services. The system can print or download as PDF more than 100 custom reports including room data sheets, schedules, and more...

To learn more about the HFBS web-based Healthcare Briefing and Design Software and to obtain editable versions of the “Standard Components” including Room Data Sheets (RDS) and Room Layout Sheets (RLS) offered on the iHFG website, signup for HFBS using the link below.

Get Started Now:
hfbs.healthdesign.com.au

- ✓ iHFG Room Data Sheets and Departments are instantly editable in the HFBS software available online.
- ✓ You can access hundreds of report templates to print your iHFG room data in HFBS.
- ✓ HFBS has a onetime free 3 day trial available to all new users.

Get Started Now:
hfbs.healthdesign.com.au



HFBS

Health Facility Briefing System

hfbsinfo.com | techsupport@healthdesign.com.au