

## **CHAPTER 284: LOGISTICS SERVICE**

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## 1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter This document outlines space planning criteria for services and programs provided in VA Chapter 284: Logistics Service for the Department of Veterans Affairs (VA). It applies to all medical facilities at the VA.

Policies and directives, VA Subject Matter Experts (SMEs), and established and / or anticipated best practice guidelines / standards provides the foundation for the workload based space criteria and Net Square Footages (NSF) for each space.

## 2 DEFINITIONS

Automated Transport: A computer-controlled materials handling system that moves carts along pre-programmed paths to deliver goods. Also referred to as an Automated Guided Vehicle System (AGVS).

Bulk Item Storage: High-bay storage of supplies that are purchased in large quantities, including full pallets, and case-lots. If not available for purchase in a more convenient format, bulk supplies may be broken down into packages or low unit of measure before being transferred to Unit Item Storage. Bulk item storage may also accommodate pandemic supplies, disaster preparedness supplies, and similar items not typically required to maintain routine operation of the medical center.

Clean Linen Storage: An area where clean linen is stored for issue. Clean linen distribution may be the responsibility of either Logistics or Environmental Programs Service (EPS) at the discretion of the particular medical facility.

Clean Loading Dock: Accommodates the delivery of clean material and equipment. Separation between clean and soiled loading docks must be maintained.

Exchange Cart Replenishment: A system where patient care areas are restocked with supplies, or clean linens, based on predetermined schedules. While one exchange cart is in use within a patient area, another is being restocked in Logistics or EPS as a replacement.

Flex Storage: Temporary holding space for incoming supplies and equipment that are not ready for delivery or installation. These items include beds, stretchers, computer equipment, furnishings, and construction materials.

Logical Unit of Measure (LUM): A supply delivery model, also referred to as Low Unit of Measure, whereby medical products that are ordered, received, and replenished directly to end users in a ready-to-use format. This model is part of a “just in time” vendor supported replenishment system.

Logistics Receiving, Storage and Dispatch: An area where the receipt and storage of clean supplies, sterile supplies, and sterile instruments takes place in a controlled environment prior to distributing these items to end users.

Pandemic Storage: A portion of the medical center’s disaster preparedness provisions that would complement the Pharmacy Cache with non-prescription related medical supplies.



Items may vary by region / VISN or by medical center, but would typically include storage of needles & syringes, masks, gloves and assorted personal protective equipment (PPE).

Receiving / Processing: An area within Logistics, where the detailed inspection of material and equipment occurs. In this area, Logistics staff will complete the appropriate receiving reports, and the sorting of all items for delivery to the appropriate storage location. Boxes and packing material are broken down into smaller quantities for placement on shelves or delivery to end users.

Service Yard: An exterior area, with controlled access, adjacent to the Loading Dock(s) used for maneuvering and temporary parking of service and delivery vehicles.

Soiled Loading Dock: Accommodates one or more truck bays for the interface with trash compactors, recycling compactors / dumpsters, on-site treatment of regulated medical waste (if authorized), and the removal of soiled linen, sharps, and other soiled materials. The Soiled Loading Dock may be located adjacent to, but must be physically separated from, the Clean Loading Docks.

Standard Storage Unit: Used as a metric for planning SPS and Unit Item storage requirements, using modules representing typical open wire shelves with dimensions of 24" D x 60" W x 72" H. It is also applicable for planning other storage requirements in areas such as the surgical suite / clean core.

Truck Bay: A space at the loading dock that accommodates one delivery truck. Loading docks are comprised of multiple truck bays to accommodate deliveries and may incorporate dock lifts and leveling devices.

Unit Item Storage: Accommodates the storage of medical and non-medical supplies that are dispensed in less than case-lot quantities, including logical (low) unit of measure. Also known as Clean Unit Storage.

### **Space Planning / SEPS**

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

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 combined time commitment equals that of one full-time employee (i.e., 40 hours per week).



Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.

Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.

Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

PG-18-12: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and



non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDSs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VA RF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VA RF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. that is processed through a department/service area. The total workload applied to



departmental operational assumptions will determine overall room requirements by modality.

### 3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space Planning parameters and metrics in this document are based on the Logistics Service Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA Logistics Service site would require; the quantity and NSF for each room is calculated based on the number of patient beds, exam /procedure rooms (all types), Operating Rooms (ORs) (all types) organized in five ranges each incrementally.
- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of Logistics Service Patient Beds, Exam / Procedure Rooms and Operating Rooms is included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Logistics Service project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.10** for Logistics Service and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet (BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.

### 4 INPUT DATA STATEMENTS (IDS)

- A. Is Postal / Mail Service authorized? (M)
- B. How many patient beds are projected? (W) (Values: 10 to 500)
- C. How many Exam / Procedure Rooms are projected? (W) (Values: 5 to 200)
- D. How many Operating Rooms are projected? (W) (Values: 2 to 20)

### 5 SPACE PLANNING CRITERIA

#### A. FA 1: CALCULATION AREA

- 1. **LUM Staging Area (patient beds), Clncl Sprt (SC101)..... 40 NSF (3.8 NSM)**
  - a. Provide one if [patient beds projected] is between 10 and 100
  - b. Provide one at 60 NSF if [patient beds projected] is between 101 and 200
  - c. Provide one at 80 NSF if [patient beds projected] is between 201 and 300
  - d. Provide one at 100 NSF if [patient beds projected] is between 301 and 400
  - e. Provide one at 120 NSF if [patient beds projected] is between 401 and 500



This area is generated based on total number of patient beds in this facility.

**2. LUM Staging Area**

**(Exam / Procedure Rooms), Clncl Sprt (SC102) ..... 40 NSF (3.8 NSM)**

- a. Provide one if [Exam / Procedure Rooms projected] is between 5 and 40
- b. Provide one at 60 NSF if [Exam / Procedure Rooms projected] is between 41 and 80
- c. Provide one at 80 NSF if [Exam / Procedure Rooms projected] is between 81 and 120
- d. Provide one at 100 NSF if [Exam / Procedure Rooms projected] is between 121 and 160
- e. Provide one at 120 NSF if [Exam / Procedure Rooms projected] is between 161 and 200

This area is generated based on total number of Exam / Procedure Rooms in this facility.

**3. Bulk Items**

**Storage Area (patient beds), Clncl Sprt (SC105) .....4,500 NSF (418.1 NSM)**

- a. Provide one if [patient beds projected] is between 10 and 100
- b. Provide one at 8,500 NSF if [patient beds projected] is between 101 and 200
- c. Provide one at 12,500 NSF if [patient beds projected] is between 201 and 300
- d. Provide one at 16,500 NSF if [patient beds projected] is between 301 and 400
- e. Provide one at 20,500 NSF if [patient beds projected] is between 401 and 500

This area is generated based on total number of patient beds in this facility.

**4. Bulk Items**

**Storage Area (Exam / Procedure Rooms), Clncl Sprt (SC106) .....200 NSF (18.6 NSM)**

- a. Provide one if [Exam / Procedure Rooms projected] is between 5 and 40
- b. Provide one at 400 NSF if [Exam / Procedure Rooms projected] is between 41 and 80
- c. Provide one at 600 NSF if [Exam / Procedure Rooms projected] is between 81 and 120
- d. Provide one at 800 NSF if [Exam / Procedure Rooms projected] is between 121 and 160
- e. Provide one at 1,000 NSF if [Exam / Procedure Rooms projected] is between 161 and 200

This area is generated based on total number of Exam / Procedure Rooms in this facility.





**5. Bulk Items**

**Storage Area (Operating Rooms), Clncl Sprt (SC110).....400 NSF (37.2 NSM)**

- a. Provide one if [Operating Rooms projected] is between 2 and 4
- b. Provide one at 800 NSF if [Operating Rooms projected] is between 5 and 8
- c. Provide one at 1,200 NSF if [Operating Rooms projected] is between 9 and 12
- d. Provide one at 1,600 NSF if [Operating Rooms projected] is between 13 and 16
- e. Provide one at 2,000 NSF if [Operating Rooms projected] is between 17 and 20

This area is generated based on total number of Operating Rooms in this facility.

**6. Unit Items**

**Storage Area (patient beds), Clncl Sprt (SC108) .....620 NSF (57.6 NSM)**

- a. Provide one if [patient beds projected] is between 10 and 100
- b. Provide one at 1,120 NSF if [patient beds projected] is between 101 and 200
- c. Provide one at 1,620 NSF if [patient beds projected] is between 201 and 300
- d. Provide one at 2,120 NSF if [patient beds projected] is between 301 and 400
- e. Provide one at 2,620 NSF if [patient beds projected] is between 401 and 500

This area is generated based on total number of patient beds in this facility.

**7. Unit Items**

**Storage Area (Exam / Procedure Rooms), Clncl Sprt (SC109) ..... 80 NSF (7.5 NSM)**

- a. Provide one if [Exam / Procedure Rooms projected] is between 5 and 40
- b. Provide one at 160 NSF if [Exam / Procedure Rooms projected] is between 41 and 80
- c. Provide one at 240 NSF if [Exam / Procedure Rooms projected] is between 81 and 120
- d. Provide one at 320 NSF if [Exam / Procedure Rooms projected] is between 121 and 160
- e. Provide one at 400 NSF if [Exam / Procedure Rooms projected] is between 161 and 200

This area is generated based on total number of Exam / Procedure Rooms in this facility.

**8. Unit Items**

**Storage Area (Operating Rooms), Clncl Sprt (SC128)..... 80 NSF (7.5 NSM)**

- a. Provide one if [Operating Rooms projected] is between 2 and 4
- b. Provide one at 160 NSF if [Operating Rooms projected] is between 5 and 8
- c. Provide one at 240 NSF if [Operating Rooms projected] is between 9 and 12
- d. Provide one at 320 NSF if [Operating Rooms projected] is between 13 and 16
- e. Provide one at 400 NSF if [Operating Rooms projected] is between 17 and 20

This area is generated based on total number of Operating Rooms in this facility.





- 9. Number of Lgstcs Svc Clean Truck Bays, Clncl Sprt (SC103) ..... 0 NSF (0 NSM)**
- a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide three if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide five if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide seven if the total NSF of [Logistics Storage] is between 18,001 and 30,000

Include the following rooms in the total the total NSF of Logistics Storage NSF calculation: Logical Unit of Measure Delivery (LUM) Staging, Full Gas Cylinder Storage, Empty Gas Cylinder Storage, Flex Storage, Pandemic Storage, Emergency Preparedness Storage, Bulk Items Storage, and Unit Items Storage.

- 10. Number of Lgstcs Svc Soiled Truck Bays, Clncl Sprt (SC148) ..... 0 NSF (0 NSM)**
- a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide two if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide three if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide four if the total NSF of [Logistics Storage] is between 18,001 and 30,000

Include the following rooms in the total the total NSF of Logistics Storage NSF calculation: Logical Unit of Measure Delivery (LUM) Staging, Full Gas Cylinder Storage, Empty Gas Cylinder Storage, Flex Storage, Pandemic Storage, Emergency Preparedness Storage, Bulk Items Storage, and Unit Items Storage.

**B. FA 2: LOADING DOCK AREA**

- 1. Clean Receiving Dock, Lgstcs Svc (SB501) .....200 NSF (18.6 NSM)**
- a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 12,000
  - b. Provide one at 240 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - c. Provide one at 400 NSF if the total NSF of [Logistics Storage] is between 18,001 and 30,000

Exterior covered space adjacent to the Service Yard where delivery trucks unload materials and goods deliveries.

- 2. Soiled Receiving Dock, Lgstcs Svc (SB511).....200 NSF (18.6 NSM)**
- a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 12,000
  - b. Provide one at 280 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - c. Provide one at 360 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - d. Provide one at 440 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000

Provides a minimum of two soiled delivery lanes, one for a trash compactor and one for an open truck bay; i.e. soiled linen, recycling, etc.



- 3. Nutrition and Food Service Receiving Dock, Lgstcs Svc (SB517) ... 100 NSF (9.3 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 12,000*
  - b. Provide two if the total NSF of [Logistics Storage] is between 12,001 and 30,000*
- 4. Breakdown Room, Lgstcs Svc (SB522).....360 NSF (33.5 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 12,000*
  - b. Provide one at 720 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - c. Provide one at 1,080 NSF if the total NSF of [Logistics Storage] is between 18,001 and 30,000*

Minimum allocated NSF accommodates material uncrating / staging / manipulation upon unload for two delivery lanes.

- 5. Logical Unit of Measure Delivery (LUM)**
  - Staging Room, Lgstcs Svc (SB531) ..... 100 NSF (9.3 NSM)**
    - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
    - b. Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
    - c. Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
    - d. Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*
    - e. Provide one at 240 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*

Logical Unit of Measure (LUM) or Just-in-Time (JiT).

- 6. Full Gas Cylinder Storage Room, Lgstcs Svc (SB541) ..... 80 NSF (7.5 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*
  - e. Provide one at 240 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*

Ventilated space or outdoor.



- 7. Empty Gas Cylinder Storage Room, Lgstcs Svc (SB551) ..... 80 NSF (7.5 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*
  - e. Provide one at 240 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*
  
- 8. Flammable Storage Room, Lgstcs Svc (SB561) ..... 60 NSF (5.6 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. Provide one at 80 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. Provide one at 100 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*
  - e. Provide one at 140 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*
  
- 9. Lgstcs Svc Staff Toilet, Bldg Sprt (SB191) ..... 60 NSF (5.6 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 12,000*
  - b. Provide two if the total NSF of [Logistics Storage] is between 12,001 and 30,000*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation. In addition to staff use, this Staff Toilet may be used by delivery personnel.

**C. FA 3: WAREHOUSE AREA**

- 1. Receiving / Issue Room, Lgstcs Svc (SB571) .....400 NSF (37.2 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. Provide one at 500 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. Provide one at 700 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. Provide one at 900 NSF if the total NSF of [Logistics Storage] is between 18,001 and 30,000*

This space is used to verify and scan received materials and goods into the electronic inventory system; minimum allocated NSF accommodates two scanning stations and temporary staging space for materials unloaded from two delivery lanes.



- 2. Equipment Prep / Staging Storage Room, Lgstcs Svc (SB581) ..... 80 NSF (7.5 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 280 NSF if the total NSF of [Logistics Storage] is between 18,001 and 30,000
  
- 3. Flex Storage Room, Lgstcs Svc (SB591) ..... 80 NSF (7.5 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 240 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 320 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 400 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 4. Pandemic Storage Room, Lgstcs Svc (SB601) .....200 NSF (18.6 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 400 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 600 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 800 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 1,000 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 5. Emergency Preparedness Storage Room, Lgstcs Svc (SB611) .....200 NSF (18.6 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 500 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 800 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 1,100 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 1,400 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000



- 6. Bulk Items Storage Room, Lgstcs Svc (SB621) .....5,100 NSF (473.8 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 9,700 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 14,300 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 18,900 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 23,500 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 7. Unit Items Storage Room, Lgstcs Svc (SB631) .....780 NSF (72.5 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 1,440 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 2,100 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 2,760 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 3,420 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 8. Receiving Breakdown / Inspection Room, Lgstcs Svc (SB641) .....120 NSF (11.2 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 18,000
  - b. Provide one at 240 NSF if the total NSF of [Logistics Storage] is between 18,001 and 30,000

This area is administratively assigned to Logistics but functionally assigned to the Sterile Processing Service (SPS). It should be co-located with SPS. Included in this area is a workstation / bench, PC / printer used to receive supplies. Adequate circulation is required to remove outer packaging and discard / recycle materials. Outer cardboard must be removed before transfer to clean supply storage area.

- 9. Sterile Consumables (Soft Goods) Storage Room, Lgstcs Svc (SB644) .....270 NSF (25.1 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 510 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 750 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 990 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 1,230 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000



This area is organizationally assigned to Logistics while functionally assigned to SPS and should be co-located with SPS. Minimum allocated NSF accommodates ten standard storage units at 15 NSF each; two Emergency Trauma Case Carts at 10 NSF each; two Crash / Code and Specialty Exchange Carts at 10 NSF each; one information system workstation at 30 NSF and circulation. All consumable supplies in Sterile Processing Service are maintained in low unit of measure with outer carton / packaging removed. Consumable soft goods primarily support the surgical case cart system and other interventional procedure areas. Supplies for nursing units, clinics, etc. are usually distributed by Logistics.

**10. Pneumatic Tube Station, Lgstcs Svc (SB652) ..... 30 NSF (2.8 NSM)**

*a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*

Allocated NSF provides space for up to three stations. Locate adjacent to Service-Issue Window for small item dispatch to patient treatment areas.

**D. FA 4: POSTAL / MAIL SERVICE AREA**

FA Condition: [*Postal/ Mail Service is authorized*]

**1. Lgstcs Svc Postal / Mail Service Chief Office, Stff Sprt (SS204) ..... 100 NSF (9.3 NSM)**

*a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*

**2. Lgstcs Svc Postal Clerk Workstation, Stff Sprt (SS218) ..... 56 NSF (5.3 NSM)**

*a. Provide two if the total NSF of [Logistics Storage] is between 2,500 and 6,000*

*b. Provide three if the total NSF of [Logistics Storage] is between 6,001 and 12,000*

*c. Provide four if the total NSF of [Logistics Storage] is between 12,001 and 30,000*

**3. Mailroom, Lgstcs Svc (SB653) .....250 NSF (23.3 NSM)**

*a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*

*b. Provide one at 300 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*

*c. Provide one at 350 NSF if the total NSF of [Logistics Storage] is between 12,001 and 30,000*

Minimum NSF includes equipment for Mail Scanning and Sorting.

**4. High Volume Reproduction Room, Lgstcs Svc (SB661) .....260 NSF (24.2 NSM)**

*a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*

*b. Provide one at 300 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*

*c. Provide one at 340 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*

*d. Provide one at 380 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*

*e. Provide one at 420 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*





- 5. **Courier Service Drop-off / Pick-up Room, Lgstcs Svc (SB662) ..... 60 NSF (5.6 NSM)**
  - a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*
- 6. **Postal Service Storage Room, Lgstcs Svc (SB663) ..... 80 NSF (7.5 NSM)**
  - a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. *Provide one at 100 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. *Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. *Provide one at 140 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*
  - e. *Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*

**E. FA 5: STAFF AND ADMINISTRATIVE AREA**

- 1. **Lgstcs Svc Chief Office, Stff Sprt (SS204) ..... 100 NSF (9.3 NSM)**
  - a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*
- 2. **Lgstcs Svc Assistant Chief Office, Stff Sprt (SS204) ..... 100 NSF (9.3 NSM)**
  - a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*
- 3. **Lgstcs Svc Waiting, Bldg Sprt (SB003) ..... 80 NSF (7.5 NSM)**
  - a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*

Allocated space accommodates one standard chair @ 9 NSF, one bariatric chair @ 14 NSF, one accessible space @ 10 NSF, and circulation; total three people.

- 4. **Lgstcs Svc Administration Support Workstation, Stff Sprt (SS218) ..... 56 NSF (5.3 NSM)**
  - a. *Provide two if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. *Provide three if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. *Provide four if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. *Provide five if the total NSF of [Logistics Storage] is between 18,001 and 30,000*
- 5. **Lgstcs Svc Staff Training Room, Educ Svc (SS111) .....545 NSF (50.7 NSM)**
  - a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
  - b. *Provide one at 590 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
  - c. *Provide one at 630 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
  - d. *Provide one at 715 NSF if the total NSF of [Logistics Storage] is between 18,001 and 30,000*

Allocated NSF accommodates six conference chairs @ 7.5 NSF each, two 5'-0" x 2'-0" tables at 10 NSF each, one credenza @ 8 NSF, and circulation; total six people.





- 6. Lgstcs Svc Copy / Supply Room, Stff Sprt (SS272) ..... 100 NSF (9.3 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 120 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 140 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 180 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 7. Lgstcs Svc Staff Breakroom, Stff Sprt (SS262) .....120 NSF (11.2 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 140 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 160 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 180 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 8. Lgstcs Svc Female Staff Locker Room, Stff Sprt (SS232) ..... 100 NSF (9.3 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000
  - b. Provide one at 140 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000
  - c. Provide one at 180 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000
  - d. Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000
  - e. Provide one at 220 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000
  
- 9. Lgstcs Svc Female Staff Toilet, Bldg Sprt (SB202) ..... 60 NSF (5.6 NSM)**
  - a. Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.



**10. Lgsts Svc Male Staff Locker Room, Stff Sprt (SS241) ..... 100 NSF (9.3 NSM)**

- a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 6,000*
- b. *Provide one at 140 NSF if the total NSF of [Logistics Storage] is between 6,001 and 12,000*
- c. *Provide one at 180 NSF if the total NSF of [Logistics Storage] is between 12,001 and 18,000*
- d. *Provide one at 200 NSF if the total NSF of [Logistics Storage] is between 18,001 and 24,000*
- e. *Provide one at 220 NSF if the total NSF of [Logistics Storage] is between 24,001 and 30,000*

**11. Lgsts Svc Male Staff Toilet, Bldg Sprt (SB203)..... 60 NSF (5.6 NSM)**

- a. *Provide one if the total NSF of [Logistics Storage] is between 2,500 and 30,000*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

**F. SEPS IMPORTER SHORTCUTS**

The following shortcuts are used in the Room Criteria Statements in the Logistics Service Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

1. *Logistics Storage: [LUM Staging Area (patient beds), Clncl Sprt (SC101)], [LUM Staging Area (Exam / Procedure Rooms), Clncl Sprt (SC102)], [Bulk Items Storage Area (patient beds), Clncl Sprt (SC105)], [Bulk Items Storage Area (Exam / Procedure Rooms), Clncl Sprt (SC106)], [Bulk Items Storage Area (Operating Rooms), Clncl Sprt (SC110)], [Unit Items Storage Area (patient beds), Clncl Sprt (SC108)], [Unit Items Storage Area (Exam / Procedure Rooms), Clncl Sprt (SC109)], [Unit Items Storage Area (Operating Rooms), Clncl Sprt (SC128)]*
2. *Postal / Mail Service is authorized: [Is Postal / Mail Service authorized?]*
3. *patient beds projected: [How many patient beds are projected?]*
4. *Exam / Procedure Rooms projected: [How many Exam / Procedure Rooms are projected?]*
5. *Operating Rooms projected: [How many Operating Rooms are projected?]*

**6 PLANNING AND DESIGN CONSIDERATIONS**

- A. Design for flexibility and adaptability to accommodate future expansion.
- B. Clean and Soiled Receiving docks may be collocated but must be provided with a physical separation in order to separate clean from soiled materials.
- C. The Staff Toilet provided in the Loading Dock area is for use by delivery truck drivers, including VA staff, without having to enter the medical facility.



- D. A Nutrition and Food Service Dock may be provided to receive food and other items that are sent to Food Service. A second dock may also be provided if Food Service distributes prepared meals to other VA facilities; located on-site or remote.
- E. The Warehouse may be located entirely within the medical facility, entirely remotely, or portions within the medical facility and other portions remotely depending on the requirements of each particular facility.
- F. Bulk items storage typically consists of high-bay / high capacity storage, which may include wide-span pallet racking, deep shelving, etc. This facilitates the storage of items in case-lots, and to a limited extent, full pallet storage for items that must be procured in bulk quantities.
- G. Potential threats to VA mailrooms can include mailed explosive devices, chemical or biological agents. Theft of mailed materiel is also a potential threat. Mailrooms should be located away from other high-risk activities and on independent air handling or ventilation systems.
- H. The Staff Lounge shall be conveniently located to staff work areas.
- I. Staff toilets should be located with immediate adjacency to the staff lounge but should not open into it.
- J. The provision of a separate locker room from the staff lounge is desirable for staff privacy and noise reduction.
- K. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library ([www.cfm.va.gov/til/](http://www.cfm.va.gov/til/)) for additional technical criteria.



**7 FUNCTIONAL RELATIONSHIPS**

Relationship of Logistics Service to services listed below:

**TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX**

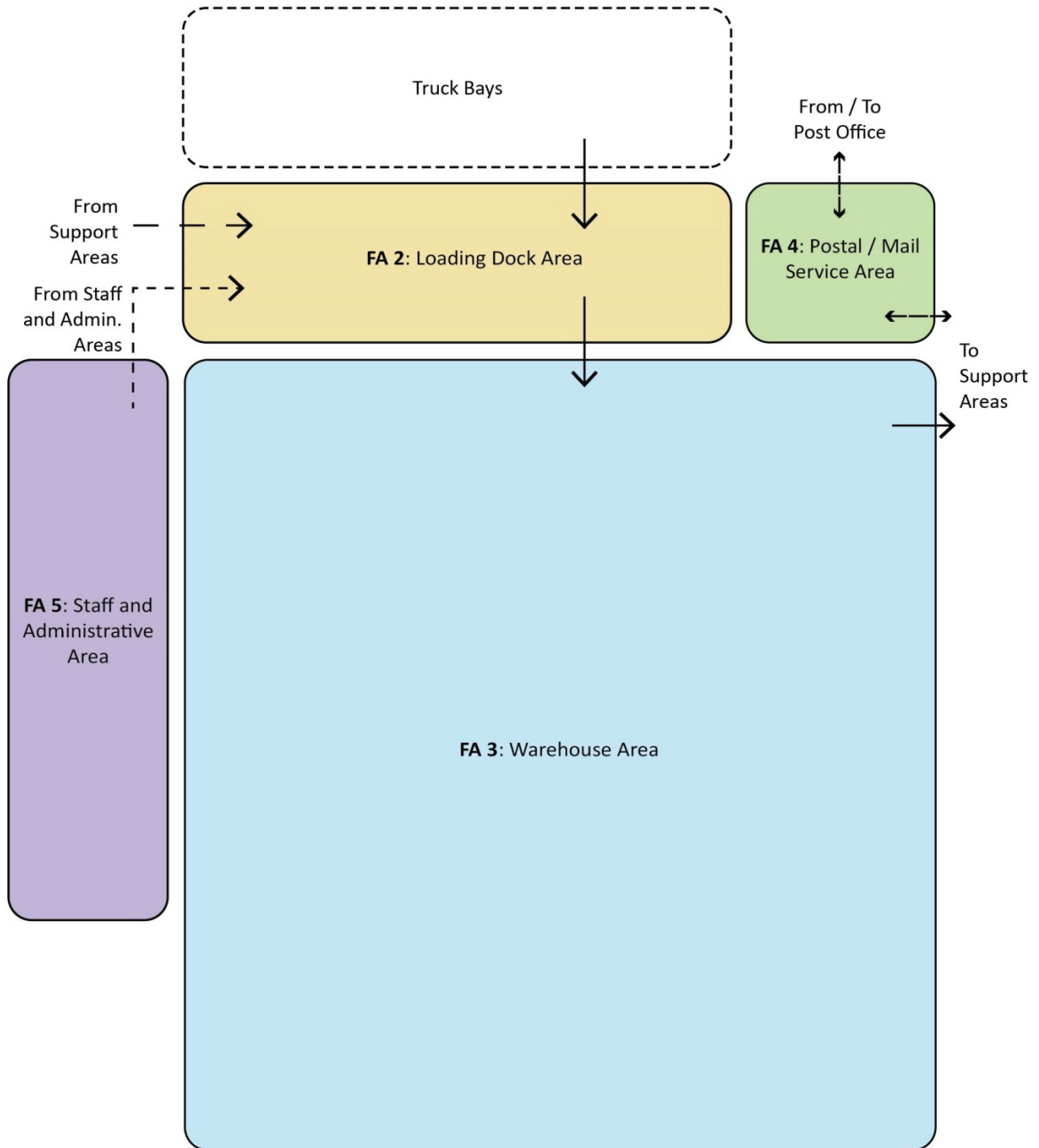
SERVICES	FUNCTIONAL RELATIONSHIP
INPATIENT SERVICES	2
RESIDENTIAL SERVICES	2
CLINICAL SERVICES (VAMC / Hospital Based)	2
OUTPATIENT SERVICES (Community Based)	2
VET SPRT: VC Svc: Retail Store	2
CLNCL SPRT: SP Svc: Sterilization	2
VET SPRT: F&N Svc: Main Kitchen: Receiving	2
VET SPRT: F&N Svc: Main Kitchen: Food Prep	2
CLNCL SPRT: SP Svc: Receiving & Dispatch	2
CLNCL: Emergency	3
IP: ICU PCUs	3
IP: MS PCUs	3
IP: MH PCUs	3
IP: PRC: PCU	3
IP: SCI: AC PCU	3
RSDNTL: PRC: RCUs	3
RSDNTL: MH: RCUs	3
RSDNTL: SH: Resident	3
RSDNTL: SCI: LTC RCU	3
VET SPRT: VC Svc: Food Court	3
VET SPRT: VC Svc: Coffee Shop	3
CLNCL: Surg Svc: Inpatient Surgery	3
CLNCL: Surg Svc: Ambulatory Surgery	3
OP: CBOP: Logistics	3
CLNCL SPRT: R&D: Biomedical Laboratory	3

**Legend:**

1. High
2. Moderate
3. Minimal



### 8 FUNCTIONAL DIAGRAM



- > Clean Material Flow
- - - - -> Soiled Material Flow
- - - - -> Staff Flow
- > Mail Circulation

