

29.0 Main Entrance Unit

29.1 Introduction

29.1.1 Description

The Main Entrance Unit provides for the following functions:

- Entry to the hospital
- Drop-off and collection area
- Patient reception
- Patient and visitor enquiries
- Wayfinding.

29.2 Planning

29.2.1 Functional Areas

The Main Entrance shall include the following features:

- Reception desk, which may be shared with Admissions Unit
- Waiting Area, which may be shared with Admissions and other adjacent hospital units
- Holding area for wheelchairs.

The provision of the following features is optional:

- Airlock to the entrance lobby
- Undercover drop-off and collection point.
- Florist
- Kiosk/Coffee Shop
- Gift Shop/Newsagent
- Retail Pharmacy
- ATM/Banks or agencies
- Hairdresser
- Others as considered viable.

29.2.2 Functional Relationships

The Main Entrance may be co-located with the Admissions Unit to share Reception and Waiting Areas. Ready access to Public Amenities is required.

29.3 Design

29.3.1 Environmental Considerations

Entry Area

The entrance shall be at grade level, sheltered from inclement weather, and accessible to the disabled.

Signposting

Particular attention must be given to signposting the Main Entrance and the hospital for the disabled. Relevant guideline requirements for disability are to be applied.

29.4 Components of the Unit

The Main Entrance Unit will consist of a combination of Standard Components and Non-Standard Components.

Provide Standard Components to comply with details in Standard Components in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.

29.4.1 *Non-Standard Components*

Lobby

Description and Function

The Entrance lobby is the Main Entrance arrival point for patients and visitors to the facility. The Lobby will direct visitors to the Reception area and provide waiting areas and public amenities. The size of the Lobby will be determined by the functions to be accommodated and the volume of persons through the area.

Location and Relationships

The Lobby adjoins the Entry Airlock, Main Reception and Waiting areas. Close access to public amenities is required. The Lobby will have direct access to circulation corridors and lifts providing the thoroughfare to hospital units. The lobby should preferably be in close proximity to the drop-off/collection area.

Considerations

Security features provided in this area may be discreet and not noticeable to the observer, including CCTV, security room, and controlled access points.

The Lobby will require:

- Effective signage to direct visitors and staff
- Selection of floor finish to reduce the risk of slips and falls to visitors, patients and staff
- Storage areas for wheelchairs.

Retail Areas

Description and Function

The Lobby area may include a number of retail areas for the convenience of patients, staff and visitors to the facility. The size and requirements of each shop will be dependent on the service provided. Local authority regulations may apply to provision of services such as Coffee Kiosks and Pharmacy.

Location and Relationships

Retail areas will require good public access, and ready access to public amenities.

Considerations

Retail areas will require:

- Security features including lockable perimeter doors
- Signage to shop fronts
- Provision for display of wares
- Services to be provided according to type of retail store

29.5 Schedule of Accommodation

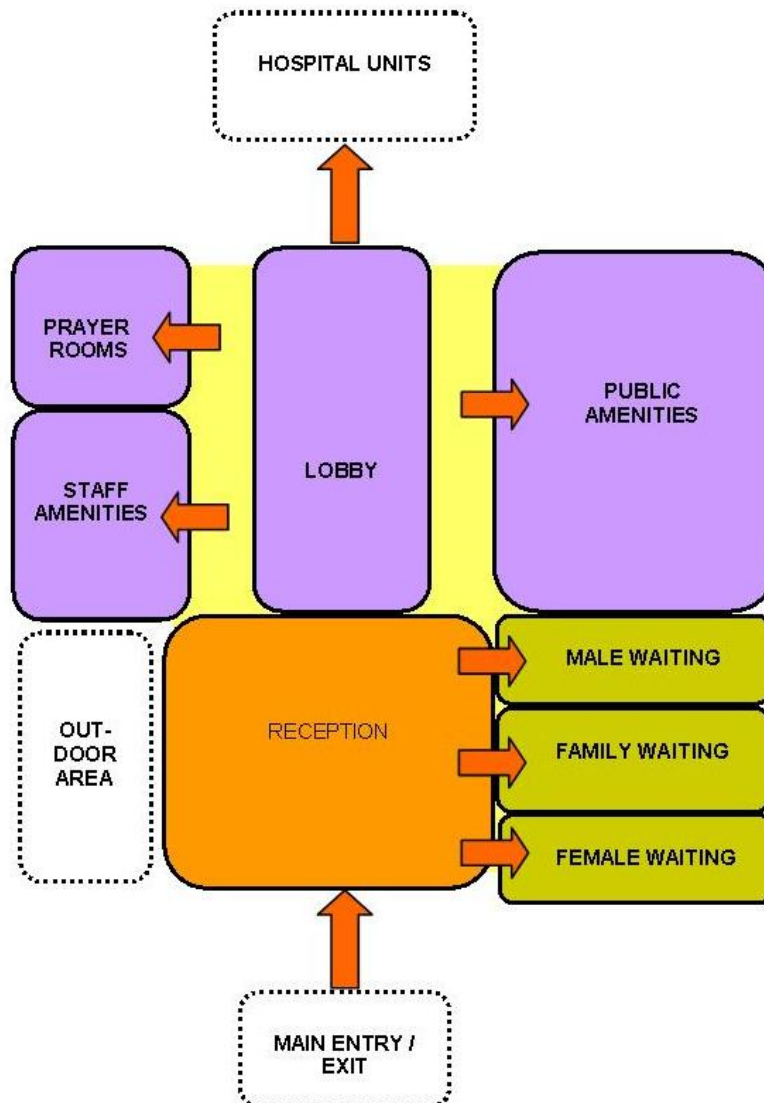
Typical Main Entrance Unit at levels 3 to 6

ROOM/ SPACE	Standard Component				Level 3/4 Qty x m ²			Level 5/6 Qty x m ²			Remarks
Entry/ Reception											
Entry Airlock	AIRLE-10-SJ Similar				1	x	25	1	x	30	
Entry Lobby					1	x	300	1	x	500	According to project brief
Waiting – Male/Female	WAIT-30-SJ Similar				2	x	25	6	x	50	Zones of Waiting areas, separate female waiting
Waiting -Family	WAIT-30-SJ				2	x	30	6	x	30	With play areas for children
Retail – Florist Shop					1	x	30	1	x	30	Optional; Provision and size will depend on service plan
Retail – Coffee Kiosk					1	x	30	1	x	30	Optional; Provision and size will depend on service plan
Retail – Shop/Newsagent					1	x	30	1	x	60	Optional; Provision and size will depend on service plan
Retail - Pharmacy					1	x	30	1	x	60	Optional; Provision and size will depend on service plan
Bay -ATM	BATM-6-SJ				1	x	6	1	x	6	Optional
Reception/ Information Station	RECL-15-SJ Similar							1	x	25	
Drop off/Collection Area					1	x	0	1	x	0	External; size will depend on expected number of cars
Support Areas											
Bay – Wheelchair Park	BWC-SJ				1	x	4	1	x	8	
Parenting Room	PAR-SJ				1	x	6	2	x	6	
Toilets - Public, Female	WCPU-3-SJ				2	x	10	2	x	25	According to numbers of persons using the space
Toilets - Public, Male	WCPU-3-SJ				2	x	10	2	x	25	According to numbers of persons using the space
Toilet - Accessible	WCAC-SJ				1	x	7	2	x	7	
Net Department Total					618.0			1355.0			
Circulation %					20			20			
Grand Total					741.6			1626.0			

Notes:

- 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 staffing establishment; Executives and Managers may be responsible for more than one area but should have only one office assigned within the campus
- Staff and support rooms may be shared between Functional Planning Units dependent on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

29.6 Functional Relationship Diagram



29.7 Further Reading

- Australasian Health Infrastructure Alliance (Aus.). 'Australasian Health Facility Guidelines'. Retrieved from website: www.healthfacilityguidelines.com.au 2014
- Australasian Health Facility Guidelines (Aus.). 'Part B – Health Facility Briefing and Planning 430 Front Of House Unit Revision 4' 2010. Retrieved from website: http://www.healthdesign.com.au/ahfg/Full_Index/aushfg_b_430front_of_house_4_591-614.pdf 2014
- Department of Health (DH) (UK). 'Health Briefing Note 51 Accommodation at the Main Entrance of a District General Hospital' 1991. Retrieved from website: <http://www.wales.nhs.uk/sites3/Documents/254/HBN%2051.pdf> 014
- The Facility Guidelines Institute (US). 'Guidelines for Design and Construction of Health Care Facilities' 2010 Edition. Retrieved from website: www.fgiguideines.org 2014.