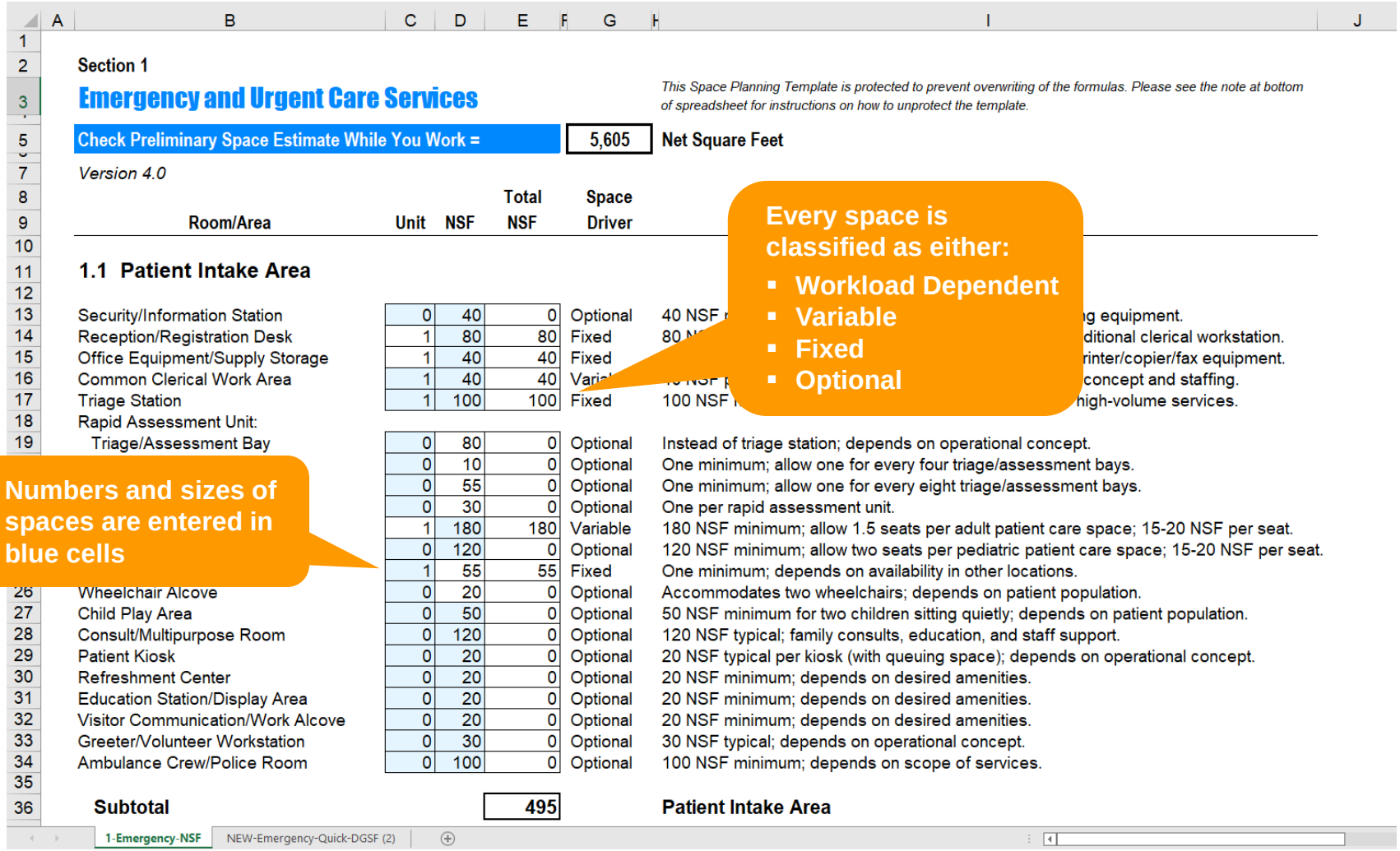
Example of Detailed Space Planning Template



Section 1

Emergency and Urgent Care Services

This Space Planning Template is protected to prevent overwriting of the formulas. Please see the note at bottom of spreadsheet for instructions on how to unprotect the template.

Check Preliminary Space Estimate While You Work = 5,605 Net Square Feet

Version 4.0

Room/Area	Unit	NSF	Total NSF	Space Driver	
1.1 Patient Intake Area					
Security/Information Station	0	40	0	Optional	40 NSF r… …g equipment.
Reception/Registration Desk	1	80	80	Fixed	80 N… …ditional clerical workstation.
Office Equipment/Supply Storage	1	40	40	Fixed	…rinter/copier/fax equipment.
Common Clerical Work Area	1	40	40	Vari…	…concept and staffing.
Triage Station	1	100	100	Fixed	100 NSF … …high-volume services.
Rapid Assessment Unit:					
Triage/Assessment Bay	0	80	0	Optional	Instead of triage station; depends on operational concept.
	0	10	0	Optional	One minimum; allow one for every four triage/assessment bays.
	0	55	0	Optional	One minimum; allow one for every eight triage/assessment bays.
	0	30	0	Optional	One per rapid assessment unit.
	1	180	180	Variable	180 NSF minimum; allow 1.5 seats per adult patient care space; 15-20 NSF per seat.
	0	120	0	Optional	120 NSF minimum; allow two seats per pediatric patient care space; 15-20 NSF per seat.
	1	55	55	Fixed	One minimum; depends on availability in other locations.
Wheelchair Alcove	0	20	0	Optional	Accommodates two wheelchairs; depends on patient population.
Child Play Area	0	50	0	Optional	50 NSF minimum for two children sitting quietly; depends on patient population.
Consult/Multipurpose Room	0	120	0	Optional	120 NSF typical; family consults, education, and staff support.
Patient Kiosk	0	20	0	Optional	20 NSF typical per kiosk (with queuing space); depends on operational concept.
Refreshment Center	0	20	0	Optional	20 NSF minimum; depends on desired amenities.
Education Station/Display Area	0	20	0	Optional	20 NSF minimum; depends on desired amenities.
Visitor Communication/Work Alcove	0	20	0	Optional	20 NSF minimum; depends on desired amenities.
Greeter/Volunteer Workstation	0	30	0	Optional	30 NSF typical; depends on operational concept.
Ambulance Crew/Police Room	0	100	0	Optional	100 NSF minimum; depends on scope of services.
Subtotal			495		**Patient Intake Area**

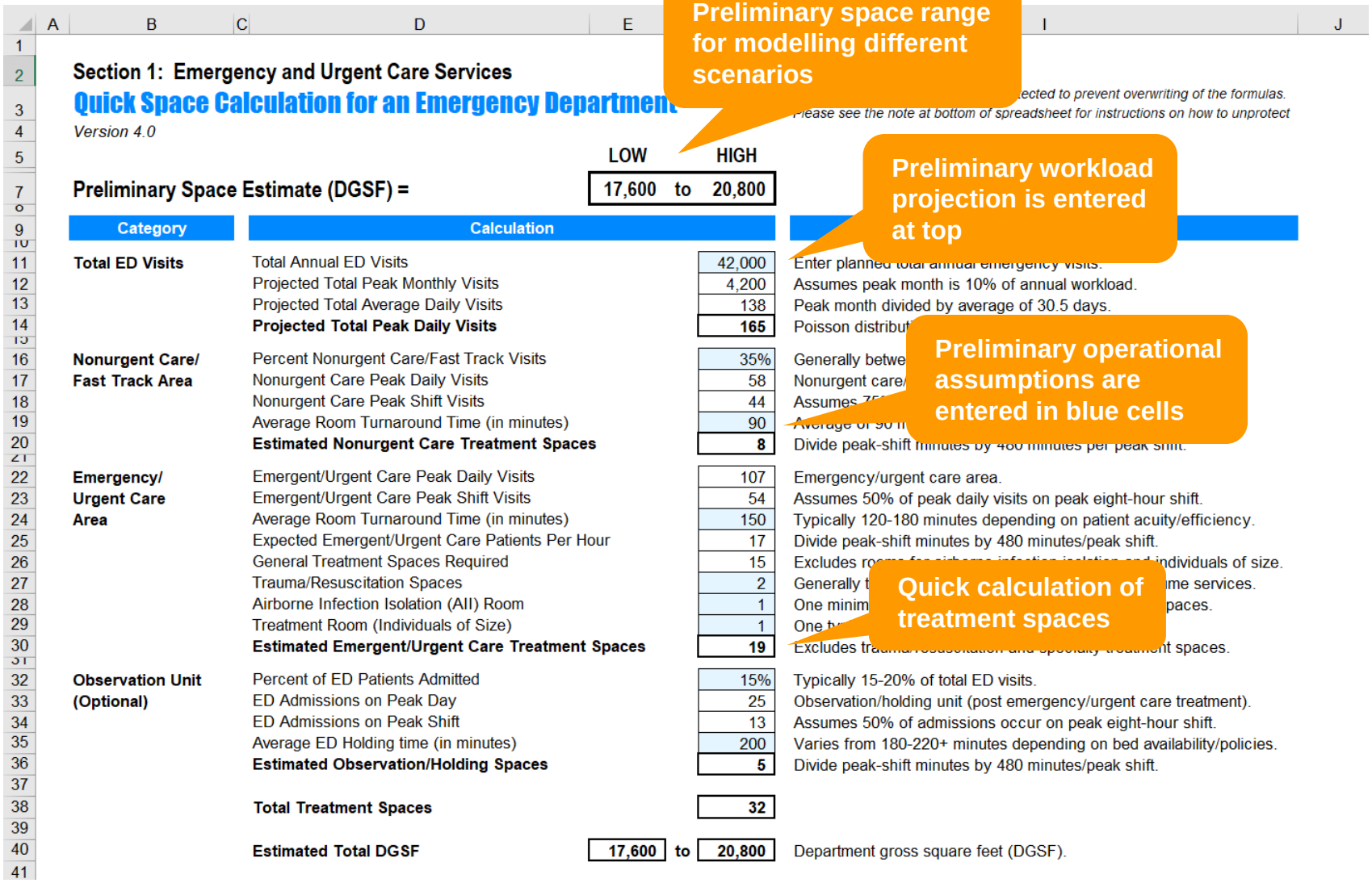
1-Emergency-NSF | NEW-Emergency-Quick-DGSF (2)

Every space is classified as either:

- **Workload Dependent**
- **Variable**
- **Fixed**
- **Optional**

Numbers and sizes of spaces are entered in blue cells

Example of Quick Space Calculation Template



Section 1: Emergency and Urgent Care Services

Quick Space Calculation for an Emergency Department

Version 4.0

...ected to prevent overwriting of the formulas.
Please see the note at bottom of spreadsheet for instructions on how to unprotect

	LOW		HIGH
Preliminary Space Estimate (DGSF) =	17,600	to	20,800

Category	Calculation		
Total ED Visits	Total Annual ED Visits	42,000	Enter planned total annual emergency visits.
	Projected Total Peak Monthly Visits	4,200	Assumes peak month is 10% of annual workload.
	Projected Total Average Daily Visits	138	Peak month divided by average of 30.5 days.
	Projected Total Peak Daily Visits	**165**	Poisson distribut...
Nonurgent Care/ Fast Track Area	Percent Nonurgent Care/Fast Track Visits	35%	Generally betwe...
	Nonurgent Care Peak Daily Visits	58	Nonurgent care/...
	Nonurgent Care Peak Shift Visits	44	Assumes 75...
	Average Room Turnaround Time (in minutes)	90	Average of 90 m...
	Estimated Nonurgent Care Treatment Spaces	**8**	Divide peak-shift minutes by 480 minutes per peak shift.
Emergency/ Urgent Care Area	Emergent/Urgent Care Peak Daily Visits	107	Emergency/urgent care area.
	Emergent/Urgent Care Peak Shift Visits	54	Assumes 50% of peak daily visits on peak eight-hour shift.
	Average Room Turnaround Time (in minutes)	150	Typically 120-180 minutes depending on patient acuity/efficiency.
	Expected Emergent/Urgent Care Patients Per Hour	17	Divide peak-shift minutes by 480 minutes/peak shift.
	General Treatment Spaces Required	15	Excludes rooms for airborne infection isolation and individuals of size.
	Trauma/Resuscitation Spaces	2	Generally t... ...me services.
	Airborne Infection Isolation (AII) Room	1	One minim... ...paces.
	Treatment Room (Individuals of Size)	1	One t...
	Estimated Emergent/Urgent Care Treatment Spaces	**19**	Excludes tra... ...nt spaces.
Observation Unit (Optional)	Percent of ED Patients Admitted	15%	Typically 15-20% of total ED visits.
	ED Admissions on Peak Day	25	Observation/holding unit (post emergency/urgent care treatment).
	ED Admissions on Peak Shift	13	Assumes 50% of admissions occur on peak eight-hour shift.
	Average ED Holding time (in minutes)	200	Varies from 180-220+ minutes depending on bed availability/policies.
	Estimated Observation/Holding Spaces	**5**	Divide peak-shift minutes by 480 minutes/peak shift.
	Total Treatment Spaces	**32**	
	Estimated Total DGSF	17,600 to 20,800	Department gross square feet (DGSF).

Preliminary space range for modelling different scenarios

Preliminary workload projection is entered at top

Preliminary operational assumptions are entered in blue cells

Quick calculation of treatment spaces