

101.102 – PLANNING FORMS AND TEMPLATES

PART 1 - INTRODUCTION

1.01 GENERAL

A. The following forms and templates are available online for use by the architect and engineers during the planning phases.

PART 2 - GUIDELINE – Not used.

PART 3 - DOCUMENTATION

3.01 FORMS AND TEMPLATES

- A. The following planning forms and templates are as follows.
 - 1. Design. Adjacency Diagram Standard Format
 - 2. Department Standard Colors
 - 3. Functional Program Standard Format Clinical Space
 - 4. Functional Program Standard Format -Office Space
 - 5. Office Space Program Standard Format
 - 6. Project Management Plan (PMP)
 - 7. Space Program Comparison Standard Format
 - 8. Volume and Key Room Projections Standard Format

PART 4 - SUPPORTING INFORMATION – Not used.

END OF DOCUMENT



RESPONSIBILITY MATRIX

The following matrix identifies those individuals, roles or departments responsible for maintaining the accuracy of the information and those responsible for providing input. Refer to Preface for detailed explanation.

	BJC HealthCare								Hospital/Entity									
	PD&C					(IV					()							
	Corporate Architect	Corporate Engineer	Director of Planning	Director of Design	Director of Construction	Other:	Clinical Asset Management (CAM)	Risk Management	Real Estate	Ergonomics	Infection Prevention (IP)	Info Systems, Data, Telecom (IS)	Other:	Standards Review Committee	Facilities Engineering	Housekeeping	Security	Other:
Primary Authorship			\boxtimes	\boxtimes														
Secondary Authorship	\boxtimes				\boxtimes													

DOCUMENT REVISION HISTORY

The following table indicates the date the document originated and any subsequent revisions.

Document 101.102 – Planning Forms and Templates						
Issue	Description of Issue	Prepared by				
2018 v1	Original Issue	G. Zipfel				