

# MANUAL OF PRACTICE

for planning, design and construction Volume 1

#### 102.102 – DESIGN 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 design 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 Meeting Agenda
  - 2. Meeting Sign-In Sheet
  - 3. Program Change Request Form (Standard)
  - 4. Room Data Sheet template
  - 5. Signage Basis of Design 031610
  - 6. Space Request Detail Form\_BJC Blank Form
  - 7. Window Treatments, Cubicle and Shower Curtain Basis of Design

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					M)					(6							
	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					$\boxtimes$													

## DOCUMENT REVISION HISTORY

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

Document 102.102 – Design Forms and Templates						
Issue	Description of Issue	Prepared by				
2018 v1	Original Issue	G. Zipfel				