

## CHAPTER 248: MEDICAL MEDIA SERVICE

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## 1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 248: Medical Media Service. It applies to all medical facilities at the Department of Veterans Affairs (VA).

Medical Media Services (MMS) provides media service and creates products in support of direct patient care, continuing education, training, patient health education, research and public relations. MMS ensures the medical center needs are met in the areas of Photography, Illustration, Electronic Graphic Design and Publishing, Video / Sound Recording, CCTV and LAN, Video Distribution, and Copy Center Reproduction and Finishing.

This document includes the following requirements for operations to address all possible options available through Medical Media Services in the VA Health Care System:

- A. Core Criteria Medical Media Service (MMS),
- B. Expanded Core Criteria Medical Media Service (ECMM),
- C. Medical Media VISN Support Site (MMVSS),
- D. VAMC without Medical Media Services.

## 2 DEFINITIONS

Accessible: A site, building, facility, or portion thereof that complies with provisions outlined in the Architectural Barriers Act of 1968 (ABA).

Architectural Barriers Act (ABA): A set of standards developed to insure that all buildings financed with federal funds are designed and constructed to be fully accessible to everyone. This law requires all construction, renovation, or leasing of sites, facilities, buildings, and other elements, financed with federal funds, to comply with the Architectural Barriers Act Accessibility Standards (ABAAS). The ABAAS replaces the Uniform Federal Accessibility Standards (UFAS).

Audiovisual (AV) Services: These services are provided to record patient medical procedures, educational events and interviews. Additional uses include, but are not limited to, documentation, education, review, and analysis. Post-production is provided to organize, enhance and/or improve the finished product.

Central Copy Center Service: Provides some high volume, high speed copying, printing and some finishing services for the Medical Center. With this level of service some reproduction/printing and finishing work would be contracted out to off-site vendors.

Core Program (MMS) Requirements: The Minimum program requirements for Department of Veteran's Affairs health care facilities without an active university affiliation. See Medical Media Services below.

Expanded Central Copy Center Service: A copy / reproduction service that provides all high volume, high speed copying, printing and all finishing services for the Medical Center.

Expanded Core Program (MMEC) Requirements: Additional program requirements that will normally be instituted at university affiliated medical centers. The range and size of the educational programs provided, and the extent of available VISN support and/or sharing of facilities with affiliated medical schools will influence the additional programs provided. Expanded core requirements include the same functions as Core program (MMS) with larger space allowances to accommodate increased production volumes, and flexibility in response to more complex media requirements of the academic environment.

Expanded Core Requirements must be justified at a nonaffiliated medical center with appropriate personnel and program need.

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 total time commitment equals that of a full-time employee. One FTE equals a 40 hours per week.

Functional Area: The grouping of rooms and spaces based on their function within a service. Typical Functional Areas are Reception Areas, Patient Areas, Support Areas, Staff and Administrative Areas, and Residency Program.

Illustration Services: Illustration products include medical or scientific drawings that are required for a wide variety of publication and presentation applications. Products include free-hand art of anatomical, pathological, surgical, and clinical subjects in support of scientific exhibits, electronic presentations and journal publications. Other products may include complex renderings of medical equipment, building structures, cartoons and schematic drawings.

Input Data Statements: A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) based on the criteria parameters set forth in this document. Input Data Statements could be Mission related, based in the project's Concept of Operations; and Workload or Staffing related, based on projections and data provided by the VHA or the VISN about the estimated model of operation for the facility. This information is processed through mathematical and logical operations in VA-SEPS.

Medical Media VISN Support Site (MMVSS): A Medical Media Service that provides media services and support to other medical centers within the same VISN.

Medical Media Services (MMS): A program that, at minimum, provides photography services and depending on number of FTEs, individual medical center needs, and available VISN support, may also provide illustration, electronic graphic design and publishing, video/sound recording, and CCTV, LAN and video distribution services and or video teleconferencing service.

Photography Service: Still photography includes the production of black and white or color prints, negatives, transparencies and a variety of digital files. Subjects may include, but are not limited to, patient, clinical, surgical and autopsy procedures, equipment, radiographs, illustrations, charts and graphs.

Program for Design (PFD): A space program based on criteria set forth in this document and specific information about Concept of Operations, workload projections and staffing levels authorized.

SEPS (VA-SEPS): Acronym for Space and Equipment Planning System, a digital tool developed by the Department of Defense (DoD) and the Department of Veterans Affairs to generate a Program for Design (PFD) and an Equipment List for a VA healthcare project based on specific information entered in response to Input Data Questions. VA-SEPS incorporates the propositions set forth in all VA Space Planning Criteria chapters. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.

Workload: Workload is the anticipated number of procedures or suite stops 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. Workload Projections or planned services / modalities for a specific VA medical center, hospital or satellite outpatient clinic project are provided by the VA Central Office (VACO) / VISN CARES Capacity Projection Model. The workload projections are generated by methodology based upon the expected veteran population in the respective market-service area. Healthcare planners working on VA medical center, hospital or satellite outpatient clinic projects will utilize and apply the workload criteria set forth herein for identified services and modalities to determine room requirements for each facility.
- B. Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of the Medical Media Services and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Veterans.
- C. These criteria are subject to modification relative to development in the equipment, medical practice, vendor requirements, and subsequent planning and design. The selection of the size and type of Medical Media Services equipment is determined by the anticipated medical needs of the facility and the local medical center leadership.
- D. Requirements for operations related to Core Criteria, and Expanded Core Criteria for Medical Media Service, Medical Media VISN Support Site, and VAMC without Medical Media Services are included to address all possible options available through Medical Media Services in the VA Health Care System.

### 4 INPUT DATA STATEMENTS

- A. Mission Input Data Statements
  - 1. Is a Medical Media Services (MMS) Program authorized? (M)
  - 2. Is a Medical Media Expanded Core (MMEC) Program authorized? (M)
  - 3. Is Gross Pathology Specimen photography authorized? (M)
  - 4. Is a Video Editing / CCTV Control Room Distribution Suite authorized? (M)
  - 5. Is CCTV / Satellite authorized? (M)
  - 6. Is Computer Video Distribution authorized? (M)
  - 7. Is an Expanded Central Copy Center Service authorized? (M)
  - 8. Is Medical Media VISN Support Site (MMVSS) authorized? (M)
    - a. How many MMVSS Clerk FTE positions are authorized? (S)
  - 9. Is Illustration Services authorized? (M)
  - 10. Is an MMS Program for the VAMC authorized? (M)
- B. Workload Input Data Statements

None
- C. Staffing Input Data Statements
  - 1. How many MMS or MMEC Clerical FTE positions are authorized? (S)
  - 2. How many Illustrator FTE positions are authorized? (S)
  - 3. How many AV Specialist FTE positions are authorized? (S)
  - 4. How many Visual Information Specialist FTE positions are authorized? (S)
  - 5. How many Copy Center Technician FTE positions are authorized? (S)
- D. Miscellaneous Input Data Statements

None

## 5 SPACE CRITERIA: MEDICAL MEDIA SERVICES (MMS) AND MEDICAL MEDIA EXPANDED CORE (MMEC) PROGRAM

### A. FA 1: Reception and Administration Area:

1. **Office, Medical Media Service Chief (OFA09) ..... 100 NSF (9.3 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*
2. **Reception (RCP01) ..... 85 NSF (7.9 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*  
  
Allocated NSF accommodates one Receptionist FTEs, patient privacy area, and circulation.
3. **Waiting (WTG03)..... 80 NSF (7.5 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*  
  
Allocated space accommodates one standard chair @ 9 NSF, one bariatric chair @ 14 NSF, one accessible space @ 10 NSF, and circulation; total three people.
4. **Workstation, Clerical (OFA07)..... 56 NSF (5.3 NSM)**  
*Provide one per each Clerk FTE position authorized if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*
5. **MMS / MMEC Client Review Room (CRA01)..... 150 NSF (13.9 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*

### B. FA 2: Photography Service Production Area:

1. **Digital Photo, Editing and Printing Area (MIPF1) ..... 300 NSF (27.9 NSM)**  
*Minimum NSF if Medical Media Services (MMS) is authorized; provide an additional 100 NSF if a Medical Media Expanded Core (MMEC) Program is authorized.*  
  
Typical equipment used include computer workstations, printers, scanners, slide mounters, photo mounters, paper cutters, light tables, film sorters, and dryers.
2. **Darkroom, Black and White / Color Processing / Printing (MIDR1) ..... 150 NSF (13.9 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*  
  
While photography will be captured and processed in a digital environment, an area should be established to provide space for film development under emergency conditions, such as power outage. Area accommodates one processing station for loading films, mixing chemicals, manual developing of negatives and processing transparencies. Typical equipment includes area for sinks, trays, chemical storage, film drying cabinet, work counters and storage units.
3. **Camera Copy Room (MICL1) ..... 130 NSF (12.1 NSM)**  
*Minimum NSF if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 60 NSF if Gross Pathology specimen photography is authorized.*

Additional area for a dedicated copy camera computer workstation. Accommodates copy work from original text and illustrations. Typical equipment includes a digital copy camera, scanner, photographic platforms, and secure photographic storage cabinetry.

4. **Photomicrography / Photomacrography Room (MICL1).....100 NSF (9.3 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*

Accommodates equipment (microscopes, cameras, light sources, video recording, etc, needed to photograph magnified images, as well as seating space for client / photographer consult during a photographing.

5. **Still Photography and Video Recording Studio (MIST1).....750 NSF (69.7 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 100 NSF if a Video Editing / CCTV Control Room Distribution Suite is authorized.*

This area includes ceiling track lighting systems, floor-standing lighting hardware and accessories, backdrops, table top set-up for still life, and storage cabinetry. Video Notebooking / Editing / Titling will take place in the Video Editing / CCTV Control Room Distribution Suite.

6. **Toilet / Changing Room (TNP1).....60 NSF (5.6 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation. This space should be accessible only from within the Still Photography and Video Recording Studio.

**C. FA 3: Illustration Service Production Area:**

1. **Workroom, Illustrator (MIST1).....195 NSF (18.1 NSM)**  
*Minimum NSF if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized is authorized; provide an additional 150 NSF per each MMS or MMEC Illustrator FTE position authorized greater than one.*

The space provided accommodates manual and computer aided methods for the creation and production of medical artwork. Typical equipment includes computer workstation, drawing table, airbrush exhaust filter system and general storage.

2. **Illustration Preparation Room (MIST1).....280 NSF (26 NSM)**  
*Minimum NSF if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 60 NSF per each MMS or MMEC Illustrator FTE position authorized greater than one.*

This space accommodates large work surfaces and support equipment such as lettering machines, mounting presses, mat cutters, flat files, graphic enlarger/reducer, spray booth, paste-up / cutting table and large working surfaces.

3. **Electronic Graphic Design and Publishing (MIST1).....100 NSF (9.3 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 100 NSF per each Visual Information Specialist FTE position greater than one.*

This space accommodates the creation, layout and design for medical text. An image processor with color and black and white output devices and scanner peripherals will be used to generate the text.

**D. FA 4: Audiovisual Service Production Area:**

- 1. Video Editing / CCTV Control  
Room Video Distribution (XXYYC)..... 250 NSF (23.2 NSM)**  
*Minimum NSF if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 100 NSF per each AV Specialist FTE position authorized greater than one; provide an additional 100 NSF if CCTV / Satellite is authorized; provide an additional 50 NSF if computer video distribution is authorized.*
- 2. MATV / CCTV Distribution Headend (TEEQ1) ..... 150 NSF (14.0 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*

Accommodates antennae array for MATV/CCTV facility distribution. Area provides adequate space for various items that include, but are not limited to; modulators, receivers, signal processors, amplifiers and monitors.

**E. FA 5: Central Copy Center Service Production Area:**

- 1. Central Copy Center (XXYYC) ..... 500 NSF (46.5 NSM)**  
*Minimum NSF if Medical Media Services (MMS) is authorized; provide an additional 300 NSF if a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 100 NSF per each Copy Center Technician FTE position authorized greater than one; provide an additional 1,000 NSF if an Expanded Central Copy Center Service is authorized.*
- 2. Storage, Paper / Supply (SRE01) ..... 150 NSF (13.9 NSM)**  
*Minimum NSF if Medical Media Services (MMS) is authorized; provide an additional 50 NSF if a Medical Media Expanded Core (MMEC) Program is authorized; provide an additional 150 NSF if an Expanded Central Copy Center Service is authorized.*

Provides space for high volume, high speed copying, printing and some finishing services for the Medical Center.

Provides space and a climate controlled environment to store a variety of paper and supplies needed to provide copying, printing and finishing services.

**F. FA 6: Support Area:**

- 1. Storage, MMS (SRE01) ..... 250 NSF (23.2 NSM)**  
*Minimum NSF if Medical Media Services (MMS) is authorized; provide an additional 30 NSF if the number of Medical Media FTE positions authorized is five or greater and if Illustration Services is not authorized; provide an additional 130 NSF if Illustration Services is authorized and the number of Illustrator FTE positions authorized is one or two; provide an additional 180 NSF if the number of Medical Media FTE positions authorized is five or greater and if Illustration Services is authorized and the number of Illustrator FTE positions authorized is three or greater.*
- 2. Storage, MMEC (SRE01) ..... 350 NSF (32.5 NSM)**  
*Provide one if a Medical Media Expanded Core (MMEC) Program is authorized.*

3. **Audiovisual (AV) Equipment Storage / Check-out Room (SRE01) .....400 NSF (37.2 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*

Equipment set-up / testing as well as minor preventive maintenance such as bulb replacement, cord/connection repair, and cleaning optics are preformed in this area. This room may also be used for training demos when and if the reception area is not available.

4. **Video-Teleconferencing Room (CRA01) .....240 NSF (22.3 NSM)**  
*Provide one if Medical Media Services (MMS) or a Medical Media Expanded Core (MMEC) Program is authorized.*

Accommodates conference room area for 16 people, video, sound, computer and document camera interface for video-teleconferencing system. Area should accommodate network connection for V-Tel type system.

## 6 SPACE CRITERIA MEDICAL MEDIA VISN SUPPORT SITE (MMVSS)

### A. FA 7: MMVSS Reception and Administration Area:

1. **MMVSS Reception (RCP01).....85 NSF (7.9 NSM)**  
*Provide one if MMVSS is authorized.*  
  
Allocated NSF accommodates one Receptionist FTEs, patient privacy area, and circulation.
2. **MMVSS Workstation Clerical (OFA07) .....56 NSF (5.3 NSM)**  
*Provide one per each MMVSS Clerk FTE position authorized if MMVSS is authorized.*
3. **MMVSS Office, Media Services Chief (OFA09).....100 NSF (9.3 NSM)**  
*Provide one if MMVSS is authorized.*
4. **MMVSS Client Review Room (CRA01) .....200 NSF (18.6 NSM)**  
*Provide one if MMVSS is authorized.*

### B. FA 8: MMVSS Photography Production Area:

1. **MMVSS Digital Photo, Editing, and Printing Area (XXYYC).....400 NSF (37.2 NSM)**  
*Provide one if MMVSS is authorized.*
2. **MMVSS Darkroom, Black and White / Color Processing / Printing (MIDR1).....190 NSF (17.7 NSM)**  
*Provide one if MMVSS is authorized.*
3. **MMVSS Camera Copy Room (MIST1).....130 NSF (12.1 NSM)**  
*Minimum NSF; provide an additional 60 NSF if Gross Pathology specimen photography for Medical Media if MMVSS is authorized.*
4. **MMVSS Photomicrography / Photomacrography Room (MICL1) .....100 NSF (9.3 NSM)**  
*Provide one if MMVSS is authorized.*
5. **MMVSS Still Photography Studio (MIST1) .....500 NSF (46.5 NSM)**  
*Provide one if MMVSS is authorized.*

6. **MMVSS Toilet / Changing Room (TNP1)**..... **60 NSF (5.6 NSM)**  
*Provide one if MMVSS is authorized.*

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

**C. FA 9: MMVSS Illustration Service Production Area:**

1. **MMVSS Workroom, Illustrator (MIST1)**..... **195 NSF (18.1 NSM)**  
*Minimum NSF; provide an additional 150 NSF per each MMVSS Illustrator FTE position authorized greater than one if MMVSS is authorized.*
2. **MMVSS Illustration Preparation Room (MIST1)**..... **360 NSF (33.4 NSM)**  
*Minimum NSF; provide an additional 60 NSF per each MMVSS Illustrator FTE position authorized between one and three; provide an additional 210 NSF if the total number of MMVSS Illustrator FTE positions authorized is four; provide an additional 70 NSF per each MMVSS Illustrator FTE position greater than four and if MMVSS is authorized.*
3. **MMVSS Electronic Graphic Design and Publishing (MIST1)** ..... **100 NSF (9.3 NSM)**  
*Minimum NSF; provide an additional 100 NSF per each MMVSS Visual Information Specialist FTE position authorized greater than one if MMVSS is authorized.*

Room must accommodate space for workstation, scanner(s) and printers(s).

**D. FA 10: MMVSS Audiovisual Service Production Area:**

1. **MMVSS Video Recording Studio (XXYYC)** ..... **1,000 NSF (93.0 NSM)**  
*Provide one if MMVSS is authorized.*  

This room must accommodate studio, live, taped video and motion picture recording. Productions include the use of three or more cameras. The number of actors hired for productions may range from 1 to 60 people.
2. **MMVSS Studio Control Room (XXYYC)**..... **600 NSF (55.7 NSM)**  
*Provide one if MMVSS is authorized.*  

Accommodates video and sound production tasks. This includes video editing, duplicating, etc., in a variety of video formats. Educational programs are transmitted from this area, using automatic programming distribution hardware.
3. **MMVSS Video Editing Room (XXYYC)**..... **200 NSF (18.6 NSM)**  
*Provide one if MMVSS is authorized.*  

Accommodates video, sound, motion picture, and satellite production tasks. This includes video editing, for a variety of video formats that include, but are not limited to analogue (tape) and digital (disk) capture and storage. Accommodates video, sound and off-line editing tasks. This includes editing, mixing, and slide tape programming and production.
4. **MMVSS Audio Recording and Narration Sound Room (XXYYC)**..... **50 NSF (4.7 NSM)**  
*Provide one if MMVSS is authorized.*  

Must be located adjacent to Studio Control Room.
5. **MMVSS MATV / CCTV Distribution Headend (TEEQ1)** ..... **150 NSF (14.0 NSM)**  
*Provide one if MMVSS is authorized.*

Accommodates antennae array for MATV/CCTV facility distribution. Area provides adequate space for various items that include, but are not limited to; modulators, receivers, signal processors, amplifiers and monitors.

**E. FA 11: MMVSS Central Copy Center Service Production Area:**

1. **MMVSS  
Central Copy Center / Reproduction Room (XXYYC) .....800 NSF (74.4 NSM)**  
*Minimum NSF; provide an additional 100 NSF per each MMVSS Copy Center Technician FTE position authorized greater than one; provide an additional 1,200 NSF if an Expanded Central Copy Center Service is authorized and if MMVSS is authorized.*
2. **MMVSS Storage, Paper / Supply (SRE01) .....200 NSF (18.6 NSM)**  
*Minimum NSF; provide an additional 200 NSF if an Expanded Central Copy Center Service is authorized and if MMVSS is authorized.*

**F. FA 12: MMVSS Support Area:**

1. **MMVSS Storage (SRE01) .....400 NSF (37.2 NSM)**  
*Provide one if MMVSS is authorized.*
2. **MMVSS Audiovisual (AV) Equipment  
Storage / Check-out Room (SRE01) .....400 NSF (37.2 NSM)**  
*Provide one if MMVSS is authorized.*

Accommodates conference room area for video, sound, computer, and document camera interface for video-teleconferencing system. Area should accommodate network connection for V-Tel type system.

3. **MMVSS Video-Teleconferencing Room (CRA01) .....240 NSF (22.3 NSM)**  
*Provide one if MMVSS is authorized.*

Accommodates conference room area for 16 people, video, sound, computer and document camera interface for video-teleconferencing system. Area should accommodate network connection for V-Tel type system.

**7 SPACE CRITERIA – VAMC without MEDICAL MEDIA SERVICE**

**A. FA 13: VAMC without Medical Media Service:**

1. **Storage, Audiovisual Equipment (SRE01) .....200 NSF (18.6 NSM)**  
*Provide one if an MMS Program for the VAMC is not authorized.*  
  
This area should be included in Education or Library Service.
2. **Copy Center (XXYYC) .....500 NSF (46.5 NSM)**  
*Provide one if an MMS Program for the VAMC is not authorized.*

This room provides high volume, high speed copying, printing and some finishing services for the medical center.

**8 PLANNING AND DESIGN CONSIDERATIONS**

- A. Departmental net-to-gross factor (DNTG) for Medical Media is **1.30**. This number when multiplied by the programmed net square foot (NSF) area determines the departmental gross square feet.
- B. Medical Media Services may be located either in the main clinical building or in a building that is directly adjacent to the main clinical building. If MMS is located in a

separate building the following considerations must be met: The building must be directly adjacent to the main clinical building and connected by an enclosed causeway that has regulated heating / air conditioning. Access by patients must be easy and simple with no disruption to other services. MMS staff must have access to all surgical suites within a 15 minute walking period.

- C. The Photo Studio must be easily accessible from the elevators serving the nursing units. Soundproofing is required to support audiovisual recording activities, thus isolating this area from noise which may be produced from adjacent services and air handling systems.
- D. All Audiovisual Recording, Narration, Control and Editing Rooms as well as the Client Review Room require soundproofing, thus isolating this area from noise which may be produced from adjacent services and air handling systems.
- E. Medical Media must be isolated from structural vibrations such as elevators and building mechanical systems which cause distortion in all photographic, illustration, and audiovisual recording reproduction.
- F. Medical Media must be free from outside radiation interference such as radio frequency and magnetic interference which can erase or cause image and sound distortion during the production.
- G. Photography and illustration areas require 100% fresh air and 100% air exhaust.
- H. The Photo / Audiovisual Recording Studio requires a minimum ceiling height of 12'-0" for ceiling track lighting systems and floor standing lighting hardware and accessories. The location selected must provide reasonable access by patients with direct, double door access from a medical center corridor for patients on litters or beds as well as large pieces of equipment or props used in productions. A minimum room length of 30'-0" must be planned to accommodate videotaping. Additional electrical power is required to accommodate studio lighting for video recording.
- I. Audiovisual Control and Editing Rooms require either raised flooring or a service chase to cover the multitude of electrical cords of varying sizes and lengths used to connect hardware. Climate control should be considered for CCTV Control Rooms. Area should be kept free of moisture and temperature should be kept cool.
- J. Emergency power should be provided for MATV / CCTV Headend for signal distribution during an emergency.

**9 FUNCTIONAL RELATIONSHIPS**

Relationship of Medical Media Service to services listed below:

**TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX**

SERVICES	RELATIONSHIP	REASON
Education Service	2	A,B,G,I
Library Service	2	A,B,G
Ambulatory Care	3	G,H
Ear, Nose and Throat Clinic	3	G,H
Eye Clinic	3	G,H
Laboratory Service	3	A,G
MS&N Patient Care Units	3	G,H
Medical Research & Development	3	G
Surgical Service	3	G,I
Engineering Service	X	D
Magnetic Resonance Imaging	X	K
Nuclear Medicine Service	X	K
Radiology Service	X	K
Radiology Service	X	K

Legend:

Relationship:

- 1. Adjacent
- 2. Close / Same Floor
- 3. Close / Different Floor Acceptable
- 4. Limited Traffic
- X. Separation Desirable

Reasons:

- A. Common use of resources
- B. Accessibility of supplies
- C. Urgency of contact
- D. Noise or vibration
- E. Presence of odors or fumes
- F. Contamination hazard
- G. Sequence of work
- H. Patient's convenience
- I. Frequent contact
- J. Need for security
- K. Others (Radiation Interference)
- L. Closeness inappropriate

10 FUNCTIONAL DIAGRAM

