

## 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

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.



**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.

**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.

### **Space Planning / SEPS**

**Building Gross (BG) Factor:** A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

**Department Net to Gross (DNTG) Factor:** A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

**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 combined time commitment equals that of one full-time employee (i.e., 40 hours per week).

**Functional Area (FA):** The grouping of rooms and spaces based on their function within a clinical service or department.

**Functional Area Criteria Statement (FACS):** A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.



**Input Data Statement(s)**: A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

**JSN (Joint Schedule Number)**: A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

**Net Square Feet / Net Square Meters (NSF/NSM)**: The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

**Program for Design (PFD)**: A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

**PG-18-5**: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

**PG-18-9**: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

**PG-18-12**: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

**Room Area**: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

**Room Code (RC)**: A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

**Room Criteria Statement (RCS)**: A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to



determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VA RF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VA RF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. 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. Space Planning parameters and metrics in this document are based on the Medical Media Service Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA Medical Media Service site would require; the quantity and NSF for each room is calculated based on type of Medical Media



Service authorized organized in ten ranges. Medical Media Services (MMS) Program, Medical Media Expanded Core (MMEC) Program and Medical Media VISN Support each are assigned three ranges, S, M & L correlated to the number of MMS FTE positions authorized in each in increments of five. The last range is used for facilities a full service MMS is not authorized.

- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of Medical Media Service FTE positions authorized and the program type authorized are included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Medical Media Service project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.30** for Medical Media Service and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet (BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.

#### 4 INPUT DATA STATEMENTS (IDS)

- A. Is a Medical Media Services (MMS) Program authorized? (M)
  - 1. How many MMS Illustrator FTE positions are authorized? (S) (Values: 1 to 15)
  - 2. How many MMS Clerical FTE positions are authorized? (S) (Values: 1 to 15)
  - 3. How many MMS AV Specialist FTE positions are authorized? (S) (Values: 1 to 15)
  - 4. How many MMS Visual Information Specialist FTE positions are authorized? (S) (Values: 1 to 15)
  - 5. How many MMS Copy Center Technician FTE positions are authorized? (S) (Values: 1 to 15)
- B. Is a Medical Media Expanded Core (MMEC) Program authorized? (M)
  - 1. How many MMEC Illustrator FTE positions are authorized? (S) (Values: 1 to 15)
  - 2. How many MMEC Clerical FTE positions are authorized? (S) (Values: 1 to 15)
  - 3. How many MMEC AV Specialist FTE positions are authorized? (S) (Values: 1 to 15)
  - 4. How many MMEC Visual Information Specialist FTE positions are authorized? (S) (Values: 1 to 15)
  - 5. How many MMEC Copy Center Technician FTE positions are authorized? (S) (Values: 1 to 15)
- C. Is Medical Media VISN Support Site (MMVSS) authorized? (M)
  - 1. How many MMVSS Clerk FTE positions are authorized? (S) (Values: 1 to 15)



2. How many MMVSS Illustrator FTE positions are authorized? (S) (Values: 1 to 15)
3. How many MMVSS Visual Information Specialist FTE positions are authorized? (S) (Values: 1 to 15)
4. How many MMVSS Copy Center Technician FTE positions are authorized? (S) (Values: 1 to 15)

D. Is this a VAMC without Medical Media Service? (M)

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

### A. FA 1: RECEPTION AND ADMINISTRATION AREA

FA Condition: *[Medical Media Services (MMS) Program is authorized]* or *[Medical Media Expanded Core (MMEC) Program is authorized]*

1. **MM Svc Chief Office, Stff Sprt (SS204).....100 NSF (9.3 NSM)**
  - a. *Provide one if [total number of MMS or MMEC FTE] is between 1 and 15*
2. **MM Svc Reception, Stff Sprt (SS221) .....56 NSF (5.3 NSM)**
  - a. *Provide one if [total number of MMS or MMEC FTE] is between 1 and 15*

Allocated NSF accommodates one Receptionist FTEs, patient privacy area, and circulation.

3. **MM Svc Waiting, Bldg Sprt (SB003) .....80 NSF (7.5 NSM)**
  - a. *Provide one if [total number of MMS or MMEC FTE] is between 1 and 5*
  - b. *Provide one at 100 NSF if [total number of MMS or MMEC FTE] is between 6 and 10*
  - c. *Provide one at 130 NSF if [total number of MMS or MMEC FTE] is between 11 and 15*

Allocated space accommodates one standard chair @ 9 NSF, one bariatric chair @ 14 NSF, one accessible space @ 10 NSF, and circulation; total three people.

4. **MM Svc Clerical Workstation, Stff Sprt (SS218).....56 NSF (5.3 NSM)**
  - a. *Provide one if [total number of MMS or MMEC FTE] is between 1 and 5*
  - b. *Provide two if [total number of MMS or MMEC FTE] is between 6 and 10*
  - c. *Provide three if [total number of MMS or MMEC FTE] is between 11 and 15*
5. **MMS / MMEC Client Review Room, MM Svc (SC601).....120 NSF (11.2 NSM)**
  - a. *Provide one if [total number of MMS or MMEC FTE] is between 1 and 5*
  - b. *Provide one at 150 NSF if [total number of MMS or MMEC FTE] is between 6 and 10*
  - c. *Provide one at 180 NSF if [total number of MMS or MMEC FTE] is between 11 and 15*



**B. FA 2: PHOTOGRAPHY SERVICE PRODUCTION AREA**

**1. Photography Service**

**Editing / Printing Room, MM Svc (SC602) .....300 NSF (27.9 NSM)**

- a. *Provide one if [Medical Media Services (MMS) Program is authorized]*
- b. *Provide one at 400 NSF if [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. Photography Service Darkroom, MM Svc (SC604) .....150 NSF (14.0 NSM)**

- a. *Provide one if ([Medical Media Services (MMS) Program is authorized] or [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. Photography Service Camera Copy Room, MM Svc (SC605) .....130 NSF (12.1 NSM)**

- a. *Provide one if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 1 and 5*
- b. *Provide one at 190 NSF if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 6 and 15*

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, MM Svc (SC607).....180 NSF (16.8 NSM)**

- a. *Provide one if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 1 and 5*
- b. *Provide one at 240 NSF if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 6 and 15*

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 /**

**Video Recording Studio, MM Svc (SC608) .....750 NSF (69.7 NSM)**

- a. Provide one if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 1 and 5
- b. Provide one at 850 NSF if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 6 and 15

This area includes ceiling track lighting systems, floor-standing lighting hardware and accessories, backdrops, tabletop 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. MM Svc Photography Service**

**Toilet / Changing Room, Bldg Sprt (SB168) .....60 NSF (5.6 NSM)**

- a. Provide one if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 1 and 10
- b. Provide two if ([Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]) and [total number of MMS or MMEC FTE] is between 11 and 15

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**

FA Condition: [Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]

**1. Illustration Service Workroom, MM Svc (SC611).....200 NSF (18.6 NSM)**

- a. Provide one if [total number of MMS or MMEC FTE] is between 1 and 5
- b. Provide one at 350 NSF if [total number of MMS or MMEC FTE] is between 6 and 10
- c. Provide one at 500 NSF if [total number of MMS or MMEC FTE] is between 11 and 15

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 Service Preparation Room, MM Svc (SC614) .....280 NSF (26.1 NSM)**
  - a. Provide one if [total number of MMS or MMEC FTE] is between 1 and 5
  - b. Provide one at 340 NSF if [total number of MMS or MMEC FTE] is between 6 and 10
  - c. Provide one at 400 NSF if [total number of MMS or MMEC FTE] is between 11 and 15

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. Illustration Service Design / Publishing Room, MM Svc (SC617).....100 NSF (9.3 NSM)**
  - a. Provide one if [total number of MMS or MMEC FTE] is between 1 and 5
  - b. Provide one at 200 NSF if [total number of MMS or MMEC FTE] is between 6 and 10
  - c. Provide one at 300 NSF if [total number of MMS or MMEC FTE] is between 11 and 15

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**

FA Condition: [Medical Media Services (MMS) Program is authorized] or [Medical Media Expanded Core (MMEC) Program is authorized]

- 1. Audiovisual Service Video Editing / Distribution**  
**CCTV Control Room, MM Svc (SC621) .....250 NSF (23.3 NSM)**
  - a. Provide one if [total number of MMS or MMEC FTE] is between 1 and 5
  - b. Provide one at 400 NSF if [total number of MMS or MMEC FTE] is between 6 and 10
  - c. Provide one at 500 NSF if [total number of MMS or MMEC FTE] is between 11 and 15

- 2. Audiovisual Service MATV / CCTV Distribution**  
**Headend Room, MM Svc (SC624) .....150 NSF (14.0 NSM)**
  - a. Provide one if [total number of MMS or MMEC FTE] is between 1 and 15

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 Room, MM Svc (SC631) .....500 NSF (46.5 NSM)**
  - a. Provide one if [Medical Media Services (MMS) Program is authorized] and [total number of MMS or MMEC FTE] is between 1 and 5*
  - b. Provide one at 700 NSF if [Medical Media Services (MMS) Program is authorized] and [total number of MMS or MMEC FTE] is between 6 and 15*
  - c. Provide one at 800 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 1 and 5*
  - d. Provide one at 1,000 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 6 and 15*

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

- 2. Central Copy Room Storage Room, MM Svc (SC637) .....150 NSF (14.0 NSM)**
  - a. Provide one if [Medical Media Services (MMS) Program is authorized]*
  - b. Provide one at 200 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 1 and 10*
  - c. Provide one at 350 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 11 and 15*

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 Room, MM Svc (SC641) .....250 NSF (23.3 NSM)**
  - a. Provide one if [Medical Media Services (MMS) Program is authorized] and [total number of MMS or MMEC FTE] is between 1 and 5*
  - b. Provide one at 500 NSF if [Medical Media Services (MMS) Program is authorized] and [total number of MMS or MMEC FTE] is between 6 and 10*
  - c. Provide one at 750 NSF if [Medical Media Services (MMS) Program is authorized] and [total number of MMS or MMEC FTE] is between 11 and 15*
  - d. Provide one at 350 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 1 and 5*
  - e. Provide one at 600 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 6 and 10*
  - f. Provide one at 900 NSF if [Medical Media Expanded Core (MMEC) Program is authorized] and [total number of MMS or MMEC FTE] is between 11 and 15*
- 2. Expanded Core Storage Room, MM Svc (SC645) .....350 NSF (32.6 NSM)**
  - a. Provide one if [Medical Media Expanded Core (MMEC) Program is authorized]*
- 3. Audiovisual (AV) Equipment**  
**Storage / Check-out Room, MM Svc (SC646) .....400 NSF (37.2 NSM)**
  - a. Provide one if ([Medical Media Services (MMS) Program is authorized] or [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 performed 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, MM Svc (SC647).....240 NSF (22.3 NSM)**
  - a. Provide one if [total number of MMS or MMEC FTE] is between 1 and 5
  - b. Provide one at 360 NSF if [total number of MMS or MMEC FTE] is between 6 and 10
  - c. Provide one at 480 NSF if [total number of MMS or MMEC FTE] is between 11 and 15

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 PLANNING CRITERIA: MEDICAL MEDIA VISN SUPPORT SITE (MMVSS)

### A. FA 7: MMVSS RECEPTION AND ADMINISTRATION AREA

FA Condition: [MMVSS is authorized]

- 1. MMVSS Support Reception, Stff Sprt (SS221) .....56 NSF (5.3 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 15

Allocated NSF accommodates one Receptionist FTEs, patient privacy area, and circulation.
- 2. MMVSS Support Clerical Workstation, Stff Sprt (SS218).....56 NSF (5.3 NSM)**
  - a. Provide two if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide three if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide four if [total number of MMVSS FTE] is between 11 and 15
- 3. MMVSS Support Chief Office, Stff Sprt (SS204) .....100 NSF (9.3 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 15
- 4. MMVSS Client Review Room, MM Svc (SC648) .....240 NSF (22.3 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 10
  - b. Provide one at 360 NSF if [total number of MMVSS FTE] is between 11 and 15

### B. FA 8: MMVSS PHOTOGRAPHY PRODUCTION AREA

FA Condition: [MMVSS is authorized]

- 1. MMVSS Photography Support Editing / Printing Room, MM Svc (SC651).....300 NSF (27.9 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide one at 400 NSF if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide one at 500 NSF if [total number of MMVSS FTE] is between 11 and 15



- 2. MMVSS Photography Support Darkroom, MM Svc (SC652).....190 NSF (17.7 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 15*
- 3. MMVSS Photography Support Camera Copy Room, MM Svc (SC653) .....130 NSF (12.1 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5*
  - b. Provide one at 320 NSF if [total number of MMVSS FTE] is between 6 and 15*
- 4. MMVSS Photography Support Micro / Macro Room, MM Svc (SC655).....100 NSF (9.3 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 15*
- 5. MMVSS Photography Support Still Photo Studio, MM Svc (SC656) .....300 NSF (27.9 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5*
  - b. Provide one at 400 NSF if [total number of MMVSS FTE] is between 6 and 10*
  - c. Provide one at 500 NSF if [total number of MMVSS FTE] is between 11 and 15*
- 6. MMVSS Photography Support Toilet / Changing Room, Bldg Sprt (SB168) .....60 NSF (5.6 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 15*

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**

FA Condition: [MMVSS is authorized]

- 1. MMVSS Illustration Support Workroom, MM Svc (SC661) .....200 NSF (18.6 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5*
  - b. Provide one at 350 NSF if [total number of MMVSS FTE] is between 6 and 15*
- 2. MMVSS Illustration Support Preparation Room, MM Svc (SC664).....360 NSF (33.5 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5*
  - b. Provide one at 580 NSF if [total number of MMVSS FTE] is between 6 and 10*
  - c. Provide one at 800 NSF if [total number of MMVSS FTE] is between 11 and 15*
- 3. MMVSS Illustration Support Graphic Design Room, MM Svc (SC667) .....100 NSF (9.3 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5*
  - b. Provide one at 200 NSF if [total number of MMVSS FTE] is between 6 and 10*
  - c. Provide one at 300 NSF if [total number of MMVSS FTE] is between 11 and 15*

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



**D. FA 10: MMVSS AUDIOVISUAL SERVICE PRODUCTION AREA**

FA Condition: [MMVSS is authorized]

**1. MMVSS Audiovisual Support**

**Recording Studio, MM Svc (SC671)..... 1,000 NSF (92.9 NSM)**

- a. Provide one if [total number of MMVSS FTE] is between 1 and 5
- b. Provide one at 1,200 NSF if [total number of MMVSS FTE] is between 6 and 10
- c. Provide one at 1,400 NSF if [total number of MMVSS FTE] is between 11 and 15

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 Audiovisual Support**

**Preparation Room, MM Svc (SC672)..... 400 NSF (37.2 NSM)**

- a. Provide one if [total number of MMVSS FTE] is between 1 and 5
- b. Provide one at 500 NSF if [total number of MMVSS FTE] is between 6 and 10
- c. Provide one at 600 NSF if [total number of MMVSS FTE] is between 11 and 15

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 Audiovisual Support**

**Video Editing Room, MM Svc (SC673)..... 200 NSF (18.6 NSM)**

- a. Provide one if [total number of MMVSS FTE] is between 1 and 5
- b. Provide one at 300 NSF if [total number of MMVSS FTE] is between 6 and 10
- c. Provide one at 400 NSF if [total number of MMVSS FTE] is between 11 and 15

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 Audiovisual Support**

**Recording Room, MM Svc (SC674)..... 50 NSF (4.7 NSM)**

- a. Provide one if [total number of MMVSS FTE] is between 1 and 5
- b. Provide one at 80 NSF if [total number of MMVSS FTE] is between 6 and 10
- c. Provide one at 120 NSF if [total number of MMVSS FTE] is between 11 and 15

Must be located adjacent to Studio Control Room.

**5. MMVSS Audiovisual Support**

**MATV / CCTV Headend Room, MM Svc (SC675)..... 150 NSF (14.0 NSM)**

- a. Provide one if [total number of MMVSS FTE] is between 1 and 15



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**

FA Condition: [MMVSS is authorized]

- 1. MMVSS Copy Center Support Copy Room, MM Svc (SC681).....800 NSF (74.4 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide one at 1,000 NSF if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide one at 1,200 NSF if [total number of MMVSS FTE] is between 11 and 15
- 2. MMVSS Copy Center Support Supply Storage Room, MM Svc (SC687) .....200 NSF (18.6 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide one at 400 NSF if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide one at 600 NSF if [total number of MMVSS FTE] is between 11 and 15

**F. FA 12: MMVSS SUPPORT AREA**

FA Condition: [MMVSS is authorized]

- 1. MMVSS Storage Room, MM Svc (SC689) .....400 NSF (37.2 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide one at 500 NSF if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide one at 600 NSF if [total number of MMVSS FTE] is between 11 and 15
- 2. MMVSS Audiovisual (AV) Equipment Storage / Check-out Room, MM Svc (SC691).....400 NSF (37.2 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide one at 500 NSF if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide one at 600 NSF if [total number of MMVSS FTE] is between 11 and 15

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, MM Svc (SC692).....240 NSF (22.3 NSM)**
  - a. Provide one if [total number of MMVSS FTE] is between 1 and 5
  - b. Provide one at 360 NSF if [total number of MMVSS FTE] is between 6 and 10
  - c. Provide one at 480 NSF if [total number of MMVSS FTE] is between 11 and 15

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 PLANNING CRITERIA: VAMC WITHOUT MEDICAL MEDIA SERVICE

### A. FA 13: VAMC WITHOUT MEDICAL MEDIA SERVICE

1. **Audiovisual Equipment Storage Room, MM Svc (SC696).....200 NSF (18.6 NSM)**

a. *Provide one if [VAMC is without Medical Media Service]*

This area should be included in Education or Library Service.

2. **Copy Room, MM Svc (SC697) .....500 NSF (46.5 NSM)**

a. *Provide one if [VAMC is without Medical Media Service]*

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

### B. SEPS IMPORTER SHORTCUTS

The following shortcuts are used in the Room Criteria Statements in the Medical Media Service Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

1. *total number of MMS or MMEC FTE:* [How many MMS Illustrator FTE positions are authorized?] + [How many MMS Clerical FTE positions are authorized?] + [How many MMS AV Specialist FTE positions are authorized?] + [How many MMS Visual Information Specialist FTE positions are authorized?] + [How many MMS Copy Center Technician FTE positions are authorized?] + [How many MMEC Illustrator FTE positions are authorized?] + [How many MMEC Clerical FTE positions are authorized?] + [How many MMEC AV Specialist FTE positions are authorized?] + [How many MMEC Visual Information Specialist FTE positions are authorized?] + [How many MMEC Copy Center Technician FTE positions are authorized?]
2. *total number of MMVSS FTE:* [How many MMVSS Clerk FTE positions are authorized?] + [How many MMVSS Illustrator FTE positions are authorized?] + [How many MMVSS Visual Information Specialist FTE positions are authorized?] + [How many MMVSS Copy Center Technician FTE positions are authorized?]
3. *Medical Media Services (MMS) Program is authorized:* [Is a Medical Media Services (MMS) Program authorized?]
4. *Medical Media Expanded Core (MMEC) Program is authorized:* [Is a Medical Media Expanded Core (MMEC) Program authorized?]
5. *MMVSS is authorized:* [Is Medical Media VISN Support Site (MMVSS) authorized?]
6. *VAMC is without Medical Media Service:* [Is this a VAMC without Medical Media Service?]



## 8 PLANNING AND DESIGN CONSIDERATIONS

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. Photography and illustration areas require 100% fresh air and 100% air exhaust.
- G. 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.
- H. 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.
- I. Emergency power should be provided for MATV / CCTV Headend for signal distribution during an emergency.
- J. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library ([www.cfm.va.gov/ti/](http://www.cfm.va.gov/ti/)) for additional technical criteria.



**9 FUNCTIONAL RELATIONSHIPS**

Relationship of Medical Media Service to services listed below:

**TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX**

SERVICES	FUNCTIONAL RELATIONSHIP
CLNCL: Path Svc: Anatomical Pathology	1
STFF SPRT: Education: Auditorium	2
CLNCL: Surg Svc: Ambulatory Surgery	2
CLNCL: Surg Svc: Inpatient Surgery	2
CLNCL: Path Svc: Clinical Pathology	2
CLNCL: Path Svc: Autopsy	2
CLNCL SPRT: Health Sciences Library	2
STFF SPRT: Education: Nursing Training	2
STFF SPRT: Education: Laboratory	2
CLNCL SPRT: Nursing Service Administration	3
CLNCL: Imgng Svcs: Radiography	3
CLNCL: Imgng Svcs: MRI	3
CLNCL: Imgng Svcs: PET/ CT	3
CLNCL: Imgng Svcs: PET/MRI	3
CLNCL: Imgng Svcs: Breast Imaging	3
CLNCL: Radiation Therapy	3

**Legend:**

1. High
2. Moderate
3. Minimal



**10 FUNCTIONAL DIAGRAM**

