

## 3.7 Outpatient Surgical Facilities

*Appendix material, which appears in shaded boxes at the bottom of the page, is advisory only.*

### 1 General Considerations

#### \* 1.1 Applicability

The general standards set forth in Sections 1 through 5 of Chapter 3.1 (General Considerations, Diagnostic and Treatment Locations, Service Areas, Administrative and Public Areas, and Construction Standards) shall apply to outpatient surgical facilities, with additions and modifications described herein.

#### 1.2 Functional Program

##### \* 1.2.1 Facility Requirements

Outpatient surgery is performed without anticipation of overnight patient care. The functional program shall describe in detail staffing, patient types, hours of operation, function and space relationships, transfer provisions, and availability of off-site services.

##### 1.2.2 Size

The extent (number and types) of the diagnostic, clinical, and administrative facilities to be provided will be determined by the services contemplated and the estimated patient load as described in the functional program. Provisions shall be made for medical and nursing assessment, nursing care, preoperative testing, and physical examination for outpatient surgeries.

#### 1.3 Environment of Care

##### 1.3.1 Patient Privacy

Visual and acoustical privacy shall be provided by design and include the registration, preparation, examination, treatment, and recovery areas. See Section 1.1-6.

#### 1.4 Shared Services

If the outpatient surgical facility is part of an acute care hospital or other medical facility, services may be shared to minimize duplication as appropriate.

**1.4.1** Where outpatient surgical services are provided within the same area or suite as inpatient surgery, additional space shall be provided as needed.

**1.4.2** If inpatient and outpatient procedures are performed in the same room(s), the functional program shall describe in detail scheduling and techniques used to separate inpatients and outpatients.

#### 1.5 Facility Access and Layout

##### 1.5.1 Facility Access

The outpatient surgical facility shall be designed to facilitate movement of patients and personnel into, through, and out of defined areas within the surgical suite. Signs shall be provided at all entrances to restricted areas and shall clearly indicate the surgical attire required.

##### \* 1.5.2 Layout

The outpatient surgical facility shall be divided into three designated areas—unrestricted, semi-restricted, and restricted—that are defined by the physical activities performed in each area.

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**A1.1** Outpatient “surgical” facilities include centers that perform both invasive and noninvasive procedures. The distinction between centers is better defined by the type of anesthesia used during the procedures.

**A1.2.1** Even though most outpatient procedures do not require an overnight stay, some require extended patient observation for up to “23 hours and 59 minutes” of care.

**a.** This extended care possibility should be addressed in a recovery care center that provides facilities for adequate sleeping, bathroom, and nutrition services for the patient.

**b.** Recovery care centers should have adequate waiting areas for family, including children and adolescents, and privacy (noise barriers and sight barriers) for meetings between physicians and other professionals with family. The areas should be large enough for translators or have available translation equipment.

**c.** A key element to housing patients is the communication system and the ability to obtain additional assistance as necessary.

## 3.7 OUTPATIENT SURGICAL FACILITIES

### 1.6 Site

#### 1.6.1 Parking

Four spaces shall be provided for each room routinely used for surgical procedures plus one space for each staff member. Additional parking spaces convenient to the entrance for pickup of patients after recovery shall be provided.

## \*2 Diagnostic and Treatment Locations

### 2.1 Diagnostic Facilities

Facilities for diagnostic services shall be provided on or off-site for pre-admission tests as required by the functional program.

### 2.2 Examination Room(s)

If patients will be admitted without recent and thorough examination, at least one room, ensuring both visual and acoustical privacy, shall be provided for examination and testing of patients prior to surgery. This may be an examination room or treatment room as described in Sections 3.1-2.1.1 and 3.1-2.1.3.

### 2.3 Operating Rooms (Ambulatory)

**Note:** When invasive procedures need to be performed on persons who are known or suspected of having airborne infectious disease, these procedures are ideally performed in a room meeting airborne infection isolation ventilation requirements or in a space using local exhaust ventilation. If the procedure must be performed in the operating suite, follow recommendations outlined in the CDC “Guidelines for Environmental Infection Control” or the CDC “Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health Care Facilities.”

#### \*2.3.1 Size and Location

The size and location of the operating rooms shall depend on the level of care and equipment specified in the functional program. Operating rooms shall be as defined by the American College of Surgeons.

##### 2.3.1.1 Class A operating rooms (minor surgical procedure rooms)

- (1) Area and dimensions. These operating rooms shall have a minimum floor area of 150 square

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### A1.5.2 Outpatient Surgical Facility Layout

**a.** The unrestricted area includes a central control point established to monitor the entrance of patients, personnel, and materials into the restricted areas. Street clothes are permitted in this area, and traffic is not limited.

**b.** The semi-restricted area includes the peripheral support areas of the surgical suite and has storage areas for clean and sterile supplies, work areas for storage and processing of instruments, and corridors leading to the restricted areas of the surgical suite. Traffic in this area is limited to authorized personnel and patients. Personnel are required to wear surgical attire and cover all head and facial hair.

**c.** The restricted area includes operating and procedure rooms, the clean core, and scrub sink areas. Surgical attire and hair coverings are required. Masks are required where open sterile supplies or scrubbed persons may be located.

**A2** Provisions should be made to separate pediatric from adult patients. Separate areas should include pre- and postoperative care areas and should allow for parental presence.

### A2.3.1 American College of Surgeons Surgical Facility Classes

**a.** Class A—Provides for minor surgical procedures performed under topical and local infiltration blocks with or without oral or intramuscular preoperative sedation. Excluded are spinal, epidural axillary, stellate ganglion blocks, regional blocks (such as interscalene), supraclavicular, infraclavicular, and intravenous regional anesthesia. These methods are appropriate for Class B and C facilities.

**b.** Class B—Provides for minor or major surgical procedures performed in conjunction with oral, parenteral, or intravenous sedation or under analgesic or dissociative drugs.

**c.** Class C—Provides for major surgical procedures that require general or regional block anesthesia and support of vital bodily functions.

**Note:** Those facilities meeting the guidelines for Class B procedures automatically qualify for Class A procedures, and those facilities meeting the guidelines for Class C automatically qualify for Classes A and B.

feet (45.72 square meters) with a minimum clear dimension of 12 feet (3.65 meters). This square footage and minimum dimensions shall exclude vestibule and fixed casework.

- (2) Clearances. There shall be a minimum clear distance of 3 feet 6 inches (1.07 meters) at each side, the head, and the foot of the operating table.
- (3) Location. These minor surgical procedure rooms may be located within the restricted corridors of the surgical suite or in an unrestricted corridor adjacent to the surgical suite.

### 2.3.1.2 Class B operating rooms (intermediate surgical procedure rooms)

- (1) Area and dimensions. These operating rooms shall have a minimum floor area of 250 square feet (23.23 square meters) with a minimum clear dimension of 15 feet (4.57 meters). This square footage and minimum dimension shall exclude vestibule and fixed casework.
- (2) Clearances. Room arrangement shall permit a minimum clearance of 3 feet 6 inches (1.07 meters) at each side, the head, and the foot of the operating table.
- (3) Location. These intermediate surgical procedure rooms shall be located within the restricted corridors of the surgical suite.

### 2.3.1.3 Class C operating rooms (major surgical procedure rooms)

- (1) Area and dimensions. These operating rooms shall have a minimum clear area of 400 square feet (37.16 square meters) and a minimum dimension of 18 feet (5.49 meters). This square footage and minimum dimension shall exclude vestibule and fixed casework.
- (2) Clearances. Room arrangement shall permit a minimum clearance of 4 feet (1.22 meters) at each side, the head, and the foot of the operating table.
- (3) Location. These major surgical procedure rooms shall be located within the restricted corridors of the surgical suite.

### 2.3.2 Emergency Communication System

All operating rooms shall be equipped with an emergency communication system connected with the control station.

### \*2.3.3 Image Viewer

- | There shall be at least one medical image viewer in each room.

### 2.3.4 Mechanical System and Medical Gas Requirements

See Tables 2.1-2 and 3.1-2 for mechanical system and medical gas requirements.

## 2.4 Recovery Areas

### 2.4.1 Post-Anesthesia Recovery Room(s)

Room(s) for post-anesthesia recovery in outpatient surgical facilities shall be provided in accordance with the functional program.

#### 2.4.1.1 General

- (1) The recovery area shall be accessible directly from the semi-restricted area.
- (2) A nurse utility/control station shall be provided with visualization of patients in acute recovery positions.
- (3) Clearances noted around gurneys are between the normal use position of the gurney and any adjacent fixed surface, or between adjacent gurneys.
- (4) If pediatric surgery is part of the program, separation from the adult section and space for parents shall be provided. Sound attenuation of the area and the ability to view the patient from the nursing station shall be considered.

**2.4.1.2** Minimum requirements. The minimum requirements for post-anesthesia recovery position(s) are as follows:

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**A2.3.3** For surgeries dependent upon medical imaging, such as many orthopedic procedures, medical image viewers should be provided in each operating room.

### 3.7 OUTPATIENT SURGICAL FACILITIES

- \*(1) Number. A minimum of one recovery station per operating room shall be provided.
- (2) Area and clearances. Each post-anesthetic care unit (PACU) shall provide a minimum clear floor area of 80 square feet (7.43 square meters) for each patient station with a space for additional equipment described in the functional program and for clearance of at least 5 feet (1.52 meters) between patient stretchers and 4 feet (1.22 meters) between patient stretchers and adjacent walls (at the stretcher's sides and foot).
- (3) Patient privacy. Provisions for patient privacy such as cubicle curtains shall be made.
- (4) Hand-washing stations. Hand-washing stations with hands-free or wrist blade-operable controls shall be available, with at least one station for every four stretchers or portion thereof, and uniformly distributed to provide equal access from each patient position.

#### 2.4.1.3 Support areas for post-anesthesia recovery rooms

- (1) Facility requirements. The recovery areas shall include provisions for staff hand-washing station, medication preparation and dispensing, supply storage, soiled linen and waste holding, and charting and dictation.
- (2) Equipment storage. The recovery areas shall include dedicated space as needed to keep equipment (warming cabinet, ice machine, crash cart, etc.) out of required circulation clearances.

#### 2.4.2 Phase II Recovery

##### 2.4.2.1 General

- (1) A Phase II or stepdown recovery room shall be provided.

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**2.4.1.2 (1)** In the absence of a functional program, recovery positions should be considered at a ratio of one per Class A operating room, two per Class B operating room, and three per Class C operating room. Up to half the total recovery positions may be provided in the Phase II recovery area.

- (2) In Phase II or stepdown units, a nurse utility/control station with visualization of patients is not required.

**2.4.2.2 Space requirements.** The design shall provide a minimum of 50 square feet (4.65 square meters) for each patient in a lounge chair with space for additional equipment described in the functional program and for clearance of 4 feet (1.22 meters) between the sides of the lounge chairs and the foot of the lounge chairs.

**2.4.2.3 Patient privacy.** Provisions for patient privacy such as cubicle curtains shall be made.

**2.4.2.4 Facility requirements.** The step-down room shall contain hand-washing station(s), storage space for supplies and equipment, clinical work space, space for family members, and nourishment facilities.

**2.4.2.5 Patient toilet room.** A patient toilet room shall be provided in the Phase II recovery area for the exclusive use of patients. In facilities with two or fewer operating rooms and an outpatient surgery change area adjacent to the recovery area, the toilet required by Section 3.7-2.6.11 shall be permitted to meet this requirement.

### 2.5 Support Areas for Surgical Service Areas

The following shall be provided in surgical service areas:

#### 2.5.1 Control Station

A control station shall be located to permit visual surveillance of all traffic entering the restricted corridor (access to operating rooms and other ancillary clean/sterile areas).

#### 2.5.2 Scrub Facilities

- (1) Station(s) shall be provided near the entrance to each operating room and may service two operating rooms if needed.
- (2) Scrub facilities shall be arranged to minimize splatter on nearby personnel or supply carts.

#### 2.5.3 Drug Distribution Station

A drug distribution station shall be provided.

- (1) Provisions shall be made for storage and preparation of medications administered to patients.
- (2) A refrigerator for pharmaceuticals and double-locked storage for controlled substances shall be provided.
- (3) Convenient access to hand-washing stations shall be provided.

#### 2.5.4 Soiled Workroom

A soiled workroom shall be provided. This may be the same workroom described in Section 3.7-3.1.2.1.

- (1) The soiled workroom shall contain a clinical sink or equivalent flushing-type fixture, a work counter, a hand-washing station, and waste receptacle(s).
- (2) The soiled workroom shall be located within the semi-restricted area.

#### 2.5.5 Sterilizing Facilities

Space shall be provided for a high-speed sterilizer or other sterilizing equipment for immediate or emergency use, as called for in the functional program.

- (1) This space shall be located in the restricted area.
- (2) The space shall include a separate area for cleaning and decontamination of instruments prior to sterilization.

#### 2.5.6 Fluid Waste Disposal Facilities

- (1) These shall be convenient to the general operating rooms and post-anesthesia recovery positions.
- (2) A clinical sink or equivalent equipment in a soiled workroom shall meet this requirement in the operating room area, and a toilet equipped with bedpan-cleaning device or a separate clinical sink shall meet the requirement in the recovery area.

#### 2.5.7 Equipment and Supply Storage

**2.5.7.1** Anesthesia equipment and supply storage. Provisions shall be provided for cleaning, testing, and storing anesthesia equipment and supplies, as defined by the functional program. This space shall be located within the semi-restricted area.

**2.5.7.2** Medical gas storage. Provisions shall be made for the medical gas(es) used in the facility. Adequate space for supply and storage, including space for reserve cylinders, shall be provided.

**2.5.7.3** General equipment and supply storage. Equipment storage room(s) shall be provided for equipment and supplies used in the surgical suite.

- (1) Area. The combined area of equipment and supply storage room(s) shall have a minimum floor area of 50 square feet (15.24 square meters) for each operating room(s) up to two and an additional 25 square feet (7.62 square meters) per additional operating room.
- (2) Location. Equipment storage room(s) shall be located within the semi-restricted area.

**2.5.7.4** A stretcher storage area. A stretcher storage area shall be convenient for use and out of the direct line of traffic.

**2.5.7.5** Wheelchair storage. Space shall be provided for temporary storage of wheelchairs.

**2.5.7.6** Emergency equipment/supply storage. Provisions shall be made for convenient access to and use of emergency resuscitation equipment and supplies (crash cart(s) and/or anesthesia carts) at both the surgical and recovery areas.

#### 2.5.8 Housekeeping Room

A housekeeping room containing a floor receptor or service sink and storage space for housekeeping supplies and equipment shall be provided exclusively for the surgical suite.

### 2.6 Support Areas for Surgical Staff

#### 2.6.1 Staff Lounge and Toilet Facilities

These shall be provided in facilities having three or more operating rooms. The toilet room shall be near the recovery area.

#### 2.6.2 Staff Clothing Change Area(s)

Appropriate change area(s) shall be provided for male and female staff working within the surgical suite (unisex changing room shall be permitted).

## 3.7 OUTPATIENT SURGICAL FACILITIES

- (1) The area(s) shall contain lockers, toilet(s), hand-washing station(s), and space for donning scrub attire.
- (2) These area(s) shall be arranged to encourage a one-way traffic pattern so that personnel entering from outside the surgical suite can change and move directly into the surgical suite.

### 2.6.3 Staff Shower

At least one staff shower shall be provided that is conveniently accessible to the surgical suite and recovery areas.

## 2.7 Support Areas for Patients

### 2.7.1 Outpatient Surgery Change Area(s)

A separate area shall be provided for outpatients to change from street clothing into hospital gowns and to prepare for surgery.

**2.7.1.1** This area shall include lockers, toilet(s), clothing change or gowning area(s), and space for administering medications.

**2.7.1.2** Provisions shall be made for securing patients' personal effects.

## 3 Service Areas

### 3.1 Sterilizing Facilities

A system for sterilizing equipment and supplies shall be provided.

#### 3.1.1 General

**3.1.1.1** When sterilization is provided off site, a room for the adequate handling (receiving and distribution) and on-site storage of sterile supplies shall be provided that conforms to Section 3.7-3.1.2.3.

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**A3.1.2.2** This room is exclusively for the inspection, assembly, and packaging of medical/surgical supplies and equipment for sterilization. The area should contain worktables or counters and storage facilities for backup supplies and instrumentation. An area for a drying cabinet or equipment may be required. The area should be spacious enough to hold sterilizer carts, if used, for loading or prepared supplies for sterilization.

**3.1.1.2** Provisions shall be made for sanitizing clean and soiled carts and/or vehicles consistent with the needs of the particular transportation system.

### 3.1.2 On-Site Facilities

If on-site processing facilities are provided, they shall include the following:

**3.1.2.1** Soiled workroom. This room (or soiled holding room that is part of a system for the collection and disposal of soiled material) is for the exclusive use of the surgical suite.

- (1) The soiled workroom shall be located in the semi-restricted area.
- (2) The soiled workroom shall contain a flushing-rim clinical sink or equivalent flushing-rim fixture, a hand-washing station, a work counter, and space for waste receptacles and soiled linen receptacles. Rooms used only for temporary holding of soiled material may omit the flushing-rim clinical sink and work counters. However, if the flushing-rim clinical sink is omitted, other provisions for disposal of liquid waste shall be provided.
- (3) The room shall not have direct connection with operating rooms. Soiled and clean workrooms or holding rooms shall be separated. A self closing door or pass-through opening for decontaminated instruments is permitted between soiled and clean workrooms.

**\*3.1.2.2** Clean assembly/workroom. This room shall contain sterilization equipment.

- (1) This room shall contain a hand-washing station, workspace, and equipment for terminal sterilizing of medical and surgical equipment and supplies.
- (2) Clean and soiled work areas shall be physically separated.
- (3) Access to this room shall be restricted.
- (4) The clean assembly room shall have adequate space for the designated number of work areas as defined in the functional program, as well as space for storage of clean supplies, sterilizer carriages (if used), and instrumentation.

**3.1.2.3 Storage for clean/sterile supplies**

- (1) Storage for packs, etc., shall include provisions for ventilation, humidity, and temperature control.
- (2) The clean and sterile supply room shall have a minimum floor area of 100 square feet (30.48 square meters) or 50 square feet (15.24 square meters) per operating room, whichever is greater.

**4 Administrative and Public Areas**

The following shall be provided:

**4.1 Public Areas****\*4.1.1 Entrance**

A covered entrance shall be provided for pickup of patients after surgery.

**4.2 Administrative Areas****4.2.1 Interview Space**

Interview space(s) for private interviews relating to admission shall be provided. This may be the same room required under Section 3.7-4.2.4.

**4.2.2 Offices**

General and individual office(s) for business transactions, records, and administrative and professional staff shall be provided.

**4.2.2.1** These shall be separate from public and patient areas with provisions for confidentiality of records.

**4.2.2.2** Enclosed office spaces shall be provided in accordance with the functional program.

**4.2.3 Medical Records**

A medical records area where medical documents can be secured shall be provided.

**4.2.4 Multipurpose or Consultation Room(s)****4.2.5 General Storage**

General administrative storage facilities shall be provided.

**4.2.6 Support Areas for Staff**

Special storage, including locking drawers and/or cabinets, for the personal effects of administrative staff.

**5 Construction Standards****5.1 Design and Construction, including Fire-Resistant Standards**

**5.1.1** The outpatient surgical facility, whether freestanding or adjacent to a separate occupancy, shall comply with the New Ambulatory Health Care Occupancies section of NFPA 101 and with the standards herein.

**5.1.2** Separation for hazardous areas and smoke separation shall conform to NFPA 101.

**5.1.3** Flammable anesthetics shall not be used in outpatient surgical facilities.

**5.2 General Standards for Details and Finishes**

In addition to the standards in Section 3.1-5.2, the guidelines in this section shall be met.

**5.2.1 Details**

Details shall conform to the following guidelines:

**5.2.1.1 Corridor width**

- (1) Minimum public corridor width shall be 5 feet (1.52 meters), except that corridors in the operating room section, where patients are transported on stretchers or beds, shall be 8 feet (2.44 meters) wide.
- (2) Passages and corridors used exclusively for staff access shall be a minimum of 3 feet 8 inches (1.12 meters) in clear width.

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**A4.1.1** Such roof overhang or canopy should extend as far as practicable to the face of the driveway or curb of the passenger access door of the transport vehicle. Vehicles in the loading area should not block or restrict movement of other vehicles in the drive or parking areas immediately adjacent to the facility.

### 3.7 OUTPATIENT SURGICAL FACILITIES

**5.2.1.2 Exits.** The outpatient surgical facility shall have not fewer than two exits to the exterior. Exits shall conform to NFPA 101.

#### 5.2.1.3 Door width

- (1) Doors serving occupiable spaces shall have a minimum nominal width of 3 feet (91.44 centimeters).
- (2) Doors requiring gurney/stretchers access shall have a nominal width of 3 feet 8 inches (1.12 meters).

**5.2.1.4 Toilet rooms.** Toilet rooms for patient use in surgery and recovery areas shall comply with the following:

- (1) These toilet rooms shall be equipped with doors and hardware that permit access from the outside in emergencies.
- (2) When such rooms have only one opening or are small, the doors shall open outward or be otherwise designed to open without pressing against a patient who may have collapsed within the room.

#### 5.2.2 Finishes

Finishes shall conform to the following guidelines:

**5.2.2.1 General.** Finishes shall comply with NFPA 101.

**5.2.2.2 Ceilings.** Ceiling finishes shall be appropriate for the areas in which they are located and shall be as follows:

- (1) Semi-restricted areas
  - (a) Ceiling finishes in semi-restricted areas such as clean corridors, central sterile supply spaces, specialized radiographic rooms, and Class A operating rooms shall be smooth, scrubable, nonabsorptive, nonperforated, capable of withstanding cleaning with chemicals, and without crevices that can harbor mold and bacteria growth.
  - (b) If a lay-in ceiling is used, it shall be gasketed or clipped down to prevent the passage of particles from the cavity above the ceiling plane into the semi-restricted environment.

(c) Perforated, tegular, serrated, or highly textured tiles shall not be used.

- (2) Restricted areas. Ceilings in restricted areas such as operating rooms shall be monolithic, scrubable, and capable of withstanding chemicals. Cracks or perforations in these ceilings are not allowed.
- (3) Mechanical and electrical rooms. Suspended ceilings may be omitted in mechanical and electrical rooms/spaces unless required for fire safety purposes.

**5.2.2.3 Floors.** Floor finishes shall be appropriate for the areas in which they are located and shall be as follows:

- (1) Floor finishes shall be cleanable.
- (2) Floor finishes in areas such as clean corridors, central sterile supply spaces, specialized radiographic rooms, and Class A operating rooms shall be washable, smooth, and able to withstand chemical cleaning.
- (3) Floor finishes in areas such as operating rooms, delivery rooms, and trauma rooms shall be scrubable, able to withstand chemical cleaning, and monolithic, with an integral base.
- (4) All floor surfaces in clinical areas shall be constructed of materials that allow the easy movement of all required wheeled equipment.

**5.2.2.4 Walls.** Wall finishes shall be appropriate for the areas in which they are located and shall be as follows:

- (1) Wall finishes shall be cleanable.
- (2) Wall finishes in areas such as clean corridors, central sterile supply spaces, specialized radiographic rooms, and minor surgical procedure rooms shall be washable, smooth, and able to withstand chemical cleaning.
- (3) Wall finishes in areas such as operating rooms, delivery rooms, and trauma rooms shall be scrubable, able to withstand chemical cleaning, and monolithic. See also Section 3.8-4.1.2.2.

## 6 Building Systems

### 6.1 Plumbing

See Section 3.1-7.1.

#### 6.1.1 Medical Gas Systems

Flammable anesthetics shall not be used in outpatient surgical facilities.

### 6.2 Heating, Ventilating, and Air-Conditioning Systems

#### 6.2.1 General

Heating, ventilating, and air-conditioning (HVAC) systems shall be as described for similar areas in Section 3.1-7.2 and Table 2.1-2, with the following exceptions:

**6.2.1.1** The recovery lounge need not be considered a sensitive area.

**6.2.1.2** Outpatient operating rooms shall be permitted to meet the standards for emergency trauma rooms.

#### 6.2.2 Filters

See Table 3.1-1 for filter efficiency standards.

### 6.3 Electrical Systems

See Section 3.1-7.3.

### 6.4 Electronic Safety and Security

#### 6.4.1 Fire Alarm System

A manually operated, electrically supervised fire alarm system shall be installed in each facility as described in NFPA 101.