

24.1 Appendix 1: Responsibility Matrix

Equipment & Technology Planning Responsibility Matrix Template

| EQUIPMENT CATEGORY | N/A | ASE | Plan / Specify / Budget | | | | | Drawings | | | | | Purchase | | | | | | | Placement / Delivery to Location | | | | | | | Install | | | | | | | Comments | | | | | | |
|---|-----|-----|-------------------------|----------------------|----------------------|---------------|-------------------------|-----------------|----------------------|----------------------|----------------------|---------------|----------|----------------------|----------------------|----------------------|---------------|-------------------------|-------------------|----------------------------------|------------|----------------------|----------------------|----------------------|---------------|-------------------------|-----------------|------------|-------------------------|--------|----------------------|----------------------|----------------------|----------|---------------|-------------------------|-----------------|----------------------|----------------------|--------|
| | | | Architect / Engineer | Equipment Consultant | Furniture Consultant | IT Consultant | Owner, Facilities Group | Owner, IT Group | Architect / Engineer | Equipment Consultant | Furniture Consultant | IT Consultant | Vendor | Architect / Engineer | Equipment Consultant | Furniture Consultant | IT Consultant | Owner, Facilities Group | Owner, Purchasing | Owner, IT Group | Contractor | Architect / Engineer | Equipment Consultant | Furniture Consultant | IT Consultant | Owner, Facilities Group | Owner, IT Group | Contractor | Installation Consultant | Vendor | Architect / Engineer | Equipment Consultant | Furniture Consultant | | IT Consultant | Owner, Facilities Group | Owner, IT Group | Contractor Installed | Contractor, Rough-In | Vendor |
| 1. AUDIO/VISUAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. AUTOMATED TRANSPORT SYSTEMS (Pneumatic Tube) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. BOOTH, AUDIOMETRIC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. CABINET, FLAMMABLE STORAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. CABINET, WARMING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. CARTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. FURNITURE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. CHAIRS, EXAM/TREATMENT (Medical Chairs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. CLINICAL SYSTEMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. CLOCKS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. MOBILE PATIENT EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. COMMUNICATIONS SYSTEMS / EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. SHELVING a. External b. Departmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. DARKROOM EQUIPMENT a. Cabinet, Film Storage b. Minor Equipment (Duplicator, Film Bin) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. IT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. FIRE PREVENTION EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. FOOD SERVICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30. WHITE GOODS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31. HOODS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32. ICE MACHINES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33. IMAGING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

24.3 Appendix 3: Tendering Checklist

Tendering, Evaluation and Acceptance Checklist

The following is an example of a tender checklist which is used to ensure that the procurement plan has been followed. To complete this checklist, tick the boxes in the approved column corresponding to the activity done. Afterwards, sign the authorisation box and email to the approving Project Manager or similar

| Tendering, Evaluation and Acceptance Checklist | Provided |
|---|-----------------|
|---|-----------------|

Pre-Tender

| | |
|---|--|
| ▪ Approved Procurement Method | |
| ▪ Approved Tender Process | |
| ▪ Selective Tendering | |
| ▪ Public Tender | |
| ▪ Tender by Invitation | |
| ▪ Advertising | |
| ▪ Approved Contract | |
| ▪ | |
| ▪ Special Conditions of Contract | |
| ▪ Insurance Alternative | |
| ▪ Approved Cost Plan | |
| ▪ Completed Tender Documents | |
| ▪ Working Drawings | |
| ▪ Specification | |
| ▪ Tender Forms | |
| ▪ | |

Tendering

| | |
|---|--|
| ▪ Issue of Documents to Tenderers | |
| ▪ Addenda Issued | |
| ▪ Tender Opening Panel | |
| ▪ Tender Summary / Evaluation Form | |

Post Tender

| Tendering, Evaluation and Acceptance Checklist | Provided |
|--|---|
| <ul style="list-style-type: none"> ▪ Tender Evaluation | |
| <ul style="list-style-type: none"> ▪ Clarifications / Negotiations with Lowest Tenderer | |
| <ul style="list-style-type: none"> ▪ Post Tender Report and Recommendations ▪ Tender Process ▪ Tender Panel ▪ Addenda included in Tender ▪ Provisional Sums included ▪ Estimate/Tender/Trade Breakdown Comparison ▪ Conforming Tender ▪ Alternative Tender Submission ▪ Program Provided ▪ Tender Proforma Completed ▪ Evaluation Table ▪ Recommendation(s) | <ul style="list-style-type: none"> ▪ |
| <ul style="list-style-type: none"> ▪ Selection Approval | <ul style="list-style-type: none"> ▪ |
| <ul style="list-style-type: none"> ▪ Notify Tenderers of Outcome | <ul style="list-style-type: none"> ▪ |

Tendering, Evaluation and Acceptance Checklist Authorisation

| | |
|-----------------------|------|
| Certified By: | |
| Principal Consultant: | Date |

| | |
|----------------------------|-------|
| Endorsed By: | |
| Consultant Project Manager | Date: |

| | |
|----------------------|------|
| Checked By: | |
| CMB Project Manager: | Date |

24.4 Appendix 4: Engineering Datasheet



A typical Engineering Services datasheet will generally include the following information for each item; additional services may be added as required:

| Category | Item ID | Group | Fixed/Loose | Item Description | Intended use | Outline specs | Electrical qty | Electrical specs | Electrical consumption | Data qty | Data specs | CdW qty | CdW specs | HW qty | HW specs | Drains qty | Drains specs | Other services name | Other services qty | Other service specs | Heat Load | Dimensions | Clearance | Installation height | Installation method | Install to | Weight | |
|---------------------|---------|-------|-------------|---|---|--|----------------|----------------------------------|------------------------|--------------------|--------------------------------|---------|--|--------|---|------------|-------------------|---------------------|--------------------|---------------------|------------|---|----------------------------------|---------------------|---------------------------------|------------------------------------|--|-----------|
| MEQ - Imaging | 1001 | 1 | Fixed | Bone densitometer | Bone densitometry scanner for measurement of bone density | scanning unit consisting of table, x-ray scanning source, software interface to computer | 1 | 220-240V, AC; 50/60Hz; 10-20A | 1000VA | 3; 1-voice; 2-data | RJ45, for networking | | | | | | | | | | 3400BTU/hr | System including table: [2600Wx1400Dx1300H] approx; workstation: [720Wx720D] approx | | 0AFFL | Floor mounted, next to services | Bottom | System including table: up to 365kg; workstation: 70kg | |
| MEQ - Sterilisation | 2001 | 1 | Fixed | Scrub sink: 2-bay, stainless steel | Double bay stainless steel scrub sink for clinical scrubbing and procedural handwashing | Double bay stainless steel scrub sink mounted on wall brackets; | Optional | 220-240V, AC; 50/60Hz; 1A | | | | 1 | 15L/min; 1/2"NPT; 138 - 345KPa; max. temperature: 21C; | 1 | 15L/min; 1/2"NPT; 138 - 345KPa; max. temperature: 50 - 65C; | 1 | 15L/min; 1/2"NPT; | | | | | | [1600Wx700Dx1400H] approx | | 900AFFL | Wall mounted on frame; screw fixed | Top of front rim | 425-500kg |
| MEQ - Sterilisation | 2002 | 1 | Loose | Steriliser: low temperature, plasma, pass-through, 150L | Low temp plasma steriliser: 150 litres capacity; for devices sensitive to high temp and humidity (e.g. plastic, rubber) | Low temp steriliser; double door, pass-through; auto; microcomputer controlled, 150L capacity; | 1 | 400V, AC; 50/60Hz; 3-phase; 30A; | 3400W | 1 | RS232, optional for networking | | | | | | | | | | 1000BTU/hr | [850Wx1020Dx1950H] approx | 100cm on all sides of the system | 0AFFL | Freestanding, next to services | Bottom | 460kg | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Abbreviations: CdW – Cold water; HtW – Hot water; Specs- specifications; qty - quantity

24.5 Appendix 5: Tender Specifications Template

The following is an example of tender specifications for FF&FE items:

| ABC Hospital | | FE Items |
|---|---|---|
| Briefing Specs, Detailed Specs and Products | | |
| HFBS ID | FE-8692 |  |
| HFBS Version | 1 | |
| HFBS Description | WASHER/DISINFECTOR CSSD PASS THROUGH | |
| Group | 3MEQ | |
| Category | CSSD | |
| Fixed/Loose | Loose | |
| Budget | \$50,000 | |
| <u>Briefing Specifications</u> | | |
| Outline specs | WASHER/DISINFECTOR CSSD PASS THROUGH APPROX. 8.5CF (240L) W 2 LOADING/UNLOADING TROLLEY | |
| Intended use | Automatic Washer Disinfector for Instruments and utensils in laboratories and hospitals | |
| Elec | 3 Phase 415V / 50Hz 40 Amp | |
| Power consumption | 16 kW | |
| CdW | 3/4" pipe size - (2-5 bar) | |
| HtW | 3/4" 2-5 bar | |
| WmW | --- | |
| Tap | --- | |
| Dns | 3.0" size | |
| Gas | --- | |
| Stm | --- | |
| Data | --- | |
| Exhaust | 4" size - volume 300-500 m3/h | |
| Dimensions | HDW/mm: 610W x 660D x 670H mm | |
| <u>Detailed Specifications</u> | | |
| Technical Features | <p>Door systems: Doors can be operated by gear motor and chain; Automatic door closes from bottom to top for maximum user safety; Manual controls provided for door opening during emergency or system failure; Door gasket comes with stand heat and acid alkaline detergent resistant</p> <p>Control panel: Easy to operate with microprocessor control / LCD operator panel with 2 line display; 12 freely programmable programs on display; Memory functions for errors with auto-diagnosing system; Cycle progress automatically through all phases of the disinfection process; Cycle completion is indicated visually and audible</p> <p>Water pumping system: Pump pressure monitoring; High performance wash pump 900L/min - full pump emptying after process steps; Pressure sensor for pump pressure control; All piping and outer wall made of stainless steel</p> | |
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|------------------------------|---|
| | <p>Construction: Efficient service and maintenance; An inner and outer wall made of stainless steel</p> <p>Hardware: Matrix printer, integrated in front cover of clean or unclean sides</p> |
| Functions | <p>Door System: Chamber drain & Venting system (drying); Discharged water is cooled and reduce temperature to 60 deg C; The drying system includes a built - in fan of 2.4kW, an integrated electric heater 10.5kW; with sterile filter; Hot air drying with two high performance turbines 500 m3 flow each; Air filter class H13 according to EN 1822 with filtering efficiency of 99.95%.</p> |
| Modes/ Parameters | --- |
| Display | --- |
| Alarms | --- |
| Capacity | --- |
| Software | N/A |
| System Interface | --- |
| Accessories included | 4 level instrument rack x 2 nos.; Surgical instrument basket x 8 nos.; Anaesthetic rack x 1 no.; Loading trolley x 2 nos. |
| Options | <input type="checkbox"/> <input type="checkbox"/> |
| Compliance | PR EN ISO 15883-1, Advisory93/42/EWG Annex 2; EN 50085, EN 55011, EN 1441, EN 46001 Norms, En 60601-1-2; EN ISO 9001 |
| Training and warranty | Yes- Local, with 24 months warranty |
| Start-up consumables | Proprietary alkaline solution 10L x 1; Proprietary Organacid 10L x 1; Proprietary Lubricant 5L x 1 |



The International Health Facility Guidelines recommends the use of HFBS “Health Facility Briefing System” to edit all room data sheet information for your project.

HFBS provides edit access to all iHFG standard rooms, and departments, and more than 100 custom report templates.

HFBS Health Facility Briefing System



Briefing Module

The Health Facility Briefing System (HFBS) has numerous modules available via annual subscription. It suits healthcare Architects, Medical Planners, Equipment Planners Project Managers and Health Authorities.

Use the HFBS Briefing Module to quickly drag in health facility departments or pre-configured room templates from the iHFG standard, edit the room features such as finishes, furniture, fittings, fixtures, medical equipment, engineering services. The system can print or download as PDF more than 100 custom reports including room data sheets, schedules, and more...

To learn more about the HFBS web-based Healthcare Briefing and Design Software and to obtain editable versions of the “Standard Components” including Room Data Sheets (RDS) and Room Layout Sheets (RLS) offered on the iHFG website, signup for HFBS using the link below.

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