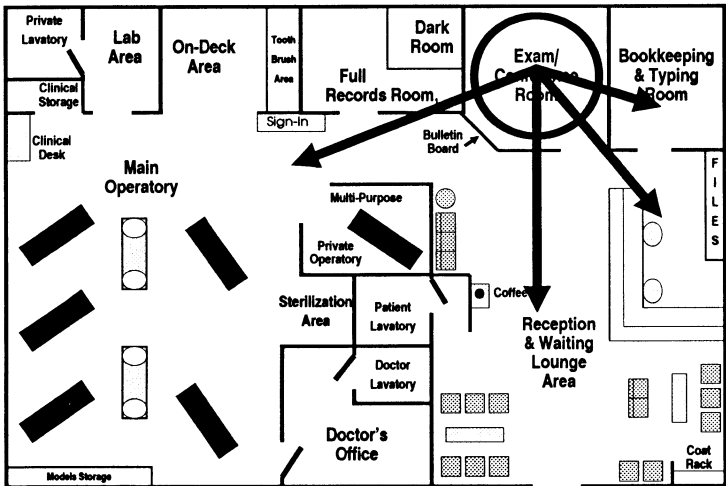


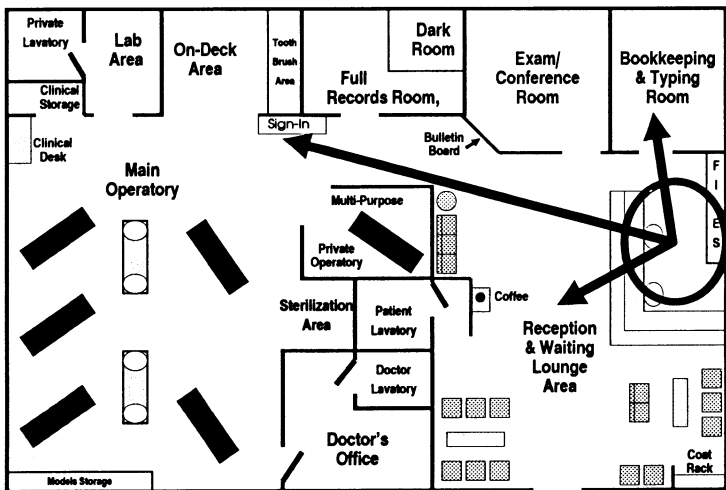
DOCTOR

Centroid of Activity



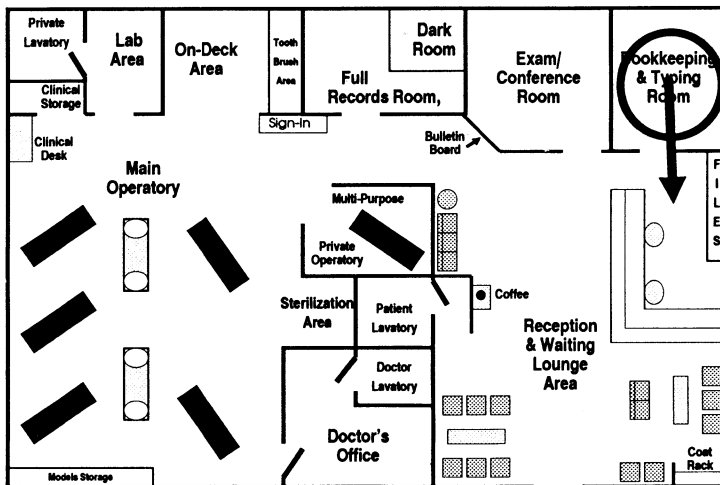
T.C.

Centroid of Activity



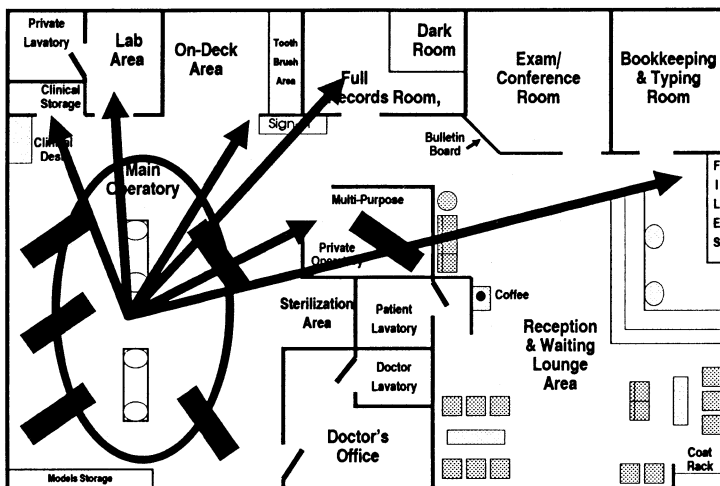
RECEPTIONIST

Centroid of Activity



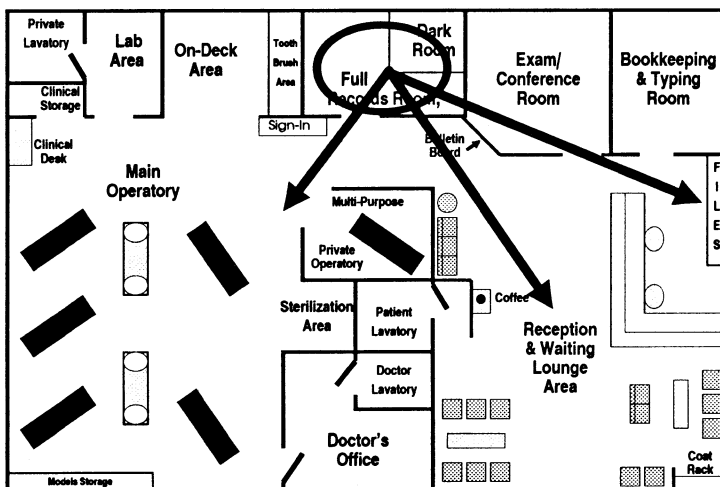
BOOKKEEPER

Centroid of Activity



CHAIRSIDE DA

Centroid of Activity



RECORDS TECH

Centroid of Activity

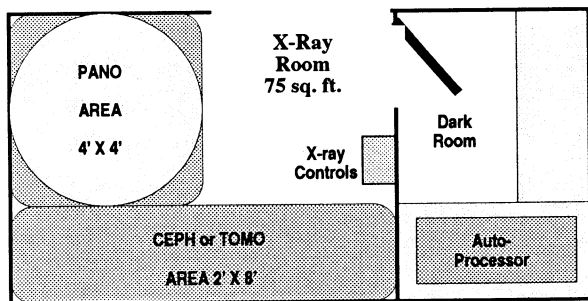
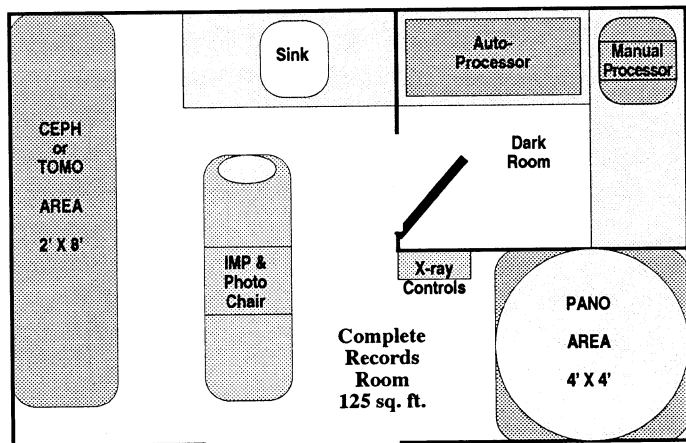
Records Room Design Required?

Yes ☐ Maybe ☐ No ☐

Records Room Requirements

There are three philosophies for records rooms organization which determine its size:

- A complete records room of about 125 to 175 square feet with full x-ray equipment, dark room, one chair and a three to six-foot long sink counter.
- An X-ray room or alcove of about 75 to 100 square feet with full x-rays and a dark room. A treatment area chair is used to take the photos and impressions.
- An X-ray room or alcove of about 75 to 100 square feet with full x-rays and a dark room along with a multi-purpose room: impressions and photos room, private operatory, patient training area , etc.



Records Room Equipment Needed:

Enter the symbol below for your design:

N = No = Don't want it included in the design.

Y = Yes = Want it included in the design.

H = Have already = Don't need to purchase it.

M = Maybe = May want it included in the design.

- Panograph: _____
- Cephalograph: _____
- Tomograph: _____
- Transcranial Ceph Attachment: _____
- Photo Back Lighting ,Type: _____
- 35mm Camera: _____
- Camera - Ring Flash: _____
- Camera - Back Flash: _____
- Photo Chair: ☐ Stool, ☐ Tx Chair: _____
- 35mm Slide-to-Print Duplicator _____
- X-Ray Duplicator: _____
- Tracing Light/Table: _____
- Face Bow Transfer Equipment: _____
- Lead Apron & Hanger: _____
- Thyroid Collar: _____
- Mouth Mirror for I/O Photos: _____
- Cheek Retractors for I/O Photos: _____
- Alginate Mixing Machine: _____
- Alginate Mixing Bowls: _____
- Impression Trays: _____
- _____
- _____
- _____

Dark Room Equipment Needed:

- Auto-Processor: _____
- Back-up Manual Processing: _____
- Deep Sink in Counter: _____
- Safe Light & White Lighting: _____
- Exhaust Fan to Outside: _____
- Red Warning Light , Door Lock: _____
- _____
- _____

Exam/Conference Room Design?

Yes ☐ Maybe ☐ No ☐

Exam/Conference Room Requirements

The exam/conference room should be a minimum size of 100 sq. ft. (10'x10'). Ideal size = 144 to 225 sq. ft. There should be at least one window wall, two walls if possible. This is your sales room, it must be bright and open. It should incorporate an exam chair. Full exam chairs take up more room than short ones, but they are more comfortable. The conference table should be 39' to 44" round with or without a built in view-box. The round table may be moved and can fit more people comfortably around it than a rectangular table. Also refer to chapter CM-A for the sales aspect of the exam/conference room. It is helpful to have a 42", 3-part wall unit near the table. One part is a view-box and the other two are shelves for sample models with appliances and before/after models. There should also be a cabinet for handouts and large display items. A sink is *not* required since gloves are used for the examination, although some doctors like them. There should be four chairs and an extra chair on the side. They should have arms and wheels, but not rotate. They should be sturdy and comfortable, yet not let the patient/family lean back. People make decisions leaning forward, preferably on a table. There should be an AC plug in the floor under the table and exam chair. There should be a wall phone near where the T.C. will sit. There should be an unobtrusive computer terminal within easy reach of the T.C. if you have a computerized scheduling system. A large plant usually makes the terminal unobtrusive if placed close to it. The plant also livens up the room and makes it more comfortable.

Exam/Conference Room Equipment Needed:

Enter the symbol below for your design:

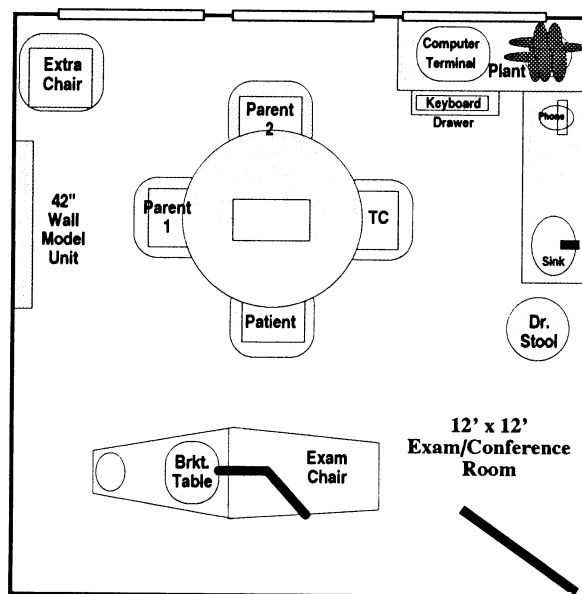
N = No = Don't want it included in the design.

Y = Yes = Want it included in the design.

H = Have already = Don't need to purchase it.

M = Maybe = May want it included in the design.

- 39"- 44" Round Table: _____
- 5 Chairs: _____
- Exam Chair & Bracket Tray: _____
- Dr. Stool: _____
- 42" Wall View-Box/Models-Shelves: _____
- Sink & Cabinet: _____
- Storage Cabinet: _____
- Phone: _____
- Computer Terminal: _____
- Tx Conference Audio-visual: _____
- Before/After Case Models: _____
- Example Appliances: _____
- Pamphlets & Other Information: _____
- _____
- _____
- _____
- _____



Reception Area Design Required?

Yes ☐ Maybe ☐ No ☐

Reception Area Requirements

The reception area is typically about 450 to 750 sq. ft. It needs 2 to 3 reception area chairs per main operatory chair to seat the family of patients. The reason for this is that from 3:00 to 4:00, there are more patients than chairs in the operatory, requiring the use of on-deck chairs, and there are thus more family members in the reception area. The reception counter should be at least 10 feet in total length, with 15 to 20 feet being the preferred. There should be enough records folder space to hold enough files for your maximum start potential. A typical three foot wide shelf holds from 100 to 150 records folders. Thus a six-shelf file will hold from 600 to 900 records folders. If you keep the records folders in that file for an average of five years, one six-shelf file will hold approximately 100 to 150 full starts/year with a 20% 'buffer' for other filed materials. The reception counter should have a shelf for the patient/family to place items on or write on. It is typically 42 inches high (from the floor) and one foot wide, running the length of the reception counter. Ideally, the receptionist's floor should be about six inches higher than the rest of the room to save on neck and back aches. A juice and/or coffee bar is nice to have, especially if you have plumbing. A coat area is nice to have, but rarely used by patients except in the winter. The lounge area should be spacious and irregularly laid out. Never use benches. Couches take up space but add a nice touch. Windows are nice to have whenever possible. If a patient lavatory is used, keep it out of view and use a loud exhaust fan attached to the light switch.

Reception Area Equipment Needed:

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N = No = Don't want it included in the design.

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H = Have already = Don't need to purchase it.

M = Maybe = May want it included in the design.

- ☐ 2 Reception Desk Phones With Intercoms _____
- ☐ 3-phone Lines (2 Rotary , 1 Private Outgoing) _____
- ☐ AM/FM Stereo System _____
- ☐ Answering Machine _____
- ☐ Fixed Shelf Lateral Files _____
- ☐ End Tab Records Folders _____
- ☐ Tx Chart 'Visible File' _____
- ☐ Typewriter (Word Proc. or Standard) _____
- ☐ Electric Pencil Sharpener _____
- ☐ 2 To 3 Orthopedic Reception Desk Chairs _____
- ☐ 2 Computer Terminals _____
- ☐ Appointment Card Printer _____
- ☐ _____
- ☐ _____
- ☐ _____

Waiting Lounge Equipment Needed:

- ☐ Patient Courtesy Phone 4th Line (Local Calls Only): _____
- ☐ Library Or Private Reading Area _____
- ☐ Juice Bar: Hot/cold Water Dispenser , Coffee Maker _____
- ☐ 5 To 30 Chairs With Armsor Couches _____
- ☐ Coffee Tables & Magazine Racks _____
- ☐ Bulletin Board Of Patient Activities _____
- ☐ Electronic "Messages" Light Display _____
- ☐ Dr./staff Photos & Descriptions _____
- ☐ Coat Rack/hang-up Area _____
- ☐ Patient Lavatory _____
- ☐ Plants (Real Or Artificial) _____
- ☐ Fish Tank _____
- ☐ _____
- ☐ _____
- ☐ _____

See page OS-G-19 for a typical floor plan.

Bookkeeping Area Design Required?

Yes ☐ Maybe ☐ No ☐

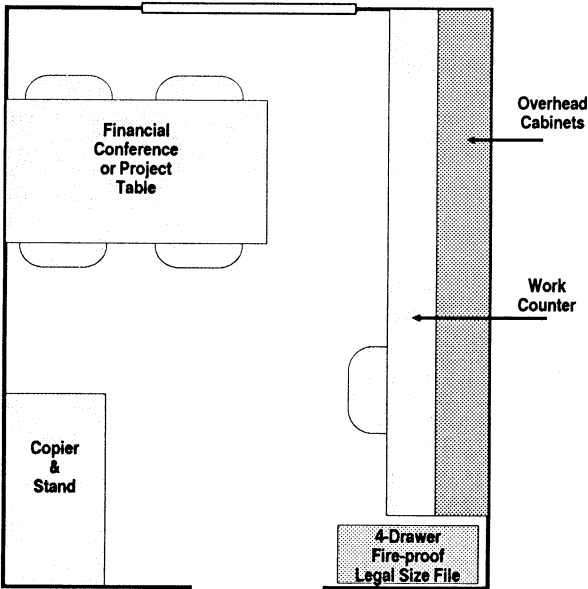
Bookkeeping Area Requirements

The bookkeeping area could be as small as five feet of counter, if computerized, to as much as a 10' x 12' room, if a large practice with manuals systems. The bookkeeping area should be adjacent to the reception desk, but in a private area. It may contain a counter area for the T.C. if she has none in the reception area or conference room. It may contain a typing or word processing area if the bookkeeper does the typing and if it is not done in the reception area. There should be as many overhead storage cabinets as possible to function as the main clerical storage area. The bookkeeper needs at least eight feet of counter. Desks are not the best work area structure. Custom cabinetry saves space and can be made to 'fit' the room in the most efficient manner. There should be a 4-drawer legal size fire-proof file with a lock. There should be a space for a reducing/enlarging copier. If computerized, the computer and printer are kept in the bookkeeping area. Two terminals are also required in the bookkeeping area if a level-8 through level -10 practice, one terminal is sufficient for up to a level-7 practice. It is useful to have a conference table and chairs for the bookkeeper to discuss finances with the guarantor for renegotiating the payment plan. It can also convert to a work area for more than one person tasks. The radio and stereo are typically kept in the bookkeeping area. It is best to have two systems: one for the clinical area and one for the clerical area.

Bookkeeping Area Equipment Needed:

Enter the symbol below for your design:
N =No = Don't want it included in the design.
Y =Yes = Want it included in the design.
H =Have already = Don't need to purchase it.
M =Maybe = May want it included in the design.

- Counter Tops, Base Cabinets & Overhead Cabinets _____
- Bookkeeper Work Area _____
- T.C. Work Area _____
- Typing Area: Word Processing Or Standard _____
- Reducing/Enlarging Copier & Stand _____
- Adding Machine/Calculator _____
- Four-Drawer Legal Size Fireproof File _____
- Phone/Intercom _____
- Separate Phone Line & Phone-Book Listing _____
- Postage Machine , Postage Scale _____
- Dictating Equipment _____
- Conference/Projects Table _____
- Orthopedic Chairs _____
- Computer, Terminals, Laser Printer _____
- _____
- _____
- _____



Main Operatory Design Required?

Yes ☐ Maybe ☐ No ☐

Main Operatory Area Requirements

The treatment area can be as small as 350 sq. ft. or as large as 1000 sq. ft. You need at least 1.5 and ideally, 2 chairs per D.A. The treatment chair layout can be a 'circumferential' layout, if space is limited. A 'radiating circle' layout should be avoided, as it wastes space and has no 'female privacy'. The circular layout is wasteful for more than four chairs. The 'in-line' layout is useful if the operatory is very narrow or has a maximum of five treatment chairs. The 'L-shape' layout is sometimes handy for certain layouts. I find an 'oval' layout to be the most versatile shape for level-8 or higher operatories, because it gives the doctor the fastest access to all the chairs. The foot of the chair should face a wall or out the window; it should not face the entrance to the operatory, to insure privacy for females wearing skirts. With sterilization, the center islands have less value, but they are needed for sinks, are useful for storage and provide additional work counters. Chairside units are only required for a work surface for the chairside when assisting the doctor. Otherwise, a bracket table is used for holding the sterilized set-up. There should be cabinetry to hold study models and a central storage area for bulk clinical supplies. The sterilization area size depends on the production level; see chapter CL-E for details. A semi-private operatory, multi-purpose room with five-foot high walls can be useful. A clinical paper-work counter is also convenient to have next to the bulk clinical supplies area. A sign-in area and on-deck area is required for productive scheduling. A semi-private toothbrushing area is needed with a plant or wall between sinks.

Main Treatment Area Equipment Needed:

Enter the symbol below for your design:

N = No = Don't want it included in the design.

Y = Yes = Want it included in the design.

H = Have already = Don't need to purchase it.

M = Maybe = May want it included in the design.

- Center Islands (2' X ____') (2' X ____') _____
- Center Island Sinks (2 minimum), Foot Controls on Sink _____
- Small Refrigerator in Center Island _____
- Center Island Storage Drawers and Cabinets for Bands, etc. ____
- Cuspidors (at chair or on wall or use toothbrushing area) ____
- If Mini-Lab (lathe, grinder, welder, solderer, etc.) _____
- Bulk Clinical Storage _____
- Models Storage (10 to 20 ft. of wall cabinets with doors) ____
- On Deck Area with ____ Stools or Chairs (no bench) _____
- Semi-Private Toothbrushing Area with 2 Sinks _____
- Wax Melter or Softener _____
- Light System for Patient Flow Control _____
- _____
- _____
- _____
- _____

Chairside Equipment Needed:

- Treatment Chair Type and Number _____
- Right Side Unit Type _____
- Side Unit Evacuation _____
- Side Unit Air/Syringe _____
- Side Unit High Speed Hand Piece (Quick Connect , Fixed) ____
- Cavatron (Portable , Fixed) _____
- Bonding Light (Portable , Fixed) _____
- Bracket Table (With/Without Drawers) _____
- Chair Lighting (Ambient, Focused) _____
- Left Side Unit Work Surface, Bubbler _____
- _____
- _____
- _____

See page OS-G-19 for a typical design.

Tooth-Brushing Area Equipment Needed:

Yes ☐ Maybe ☐ No ☐

The toothbrushing area is needed for patients who can't brush before their visit. It is also an area for teaching brushing and for patient brushing during bandings.

Tooth-Brushing Area Equipment Needed:

- ☐ Base Cabinet with Shelves and Drawers _____
- ☐ 2 Sinks (Porcelain) with 'Fountains' _____
- ☐ Visual Block Between Sinks for Privacy _____
- ☐ Mirrors (Full Width , Separate) _____
- ☐ Lights Over Mirrors _____
- ☐ Plaque Lights _____
- ☐ Water Picks _____
- ☐ _____
- ☐ _____

On-Deck Area

Yes ☐ Maybe ☐ No ☐

You need one on-deck chair per treatment chair in the main operatory. Use chairs and not a bench; patients don't like benches, they like their 'space'. The on-deck area should be near the sign-in area and tooth-brushing area.

On-Deck Area Equipment Needed:

- ☐ Counter (used if games) _____
- ☐ Games (hand-held, computer) _____
- ☐ TV/ VCR Programs or Short Tapes _____
- ☐ Chairs or Stools (No Bench) _____
- ☐ Bulletin Board _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Sign-In Area

Yes ☐ Maybe ☐ No ☐

The sign-in area is used to hold the Tx Charts and folders for the day. It also is where the 'day-sheet' is kept for checking-in patients and doing Daily Visit Statistics. All that is required is a three- to four-foot counter that is 18- to 24- inches deep. It should be approximately 33 to 36 inches high for easier access. Chart files may be recessed into the counter for neatness and convenience. A 12-inch by 18-inch surface is required for the day sheet. A one foot square area is needed for the sign-in sheet.

Sign-In Area Equipment Needed:

- ☐ Counter _____
- ☐ Chart Files (recessed) _____
- ☐ Colored Hi-Liters for Checking-in Patients _____
- ☐ A Pencil/Hi-Liter Holder (recessed) _____
- ☐ _____
- ☐ _____

Equipment Room Equipment Needed:

- ☐ Central Suction _____
- ☐ Compressor _____
- ☐ Water Heater _____
- ☐ Electric Electrical/Water Shut-Off Panel _____
- ☐ Heating/Air-Conditioning (central/local) _____
- ☐ Phone System Computer & Central Switch-box _____
- ☐ Gas Meter _____
- ☐ Water Meter _____
- ☐ Gas Canisters _____
- ☐ _____
- ☐ _____
- ☐ _____

Sterilization Area

Yes ☐ Maybe ☐ No ☐

The room staff requirements for sterilization vary, depending on your philosophy about sterilization. Ideally, it is best to have a full complement of set-ups, enough to treat all your patients each day, without having to resterilize. To do this you need to calculate the instruments you need for each type of appointment, multiply the number of each type of appointment per day and purchase that many instruments. A six-foot sterilization wall area is adequate for up to 75 patients-per-day. When there are more than 75 patients-per-day, an eight- or ten-foot sterilization wall (room) is required. See chapter CL-E for a complete discussion of sterilization.

Sterilization Area Equipment Needed:

- Sterilizer Type (dry, wet) _____
- Sterilizer Ventilation _____
- Sterilizer Racks, Shelves, Etc. _____
- Sterilizer Chemicals _____
- Large Ultrasonic + Basket _____
- Small Ultrasonic _____
- Ultrasonic Chemicals _____
- Cold Sterilization Trays _____
- Cold Sterilization Chemicals _____
- Sink (for cold sterilization) _____
- Cabinetry (6', 8' 10' or 12' unit) _____
- Set-up Trays (9" x 12") _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Wet & Dry Laboratory Design

Yes ☐ Maybe ☐ No ☐

A wet (models, pour-ups) lab area is required if you at least pour-up work or study models, even if you send them to an outside lab. If you 'Zip-Lock-Bag' the impressions with a damp towel and send them to an outside lab, you don't need a wet lab. A dry (appliances) lab is needed if you fabricate any appliances requiring acrylicing or soldering. If you don't do any, the dry lab is not needed.

Wet Lab Equipment Needed:

- Model Trimmer & Wheels _____
- Evacuation Mixer _____
- Pouring Counter Vibrator _____
- Deep Sink With Disposable Plaster Trap _____
- Full Cabinetry Above and Below _____
- Compressed Air _____
- Piped Gas or Propane Canisters _____
- Plaster/Stone Bin _____
- Model Drying Cabinet _____
- Glass Door on Separate Wet/Dry rooms _____
- _____

Dry Lab Equipment Needed:

- Refrigerator _____
- Handpiece _____
- Full Cabinetry Below & Above _____
- Sinks (Deep, Wide Stainless Steel) _____
- Faucet Control _____
- Welding Machine _____
- Grinder/Polisher Lathe _____
- Outside Air Vent For Fumes _____
- Biostar, Omnivac, etc. _____
- Ultrasonic _____
- Phone , Intercom , Music, etc. _____
- _____

Staff Lounge Area

Yes ☐ Maybe ☐ No ☐

The staff lounge is an important luxury in a main office. If the lab is very large, it sometimes serves as a staff lounge area. The operatory or waiting area is not appropriate as a staff lounge, even during the lunch hour, since patients may wander in. The staff lounge should be big enough to seat all the staff around a table for staff meetings. It should have a refrigerator, sink, micro wave oven and/or an 'Insta-Hot' faucet. The room is typically 10' x 10' minimum to 15' x 15' maximum, unless there are more than 10 staff members. There should be a lavatory adjacent. There should also be a tooth-brushing and hair-fixing area outside the lavatory to allow for staff to clean-up before they resume their duties as patients arrive after lunch, etc.

Staff Lounge Area Equipment Needed:

Enter the symbol below for your design:
N =No = Don't want it included in the design.
Y =Yes = Want it included in the design.
H =Have already = Don't need to purchase it.
M =Maybe = May want it included in the design.

- Round or Oval table to Seat all Staff
- Chairs to Seat all Staff
- Refrigerator (full or half)
- Counter (5' to 10') with large sink
- Hot and Cold Water
- Base and Overhead Cabinets
- Garbage Disposal
- Utensils for all (knives, forks, spoons, etc.)
- Staff Lockers (Full or half) with Locks
- Sofa (6' to 7' if large room)
-
-
-

Staff Lavatory Area Equipment Needed:

- Staff Lavatory (5' x 5' to 6' x 8')
- Base Counter with Sink and Full Mirror
- Toilet
- Exhaust Fan Turned on with Light Switch
- Shower
- Outside Mirror and Double Sink Area
-
-
-

Staff Utility Closet Equipment Needed:

- Vacuum (central or portable)
- Carpet Sweeper
- Janitor's Sink if Non-Carpeted areas
- Shelves for Cleaning Supplies
-
-