

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING  
INSTRUCTION 32-1006**



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*Civil Engineering*

**SPACE ALLOCATION AND UTILIZATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 32-10, Installations and Facilities. This instruction establishes a Space Allocation and Utilization Program for the 59th Medical Wing (MDW). It establishes the policies and procedures necessary to allocate, control, coordinate, and use space within the 59 MDW. This instruction applies to all personnel assigned, attached, or on contract to the 59 MDW. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule on the Air Force Portal available at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

**SUMMARY OF CHANGES**

Added Facility Infrastructure Committee responsibilities and replaced the Facility and Space Utilization Committee with the Space Working Group.

**1. Introduction.** Space within the 59 MDW is a limited resource and must be carefully managed to effectively support patient care, accommodate new technology, and meet life safety code requirements. The 59 MDW senior staff recognizes that changes in the organization's mission or the introduction of new technology often create requirements to modify the facility. However, any structural changes must be carefully planned and managed to ensure appropriate infrastructure and utility support are provided and life safety standards are being met. These items will be referred to the Facility Infrastructure Committee for review and approval.

## **2. Responsibilities.**

2.1. 59 MDW Commander. Overall responsibility for all space within the 59 MDW and the final approval authority on all space allocation and utilization issues.

2.2. Facility Infrastructure Committee (FIC). Approves, reviews, and makes decisions on space allocation and utilization issues. Provides information and direction to the Space Working Group (SWG) on how space should be allocated and used within the 59 MDW to meet strategic goals and objectives.

2.3. SWG. Reviews every request for space allocation or utilization within the 59 MDW. The 59 MLRS/CC (or designee, usually Director of Facilities Management) is the Chairperson of the SWG. The committee is comprised of the group administrator from each of the 59 MDW Groups, along with advisors from Facility Management, Systems/Communications, Resource Management, Safety, and Infection Control.

2.4. Facility Management. Reviews each space allocation and utilization request and conducts a preliminary feasibility assessment to determine any technical support issues and to estimate the full cost to support the request. Provides architectural drawings and analyses of utility system capabilities and makes a recommendation on each request to the SWG. Gathers cost information on requests approved by the SWG and works with requesters to ensure the structural, electrical, heating, ventilation and air conditioning (HVAC), and utility issues associated with space allocation are identified and completed, if approved.

2.5. Infection Control (IC). Reviews each space allocation and utilization request for adequate hand hygiene stations, evaluation for isolation requirements, room allocations for clean and soiled tasks, appropriate ventilation, layout for special procedures and treatment rooms, and any other environmental issues that are unique to the room designation to be in compliance with IC evidence-based preventive requirements.

2.6. SWG Member. Ensures each space request is valid and fits within the 59 MDW Strategic Plan. Each SWG Member provides information and feedback to the squadrons and flights within their group.

2.7. Requester. Complete WHMC Form 41, *Space Request* form detailing the requirements for each request, and submit it to their respective group SWG Member for coordination and forwarding to the SWG. Complete any systems requests through the 59 MDW Intranet HEAT Web automated system, or AF Form 332, *BCE Work Request*, to support space allocation and utilization requests approved by the SWG.

## **3. Outside Agency Support to the SWG.**

3.1. There are several agencies outside the space allocation and utilization channel that can assist both the SWG and requester. These agencies are:

3.2. Interior Designer. Provides interior design and furniture acquisition and reconfiguration plans. Evaluates interior placement of furniture and equipment for The Joint Commission compliance, and assists with ensuring furniture used meets national safety and ergonomic standards.

3.3. 59th Medical Support Squadron (MDSS). Provides communications (network and telephone) support to the requester. Schedules installations with AT&T and network

infrastructure contractor to ensure all required telephone lines, telephone instruments, and network connections are available to support the requesters prior to occupation of their area.

3.4. 802nd Civil Engineering Wilford Hall (CEW). Performs structural, mechanical (HVAC), electrical (normal and red power), and other utility system renovations to support approved space allocation and utilization requests. In-house work is scheduled on a priority basis; the timeframe for completion of requested work will vary by project.

3.5. Joint Medical Facilities Office (JMFO). Assists in the preparation and management of major renovation and construction projects for the 59 MDW.

#### **4. Space Allocation and Utilization Process.**

4.1. The space within 59 MDW structures belongs to the 59 MDW and to the individual groups, though the final authority rests with the wing. Minor space utilization changes within a group can be made without SWG wing level approval. Specifically, those that do not change the purpose for use (such as ambulatory/clinical to business occupancy/administrative use), do not require renovation or significant work request to prepare rooms for new use, are small in scale (no more than 6 rooms), do not violate any previously clearly intended/specified use, and do not drive new requirements for space from the wing. These minor Group space use changes, however, still require 30 days advance notification/coordination with the facility management office so they can update facility use plans and ensure issues such as changes to housekeeping requirements may be addressed.

4.1.1. For new requirements or changes within groups that do not meet the above criteria, groups will complete the WHMC Form 41, *Space Request*, with justification for the needed space or significant change in space utilization prior to the occupation, change in usage, or renovation of any area within the 59 MDW. The request will be routed through respective SWG Member for presentation to the SWG. Facility Management will conduct a preliminary assessment of the request to determine feasibility and present their recommendation to the SWG for final decision. The SWG will review the request, along with the Facility Management recommendation, and approve or disapprove the request. Once approved, Facility Management will work with the requester to define their requirements.

4.2. Priorities for allocating and utilizing space within the 59 MDW are as follows:

4.2.1. Life Safety Code Deficiencies.

4.2.2. Direct Patient Care.

4.2.3. Direct Patient Support.

4.2.4. Infrastructure.

4.2.5. All other areas not listed above.

**5. Space Working Group Meeting.** The SWG will meet once monthly (usually on the 3rd Friday of the month). The SWG may hold special meetings or establish special subcommittees to evaluate the feasibility of space allocation and utilization on specific space issues.

5.1. The SWG will establish procedures for review and approval of each request.

#### **6. SWGC Subcommittees.**

6.1. All SWG subcommittees will be established under the direction of the SWG. Each subcommittee will have an appointed chairman who will:

- 6.1.1. Define the membership, relationship, and meeting frequency of the subcommittee.
- 6.1.2. Develop a strategy to meet the goals and objectives of the SWG.
- 6.1.3. Attend all SWG meetings and provide updates on the progress of the subcommittee.
- 6.1.4. Assist in the implementation of any SWG approved subcommittee actions.

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Administrator

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*, 27 March 1995

Unified Facilities Criteria (UFC)-Design: *Medical Military Facilities*, 16 October 2003

DOD *Space Planning Guide*, 28 January 2002

NFPA 101, *Life Safety Code*, 2000 Edition

NFPA 99, *Healthcare Facilities Handbook*, 2005 Edition

The Joint Commission *Hospital Accreditation Standards*, current edition

**Prescribed Form**

WHMC Form 41, *Space Request*

**Adopted Forms**

AF Form 332, *BCE Work Request*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**CES**—Civil Engineering Squadron

**FIC**—Facility Infrastructure Committee

**HVAC**—Heating, Ventilation and Air Conditioning

**IC**—Infection Control

**JMFO**—Joint Medical Facilities Office

**MDW**—Medical Wing

**SWG**—Space Working Group

**WHMC**—Wilford Hall Medical Center