

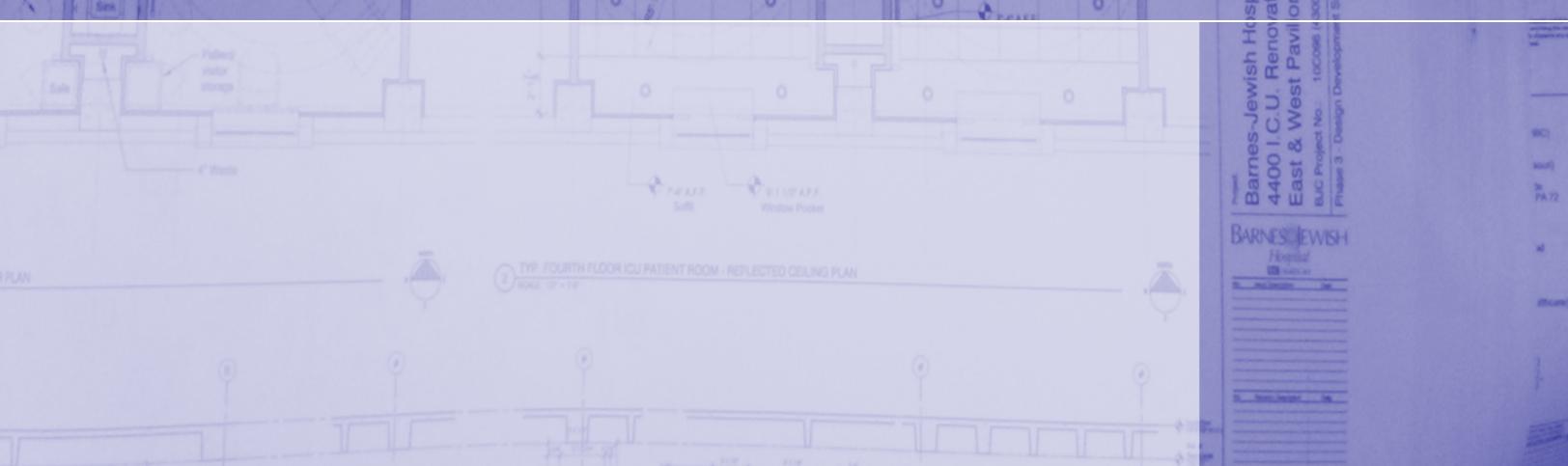


MANUAL OF PRACTICE

2018 Edition

Policies, Guidelines and Standards

for planning design and construction



Alton Memorial Hospital

Barnes-Jewish Hospital

Barnes-Jewish St. Peters Hospital

Barnes-Jewish West County Hospital

Boone Hospital Center

Christian Hospital

Memorial Hospital

Missouri Baptist Medical Center

Missouri Baptist Sullivan Hospital

Parkland Health Center

Progress West Hospital

St. Louis Children's Hospital

MANUAL OF PRACTICE

2018 Edition

Publication Date

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This Manual of Practice is organized by Volume, Chapter, Section, and Document. Any section or document shown in gray and noted as “future” will be issued in upcoming versions. Any document shown in purple and noted as “available online only” are not available in the printed form of the Manual of Practice but are available for download online. Where necessary, parts of a document are inset and identified with a blue text.

Introduction

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VOLUME 1, PLANNING AND DESIGN

Volume 1 is in alignment with the activities associated with BJC Planning and Design.

Chapter 1, General Requirements

This chapter contains policies and guidelines and templates associated with Planning and Design. These documents offer insight and supportive information regarding overall processes and expectations. The template forms and files contained in this chapter shall be used by the design teams during the course of developing the Work.

Section Document

100.001 Introduction

101 PLANNING

101.101 Planning Guideline

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- Functional Program Standard Format - Clinical Space
- Functional Program Standard Format -Office Space
- Office Space Program Standard Format
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- Space Program Comparison Standard Format
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101.103 Room Guideline

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102 DESIGN

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- 102.102 Design Forms and Templates *(following documents available online only)*
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 - Meeting Sign-In Sheet
 - Program Change Request Form (Standard)
 - Room Data Sheet template
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 - Space Request Detail Form_BJC Blank Form
 - Window Treatments, Cubicle and Shower Curtain Basis of Design 112610
- 102.103 Regulatory Guideline *(following documents available online only)*
 - DHSS Application Form BHC
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 - DHSS Application Form CHNE
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 - DHSS Application Form MBMC
 - DHSS Application Form MBS
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 - IDPH hospital-project-submission-form-040516
- 102.104 Diversity and Inclusion Guideline *(following documents available online only)*
 - Form 2 Contract Utilization Professional
 - Form 3 Workforce Tracking Professional
- 102.105 Sustainable Design Guideline
- 102.106 Painting Guideline
- 102.107 Flooring Guideline *(following document available online only)*
 - Flooring Scope of Work Checklist
- 102.108 Furniture Guideline
- 102.109 Ergonomics Guideline *(following documents available online only)*
 - Ergo Food Services Standards
 - Ergo Housekeeping Standards
 - Ergo Lab Standards
 - Ergo Nurses Station Standard
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- 102.110 Room Numbering Guideline
- 102.111 Interior Signage Guideline
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- 102.113 Roofing Guideline *(following document available online only)*
 - Low Slope Roof Selection Matrix
- 102.114 Casework Guideline *(following documents available online only)*
 - Casework Grade – Images
 - Casework Grade – Technical Comparison Construction
 - Casework Grade – Technical Comparison Hardware
 - Casework Grade – Technical Comparison Materials

- 102.115 Elevator Guideline
- 102.201 MEP/FP Engineering Design Guideline
- 102.202 Design Forms and Templates (MEP/FP Engineering) (future)
- 102.203 Lighting Guideline *(following document available online only)*
BJC Lighting Standards
- 102.204 Low Voltage Electrical Guideline *(following document available online only)*
Washington University School of Medicine, BJC and Telecommunications Facility Corporation Low Voltage Structured Wiring Standard
- 102.205 Building Automation Systems Guideline *(following document available online only)*
BJC HealthCare Metasys Standard

103 QUALITY ASSURANCE

- 103.101 Quality Assurance Guideline
- 103.102 Quality Assurance Forms and Templates
- 103.103 Electronic Deliverable Guideline *(following document available online only)*
Field Observation Report
- 103.104 Closeout Procedure Guideline (future)

Chapter 2, Hospital Standards

This chapter contains standards for projects associated with hospital buildings. The documents include general requirements, spatial requirements and building component requirements.

Section Document

- 200.001 Introduction

201 GENERAL REQUIREMENTS

- 201.101 General Planning Requirements
- 201.201 General Architectural Design Requirements
- 201.202 General Engineering Design Requirements (future)

202 SPATIAL REQUIREMENTS (future)

- 202.110 Inpatient, Acute Unit
- 202.120 Inpatient, Intensive Care Unit
- 202.130 Inpatient, Obstetric Unit
- 202.140 Inpatient, Psychiatric Unit
- 202.150 Inpatient, Oncology Unit
- 202.210 Diagnostic and Treatment, Emergency Department
- 202.220 Diagnostic and Treatment, Invasive
- 202.230 Diagnostic and Treatment, Non-Invasive
- 202.240 Diagnostic and Treatment, Imaging
- 202.250 Diagnostic and Treatment, Clinical Laboratory
- 202.310 Clinical Support, Pharmacy
- 202.320 Clinical Support, Dietary
- 202.330 Clinical Support, Central Sterile

- 202.340 Clinical Support, Linen
- 202.350 Clinical Support, Materials Management
- 202.360 Clinical Support, Housekeeping
- 202.370 Clinical Support, Facility Engineering

- 202.410 Building Support, Administrative
- 202.420 Building Support, Public
- 202.430 Building Support, Operations

203 BUILDING COMPONENT REQUIREMENTS

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 - Slab on Grade (A1030)

- 203.201 **Shell, Superstructure**
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- 203.202 **Shell, Exterior Enclosure**
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- 203.203 **Shell, Roofing**
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- 203.301 **Interiors, Interior Construction**
 - Partitions (C1010)
 - Interior Doors (C1020)
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 - Fabricated Toilet Partitions (C1031)
 - Casework (C1038)

- 203.302 **Interiors, Stairs**
 - Stair Construction (C2010)
 - Stair Finishes (C2020)

- 203.303 **Interiors, Finishes**
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 - Floor Finishes (C3020)
 - Base Finishes (C3025)
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- 203.401 **Services, Conveying**
 - Elevators and Lifts (D1010)

- 203.501 **Equipment and Furnishings, Equipment**
 - Institutional Equipment (E1020)
 - Other Equipment (E1090)

- 203.502 **Equipment and Furnishings, Furnishings (future)**
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- 203.601 **Special Construction and Demolition. Special Construction**
 - Radiation Protection (F1032)

- 203.701 **Sitework, Site Preparation**
 - Site Earthwork (G1030)

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This chapter contains standards for projects associated with ambulatory care buildings. The documents include general requirements, spatial requirements and building component requirements.

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- 301.201 General Architectural Design Requirements
- 301.202 General Engineering Design Requirements

302 SPATIAL REQUIREMENTS (future)

- 302.220 Diagnostic and Treatment, Invasive
- 302.230 Diagnostic and Treatment, Non-Invasive
- 302.240 Diagnostic and Treatment, Imaging
- 302.250 Diagnostic and Treatment, Clinical Laboratory

- 302.310 Clinical Support, Pharmacy
- 302.320 Clinical Support, Dietary
- 302.330 Clinical Support, Central Sterile
- 302.350 Clinical Support, Materials Management
- 302.360 Clinical Support, Housekeeping
- 302.370 Clinical Support, Facility Engineering

- 302.410 Building Support, Administrative
- 302.420 Building Support, Public
- 302.430 Building Support, Operations

303 BUILDING COMPONENT REQUIREMENTS

- 303.101 Substructure, Foundations
 - Standard Foundations (A1010)
 - Slab on Grade (A1030)
- 303.201 Shell, Superstructure
 - Floor Construction (B1010)
 - Roof Construction (B1020)
- 303.202 Shell, Exterior Enclosure
 - Exterior Walls (B2010)
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 - Accessories/Fittings/Accessories (C1030)
 - Fabricated Toilet Partitions (C1031)
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- Floor Finishes (C3020)
- Base Finishes (C3025)
- Ceiling Finishes (C3030)
- 303.401 Services, Conveying
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- 303.501 Equipment and Furnishings, Equipment
 - Institutional Equipment (E1020)
 - Other Equipment (E1090)
- 303.502 Equipment and Furnishings, Furnishings (future)
 - Movable Furnishings (E2020)
- 303.601 Special Construction and Demolition, Special Construction
 - Radiation Protection (F1032)
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This chapter contains standards for projects associated with medical office buildings. The documents include general requirements, spatial requirements and building component requirements.

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401 GENERAL REQUIREMENTS

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- 401.201 General Architectural Design Requirements
- 401.202 General Engineering Design Requirements (future)

402 SPATIAL REQUIREMENTS

- 402.420 Building Support, Public - Shell and Core
- 402.430 Building Support, Operations - Shell and Core
- 402.500 BJC Medical Group – Tenant (future)
- 402.600 Washington University Physician – Tenant (future)

403 BUILDING COMPONENT REQUIREMENTS

- 403.101 Substructure, Foundations
 - Standard Foundations (A1010)
 - Slab on Grade (A1030)
- 403.201 Shell, Superstructure
 - Floor Construction (B1010)
 - Roof Construction (B1020)
- 403.202 Shell, Exterior Enclosure
 - Exterior Walls (B2010)
 - Exterior Windows (B2020)
 - Exterior Doors (B2030)
- 403.203 Shell, Roofing
 - Roof Covering and Support Structures (B3010)

- 403.301 Interiors, Interior Construction
 - Partitions (C1010)
 - Interior Doors (C1020)
 - Accessories/Fittings/Accessories (C1030)
 - Fabricated Toilet Partitions (C1031)
 - Casework (C1038)
- 403.302 Interiors, Stairs
 - Stair Construction (C2010)
 - Stair Finishes (C2020)
- 403.303 Interiors, Finishes
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 - Floor Finishes (C3020)
 - Base Finishes (C3025)
 - Ceiling Finishes (C3030)
- 403.401 Services, Conveying
 - Elevators and Lifts (D1010)
- 403.501 Equipment and Furnishings, Equipment
 - Institutional Equipment (E1020)
 - Other Equipment (E1090)
- 403.502 Equipment and Furnishings, Furnishings (future)
 - Movable Furnishings (E2020)
- 403.601 Special Construction and Demolition, Special Construction
 - Radiation Protection (F1032)
- 403.701 Sitework, Site Preparation
 - Site Earthwork (G1030)

Chapter 5, Office Standards

This chapter contains standards for projects associated with administrative office buildings. The documents include general requirements, spatial requirements and building component requirements.

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500.001 Introduction

501 GENERAL REQUIREMENTS (future)

- 501.101 General Planning Requirements
- 501.201 General Architectural Design Requirements
- 501.202 General Engineering Design Requirements

502 SPATIAL REQUIREMENTS (future)

- 502.420 Building Support, Public - Shell and Core
- 502.430 Building Support, Operations - Shell and Core
- 502.500 BJC Medical Group – Tenant
- 502.900 BJC Corporate - Tenant

- 503 BUILDING COMPONENT REQUIREMENTS
 - 503.101 Substructure, Foundations
 - Standard Foundations (A1010)
 - Slab on Grade (A1030)
 - 503.201 Shell, Superstructure
 - Floor Construction (B1010)
 - Roof Construction (B1020)
 - 503.202 Shell, Exterior Enclosure
 - Exterior Walls (B2010)
 - Exterior Windows (B2020)
 - Exterior Doors (B2030)
 - 503.203 Shell, Roofing
 - Roof Covering and Support Structures (B3010)
 - 503.301 Interiors, Interior Construction
 - Partitions (C1010)
 - Interior Doors (C1020)
 - Accessories/Fittings/Accessories (C1030)
 - Fabricated Toilet Partitions (C1031)
 - Casework (C1038)
 - 503.302 Interiors, Stairs
 - Stair Construction (C2010)
 - Stair Finishes (C2020)
 - 503.303 Interiors, Finishes
 - Wall Finishes (C3010)
 - Floor Finishes (C3020)
 - Base Finishes (C3025)
 - Ceiling Finishes (C3030)
 - 503.401 Services, Conveying
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 - 503.501 Equipment and Furnishings, Equipment
 - Institutional Equipment (E1020)
 - Other Equipment (E1090)
 - 503.502 Equipment and Furnishings, Furnishings (future)
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600.001 Introduction

601 GENERAL REQUIREMENTS

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- 601.201 General Architectural Design Requirements
- 601.202 General Engineering Design Requirements (future)

602 SPATIAL REQUIREMENTS

- 602.420 Building Support, Public
- 602.430 Building Support, Operations

603 BUILDING COMPONENT REQUIREMENTS

- 603.101 Substructure, Foundations
 - Standard Foundations (A1010)
 - Slab on Grade (A1030)
- 603.201 Shell, Superstructure
 - Floor Construction (B1010)
 - Roof Construction (B1020)
- 603.202 Shell, Exterior Enclosure
 - Exterior Walls (B2010)
 - Exterior Windows (B2020)
 - Exterior Doors (B2030)
- 603.302 Interiors, Stairs
 - Stair Construction (C2010)
 - Stair Finishes (C2020)
- 603.303 Interiors, Finishes
 - Wall Finishes (C3010)
 - Floor Finishes (C3020)
- 603.401 Services, Conveying
 - Elevators and Lifts (D1010)
 - Communications and Security (D5030)
- 603.702 Sitework, Site Improvements
 - Roadways (G2010)
 - Parking Lots (G2020)
 - Pedestrian Paving (G2030)
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Chapter 7, Drawing and Specification Masters

This chapter contains master specification documents and drawing files to be used by the design teams in preparation of the project documents. These files are to be reviewed and edited as necessary to suit the project requirements.

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- 700.001 Introduction

701 DRAWING TEMPLATES *(following documents available online only)*

- BJC Cover Sheet
- BJC Title Block

702 TYPICAL PROJECT SPECIFICATION MASTERS *(following documents available online only)*

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| 000107 | Seals Page |
| 000108 | Project Team |
| 000108 | Table of Contents |
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| 003143 | Permit Application |
| 004322 | Unit Prices Form |
| 004373 | Proposed Schedule of Values Form |
| 006000 | Project Forms |
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| 006000.02 | Painting Program |
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| Division 01 | General Requirements |
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| 012300 | Alternates |
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| 013513 | Special Project Procedures |
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| 013523.01 | BJC Core Policy - Contractor Safety Management |
| 014000 | Quality Requirements |
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| 017700 | Closeout Procedures |
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| 024119 | Selective Structure Demolition |
| Division 03 | Concrete |
| 033000 | Cast-In-Place Concrete |
| 035300 | Concrete Topping |
| 035416 | Hydraulic Cement Underlayment |
| Division 04 | Masonry |
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| 066400 | Plastic Paneling |
| Division 07 | Thermal and Moisture Protection |
| 072100 | Thermal Insulation |
| 072619 | Topical Moisture Vapor Mitigation System |
| 075323 | EPDM roofing |
| 075419 | Polyvinyl-Chloride (PVC) Roofing |
| 075423 | Thermoplastic Polyolefin (TPO) Roofing |
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| 081119 | Stainless Steel Doors and Frames |

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| 083113 | Access Doors and Frames |
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| 095113 | Acoustical Panel Ceilings |
| 096513 | Resilient Base and Accessories |
| 096516 | Resilient Sheet Flooring |
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| 096813 | Tile Carpeting |
| 099123 | Interior Painting |
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| 200548 | Vibration Isolation |
| 200553 | Piping and Equipment Identification |
| 200716 | Equipment Insulation |
| 200719 | Piping Insulation |
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| 200813 | Fire Suppression/Plumbing/HVAC Systems Prefunctional Checklist/Startups |
| 200816 | HVAC/Plumbing/Fire Suppression Systems Functional Performance Tests |
| Division 21 | Fire Suppression |
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| 220533 | Domestic Hot Water Heat Maintenance Tracing |
| 221000 | Plumbing Piping |
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| 221123 | Domestic Water Pressure Boosting Systems (VFD) |
| 221124 | Domestic Water Pressure Boosting Systems (Constant Speed) |
| 222023 | Natural Gas Piping |
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| 223333 | Electric Domestic Water Heaters (Point-of-Use) |
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| 224500 | Emergency Shower and Eye Wash Equipment |
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| 226119 | Medical Air Compressor Systems |
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| 232113 | Hydronic Piping |
| 232114 | Underground Pre-Insulated Hydronic Piping |
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| 232500 | Water Treatment for HVAC Systems |
| 233100 | Ductwork |
| 233300 | Ductwork Accessories |
| 233319 | Sound Attenuators |
| 233413 | Inline Fans |
| 233416 | Centrifugal Fans |
| 233423 | Power Ventilators |
| 233443 | Laboratory High Plume Exhaust Fans |
| 233600 | Air Terminal Units |
| 233700 | Air Outlets and Inlets |
| 234000 | Filters |
| 234013 | Special Filter Systems |
| 235100 | Breechings, Chimneys, and Stacks |
| 235233 | Hot Water Boilers |
| 235239 | Fire Tube Boilers |
| 235240 | Steam Boiler Burners (Dual Fuel) |
| 235316 | Deaerators .03 CC/Liter |
| 235710 | Unfired Steam Generators |
| 235719 | Shell and Tube Heat Exchangers |
| 235720 | Plate and Frame Heat Exchangers |
| 236213 | Packaged Air Cooled DX Air Conditioning Units |
| 236416 | Water Cooled Centrifugal Chillers |
| 236426 | Air Cooled Rotary-Screw Chillers |
| 236500 | Cooling Towers |
| 237313 | Modular Air Handling Units |
| 237323 | Custom Air Handling Units |
| 237324 | Custom Air Handling Units with Fan Array Systems |
| 238123 | Computer Room Air Conditioning Units |
| 238216 | Duct Mounted Air Coils |
| 238219 | Fan Coil Units |
| 238233 | Electric Duct Heaters |
| 238239 | Unit Heaters |
| 238413 | Steam Grid Humidifiers |
| 238414 | Electric Steam Grid Humidifiers |
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| 250800 | BAS Commissioning |
| 251100 | BAS Basic Materials, Interface Devices, and Sensors |
| 251400 | BAS Field Panels |
| 251500 | BAS Software and Programming |
| 253000 | BAS Communication Devices |
| Division 26 | Electrical |
| 260100 | Basic Electrical Requirements |
| 260513 | Cable and Terminations (Medium Voltage) |
| 260519 | Cable, Wire and Connectors, 600 Volt |
| 260526 | Grounding |

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| 260533 | Raceways, Cable Trays, and Boxes |
| 260573 | Protective Relay and Device Coordination |
| 260800 | Electrical Systems Commissioning |
| 260813 | Electrical Systems Prefunctional Checklists and Start-Ups |
| 260816 | Electrical Systems Functional Performance Tests |
| 260913 | Power Status and Monitoring System |
| 261300 | Medium Voltage Switchgear |
| 262213 | Non-K-Factor Dry-Type Transformers |
| 262214 | High Efficiency Harmonic Cancellation Transformers |
| 262300 | Low Voltage Switchgear |
| 262416 | Panelboards |
| 262419 | Motor Control Centers |
| 262513 | Low Voltage Busways |
| 262726 | Wiring Devices |
| 262813 | Fuses, 600 Volt |
| 262817 | Motor and Circuit Disconnects |
| 262914 | Motor Starters |
| 263213 | Packaged Engine Generator Systems |
| 263324 | 48V DC Battery System |
| 263533 | Power Factor Correction Equipment |
| 263623 | Automatic Transfer Switches |
| 263624 | 5KV Automatic Transfer Switches |
| 263625 | 5KV Emergency Generator Paralleling Switchgear |
| 264100 | Lightning Protection System |
| 264313 | Transient Voltage Surge Suppressors |
| 265100 | Lighting Fixtures |

703 TENANT FIT-OUT PROJECT SPECIFICATION MASTERS

Tenant Fit-Out Spec Master (future)

VOLUME 2, CONSTRUCTION (future)

VOLUME 3, ENTITY STANDARDS (future)

PREFACE

Purpose. BJC HealthCare is committed to improving the health and well-being of the people and communities we serve and the *Manual of Practice* supports this commitment. The purpose of the manual is to singularly communicate expectations regarding policies, guidelines and standards for the planning, design and construction of the physical, built environments. While this manual serves as a means to document lessons learned from past project experiences, BJC has an expectation for companies engaged in providing design and construction-related services to have an inherent understanding and knowledge of healthcare-related projects. These practices will enable BJC to provide healing environments in order to better serve the community.

“The purpose of the manual is to **singularly communicate expectations** regarding policies, guidelines and standards...”

Organization. This manual serves as a single source of information for all planning, design and construction projects at BJC. The manual is organized by Volume, Chapter, Section, and Document.

“This manual serves as a **single source of information.....**”

- **Volume.** The primary organizing element of the manual is by volume. Each volume is related to ownership of the information it contains. There are three volumes and they are as follows:
 - Volume 1. PLANNING AND DESIGN. This volume establishes BJC’s expectations regarding policies, guidelines and standards for planning and design related project activities.
 - Volume 2. CONSTRUCTION. This volume includes policies, guidelines and standards for construction related activities.
 - Volume 3. HOSPITAL FACILITIES. This volume includes policies, guidelines and standards that offer facility-specific information. This may include key plans, finish legends and other information specific to each facility.
- **Chapter.** Each volume contains a series of chapters containing similar information.
 - Chapter 1. This chapter contains overall policies and guidelines.
 - Chapter 2-7. This chapter contains design standards by building type and includes hospitals, ambulatory care centers, medical office buildings, inpatient hospice, administrative office buildings, and parking structures. This chapter contains room standards, specifically for hospital building types.
- **Section.** Sections further break down each chapter into smaller components. Building standards are structured by Building Elements, Department and Rooms, and Specification Masters
- **Document.** Documents are the actual policies, guidelines, standards or files within the sections for use in projects.

“This manual does not relieve the design and construction professionals from observing all governing building codes and standards and should not be construed as affecting the applicable standard of care.”

Application. Design and construction teams shall verify requirements with the BJC prior to commencing work.

Evolution. This manual is intended to be an evolutionary document and will be edited, updated and published on a recurring basis. Prior to the start of every project, the most current edition and all updated versions shall be identified and provided to the design and construction professionals.

- **Edition.** The Manual of Practice will be identified first by its specific edition. The edition of the manual is the 4 digit year which coincides with the start of the capital cycle.
- **Version.** Updates to editions of the manual are expected on a regular basis. In order to identify the specific updated edition, each issuance of the manual is identified by a particular version number. The issuance of the first edition of the manual is referred to as version 1, and subsequent revisions to that edition are numbered in ascending order, version 2, version 3, etc.

Request for Revision. Ongoing participation in the development of the manual among BJC stakeholders, hospital employees, design and construction professionals, product suppliers and representatives is essential. A Request for Revision form has been developed and provided within this manual to allow formal consideration of any suggestions to improve the quality and content of this manual. Please refer to the Request for Revision Form located in the front of the MoP. Attach all supporting documents and information to help support your request. All submissions will be evaluated and considered.

Revision Tracking. An abbreviated revision list will be indicated at the end of each section or document. See example below.

| Section/Document Number, Section/Document Name | | |
|--|---|-----------------------|
| Issued | Description of Change | Authored by: |
| Edition, version number | This space is used to describe in general terms the changes, additions and deletions to the Manual of Practice. | Last Name, First Name |
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An overall revision history will be maintained, refer to the section titled Revision History for more information.

Editor. The editor-in-charge is the BJC Corporate Architect. The editor has the primary responsibility to organize and publish all volumes of the manual. As the publications are recurring, the editor also has the primary responsibility to request, receive and include all updates to the manual.

About BJC

BJC HealthCare is one of the largest nonprofit health care organizations in the United States, and is focused on delivering services to residents primarily in the greater St. Louis, southern Illinois and mid-Missouri regions. BJC serves the health care needs of urban, suburban and rural communities and includes 12 hospitals and multiple community health locations. Services include inpatient and outpatient care, primary care, community health and wellness, workplace health, home health, community mental health, rehabilitation, long-term care and hospice. Two of BJC hospitals are nationally recognized academic institutions and are affiliated with Washington University School of Medicine.

Hospitals within the BJC system include:

- **Alton Memorial Hospital** (AMH)
- **Barnes-Jewish Hospital** (BJH)
- **Barnes-Jewish St. Peters Hospital** (BJSP)
- **Barnes-Jewish West County** (BJWC)
- **Boone Hospital Center** (BHC)
- **Christian Hospital** (CH)
- **Memorial Hospital**
- **Missouri Baptist Medical Center** (MBMC)
- **Missouri Baptist Sullivan Hospital** (MBSH)
- **Parkland Health Center** (PHC)
- **Progress West Hospital** (PWH)
- **St. Louis Children's Hospital** (SLCH)

BJC HealthCare is committed to improving the health and well-being of the people and communities we serve through leadership, education, innovation and excellence in medicine. Our Goal is to be the national model among health care delivery organizations as measured by our:

- Outstanding patient advocacy and loyalty
- Unsurpassed clinical quality and patient safety
- Significant contribution to medical education and research
- Exceptional employee satisfaction and workforce development
- Excellent financial and operational management

Additional information can be found online at www.bjc.org.

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Contributions. This manual has been developed as a system-wide, collaborative effort, initiated by BJC HealthCare, Planning and Design group. The purpose is to inform contracted professionals, owner representatives and project stakeholders of BJC HealthCare's expectations regarding policies, procedures and guidelines for planning design and construction projects. Many Facility Engineering departments have offered supporting information for their respective requirements and are hereby recognized for their efforts. In addition, the following BJC departments have contributed to the manual and are recognized for their time and effort:

- Clinical Asset Management (CAM)
- Environmental Health and Safety (EHS)
- Ergonomics
- Risk Management (RM)
- Information Systems (IS)

This manual would not be possible without the encouragement and support of BJC leadership. The following individuals within the Planning and Design and the Construction and Real Estate groups have been especially supportive of this effort and are hereby acknowledged for their dedication to this project.

- Greg Mohler Vice President, Construction and Real Estate
- Donna Ware..... Executive Director, Planning and Design
- Grace Cudihee Director of Planning
- Nancy Coleman-Davis..... Director of Design
- Don Robert Director of Construction
- Nick Hernandez Project Engineer
- Jon Cox..... Corporate Engineer, Co-Editor, Manual of Practice
- Greg Zipfel Corporate Architect, Editor, Manual of Practice

REQUEST FOR REVISION

For consideration of adopting proposed revision(s), the individual requesting such revision(s) shall complete the following form and return to Greg Zipfel, Corporate Architect, BJC HealthCare Planning, Design & Construction by email. Attach any supporting documents as necessary to help support or explain your suggestions.

To..... [Greg Zipfel](#)

| | |
|------------------|----------------------|
| From | Date |
| Company | Manual Edition |
| Department | Volume |
| Phone | Chapter |
| Email | Section |

The following proposed revisions are being suggested for review and inclusion to the **Manual of Practice**.

Type of revision requested (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Addition to content within the manual | <input type="checkbox"/> Modification to content within the manual |
| <input type="checkbox"/> Deletion to content within the manual | <input type="checkbox"/> Suggestion to improve the manual |
| <input type="checkbox"/> Please find (insert number of attachments) attachment(s) supporting the revision request. | |

| |
|---|
| Background |
| (insert reason for proposed revision) |
| Description |
| (insert specific description of addition, deletion or modification) |

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Thank you for taking time to help BJC HealthCare improve its policies, guidelines and standards