



**Division of Health Facility Planning
Bureau of Architectural & Engineering Review**

Submission Guidelines for Schematic Design Review DSG-01

Submission Requirements for Approval of Schematic Drawings

- A. Final Schematic Design is 30% completion of the construction documents as a minimum.
- B. The following information where applicable, shall be provided per NYSDOH Regulation 710.2-Application; project scope and concept:
 - 710.2 (b)(10)(i)(a) schematic architectural and engineering design drawings, including site plan, room-by-room layouts of each floor in an appropriate scale, showing the relationship of the various departments or services to each other. The major exit corridors, exit stair locations and pedestrian and service circulation patterns shall be indicated along with existing buildings, if additions or alterations are part of the project. In addition, applications shall include typical sections and elevations, single-line diagrams of proposed building systems if applicable, or outline descriptions of heating, ventilation and air conditioning, electrical power, lighting and communications systems, plumbing, fire protection, materials handling and transportation systems, dietary, water supply and sewage systems and preliminary layouts of mechanical equipment rooms and riser diagrams and outline specifications; and
 - (b) a functional stack diagram which includes square footages, type of construction and estimated cost of equipment for each functional area displayed and, where appropriate, the relative cost of each area as well as the total construction cost for each discrete physical structure involved and a set of single-line freehand sketches of each floor in an appropriate scale, showing the relationship of the various departments or services to each other. The major exit corridors, exit stair locations and pedestrian and service circulation patterns shall be indicated, along with existing buildings if additions or alterations are part of the project;
- C. Prescriptive Standards
 - a) Prescriptive limitations (such as exact minimum dimensions or quantities), when given, describe a condition that is commonly recognized as a practical standard and shall be clearly indicated on the submission drawings and documents.
- D. Confirm that the schematic drawings submitted are complete per 710.2 (b)(10)(i)(a) and consistent with the CON project title, the architectural certification and the architectural narrative.
- E. The requirements listed below are the minimum amount of information required for a successful review. The design guideline requirements are meant to supplement the regulations and pertinent technical standards.

1) Access and Parking Plan(s) (If Applicable)

- a) Comply with FGI 1.3 Site, (1.3-3.3.2 and 1.3-3.3 Parking) requirements.
- b) Indicate access to the facility by people with disabilities.
- c) Indicate location of adjacent buildings and roadways.

2) Final Schematic Design Plans shall include the following:

- a) Final Schematic Design plans are the Facility Owner/Approved Plans and are the basis for construction documents to proceed.
- b) For any and all project types the Program Floor Plan shall include all required program functions for the specific facility type as defined in 10 NYCRR, the FGI Guidelines and /or the appropriate Design Guideline Submission requirements:
 - a. DSG-02 Hospitals
 - b. DSG-03 Outpatient Facilities
 - c. DSG-04 Nursing Homes
- c) Existing Condition floor plans for renovation projects:
 - i. Complete existing use areas labeled, dimensioned and square foot totals per use area indicated clearly.
- d) Proposed Floor Plans
 - i. All proposed use areas labeled with square footages and completely dimensioned.
 - ii. Square foot totals for each use area shall be provided.
 - iii. Circulation patterns for staff, patients and or residents clearly indicated.
 - iv. Identify Unrestricted, Semi-Restricted areas and restricted areas where applicable. Including access control points. These areas shall be graphically indicated as a separate plan to clearly delineate the three zones and the appropriate spaces are located in the appropriate areas.
 - v. Corridors, staff passageways and public corridor widths. (FGI requirement).
 - vi. Provide reflected ceiling plans establishing ceiling heights for all typical and principal spaces.

3) Final Schematic Life Safety Floor Plans shall include the following:

- a) 10 NYCRR shall mandate the occupancy chapter to be used in NFPA 101, 2000 Edition. The Life Safety Plan shall clearly represent the necessary information to confirm compliance with the applicable sections of NFPA 101, including but not limited to the following:
- b) For Renovation Projects the Life Safety Floor Plan shall identify the project occupancy type and any mixed occupancies within the existing building. The project floor location and the total number of stories shall be noted. The discharge of all required exits from the project shall be shown on a ground floor plan.
- c) Provide Life Safety Plans that comply with the following:
- d) Building Occupancy Classification;
 - i) Chapter 18 New Health Care
 - ii) Chapter 19 Existing Health Care
 - iii) Chapter 20 New Ambulatory Health Care
 - iv) Chapter 21 Existing Ambulatory Health Care
 - v) Chapter 38 New Business
 - vi) Chapter 39 Existing Business
 - vii) Chapter 42 Storage (42.8 Special Provisions for Parking Structures.)

- e) Construction Classification
- f) Sprinklered or Unsprinklered
- g) Occupant Loads
- h) Means of Egress Components
 - i) Egress capacity width

- i) Door swings in direction of egress
- j) Doors required to be self-closing
- k) Stairs
 - i) Dimensional Criteria New Stairs
 - ii) Dimensional Criteria Existing Stairs

- l) Enclosure and Protection of Stairs
- m) Horizontal Exits
- n) Smoke Compartments and Smoke Barriers
- o) Fire Barriers and Fire Walls
- p) Ramps
 - i) Table 7.2.5.2.(a) New Ramps
 - ii) Table 7.2.5.2 (b) Existing Ramps

- q) Exit Passageways
 - i) Stair Discharge
 - ii) Width

- r) Areas of Refuge
 - i) Accessibility

- s) Capacity of Means of Egress
 - i) Table 7.3.1.2 Occupant Load factor
 - ii) Egress Capacity (The capacity of each exit component.)
 - iii) Minimum Width

- t) Number of Means of Egress
- u) Arrangement of Means of Egress
 - i) Travel distance to exits from the most remote point in the most remote room on the floor
 - ii) Length of dead-end corridors
 - iii) Length of common path of travel
 - iv) Dimensioned remoteness between exits

- v) Measurement of Travel Distance to Exits
- w) Discharge from Exits
 - i) For additions to an existing building or buildings, indicate exit discharge locations through the existing building. Provide verification the existing exit ways can accommodate the increased number of occupants.
 - ii) For new and substantial renovations indicate exit discharge locations through the buildings. Provide verification the exit ways can accommodate the increased number of occupants including egress path to public ways.
 - iii) Marking means of egress (exit signs).