

1 Preface

This equipment planning guideline provides assistance to those who are involved in the procurement and management of Furniture & Fittings, Fixtures & Equipment (FF&FE) including budgeting, selection and installation planning.

It outlines the methodology for the planning, procurement, placement and management of all the FF&FE requirements for both new and existing healthcare capital works projects.

The goal is to:

- Provide information that helps ensure that the FF& FE process is cost effective and well-planned; policies are followed; pitfalls are avoided and a successful outcome is achieved.
- Ensure that the FF&FE procurement process affords an on time, on budget and fit for purpose outcome.

2 Introduction to Equipment Planning

Healthcare Equipment Planning is a specialised process and requires not only a clear understanding of the clinical need but also an intricate knowledge of budgeting, architectural design and building process.

Effective project planning can only be achieved by a successful team process. This cohesive team generally consists of user groups, project managers, architects and other associated healthcare planners such as equipment planners, whose responsibility is to balance the requirements of the clinical users and the clients against available healthcare technology, budgetary targets and the realities of the design and construction process.

Equipment planners are highly qualified equipment managers who are generally part of an equipment management group responsible for the overall management of the FF&E process. The outline of this process is shown in figure 1. The ultimate objective is to ensure all products selected are fit for purpose, within budget and, procured, delivered and commissioned in accordance with projects build programme.

Equipment is generally categorised into groups to assist with identifying who is to be responsible for the overall management of the relevant FF&FE.

A common format is to simply classify them as groups 1, 2 and 3.

Depending on the projects requirements, the equipment planner may be required to manage either the medical only or both the medical and non-medical equipment. This requirement may cover the full spectrum of FF&FE, irrespective of who has the overall responsibility for it.

To bring the best information on healthcare equipment and related management to the project team, an equipment planner should ideally be engaged, no later than the project's design phase

Some value can also be added by having an equipment planner involved in the master planning phase. The equipment planner can provide clinical consultancy on medical equipment as well as providing a more accurate preliminary FF&FE budget.



Figure 1: The process of FF&E Management

2.1 Objectives and Outcomes

The objectives and outcomes of the equipment planning methodology are to:

- Undertake current FF&FE inventory process (if required)
- Ascertain types and complexity of medical equipment technology intended to be used to meet the project requirements
- Establish and finalise FF&E Schedules
- Develop budget information for all agreed FF&FE
- Provide expert assistance with the selection of fit for purpose FF&E
- Provided support and assistance to both the architectural and engineering teams to ensure all selected equipment can be effectively placed and operated within the building design and fit
- Manage or assist with the procurement and delivery process of new items
- Assist with the process and planning of any FF&FE that needs to be relocated from an existing facility
- Manage the delivery, installation and sign off of new equipment
- Assist with the management of the selected transferrable FF&FE.

3 Key Performance Indicators (KPI's)

Key Performance Indicators, (KPI's) for FF&FE management help the managing contractor (MC) define and measure progress toward the projects goals in relation to the expected objectives and outcomes.

The following KPI's should be considered when determining that the FF&E management team's objectives and outcomes are achieved through the project phases:

- An FF&FE schedule is compiled from the endorsed project service/functional and technical briefs, schedules of accommodation, and existing equipment database
- The master FF&FE database is formulated and is capable of breakdown into a minimum of, individual hospital departments, rooms and product groups
- An FF&FE cost analysis and reporting process against the agreed FF&FE budget is developed and maintained



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