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## THE SCOTTISH OFFICE

**NHS Circular:  
MEL(1992)77**

### National Health Service in Scotland Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

#### **SCOTTISH HOSPITAL PLANNING NOTE 34: ESTATE MAINTENANCE AND WORKS OPERATIONS**

##### **Summary**

1. This letter announces the publication by the Scottish Office of Scottish Hospital Planning Note (SHPN) 34. SHPN 34 is the lead document to be used in association with its Health Building Note (HBN) counterpart published by the Department of Health. A copy of the SHPN and the HBN are enclosed for your information and use. Further copies are available through HMSO priced at £6.75 for SHPN 34 and £25.00 for HBN 34.

2. Annex 1 to this letter describes the scope of SHPN 34 and provides an explanation of the cost allowances and guide to areas appropriate to the Note. Annex 2 is a table showing the appropriate Departmental Cost Allowances.

3. Activity Data Sheets appropriate to SHPN 34 do not form part of the Note, but are listed at Chapter 9 (page 52) of the Health Building Note. The sheets are being prepared at present and will be published in a separate document as soon as possible. Copies of these published Activity Data Sheets will be issued to Health Boards and NHS Trusts.

##### **Action**

4. Health Boards and NHS Trusts should ensure that the guidance in SHPN 34 is taken into account when briefing and planning hospital projects.

Yours sincerely

H R McCALLUM  
Director of Estates

26 November 1992

##### **Addressees**

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SCOTTISH HOSPITAL PLANNING NOTE (SHPN) 34:  
ESTATE MAINTENANCE AND WORKS OPERATIONS

SCOPE

1. SHPN 34 provides guidance on the accommodation required for the maintenance of health care premises and equipment and for the operation of engineering services within a District General Hospital (DGH) site.
2. It is the lead document to be used in association with its counterpart Health Building Note (HBN) published by the Department of Health in 1992. SHPN 34 comprises amendments to certain paragraphs in Health Building Note 34, an Appendix on Office Work Stations and 12 replacement pages. SHPN 34 must be used along with HBN 34.

COST ALLOWANCES AND GUIDE TO AREAS

3. The Departmental Cost Allowances are given in Annex 2. The cost allowances supersede those quoted for Works - Main Department in SHHD/DGM(1990)92.
4. The schedules of areas used in the preparation of the cost allowances are given in the Health Building Note, Chapter 8. The schedules are published purely as background information and to assist project teams at an early design stage when rooms and spaces are grouped in their correct relationships. As indicated in the Note, the areas **do not** represent recommended room sizes, maximum and minimum allowances, nor are they to be regarded in any way as specific individual entitlements.
5. The accommodation will rely on central hospital services for all facilities not encompassed within the guidance. The cost allowances are flexible and are designed to encourage teams to plan for the most economical solution available to them.
6. The new cost allowances cannot be directly compared with those which they replace, but will be generally higher to reflect changes which have already taken place in the NHS and also new regulations and requirements incorporated into the new guidance.
7. Some of these changes are intended to contribute to the overall improvement in efficiency and reduction in running costs which Ministers are seeking. Management Executive of the NHS in Scotland is satisfied that the changes will lead to better value for money, particularly if the functional size of the accommodation is kept to the minimum necessary to provide the planned level of service. Health Boards and NHS Trusts should be aware that if they decide to provide accommodation and services at a greater level than that envisaged in the Note, penalties in the form of excessive capital and running costs will be incurred.

Departmental cost allowances  
SPSBTPI Value 134

Service	Department	Accommodation	Functional Size	Cost Guide
Hospital Engineering and Works	Estates maintenance and works operations	Works department	250-349 beds	407000
			350-649 beds	438000
			650 beds and over	472000
		External storage	250-349 beds	27000
			350-649 beds	32000
			650 beds and over	37000
		Essential Complementary Accommodation: Flammable liquids store	1 store	7200
			Essential Complementary Accommodation: Gas cylinders store	1 store
		Essential Complementary Accommodation: Corrosive liquids store	1 store	9000
			Grounds and gardens maintenance	Optional Accommodation: Supervisor's office
	Optional Accommodation: Mess/Changing facilities	1 unit		
	Optional Accommodation: Machinery/Equipment store	1 store		18400
		Optional Accommodation: Vehicle compound		2 vehicles
	Optional Accommodation: Greenhouse	1 unit		4600
Optional Accommodation: Road Salt/Grit store	1 store	10300		

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Service	Department	Accommodation	Functional Size	Cost Guide
		Optional Service: Piped medical gases to EME workshop	4 gases	2700

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**Note:**

The above allowances replace:

Works Main Department;  
Works Lock-up Store and Workshop.