

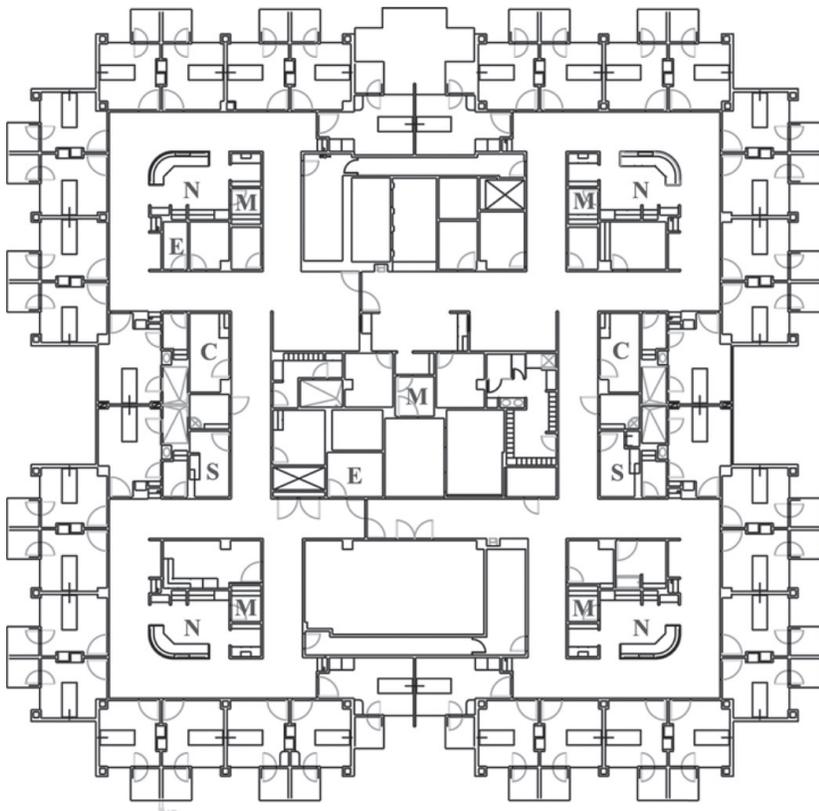
Plan Submission Instructions

Thank you for participating in this study and providing us with plans of your birthing facility. Your contribution will be most helpful to our research analysis if you follow the guidelines below. Please email [Contact Name] at [Email] or call [Phone Number] if you have any questions about these instructions.

Part 1

OBTAIN TECHNICAL DRAWINGS OF EITHER YOUR UNIT OR BIRTH CENTER

To send drawings to our team, please attach the files to an email with your facility name in the subject line and send to [Email]



Above: Example floor plan of L+D unit or birth center.



- Usually the Facilities Manager at your institution will have these documents
- If possible, the drawings should be in a digital file format. Our preference would be .dwg or .dxf files, but .pdf files are also fine
- Please also check that the drawing has a scale, either as a graphic reference or as an annotated note (for example, 1/8" = 1'-0")
- The drawing should indicate basic furniture, door swings, and adjacent units or departments if applicable
- If multiple drawing versions are available, please send the most recent and detailed plans

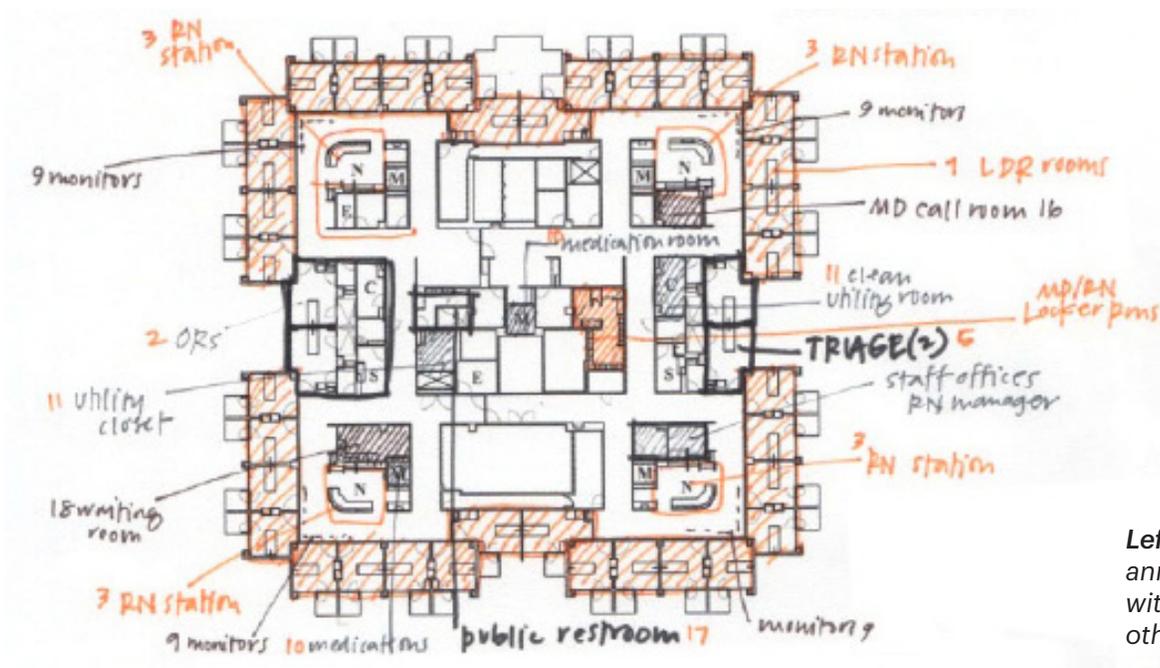
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Part 2

PRINT PLAN AND OVERLAY NOTES ON SPACE USES

Because floorplans don't always reveal the specific uses that might occur in an area or reflect changes over time, please print the floorplans and overlay notes on different areas referring to the suggested list below. It's okay for this to be messy and handwritten.

Once you're done please scan or take a photo of the annotated floorplan drawing, and email it to [Email] with your facility name in the subject.



Left: Example of annotated floorplan, with clinical, staff and other areas noted



Please note all applicable areas to the right and add additional areas as required. Your facility may not include all of these areas.

CLINICAL

1. L + D rooms (and indicate LDR or LDRP)
2. OR(s)
3. Nursing station(s)
4. MD/CNM work station(s) if different
5. Triage
6. Antenatal monitoring/testing
7. Post-anesthesia recovery areas
8. Overflow rooms/areas (if applicable)
9. EFM Monitoring areas (monitor locations)
10. Medication room(s)
11. Utility areas
12. Direction of related units (NICU, Postpartum, Triage - if not on unit)

STAFF

13. Staff lounge
14. Staff offices
15. Staff restrooms
16. Locker rooms
17. Call rooms

OTHER

18. Patient public restrooms
19. Waiting areas
20. Nutrition areas (snacks, ice, etc.)
21. Other (please specify)
22. Related floors (NICU, Postpartum, Triage if off-floor)