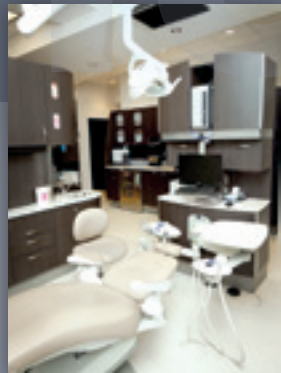
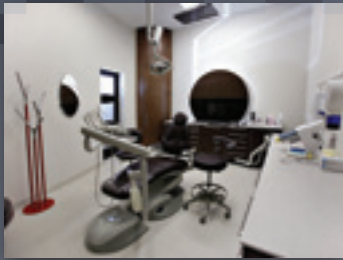




# DENTAL DESIGN GUIDE

Design the **office of your dreams** to improve patient care, staff comfort & efficiency

D E S I G N S



Considering a new office, an expansion or remodeling? Our highly-skilled designers, using the latest CAD (computer-aided design) software can create innovative solutions to utilize your office space most efficiently and comfortably.

Reduce stress, increase productivity, create an interesting, more relaxing environment for your patients. These are just a few of the advantages an office upgrade can make. Our services include Preliminary Design, Technical Plans and Radiation Health Plan Application and Approvals.

Helping to choose the right equipment for your office is another service Henry Schein can provide for you. Our knowledgeable Sales Consultants can help you make the choices that work best for you.

And when you're in need of equipment installation or repair, our courteous and reliable Service Technicians are available to address your needs.

With so many services available to you, it's no wonder why so many people choose Henry Schein as their dealer of choice to successfully start any new practice.

## Preliminary Plan Application

### Dental Office Information

CONFIDENTIAL

Date: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Doctor's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Doctor's Phone # (     ) \_\_\_\_\_ Fax # (     ) \_\_\_\_\_

#### **Job Site Address:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Scope of Work

- New building
- Complete demolition of existing interior walls (existing building)
- Remodeling – keep existing wall where possible (existing building)

#### **Site Conditions**

- Concrete slab on grade (no basement)
- Basement with open ceiling full access under floor
- Multi-story building with access under floor
- Multi-story building with no access under floor

Special Instructions: \_\_\_\_\_

### Dimensional Information

Please send blueprints if available – they will be returned upon completion. If blueprints are not available, attach detailed sketch of new office space with all dimensions clearly marked, and locate the following on the sketch:

- ✓ North arrow on plan
- ✓ Main entrance clearly marked
- ✓ Electrical panel location
- ✓ Hot water tank location
- ✓ Interior columns and pilasters
- ✓ Any existing plumbing
- ✓ All windows and doors (indicate door swing)
- ✓ Ceiling height either existing or to be built (check window heights)
- ✓ Provide all window sill heights

### Front Reception & Waiting Area

Number of reception staff (now or future)  1  2  3  \_\_\_

- Computers (now or future)  
*Speak with your Henry Schein Equipment Specialist for software options*
- Bill payment area at reception desk  Sit down
- Separate greeting desk
- Separate file room - (type of filing system to be used)
- Business manager's office  Private (closed)
- Recall office
- Consultation room  X-ray viewer  Computer  TV
- Consultation combined with private office
- Barrier free patient washroom  
 Not required – common to building (within 147'-8" of suite)
- Entrance vestibule (air lock)
- Coat closet
- Kid's play area  Separate room

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## X-Rays

- Digital radiography     Phosphor plate     Sensors
- Panoramic x-ray     With ceph (now or future)
- Cone Beam CT ( now or  future)
- Central x-ray room (intraoral & pan/ceph)
- Dark room     Sink     Developing tanks     Photo duplicator
- Film processor     Daylight loader

Special Instructions: \_\_\_\_\_

## Sterilization Room

- Room visible by patients (sterilization centre)
- Instrument Management System (Hu-Friedy)
- Closed private room
- Sterilizer    Type: \_\_\_\_\_
- Ultrasonic cleaner     Recessed in counter top
- Instrument washer     Small     Large     Standalone     Built-in
- Handpiece lubricator
- Water filtration system
- Dryer

Special Instructions: \_\_\_\_\_

## Laboratory

- Closed room
- Shared with sterilization
- Shared with staff room
- Single sink     Double sink
- Lathe     Sit-down workbench
- Model trimmer
- Model storage
- Bulk storage cabinets

Special Instructions: \_\_\_\_\_

## Doctor's Private Office

- Private washroom     With shower
- Computer (*Speak with your Henry Schein Equipment Specialist for software options*)

Special Instructions: \_\_\_\_\_

## Staff Room

- Lunch table    Seating capacity \_\_\_\_\_
- Shared with Lab
- Microwave     Upper cabinet mount
- Fridge     Full size     Bar fridge
- Staff washroom     Barrier-free     Shower
- Coat closet     Lockers     Change room

Special Instructions: \_\_\_\_\_

## Utility Room

- Transformer
- Electrical panel     Hot water tank     Water softener
- Compressor     Vacuum     Located off-site (basement)

Special Instructions: \_\_\_\_\_

## Other Rooms & Considerations

- Nitrous oxide     Central (plumbed)     Portable
- Air Filtration System
- Central computer station
- Recovery room(s)
- On deck room
- Post-op cleansing station
- Brushing station
- Bulk storage room
- Courtesy phone alcove    Location: \_\_\_\_\_
- Computers (main hub)    Location: \_\_\_\_\_
- Computers (server)    Location: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## Operator Layout Checklist

Total number of Operatories & Hygiene rooms: \_\_\_\_\_

### Operatories

Number of operatories: (not including hygiene) \_\_\_\_\_

- Right-handed     Left-handed     Ambidextrous  
 Single entry into operatories     Dual entry into operatories  
 Entrance at head of patient     Entrance at toe of patient

#### Computer Locations:

- Monitor    Locations: \_\_\_\_\_  
 CPU    Locations: \_\_\_\_\_

*Speak with your Henry Schein Equipment Specialist for software options*

#### Delivery:

- Over-the-patient delivery     Left/Right "Radius" system  
 Side delivery     Rear delivery     Cuspидors

#### Layout of Operatories:

- Private operatories with doors \_\_\_\_\_ (indicate number of ops)  
 Semi-private, no doors \_\_\_\_\_ (indicate number of ops)  
 Open concept \_\_\_\_\_ (indicate number of ops)  
 Walk-through between ops required

#### Dental Cabinetry:

- Doctor's side cabinet     Sink     Scaler  
 Rear cabinet     Dr.'s sink     Asst.'s sink     Slide out work surface  
 Assistant's side cabinet     Sink     Open concept centre island

#### Dental Lights:

- Ceiling post mounted light  
 Track light  
 Chair mount light  
 Centre cabinet mounted light  
 Wall mounted light  
 X-Rays     Asst.'s side     Dr.'s side     Rear mount     Pass-through  
 Intraoral cameras     Cart     Ceiling mount monitor

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

## Hygiene Rooms

Number of hygiene rooms: \_\_\_\_\_

- Right-handed     Left-handed     Ambidextrous

#### Computer Locations:

- Monitor    Locations: \_\_\_\_\_  
 CPU    Locations: \_\_\_\_\_

*Speak with your Henry Schein Equipment Specialist for software options*

#### Delivery:

- Over-the-patient delivery     Left / Right "Radius" system  
 Side delivery  
 Rear delivery

#### Layout of Hygiene Rooms:

- Private hygiene rooms with doors  
 Semi-private hygiene rooms, no doors  
 Open concept

#### Dental Cabinetry:

- Hygienist's side cabinet     Sink     Scaler  
 Rear cabinet     Sink  
 Open concept centre island

#### Dental Lights:

- Ceiling post mounted light  
 Track light  
 Chair mounted light  
 Centre cabinet mounted light  
 Wall mounted light  
 X-rays in Hygiene Rooms  
 Intraoral cameras     Cart     Ceiling mount monitor

Special Instructions: \_\_\_\_\_

## Notes: (Overall Summary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Operatory Layout

This page should be used for detailing existing rooms of equipment and/or detailing rooms with existing services that equipment will be located in.

In the drawing provided, please locate and detail the following as it applies to your situation:

Show entrance(s) to operatory, indicate door swing where required.

Locate windows, note sill height and window height.

Provide overall dimensions of room and detail any projections, columns and irregular shapes.

Any and all operatory cabinetry with the location of sinks, upper storage and any specific features of new or existing cabinets.

Locate any and all existing electrical outlets, plumbing, light switch, volume controls, x-ray control box and x-ray remote switch.

Dental chair junction box utilities, please list what utilities are present and/or required, i.e. air, vacuum, water, drain, electrical and/or spare conduit.

## Equipment List:

Dental chair Type: \_\_\_\_\_

Cuspidor

Doctor's handpiece control – locate on plan Type: \_\_\_\_\_  
(OTP delivery, Side delivery, or Rear delivery)

Dental light – locate on plan Type: \_\_\_\_\_  
(Chair post mount, Ceiling post mount, or Track light)

Intraoral x-ray – locate on plan Type: \_\_\_\_\_  
(indicate x-ray height from finished floor if existing)

Assistant's vacuum utilities – locate on plan Type: \_\_\_\_\_  
(Chair mount, Rear cabinet mount)

Scaler – locate on plan Type: \_\_\_\_\_  
(Cavijet requires water line and air line)

## Operatory Details

Please provide as much detail as possible, including dimensions.



## Notes: (Overall Summary)

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# Dental Office Floor Area Requirements

The following is recommended as a minimum area for a Dental Office. Please add additional area as needed for your specific requirements.

Room Name	Room Size	Sq. Ft.	Qty.	Total
Operatories	10' x 10'	100 sq.ft.		
	10' x 11'	110 sq.ft.		
Hygiene Rooms	9' x 10'	90 sq.ft.		
Reception/Business	8' x 15'	120 sq.ft.		
Waiting Area	12' x 14'	170 sq.ft.		
Kids Play Area	6' x 6'	40 sq.ft.		
Barrier Free Washroom	6' x 8'	50 sq.ft.		
Vestibule (Air Lock)	5' x 8'	40 sq.ft.		
Sterilization Area	7' x 10'	70 sq.ft.		
Laboratory	8' x 10'	80 sq.ft.		
Panoramic X-Ray	5' x 5'	25 sq.ft.		
Panoramic X-Ray (with Ceph)	5' x 8'	40 sq.ft.		
Darkroom	5' x 7'	35 sq.ft.		
Private Office	7' x 10'	70 sq.ft.		
Consultation Room	8' x 10'	80 sq.ft.		
Staff Room	10' x 11'	110 sq.ft.		
Staff/Private Washroom	5' x 5'	25 sq.ft.		
Coat Closet	2' x 4'	10 sq.ft.		
Storage Room	4' x 6'	25 sq.ft.		
Utility Room	4' x 5'	20 sq.ft.		
Other:				
Other:				
Other:				

<b>Total</b>		
Add 15% for Walls (x 0.15)	=	
Add 20% for Hallways (x 0.20)	=	
Grand Total Sq. Ft.		

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