

Department	Standard Components	Room Tag: 3220
Room Name	Office - Single Person, 12m2	Room Code: OFF-S12
Net Room Area Briefed	12.0 M2	
No of Rooms	1	
Subtotal of Briefed Area	12.00 M2	
Hours of Operation	8am to 6pm, daily	
Occupancy	1 staff member; up to 2 visitors	
Also covers these Rooms		
Description/ Special Requirements	<p>A Single Person Office 12 m2 is provided for a Director or other senior Manager to carry out administrative functions in a degree of privacy. The room size allows for a small meeting area within the room. An external outlook is desirable.</p> <p>Acoustics: Sound attenuation level - medium; Acoustic privacy required.</p>	
Amendment	<p>10.12.03, - First Draft 08.02.05, - BOB User review, group 3 furniture modified 15.12.08, - 2008 AUSHFG Review; FF amended</p>	

Room Fabric and outline specifications

ID	Fabric	Material	Finish	Specification	Selection	Remarks
5060	Ceiling	Acoustic	Prefinished	Drop-in tiles, 600x1200		
6030	Cornice	Aluminium	Powdercoat	24mm shadow angle		
8000	Door protection	Vinyl	Prefinished	Kickplate, 300mm high		
9002	Doors	Solid Core/ Glass	Paint	Single leaf, half glazed		910mm clear opening, lockable, glazing optional
1149	Floor finish	Carpet	90/10 Wool/ Nylon	Broadloom, 48 oz.		
2010	Skirting	Vinyl	Prefinished	Feather edged, 150 mmH		
3000	Wall finish	Paint	Acrylic, washable			
7001	Windows					Desirable

Fittings and Furniture (FF)

ID	Description	Category	Group	Qty	Selection / Remarks
1250	Blind: Venetian	Metalwork	3	1	if window provided
1300	Bookcase	Furniture/ Fitting	3	1	
2100	Chair: ergonomic, office	Furniture/ Fitting	3	1	
2600	Chair: visitor, office	Furniture/ Fitting	3	3	
3400	Coathook	Metalwork	1	1	
5905	Desk: with computer workstation	Furniture/ Fitting	3	1	
7900	Filing cabinet: 4 drawer	Furniture/ Fitting	3	1	optional
17250	Pedestal drawer unit: mobile, 660mmH	Furniture/ Fitting	3	1	lockable, under workstation
17255	Pedestal filing unit: mobile, 660mmH	Furniture/ Fitting	3	1	lockable, under workstation
17360	Pinboard: fabric covered	Furniture/ Fitting	2	1	optional, may be include in workstation portion

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20010	Shelving unit	Furniture/ Fitting	3	1	Above desk, may be include in workstation partion
22660	Table: round	Furniture/ Fitting	3	1	small meeting table
24100	Waste bin: paper, 20 Litre	Furniture/ Fitting	3	1	
24400	Whiteboard	Furniture/ Fitting	2	1	900 x 900, optional
24490	Workstation: with partitions	Furniture/ Fitting	3	1	optional, may include pinboard and shelving

Fixtures, Equipment and associated Services (FE)

ID	Description	Group	Qty	Ele	Data	CdW	HtW	WmW	Tap	Dns	Gas	Selection / Remarks
11400	Computer: PC & monitor	3	1	yes	yes	___	___	___	___	___	___	
41100	Printer: networked	3	1	yes	yes	___	___	___	___	___	___	optional
54520	Telephone: handset, handsfree	3	1	___	yes	___	___	___	___	___	___	

Services

ID	Description	Service Category	Qty	Selection / Remarks
1006	Voice / Data outlet: double	Communications	1	1 outlet for telephone
1005	Voice / Data outlet: single	Communications	1	optional, for printer
5000	Airconditioning	HVAC		
6000	General fluorescent	Lighting		
9001	GPO: Double	Power	3	1 in meeting area
9000	GPO: Single	Power	1	optional, for printer