

**Room Name** | Reception/ Clerical, 10m2

**Room Number:** RECL-10

<b>Last modified</b>	01/03/2016
<b>Briefed Area</b>	10.00
<b>Remarks</b>	
<b>Occupancy</b>	Up to 2 staff members
<b>Hours of Operation</b>	<input checked="" type="checkbox"/> 0800 Hours - 1800 or 2000 hours, dependent on function of unit
<b>Acoustics</b>	
<b>Description / Special Requirements</b>	A Reception area where visitors to a Unit can be received and immediately directed to their destination or a Waiting Area. The Reception area may also act as an administrative base providing for the co-ordination of computer entry and making/receiving telephone calls, etc. May also act as the access control to the Unit. Acoustics: sound attenuation level - Medium; acoustic privacy required. Additional design requirements:- Dependent on location, security shutters or glazing may be required.- Reception desk should have set down counter for disabled persons access.- Access for disabled staff working within the Reception area needs to be considered.- A minimum allowance of 4.4m2 per additional person seated- CCTV monitor/intercom and door release button linked to entry point to be considered for areas where controlled and after hour access is required.

## Room Fabrics

AusHFG code	Description	Material	Finish	Specification	Comments
1130	Floor finish	Carpet	90/10 Wool/ Nylon	Carpet tiles	Standard, slip resistant vinyl also acceptable.
3000	Wall finish	Paint	Acrylic, washable		
5007	Ceiling - Plasterboard	Plasterboard	Paint	Bulkhead	optional
5060	Ceiling - Acoustic	Acoustic	Prefinished	Drop-in tiles, 600x1200	
8010	Door protection	Composite	Prefinished PVC	Protection plate to 900 AFFL	
8040	Door protection	Composite	Prefinished PVC	To door frame	Optional. To be decided at project level.
9007	Door - 910mm	Solid Core/ Safety glass	Paint	Single leaf, half glazed	full height door optional, if Reception enclosed, lockable
6030	Cornice	Aluminium	Powdercoat	24mm shadow angle	
2010	Skirting	Vinyl	Prefinished	Feather edged, 150 mmH	Default = featheredged vinyl; floor vinyl covered skirting for vinyl floor.

## Fittings and Furniture

AusHFG code	Description	Group	Qty	Comments
FF-17255	Pedestal filing unit - mobile, 660mmH	3	1	Under bench, lockable. Number to suit design and functionality.
FF-17360	Pinboard - fabric covered	1	1	Optional. If upstand included in reception counter design.
FF-19505	Security screen - safety glass	1	3	optional
FF-2100	Chair - ergonomic, office	3	2	
FF-7517	Counter - accessible	1	1	
FF-7518	Reception desk - high performance surfaces	1	1	Length to suit layout, refer RLS or project specific requirements.
FF-5824	Waste bin - general	3	1	
FF-21270	Stationery slots	1	1	Optional.

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## Fixtures, Equipment and associated Services

AusHFG code	Description	Grp	Qty	Ele	Data	CdW	HtW	WmW	Tap	Dns	Gas	Comments
FE-11400	Computer - PC & monitor	3	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider location of harddrive, if below desk add bracket.
FE-41100	Printer - networked	3	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Optional. EMR compatible.
FE-54510	Telephone - handset, standard	3	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Service Requirements

AusHFG code	Description	Comments
S-5000	Airconditioning	
S-6000	General fluorescent	
S-6030	Special: downlights	over bed/ trolley
S-6055	Special: task light, built in	under O/H cupboards

## Services

AusHFG code	Description	Group	Qty	Comments
S-9010	GPO: Emergency power, single (V)		1	monitor
S-9001	GPO: Double		1	5
S-1006	Voice / Data outlet: double		1	3 1 outlet for telephone
S-5000	Airconditioning		1	1
S-6000	General fluorescent		1	1
S-2088	Light switch: single		1	2
S-6030	Special: downlights		1	1 over bed/ trolley
S-6055	Special: task light, built in		1	2 under O/H cupboards
S-10005	Duress alarm		1	1