

Room Name | Reception/ Clerical, 12m2

Room Number: RECL-12

Last modified	01/03/2016
Briefed Area	12.00
Remarks	
Occupancy	Up to 2 staff members
Hours of Operation	<input checked="" type="checkbox"/> 0800 Hours - 1800 or 2000 hours, dependent on function of unit
Acoustics	
Description or Special Requirements	A Reception area where visitors to the unit of facility can be received combined with an additional workstation area for clerical activities. May also act as the access control to the Unit. Additional Design Requirements: - Dependent on location, security shutters or glazing may be required - Reception desk may have set down counter for disabled persons access, if Reception is accessed by the public - Access for disabled staff working within the Reception area needs to be considered

Room Fabrics

AusHFG code	Description	Material	Finish	Specification	Comments
1149	Floor finish	Carpet	90/10 Wool/ Nylon	Broadloom, 48 oz.	
3000	Wall finish	Paint	Acrylic, washable		
5007	Ceiling - Plasterboard	Plasterboard	Paint	Bulkhead	optional
5060	Ceiling - Acoustic	Acoustic	Prefinished	Drop-in tiles, 600x1200	
9007	Door - 910mm	Solid Core/ Safety glass	Paint	Single leaf, half glazed	full height door optional, if Reception enclosed, lockable
9050	Door - 910mm	Laminate	Prefinished	Single leaf, counter height	910mm clear opening, lockable, optional
6030	Cornice	Aluminium	Powdercoat	24mm shadow angle	
2010	Skirting	Vinyl	Prefinished	Feather edged, 150 mmH	to carpeted area
2160	Skirting	Laminate	Prefinished	150 mmH	to reception desk, external aspect

Fittings and Furniture

AusHFG code	Description	Group	Qty	Comments
FF-1050	Bench - laminate	1	1	900mm AFFL, behind staff station
FF-11465	Keyboard shelf - drop down	1	2	optional
FF-17250	Pedestal drawer unit - mobile, 660mmH	3	2	under workstation bench
FF-17360	Pinboard - fabric covered	1	3	to upstand of reception desk
FF-18550	Reception desk - laminate/ timber	1	1	with resinate/ laminate countertop
FF-19505	Security screen - safety glass	1	1	optional, may also use Perspex/Lexan
FF-20000	Shelving unit - adjustable	1	3	over part workstation bench
FF-2100	Chair - ergonomic, office	3	2	
FF-4410	Cupboard - under bench	1	3	under high bench
FF-4472	Cupboard - wall mounted, lockable	1	1	over high bench
FF-44716	Overbench double door lockable (600hx800wx350d)	1	3	

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AusHFG code	Description	Group	Qty	Comments
FF-5824	Waste bin - general	3	1	

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"/>	
FE-20800	Facsimile machine	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
FE-38445	PABX - switchboard	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
FE-39810	Photocopier - benchtop	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
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
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-9001	GPO: Double	1	8	
S-1006	Voice / Data outlet: double	1	4	1 outlet for telephone
S-5000	Airconditioning	1	1	
S-6000	General fluorescent	1	1	
S-6200	Light switches	1	5	
S-6030	Special: downlights	1	1	over bed/ trolley
S-6055	Special: task light, built in	1	8	under O/H cupboards
S-10005	Duress alarm	1	1	