

Department	Standard Components	Room Tag: 3720
Room Name	Reception/ Clerical, 15m2	Room Code: RECL-15
Net Room Area Briefed	15.0 M2	
No of Rooms	1	
Subtotal of Briefed Area	15.00 M2	
Hours of Operation	0800 Hours - 1800 or 2000 hours, dependent on function of unit	
Occupancy	Up to 3 staff members	
Also covers these Rooms		
Description/ Special Requirements	<p>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.</p> <p>Additional Design Requirements:</p> <ul style="list-style-type: none"> - 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 	
Amendment	<p>04.04.05, - First Draft</p> <p>10.03.09, - 2009 AUSHFG Review; Description & fabric modified</p>	

Room Fabric and outline specifications

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

Fittings and Furniture (FF)

ID	Description	Category	Group	Qty	Selection / Remarks
1050	Bench: laminate	Furniture/ Fitting	1	1	900mm AFFL, behind staff station
1110	Bench: laminate, writing	Furniture/ Fitting	1	1	L shaped
4420	Cupboard: under bench, lockable	Furniture/ Fitting	1	1	under part of high bench, adjustable shelves
4460	Cupboard: wall mounted	Furniture/ Fitting	1	1	over high bench
11465	Keyboard shelf: drop down	Furniture/ Fitting	1	2	optional
17255	Pedestal filing unit: mobile, 660mmH	Furniture/ Fitting	3	2	under workstation bench
17360	Pinboard: fabric covered	Furniture/ Fitting	1	2	to upstand of reception desk

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18550	Reception desk: laminate/ timber	Furniture/ Fitting	1	1	with resinat/ laminate countertop
19505	Security screen: safety glass	Furniture/ Fitting	1	1	optional, may also use Perspex/Lexan
20000	Shelving unit: adjustable	Furniture/ Fitting	1	1	over part workstation bench
24100	Waste bin: paper, 20 Litre	Furniture/ Fitting	3	2	

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	2	yes	yes	___	___	___	___	___	___	
20800	Facsimile machine	3	1	yes	yes	___	___	___	___	___	___	optional
38445	PABX: switchboard	3	1	yes	yes	___	___	___	___	___	___	optional
39810	Photocopier: benchtop	3	1	yes	___	___	___	___	___	___	___	optional
41100	Printer: networked	3	1	yes	yes	___	___	___	___	___	___	optional
54510	Telephone: handset, standard	3	2	___	yes	___	___	___	___	___	___	

Services

ID	Description	Service Category	Qty	Selection / Remarks
1006	Voice / Data outlet: double	Communications	4	
5000	Airconditioning	HVAC		
6000	General fluorescent	Lighting		
6030	Special: downlights	Lighting		to bulkhead, if provided
6055	Special: task light, built in	Lighting		to counter top & under O/H joinery
9001	GPO: Double	Power	8	
10005	Duress alarm	Security	1	