

Room Name	Reception/ Clerical, 10m2		Room Number RECL-10
Revision	5		
Issue Date	20.03.17		
BRIEFING			
Briefed Area	10.00 m ²		
Hours of Operation	0800 Hours - 1800 or 2000 hours, dependent on function of unit		
Occupancy	Up to 2 staff members		
Acoustics	Sound attenuation level - Medium; acoustic privacy required.		
Remarks			
Description / Special Requirements	<p>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. 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.</p>		
SERVICES			
General Requirements	BODY PROTECTED = No	CARDIAC PROTECTED = No	
Air	AIRCONDITIONING = Yes	AIRCONDITIONING: hepa filtered = No	
	AIRCONDITIONING: positive pressure = No	AIRCONDITIONING: negative pressure = No	
	EXHAUST: room exhaust = No	VENTILATION = No	
Lighting	LIGHTING: colour corrected = No	LIGHTING: dimmable = No	
	LIGHTING: downlights = Yes	LIGHTING: downlights, dimmable = No	
	LIGHTING: fluorescent, downlights = No	LIGHTING: fluorescent, flush with ceiling, tamper proof = No	
	LIGHTING: fluorescent, general = Yes	LIGHTING: indirect = No	
Nurse Call	NURSE CALL SYSTEM = No		

Room Fabrics

AusHFG code	Description	Comment
CLTI-002	CEILING: acoustic, drop-in tiles, 600 x 1200	
CLGE-001	CEILING: plasterboard, bulkhead, paint	optional
CLCN-002	CORNICE: aluminium, 24mm shadow angle, powdercoat	
DWGL-003	DOOR: 910mm c/o, single leaf, half glazed, solid core/safety glass, paint	full height door optional, if Reception enclosed, lockable
DWPR-006	DOOR PROTECTION: protection plate, to 900 AFFL, PVC, prefinished	
DWPR-010	DOOR PROTECTION: to door frame, PVC, prefinished	Optional. To be decided at project level.
FLCP-006	FLOOR FINISH: carpet, carpet tiles, 90/10 wool/nylon	Slip resistant vinyl also acceptable.
FLSK-009	SKIRTING: vinyl, feather edged, 150H, prefinished	Default = featheredged vinyl; floor vinyl coved skirting for vinyl floor.
WLWA-004	WALL FINISH: paint, acrylic, washable	

Fittings, Furniture and Equipment (FF&E) Items

Room Name | Reception/ Clerical, 10m2

Room Number RECL-10

AusHFG code	Description	Group	Qty	Comment
FQCW-016	BIN: waste, general, 20L	3	1	
FQBS-018	CHAIR: office, ergonomic	3	2	
ITNE-007	COMPUTER: desktop, with display screen	3	2	Consider location of harddrive, if below desk add bracket.
FIJO-171	JOINERY UNIT: counter top and screen under, accessible	1	1	
FIJO-177	JOINERY UNIT: reception desk, high performance surfaces	1	1	Length to suit layout, refer RLS or project specific requirements.
FIJO-180	JOINERY UNIT: stationery slots	1	1	Optional.
FIBM-013	NOTICEBOARD: fixed, fabric covered	1	1	Optional. If upstand included in reception counter design.
FQSM-009	PEDESTAL: mobile, filing unit, 660H	3	1	Under bench, lockable. Number to suit design and functionality.
ITNE-023	PRINTER: networked	3	1	Optional. EMR compatible.
WLPT-008	SCREEN: security, safety glass	1	3	optional
ITNE-049	TELEPHONE: handset, desktop	3	2	

Engineering Services

AusHFG code	Description	Group	Qty	Comment
ITSE-006	BUTTON: duress, fixed	1	1	
ELGP-208	GPO: double, wall mounted	1	5	2 per workspace + spare.
ELGP-123	GPO: emergency power, single, wall mounted	1	1	Optional, for CCTV monitor if required.
LIFX-008	LIGHT: task light, built in	1	2	Incorporated into reception counter design, optional.
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	3	Number of outlets per faceplate as per ICT policy. 1 per workspace + spare.
ELBO-015	SWITCH: light, single	1	2	