

Room Name Reception/ Clerical, 12m2

Room Number RECL-12

Revision

5

Issue Date

20.03.17

BRIEFING
Briefed Area

 12.00 m²
Hours of Operation

0800 Hours - 1800 or 2000 hours, dependent on function of unit

Occupancy

Up to 2 staff members

Acoustics
Remarks
**Description /
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.

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
DWGE-001	DOOR: 910mm c/o, single leaf, laminated, counter height	lockable, optional
FLCP-003	FLOOR FINISH: carpet, broadloom, 48 oz., 90/10 wool/nylon	
FLSK-003	SKIRTING: laminate, 150H, prefinished	to reception desk, external aspect
FLSK-009	SKIRTING: vinyl, feather edged, 150H, prefinished	to carpeted area
WLWA-004	WALL FINISH: paint, acrylic, washable	

Fittings, Furniture and Equipment (FF&E) Items

AusHFG code	Description	Group	Qty	Comment
FIJO-059	BENCH TOP: 600D, joinery under, laminate finish	1	1	900mm affl, behind staff station
FQCW-016	BIN: waste, general, 20L	3	1	
FQBS-018	CHAIR: office, ergonomic	3	2	

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AusHFG code	Description	Group	Qty	Comment
ITNE-007	COMPUTER: desktop, with display screen	3	2	
FIJO-135	CUPBOARD: underbench, double door, adj shelves	1	3	under high bench
FIJO-145	CUPBOARD: wall mount, double door, adj shelves, lockable	1	3	
FIJO-152	CUPBOARD: wall mount, shelf unit, adj shelves	1	3	over part workstation bench
FIJO-157	CUPBOARD: wall mount, single door, adj shelves, lockable	1	1	over high bench
ITNE-016	FAX MACHINE: desktop	3	1	optional
FIJO-177	JOINERY UNIT: reception desk, high performance surfaces	1	1	with resinate/ laminate countertop, includes work surface
FQDW-004	KEYBOARD SHELF: drop down, for workstation	1	2	optional
FIBM-013	NOTICEBOARD: fixed, fabric covered	1	3	to upstand of reception desk
WLPT-003	PARTITION: laminate	1	3	under worktop
FQSM-007	PEDESTAL: mobile, drawer unit, 660H	3	2	under workstation bench
FQGE-049	PHOTOCOPIER: benchtop	3	1	optional
ITNE-023	PRINTER: networked	3	1	optional
WLPT-008	SCREEN: security, safety glass	1	1	optional, may also use Perspex/Lexan
ITNE-049	TELEPHONE: handset, desktop	3	2	
ITNE-056	TELEPHONE PABX: switchboard	3	1	optional

Engineering Services

AusHFG code	Description	Group	Qty	Comment
ITSE-006	BUTTON: duress, fixed	1	1	
ELGP-208	GPO: double, wall mounted	1	8	
LIFX-008	LIGHT: task light, built in	1	8	to counter top & under O/H joinery
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	4	
ELBO-015	SWITCH: light, single	1	5	