Room Name	Reception, 20m2	Room Number RECP-20

Revision	1
Issue Date	24.06.2022

BRIEFING

Briefed Area	20.00 m^2
Hours of Operation	8am to 6pm, daily, dependent on function of unit
Occupancy	3 staff
Acoustics	Sound attenuation level - Medium; acoustic privacy required.
Remarks	
Description / Special Requirements	A Reception area where visitors to a Unit can be received and directed to their destination or to a Waiting Area. The Reception may also act as an administrative base as well as controlling access to the Unit.

Additional Considerations:

- Dependent on location, security glazing or shutters may be required.

- A recessed area for front access by wheelchair users is typically required. Depending on check in requirements at Reception, a set down area for visual access only may be sufficient.

- Adjustable height workstations may be provided in line with WHS policies and access for disabled staff working within the Reception area is to be considered.

- CCTV monitor, intercom and door release buttons linked to entry points may be required for access control depending on location.

- A desktop printer and labels printer may be provided as required. Printing, scanning and photocopying facilities may be consolidated with ready access from Reception to suit service requirements.

- Swipe card access to reception may be provided to suit security requirements.

SERVICES

Electrical	BODY PROTECTED	☐	CARDIAC PROTECTED	☐
HVAC	AIRCONDITIONING	☑	AIRCONDITIONING: hepa filtered	☐
	AIRCONDITIONING: positive pressure	☐	AIRCONDITIONING: negative pressure	☐
	EXHAUST: room exhaust	☐	VENTILATION	☐
Lighting	LIGHTING: colour corrected	☐	LIGHTING: dimmable	☐
	LIGHTING: downlights	☐	LIGHTING: downlights, dimmable	☐
	LIGHTING: fluorescent/LED, downlights	☐	LIGHTING: fluorescent/LED, flush with ceiling, tamper proof	☐
	LIGHTING: fluorescent/LED, general	☑	LIGHTING: indirect	☐
Security / Nurse Call	NURSE CALL SYSTEM	☐		

Room Fabrics

AusHFG code	Description	Comment
CLTI-002	CEILING: acoustic, drop-in tiles, 600 x 1200	
CLGE-001	CEILING: plasterboard, bulkhead, paint	
CLCN-009	CORNICE: wall trim fixing	
DWGL-005	DOOR: 910mm c/o, single leaf, observation panel, solid core/glass, paint	
DWPR-001	DOOR PROTECTION: kickplate, to 300 AFFL	
FLVY-007	FLOOR FINISH: vinyl, seamless, coved, standard slip resistant	carpet tiles are also acceptable
FLSK-010	SKIRTING: vinyl, floor vinyl coved, 150H, prefinished	

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AusHFG code	Description	Comment
WLWA-004	WALL FINISH: paint, acrylic, washable	

Fittings, Furniture and Equipment (FF&E) Items

AusHFG code	Description	Group	Qty	Comment
FIJO-051	BENCH TOP: 450D, joinery under	1	1	
FQCW-016	BIN: waste, general, 20L	3	2	
FIJO-099	CAC: cable access cap	3	3	
FQBS-018	CHAIR: office, ergonomic	3	3	
ITNE-007	COMPUTER: desktop, with display screen	3	3	dual screens may be provided to suit service requirements
FIJO-106	CUPBOARD: drawer unit, 4 equal	1	2	
FIJO-135	CUPBOARD: underbench, double door, adj shelves	1	2	
FIJO-182	JOINERY UNIT: reception desk	1	1	
FQSM-007	PEDESTAL: mobile, drawer unit, 660H	3	2	
FQGE-056	PRINTER: desktop, labels	3	1	optional
ITNE-023	PRINTER: networked	3	1	optional
WLPT-014	SCREEN: acoustic, privacy, safety glass	1	3	optional
WLPT-015	SCREEN: security, safety glass, with communication slot and pass through	1	4	optional
ITNE-049	TELEPHONE: handset, desktop	3	3	
FIBM-019	WHITEBOARD: fixed, magnetic	2	1	

Engineering Services

AusHFG code	Description	Group	Qty	Comment
ITSE-006	BUTTON: duress, fixed	1	1	
ELBO-003	CONTROL PANEL: lighting	1	1	optional
MEGE-007	CONTROL PANEL: temperature	1	1	optional
ITSE-025	DOOR RELEASE: access control, remote activation	1	1	optional, to external entry and/ or unit entry as required
ELGP-208	GPO: double, wall mounted	1	8	3 x for BYO devices, to be located above desk for easy access, location of outlets to meet local operational/WHS requirements, 1 x optional for label printer
ELGP-223	GPO: emergency power, double, wall mounted	1	3	extent of emergency power to be determined based on service requirements, location of outlets to meet local operational/WHS requirements
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	1	
ITIN-016	OUTLET: data, single RJ45, wall mounted	1	1	optional for label printer
ITIN-036	OUTLET: data, triple RJ45, wall mounted	1	3	location of outlets to meet local operational/WHS requirements
ITSE-038	READER: access control, general	1	1	optional

Room Name | **Reception, 20m2**

Room Number RECP-20

AusHFG code	Description	Group	Qty	Comment
ELBO-015	SWITCH: light, single	1	1	