

Department	Standard Components	Room Tag:	3720
Room Name	Reception/ Clerical, 15m2	Room Code:	RECL-15-SJ
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.</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, <p>if Reception is accessed by the public</p>		
Amendment	13.03.2014 - First Issue		

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
6025	Cornice	Aluminium	Powdercoat	shadow line		
9050	Doors	Laminate	Prefinished	Single leaf, counter height		920mm clear opening, optional, for additional security
9002	Doors	Solid Core/ Glass	Paint	Single leaf, half glazed		920mm clear opening, optional, for additional security, lockable
1149	Floor finish	Carpet	90/10 Wool/ Nylon	Broadloom, 48 oz.		
2160	Skirting	Laminate	Prefinished	150mmH		to Reception desk, external aspect
949496	Skirting	Timber	Paint	150mmH x 20mm thick, nominal		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
1950	Chair: ergonomic, high	Furniture/ Fitting	3	1	
2100	Chair: ergonomic, office	Furniture/ Fitting	3	2	
4230	Counter top	Furniture/ Fitting	1	1	to Reception desk, resinate/ laminate
4410	Cupboard: under bench	Furniture/ Fitting	1	1	under part of high bench, adjustable shelves
4460	Cupboard: wall mounted	Furniture/ Fitting	1	1	over high bench

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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
18550	Reception desk: laminate/ timber	Furniture/ Fitting	1	1	with resinate/ 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	Cd	W	H	T	m	WT	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
1008	Telephone: PABX main line/s	Communications	1	to PABX, optional
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	