

Department	Standard Components	Room Tag:	1940
Room Name	Clerical Support/ Medical Records	Room Code:	CLREC-SJ
Net Room Area Briefed	9.0 M2		
No of Rooms	1		
Subtotal of Briefed Area	9.00 M2		
Hours of Operation	8am to 8pm, Monday to Friday		
Occupancy	1-2 intermittently		
Also covers these Rooms			
Description/ Special Requirements	A room for clerical activities including record sorting and secure storage of medical records. The photocopier, facsimile and printer may also be located in this area if required.		
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		
6025	Cornice	Aluminium	Powdercoat	shadow line		
8000	Door protection	Vinyl	Prefinished	Kickplate, 300mm high		
9004	Doors	Solid Core/ Glass	Paint	Single leaf, observation panel		920mm clear opening, lockable
1149	Floor finish	Carpet	90/10 Wool/ Nylon	Broadloom, 48 oz.		vinyl also acceptable
949496	Skirting	Timber	Paint	150mmH x 20mm thick, nominal		or floor vinyl covered skirting
3000	Wall finish	Paint	Acrylic, washable			

Fittings and Furniture (FF)

ID	Description	Category	Group	Qty	Selection / Remarks
1050	Bench: laminate	Furniture/ Fitting	1	1	
4420	Cupboard: under bench, lockable	Furniture/ Fitting	1	1	adjustable shelves; paper storage
13661	Metal shelving: medical records	Furniture/ Fitting	3	2	
20000	Shelving unit: adjustable	Furniture/ Fitting	1	1	over bench
24400	Whiteboard	Furniture/ Fitting	2	1	900 x 900, optional

Fixtures, Equipment and associated Services (FE)

ID	Description	Group	Qty	Ele	Date	Cd	W	H	T	W	m	W	Tap	Dns	Gas	Selection / Remarks
20800	Facsimile machine	3	1	yes	yes	___	___	___	___	___	___	___	___	___	___	optional
39800	Photocopier	3	1	yes	___	___	___	___	___	___	___	___	___	___	___	optional
41100	Printer: networked	3	1	yes	yes	___	___	___	___	___	___	___	___	___	___	optional

Services

ID	Description	Service Category	Qty	Selection / Remarks
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ID	Description	Service Category	Qty	Selection / Remarks
1006	Voice / Data outlet: double	Communications	3	1 outlet for telephone-fax
5000	Airconditioning	HVAC		
5019	Exhaust	HVAC		over photocopier
6000	General fluorescent	Lighting		
9001	GPO: Double	Power	3	