

NSW Standard Project
Room Data Sheets

Department	Standard Components	Room Tag: 3720
Room Name	Reception/ Clerical, 15m2	Room Code: RECL-15
Area	15.0 M2	
No of Rooms	1	
Subtotal of Area	15.0 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, if Reception is accessed by the public 	
Amendment	04.04.05, - First Draft	

Room Fabric and outline specifications

ID	Fabric	Material	Finish	Specification	Selection	Remarks
5007	Ceiling	Plasterboard	Paint	Bulkhead		optional
5060	Ceiling	Acoustic	Prefinished	Drop-in tiles, 600x1200		
6030	Cornice	Aluminium	Powdercoat	24mm shadow angle		
9002	Doors	Solid Core/ Glass	Paint	Single leaf, half glazed		optional, for additional security, lockable
9050	Doors	Laminate	Prefinished	Single leaf, counter height		optional, for additional security
1149	Floor finish	Carpet	90/10 Wool/ Nylon	Broadloom, 48 oz.		
2010	Skirting	Vinyl	Prefinished	Feather edged, 150 mmH		
3000	Wall finish	Paint	Acrylic, washable			

Fittings and Furniture (FF)

ID	Description	Category	Group	Qty	Selection
1050	Bench: laminate	Furniture/ Fitting	1	1	900mm AFFL, behind staff station
1110	Bench: laminate, writing	Furniture/ Fitting	1	1	L shaped
4420	Cupboard: under bench, lockable	Furniture/ Fitting	1	1	under part of high bench, adjustable shelves
4460	Cupboard: wall mounted	Furniture/ Fitting	1	1	over high bench
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	

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Fixtures, Equipment and associated Services (FE)

ID	Description	Group	Qty	Ele	Data	CdW	HtW	WmW	Tap	Dns	Gas	Selection
11400	Computer: PC & monitor	3	2	yes	yes	___	___	___	___	___	___	
20800	Facsimile machine	3	1	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	Remarks
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	