

Department	Standard Components	Room Tag:	3705
Room Name	Reception/ Clerical, 10m2	Room Code:	RECL-10-SJ
Net Room Area Briefed	10.0 M2		
No of Rooms	1		
Subtotal of Briefed Area	10.00 M2		
Hours of Operation	0800 Hours - 1800 or 2000 hours, dependent on function of unit		
Occupancy	Up to 2 staff members		
Also covers these Rooms			
Description/ Special Requirements	<p>An area where visitors to the unit of facility can be received and immediately directed to their destination or a Waiting Area.</p> <p>Additional Design Requirements:</p> <ul style="list-style-type: none"> - Dependent on location, security shutters or glazing may be required - Reception desk should have set down counter for disabled persons access 		
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, lockable, optional
9007	Doors	Solid Core/ Safety glass	Paint	Single leaf, half glazed		full height door optional, if Reception enclosed, lockable
1149	Floor finish	Carpet	90/10 Wool/ Nylon	Broadloom, 48 oz.		
2160	Skirting	Laminate	Prefinished	150 mmH		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
2100	Chair: ergonomic, office	Furniture/ Fitting	3	2	
4230	Counter top	Furniture/ Fitting	1	1	to Reception desk, resinate/ laminate
11465	Keyboard shelf: drop down	Furniture/ Fitting	1	2	optional
17255	Pedestal filing unit: mobile, 660mmH	Furniture/ Fitting	3	1	under bench
17360	Pinboard: fabric covered	Furniture/ Fitting	1	2	to upstand of reception desk
18550	Reception desk: laminate/ timber	Furniture/ Fitting	1	1	
19505	Security screen: safety glass	Furniture/ Fitting	1	1	optional
24100	Waste bin: paper, 20 Litre	Furniture/ Fitting	3	1	

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Fixtures, Equipment and associated Services (FE)

ID	Description	Group	Qty	Ele	Data	Cd	WH	TW	Wm	WT	Tap	Dns	Gas	Selection / Remarks
11400	Computer: PC & monitor	3	2	yes	yes	___	___	___	___	___	___	___	___	2nd computer optional
38445	PABX: switchboard	3	1	yes	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	2	1 outlet on each panel for telephone
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
9001	GPO: Double	Power	4	
10005	Duress alarm	Security	1	