



Meeting Room, 55m²

Room Code	MEET-55
Briefed Area	55.00 m ²
Ceiling Height	2.7 m
Occupancy	up to 45 staff seated
Hours of Operation	Up to 24 hours (dependent on unit operating hours)

Description | A large multipurpose room for staff meetings, education and training activities. Requirement for Hearing Augmentation to be confirmed.

Electrical | PROTECTION: body protected
PROTECTION: cardiac protected

HVAC | AIRCONDITIONING: general
AIRCONDITIONING: HEPA filtered
AIRCONDITIONING: positive pressure
AIRCONDITIONING: negative pressure
VENTILATION: exhaust
VENTILATION: natural

Lighting | LIGHTING: general
LIGHTING: colour corrected
LIGHTING: dimmable
LIGHTING: indirect

Nurse Call and Duress | NURSE CALL SYSTEM: buttons / handset

Additional Considerations

- An operable wall may be provided to open this room to an adjoining meeting room, increasing capacity for lectures, training activities or events. Connections and coordination between AV and video conferencing equipment in adjoining rooms will need to be considered to support both separate and combined activities.
- Video conferencing systems and AV equipment will be dependent on service requirements and local ICT policies. The lectern design, display system, sound system, microphone, room and video conferencing control and supporting AV equipment must be carefully considered to provide a cohesive solution for users.
- To support video conferencing, decor should be light/neutral and free from busy patterns within the camera view for optimal image quality.
- Room booking panels may be provided to suit service/facility approach to room scheduling.
- Occupancy will vary, with the total number of people that may be accommodated in the space dependent on furniture layout.
- Furniture and layout will vary to suit service requirements. Furniture considerations include provision of chairs with integral note tables, stackable chairs and folding tables to support reconfiguration of the layout for flexible use of the space.
- A storage zone or enclosed storeroom may be provided to hold additional furniture to support alternate layouts. If multiple rooms are provided, furniture storage areas may be shared.
- Floor boxes for services may be provided to support flexible use of the space. Location to be confirmed to suit service requirements.
- Acoustics to be carefully considered to ensure appropriate sound levels, particularly with video conferencing equipment provided, and to reduce noise transfer to/from adjacent areas for privacy and to reduce disruption. Background noise (e.g. from air conditioning) should be minimised. Hard surfaces may be covered to reduce reverberation as required.
- Where a meeting room is intended to be used with patients and/or family, additional features for staff safety (e.g. duress buttons, additional egress doors, etc.) may be considered to suit service requirements. An operational model for responding to calls from staff/patients will be needed to support the inclusion of a nurse call system and is to be determined based on service requirements.
- When used with patients and/or family in mental health settings, an alternative egress door should be provided. Where possible, equipment should be recessed into walls and finishes, fittings, fixtures and furniture should be suitable for mental health patients. All glazing (including external windows) is to be Grade A safety glass to comply with AS/NZS 2208 and AS 1288.
- Ready access to a telephone in an adjacent space may be required to answer pagers.



Doors and Windows

CODE	DESCRIPTION	COMMENT
DOHI-212.01	DOOR: hinged, 2 leaves, 1600 clear opening, solid, standard vision panel	[DWGL-052] may be lockable
AFDPR-001.01	DOOR PROTECTION: kickplate, to 300H	[DWPR-001] to corridor side, extent dependent on equipment movement in adjacent area
AFDPR-001.01	DOOR PROTECTION: kickplate, to 300H	[DWPR-001] to room side



Finishes

CODE	DESCRIPTION	COMMENT
FLCP-006	FLOOR FINISH: carpet tiles	[FLCP-006]
FLSK-026	SKIRTING: vinyl, feather edge	[FLSK-009] aluminum skirting is also acceptable
WLFI-202	ACOUSTIC TREATMENT: wall panel, prefinished	[WLWA-001] optional; to suit acoustic requirements
WLFI-001	WALL FINISH: paint	[WLWA-004]
CLTI-022.02	CEILING: drop-in tiles, acoustic, prefinished, 600 x 1200	[CLTI-002]
CLCN-041	CORNICE: wall trim fixing, prefinished	[CLCN-009]



Fittings, Furniture and Equipment (FF&E)

CODE	DESCRIPTION	GROUP	QTY	COMMENT
FIBM-019	WHITEBOARD: fixed, magnetic	2	1	[FIBM-019]
FIHR-331	BRACKET: display screen, single, fixed, wall mounted	2	1	[FIHR-006] configuration of ICT/AV equipment to suit service requirements and local ICT policies
FQBS-142	CHAIR: meeting room, stackable	3	42	[FQBS-059]
FQGE-121	CLOCK: analogue display, battery operated	3	1	[FQGE-005]
FQTA-124.04	TABLE: rectangular, 750H, 1200L x 900W, folding, on casters	3	4	[FQTA-086] quantity, type and size to be confirmed to suit service requirements
FQWS-051	BIN: general waste, 20L	3	1	[FQCW-016]
ITAV-102	CONTROL PANEL: AV system, wall mounted	1	1	[ITAV-006] configuration of ICT/AV equipment to suit service requirements and local ICT policies; item may be wall mounted or portable
ITAV-111	COMPUTER: AV system, central processing unit (CPU)	3	1	[ITAV-063] configuration of ICT/AV equipment to suit service requirements and local ICT policies
ITAV-121	DISPLAY SCREEN: AV system	3	1	[ITAV-051] configuration of ICT/AV equipment to suit service requirements and local ICT policies
ITAV-131	CAMERA: AV system, video conferencing, ceiling mounted	1	1	[ITAV-064] optional, multidirectional, to rear of room for view of speaker, configuration of ICT/AV equipment to suit service requirements and local ICT policies
ITAV-132	CAMERA: AV system, video conferencing, wall mounted	1	1	[ITNE-004]
ITAV-142	MICROPHONE: AV system, ceiling mounted, array	1	2	[ITAV-071] may be recessed in ceiling, configuration of ICT/AV equipment to suit service requirements and local ICT policies
ITAV-152	SPEAKER: AV system, ceiling recessed	1	6	[ITAV-057]
ITAV-191	LECTERN: mobile, with microphone	3	1	[FQDW-006 and ITAV-014]

CODE	DESCRIPTION	GROUP	QTY	COMMENT
ITBU-031	CONTROL PANEL: room booking system	①	1	[ITAV-062] optional, provision to suit service requirements and local ICT policies



Engineering Services

CODE	DESCRIPTION	GROUP	QTY	COMMENT
ELGP-105	GPO: single, wall mounted, cleaner	①	1	[ELGP-110] as required for distribution across the unit in accordance with AS/NZS 3003
ELGP-126	GPO: single, in floor box	①	8	[ELGP-103] optional, 4 to each floor box if provided
ELGP-126	GPO: single, in floor box	①	4	[ELGP-103] to floor box for lectern
ELGP-201	GPO: double, wall mounted	①	3	[ELGP-208] to AV/videoconferencing equipment; quantity to be confirmed to suit equipment selection and service requirements
ELGP-201	GPO: double, wall mounted	①	1	[ELGP-208]
ELSW-001	SWITCH: light	①	1	[ELBO-015]
ITIN-011	OUTLET: data, single RJ45, ceiling mounted	①	1	[ITIN-011] optional, to speaker camera at rear of room if provided
ITIN-016	OUTLET: data, single RJ45, wall mounted	①	1	[ITIN-016] to AV system control panel
ITIN-016	OUTLET: data, single RJ45, wall mounted	①	1	[ITIN-016] optional, to room booking control panel if provided
ITIN-021	OUTLET: data, double RJ45, ceiling mounted	①	2	[ITIN-021] to microphone array
ITIN-022	OUTLET: data, double RJ45, in floor box	①	1	[ITIN-022] to floor box for lectern
ITIN-022	OUTLET: data, double RJ45, in floor box	①	2	[ITIN-022] optional, 1 to each floor box if provided
ITIN-036	OUTLET: data, triple RJ45, wall mounted	①	2	[ITIN-036] to AV/videoconferencing equipment; AV outlet type and quantity to be confirmed to suit equipment selection and service requirements
ITIN-162	FLOOR BOX: power and data outlets, flush floor mounted	①	1	[ITIN-143] to lectern
ITIN-162	FLOOR BOX: power and data outlets, flush floor mounted	①	2	[ITIN-143] optional, to support flexible layout, location to be confirmed to suit service requirements

For guidance on how to use the Room Data Sheet, please visit the [AusHFG website](#).