



Meeting Room, 9m²

Room Code	MEET-9
Briefed Area	9.00 m ²
Ceiling Height	2.7 m
Occupancy	up to 4 staff seated
Hours of Operation	Up to 24 hours (dependent on unit operating hours)

Description | The Meeting Room, 9m² provides the space and amenities to accommodate up to 4 staff (seated) for interviews, meetings, and education and training activities. This room may also function as a 'breakout' room in an open plan office environment. For small meeting spaces suitable for use with patients/visitors refer to the Interview Room (INTV) Standard Component.

Electrical | PROTECTION: body protected
PROTECTION: cardiac protected

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

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

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

Additional Considerations

- Inclusion of videoconferencing systems and audio visual (AV) equipment will not be required in all 9m² meeting rooms, particularly where the room is predominantly used for ad hoc meetings with BYO devices. Provision of ICT/AV equipment and services will need to be confirmed based on service requirements.
- Where provided, the configuration of videoconferencing systems and AV equipment will vary to suit service requirements and local ICT policies. The display system, sound system, microphone, camera, control panels and supporting AV equipment must be carefully considered within the context of the department/facility in order to provide a cohesive, intuitive solution for users.
- Where a camera is provided for video conferencing the furniture layout should be considered to allow for visibility of users within the field of view. Decor should also be light/neutral and free from busy patterns within the camera view for optimal image quality.
- The requirement for the inclusion of hearing augmentation systems (e.g. hearing aid induction loops, or solutions that require infrared, radio frequency, or Wi-Fi systems) will be dependent on the specifications/features of the selected ICT/AV equipment and software. Provision of a hearing augmentation system is to be confirmed at project level in consultation with accessibility and ICT experts.
- Inclusion of a fixed duress button may be considered depending on the location of the room within a department. Fixed duress may not be required where the room is planned in an area that is only accessible by staff. Mobile duress coverage is to be assessed and planned at a department level to suit local security and WHS policies and operational service requirements.
- Room booking panels may be provided to suit the department/facility approach to room scheduling.
- Acoustics are to be carefully considered to ensure appropriate sound levels and to reduce noise transfer to/from adjacent areas for privacy and to reduce disruption, particularly where videoconferencing equipment is provided. Background noise (e.g. from air conditioning) should be minimised. Some hard surfaces may be covered with appropriate acoustic finishes to reduce reverberation as required.
- Ready access to a telephone in an adjacent space may be required for staff to answer pagers.
- Access to natural light is desirable and, where overall department planning allows, an external window should be provided.



Doors and Windows

CODE	DESCRIPTION	COMMENT
DOHI-013.01	DOOR: hinged, 1 leaf, 900 clear opening, solid, standard vision panel	[DWGL-005] 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
WIFX-156.01	WINDOW: fixed, external, double glazed, sill at 750H	[DWWH-005] access to natural light is desirable
AHWCV-001	WINDOW COVERING: blind, roller, single	[DWWD-004]



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-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] optional, provision to suit service requirements and local ICT policies
FQBS-142	CHAIR: meeting room, stackable	3	4	[FQBS-059]
FQTA-126.01	TABLE: rectangular, 750H, 1500L x 900W	3	1	[FQTA-023]
FQWS-051	BIN: general waste, 20L	3	1	[FQCW-016]
ITAV-102	CONTROL PANEL: AV system, wall mounted	1	1	[ITAV-006] optional; provision to suit service requirements and local ICT policies; where provided, item may be wall mounted, table mounted or portable
ITAV-111	COMPUTER: AV system, central processing unit (CPU)	3	1	[ITAV-063] optional, provision to suit service requirements and local ICT policies
ITAV-121	DISPLAY SCREEN: AV system	3	1	[ITAV-051] optional, provision to suit service requirements and local ICT policies
ITAV-160	SOUNDBAR: AV system, camera, speaker and microphone, wall mounted	1	1	[ITAV-090] optional, provision to suit service requirements and local ICT policies; AV equipment configurations may vary and camera, speaker and microphone functions may be provided by individual items
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-201	GPO: double, wall mounted	1	3	[ELGP-208] optional, to AV/ videoconferencing equipment if provided;

CODE	DESCRIPTION	GROUP	QTY	COMMENT
				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-016	OUTLET: data, single RJ45, wall mounted	①	1	[ITIN-016] optional, to room booking control panel if provided
ITIN-016	OUTLET: data, single RJ45, wall mounted	①	1	[ITIN-016] optional, to AV system control panel if provided
ITIN-026	OUTLET: data, double RJ45, wall mounted	①	1	[ITIN-026]
ITIN-046	OUTLET: data, quadruple RJ45, wall mounted	①	1	[ITIN-046] optional, to AV/videoconferencing equipment if provided; AV outlet type and quantity to be confirmed to suit equipment selection and service requirements

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