



## Office - 1 Person, 12m<sup>2</sup>

<b>Room Code</b>	OFF-1P-12
<b>Briefed Area</b>	12.00 m <sup>2</sup>
<b>Ceiling Height</b>	2.7 m
<b>Occupancy</b>	1 staff (with up to 3 additional staff / visitors intermittently)
<b>Hours of Operation</b>	8am to 6pm, daily (dependent on unit operating hours)

**Description** | The Office - 1 Person, 12m<sup>2</sup> provides the space and amenities to accommodate 1 staff member carrying out computer based and administrative tasks in privacy. The room size allows for a small table for small meetings, ad hoc discussions or interviews with up to 3 additional persons as required.

<b>Electrical</b>	PROTECTION: body protected <input type="checkbox"/>	<b>HVAC</b>	AIRCONDITIONING: general <input checked="" type="checkbox"/>
	PROTECTION: cardiac protected <input type="checkbox"/>		AIRCONDITIONING: HEPA filtered <input type="checkbox"/>
<b>Lighting</b>	LIGHTING: general <input checked="" type="checkbox"/>	AIRCONDITIONING: positive pressure <input type="checkbox"/>	AIRCONDITIONING: negative pressure <input type="checkbox"/>
	LIGHTING: colour corrected <input type="checkbox"/>	VENTILATION: exhaust <input type="checkbox"/>	VENTILATION: natural <input type="checkbox"/>
	LIGHTING: dimmable <input type="checkbox"/>		
	LIGHTING: indirect <input type="checkbox"/>		
<b>Nurse Call and Duress</b>	NURSE CALL SYSTEM: buttons / handset <input type="checkbox"/>		

- Additional Considerations**
- Consider the placement of power and data within the room to support flexible arrangement of the furniture to suit user requirements.
  - Inclusion of a fixed duress button is dependent on the location of the room and 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.
  - Requirements for the size and ergonomic features of the workstation are to be confirmed at project level to suit local Work Health and Safety (WHS) and office accommodation policies.
  - Provision and extent of emergency/standby power is to be confirmed at project level to suit site and service requirements.
  - 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-003.01	DOOR: hinged, 1 leaf, 900 clear opening, solid	[DWSC-003] lockable
AFDPR-001.01	DOOR PROTECTION: kickplate, to 300H	[DWPR-001] to room side
AFDPR-006.01	DOOR PROTECTION: plate, to 900H	[DWPR-005] to corridor side, extent dependent on movement of beds and mobile equipment in adjacent area; to be coordinated with corridor wall protection
WIFX-002.01	WINDOW: fixed, internal, single glazed, sill at skirting level	[DWOB-002] sidelight to door, extent of glazing to suit requirements for privacy and borrowed light
AFWFI-021	WINDOW FINISH: privacy film	
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] optional
FIHR-026	HOOK: coat, wall mounted	1	2	[FIHR-026] optional; where only one hook is provided ensure lower height is nominated for accessibility
FQBS-106	CHAIR: visitor, office areas	3	3	[FQBS-029]
FQBS-171	CHAIR: office, ergonomic	3	1	[FQBS-018]
FQDW-134.04	WORKSTATION: straight, adjustable height, 720H nom, 750D x 1600W	3	1	[FQDW-054]
FQSM-063	PEDESTAL: mobile, 660H nominal, 3 equal drawers	3	1	[FQSM-007] lockable
FQSN-285	CABINET: floor standing, 1200H nominal, tambour unit	3	1	[FQSN-135] lockable, size to suit service requirements
FQTA-425.01	TABLE: round, 750H, 900 diameter	3	1	[FQTA-055]
FQWS-051	BIN: general waste, 20L	3	1	[FQCW-016]
ITNE-071	TELEPHONE: handset, desktop	3	1	[ITNE-050]
ITNE-101	COMPUTER: single display screen, central processing unit (CPU), keyboard and mouse, desktop	3	1	[ITNE-007] two display screens may be provided depending on service requirements



## Engineering Services

CODE	DESCRIPTION	GROUP	QTY	COMMENT
ELGP-201	GPO: double, wall mounted	1	2	[ELGP-208] to workstation
ELGP-201	GPO: double, wall mounted	1	1	[ELGP-208] over workstation, for charging portable devices
ELGP-201	GPO: double, wall mounted	1	1	[ELGP-208] to meeting table
ELSW-001	SWITCH: light	1	1	[ELBO-015]
ITIN-036	OUTLET: data, triple RJ45, wall mounted	1	1	[ITIN-036] to workstation
ITSE-061	BUTTON: security, duress, fixed, wall mounted	1	1	[ITSE-006] inclusion dependent on location of room, may not be required if located in staff only area, provision to suit local WHS policies

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