



## Office - Workstation

<b>Room Code</b>	OFF-WS
<b>Briefed Area</b>	4.50 m <sup>2</sup>
<b>Ceiling Height</b>	2.7 m
<b>Occupancy</b>	1 staff / visitor
<b>Hours of Operation</b>	8am to 6pm, daily (dependent on unit operating hours)

**Description** | The Office - Workstation indicates the space and amenities required within an open plan arrangement to accommodate 1 staff member carrying out computer based and administrative tasks.

**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

- Depending on overall layout of the open plan office space, services for workstations may be wall mounted or soft-wired cable trays may be connected via an umbilical to the floor or ceiling.
- Inclusion of fixed duress buttons within the overall open plan office space 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.
- 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.
- A modesty panel or extended acoustic panel may be required for workstations depending on layout of the overall open plan office space.
- Shared storage facilities may be allocated to the overall open plan office space separately to the workstation.
- Small meeting tables for informal discussions may be provided between a number of workstations in larger open plan areas.
- Where devices (e.g. laptops) are expected to be brought to the workstation by the user, a dock may be provided in lieu of a CPU.
- Adequate coverage in the overall open plan office space by ceiling mounted wireless access points (WAPs) is to be provided.
- 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, external windows should be provided.



## 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
FQBS-171	CHAIR: office, ergonomic	3	1	[FQBS-018]
FQDW-082	WORKSTATION SYSTEM: partition, acoustic	3	1	[FQDW-043] a modesty panel may also be required depending on overall room layout, this may be an extension of the acoustic panel or a separate additional panel depending on selected workstation system
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
FQWS-051	BIN: general waste, 20L	3	1	[FQCW-016] optional, quantity to be rationalised between multiple workstations
ITNE-071	TELEPHONE: handset, desktop	3	1	[ITNE-050] optional
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-128	GPO: single, in desk box	1	2	for charging portable devices
ELGP-129	GPO: single, in cable tray	1	4	
ITIN-017	OUTLET: data, single RJ45, in cable tray	1	2	
ITIN-172	DESK BOX: power and data outlets, softwired, flush mounted	1	1	[ITIN-145]
ITIN-181	CABLE TRAY: power and data outlets, softwired, under bench/desk	1	1	[FQDW-075] configuration for separation of power and data cables may be required depending on local ICT policies

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