



Reception, 20m2

Room Code	RECP-20
Briefed Area	20.00 m ²
Ceiling Height	2.7 m
Occupancy	3 staff seated
Hours of Operation	8am to 6pm, daily (dependent on unit operating hours)

Description | The Reception, 20m2 provides the area and amenities for three staff members to receive and check-in patients / visitors to a unit and direct them to their destination or to an adjacent waiting area. The Reception may also act as an administrative base of the unit, including organising bookings for appointments and directing phone calls to other staff, as well as controlling access. Depending on the function of unit, the Reception may also take payments.

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

- Additional Considerations**
- Dependent on location, security glazing or shutters may be required.
 - A recessed area for front access by wheelchair users is typically required. Depending on check in requirements at Reception, a set down area for visual access only may be sufficient.
 - Provision of a hearing augmentation system may be required, particularly where security glazing is provided, and requirements are to be confirmed at project level.
 - Mobile duress coverage is to be assessed and planned at a department level and coverage is to suit local security and WHS policies and operational service requirements.
 - Adjustable height workstations may be provided in line with WHS policies and access for disabled staff working within the Reception area is to be considered.
 - CCTV monitor, intercom and door release buttons linked to entry points may be required for access control depending on location.
 - A desktop printer and labels printer may be provided as required. Printing, scanning and photocopying facilities may be consolidated with ready access from Reception to suit service requirements.
 - Swipe card access to reception may be provided to suit security requirements.



Doors and Windows

CODE	DESCRIPTION	COMMENT
DOHI-013.01	DOOR: hinged, 1 leaf, 900 clear opening, solid, standard vision panel	[DWGL-005]
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
ITSE-261	READER: security, access control, proximity card, wall mounted	[ITSE-038] optional



Finishes

CODE	DESCRIPTION	COMMENT
FLVY-101	FLOOR FINISH: vinyl, seamless, standard slip resistance	[FLVY-007] carpet tiles are also acceptable
FLSK-021	SKIRTING: vinyl, integral with floor vinyl, coved	[FLSK-010] feather edge vinyl or aluminium skirting are acceptable if carpet tiles provided
WLFI-001	WALL FINISH: paint	[WLWA-004]
CLTI-022.02	CEILING: drop-in tiles, acoustic, prefinished, 600 x 1200	[CLTI-002] flush set ceiling is also acceptable
CLBK-011	BULKHEAD: flush set	[CLGE-001]
CLCN-041	CORNICE: wall trim fixing, prefinished	[CLCN-009] square set cornice acceptable if flush set ceiling is provided



Joinery

CODE	DESCRIPTION	GROUP	QTY	COMMENT
JOBE-001	BENCH: 450D, laminate	①	1	[FIJO-051]
JOBE-251	CAP: cable access	①	3	[FIJO-099]
JOCU-221	CUPBOARD: under bench, double door	①	2	[FIJO-135]
JODW-041	DRAWER UNIT: under bench, 4 drawers, equal	①	2	[FIJO-106]
JORS-001	JOINERY UNIT: reception desk	①	1	[FIJO-182]
JORS-041	WHITEBOARD: fixed, magnetic, integral to reception desk	①	1	[FIBM-019]
JORS-051	SECURITY GLAZING: to reception	①	3	[WLPT-014] optional
JORS-053	SECURITY GLAZING: to reception, with communication slot and pass through aperture	①	4	[WLPT-015] optional



Fittings, Furniture and Equipment (FF&E)

CODE	DESCRIPTION	GROUP	QTY	COMMENT
FQBS-171	CHAIR: office, ergonomic	③	3	[FQBS-018] 1 to each workstation
FQSM-061	PEDESTAL: mobile, 660H nominal, 2 equal drawers and 1 file drawer	③	2	[FQSM-007]
FQWS-051	BIN: general waste, 20L	③	1	[FQCW-016]
ITNE-071	TELEPHONE: handset, desktop	③	3	[ITNE-049] 1 to each workstation
ITNE-101	COMPUTER: single display screen, central processing unit (CPU), keyboard and mouse, desktop	③	2	[ITNE-007] dual screens may be provided to suit service requirements
ITNE-311	PRINTER: desktop	③	1	[ITNE-023] optional
ITNE-316	PRINTER: labels, small, desktop	③	1	[FQGE-056] optional



Engineering Services

CODE	DESCRIPTION	GROUP	QTY	COMMENT
ELGP-201	GPO: double, wall mounted	①	1	[ELGP-208] optional, to label printer if provided
ELGP-201	GPO: double, wall mounted	①	3	[ELGP-208] 1 to each workstation for charging portable devices, to be located

CODE	DESCRIPTION	GROUP	QTY	COMMENT
				above desk for easy access; location of outlets to meet local WHS requirements
ELGP-201	GPO: double, wall mounted	①	1	[ELGP-208] to printer
ELGP-231	GPO: double, emergency power, wall mounted	①	6	[ELGP-223] 2 to each workstation; extent of emergency power to be determined based on service requirements; location of outlets to meet local WHS requirements
ELSW-001	SWITCH: light	①	1	[ELBO-015]
ELSW-051	CONTROL PANEL: lighting	①	1	[ELBO-003] optional, for lighting control across unit/adjacent areas
ITIN-016	OUTLET: data, single RJ45, wall mounted	①	1	[ITIN-061] optional, to label printer if provided
ITIN-026	OUTLET: data, double RJ45, wall mounted	①	1	[ITIN-026] to printer
ITIN-036	OUTLET: data, triple RJ45, wall mounted	①	3	[ITIN-036] 1 to each workstation; location of outlets to meet local WHS requirements
ITSE-063	BUTTON: security, duress, fixed, under bench mounted	①	1	[ITSE-006]
ITSE-298	BUTTON: door release, remote activation, surface mounted	①	1	[ITSE-025] optional, to external entry and/or unit entry as required
MEGE-001	CONTROL PANEL: HVAC	①	1	[MEGE-007] optional, for temperature control across unit/adjacent areas

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