

Room Name	Meeting Room, 15m2	Room Number MEET-15
Revision	6	
Issue Date	24.06.2022	
BRIEFING		
Briefed Area	15.00 m ²	
Hours of Operation	Available 24 Hours	
Occupancy	Up to 8 seated	
Acoustics	Sound attenuation level high, Acoustic privacy is required.	
Remarks		
Description / Special Requirements	<p>A multipurpose room for staff meetings, education and training activities. Requirement for Hearing Augmentation to be confirmed.</p> <p>Videoconferencing systems and AV equipment are not required in all 15m² meeting rooms, particularly where most use is for ad hoc meetings with BYO devices. Provision of equipment and services will need to be confirmed based on service requirements.</p> <p>Additional Considerations:</p> <ul style="list-style-type: none"> • Video conferencing systems and AV equipment will be dependent on service requirements and local ICT policies. The 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. 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. • 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 stackable chairs and folding tables to support reconfiguration of the layout for flexible use of the space. • 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. • An external outlook is desirable. 	
SERVICES		

Room Name Meeting Room, 15m2

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Electrical

BODY PROTECTED

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CARDIAC PROTECTED

☐
HVAC

AIRCONDITIONING

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AIRCONDITIONING: hepa filtered

☐

AIRCONDITIONING: positive pressure

☐

AIRCONDITIONING: negative pressure

☐

EXHAUST: room exhaust

☐

VENTILATION

☐
Lighting

LIGHTING: colour corrected

☐

LIGHTING: dimmable

☐

LIGHTING: downlights

☐

LIGHTING: downlights, dimmable

☐

LIGHTING: fluorescent/LED, downlights

☐

LIGHTING: fluorescent/LED, flush with ceiling, tamper proof

☐

LIGHTING: fluorescent/LED, general

☒

LIGHTING: indirect

☐
Security / Nurse Call

NURSE CALL SYSTEM

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Room Fabrics

AusHFG code	Description	Comment
CLTI-002	CEILING: acoustic, drop-in tiles, 600 x 1200	
CLCN-009	CORNICE: wall trim fixing	
DWGL-005	DOOR: 910mm c/o, single leaf, observation panel, solid core/glass, paint	optional lockable
DWPR-001	DOOR PROTECTION: kickplate, to 300 AFFL	
FLCP-006	FLOOR FINISH: carpet, carpet tiles, 90/10 wool/nylon	
FLSK-009	SKIRTING: vinyl, feather edged, 150H, prefinished	
WLWA-004	WALL FINISH: paint, acrylic, washable	
DWWH-005	WINDOW	desirable

Fittings, Furniture and Equipment (FF&E) Items

AusHFG code	Description	Group	Qty	Comment
FQCW-016	BIN: waste, general, 20L	3	1	
DWWD-004	BLIND: roller	3	1	
FIHR-006	BRACKET: for display screen, wall mounted	2	1	
FQBS-059	CHAIR: meeting rom, stackable	3	8	
ITAV-063	COMPUTER: AV system	1	1	
ITAV-006	CONTROL PANEL: AV system, wall mount	3	1	may be wall mounted or on table top
ITAV-062	CONTROL PANEL: room booking system	1	1	optional
ITAV-051	DISPLAY SCREEN: audio visual	3	1	
FIJO-194	SHELF: laminate	1	1	
ITAV-090	SOUNDBAR: AV system, camera, speaker and microphone	2	1	functions may be provided by individual items dependent on

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AusHFG code	Description	Group	Qty	Comment
				local ICT policies and service requirements
FQTA-086	TABLE: meeting room, folding	3	2	with services box if floor box provided
FIBM-019	WHITEBOARD: fixed, magnetic	2	1	

Engineering Services

AusHFG code	Description	Group	Qty	Comment
ITIN-145	DESK BOX: for power, data, AV, flush mounted, softwired	1	1	optional; to table if floor box provided
ITIN-143	FLOORBOX: for power, data, AV, flush mounted	1	1	optional; services may be wall mounted depending on layout and service requirements
ELGP-203	GPO: double, in floorbox	1	1	optional
ELGP-208	GPO: double, wall mounted	1	4	3 are optional, to suit video conferencing and AV equipment as required
ELGP-110	GPO: single, wall mounted, cleaner	1	1	
ITIN-022	OUTLET: data, double RJ45, in floorbox	1	1	optional
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	1	
ITIN-046	OUTLET: data, quad RJ45, wall mounted	1	1	optional
ITIN-016	OUTLET: data, single RJ45, wall mounted	1	2	optional, 1 to room booking panel and 1 to video conferencing control panel if provided
ELBO-015	SWITCH: light, single	1	1	