Room Name	Meeting Room, 30m2	Room Number MEET-30

Revision	6
Issue Date	24.06.2022

BRIEFING

Briefed Area	30.00 m^2
Hours of Operation	Available 24 Hours
Occupancy	Up to 18 seated
Acoustics	Sound attenuation level high, Acoustic privacy is required.
Remarks	
Description / Special Requirements	

A multipurpose room for staff meetings, education and training activities. Requirement for Hearing Augmentation to be confirmed.

Additional Considerations:

- 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

Electrical	BODY PROTECTED	☐ CARDIAC PROTECTED	☐

Room Name	Meeting Room, 30m2	Room Number MEET-30

HVAC	AIRCONDITIONING	✓	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	✓		

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-001	WALL FINISH: acoustic panels, prefinished	optional; to suit acoustic requirements
WLWA-004	WALL FINISH: paint, acrylic, washable	
DWWH-005	WINDOW	desirable

Fittings, Furniture and Equipment (FF&E) Items

AusHFG code	Description	Group	Qty	Comment
FIJO-011	BENCH: 450D, open under, laminate finish	1	1	
FQCW-016	BIN: waste, general, 20L	3	1	
DWWD-004	BLIND: roller	3	1	
FIHR-065	BRACKET: for bench, 450D, wall mounted	1	2	
FIHR-006	BRACKET: for display screen, wall mounted	2	1	
FIJO-099	CAC: cable access cap	3	1	
ITNE-004	CAMERA: video conferencing	3	1	multidirectional
FQBS-059	CHAIR: meeting rom, stackable	3	18	
FQGE-005	CLOCK: analogue, battery operated	3	1	
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

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AusHFG code	Description	Group	Qty	Comment
ITAV-051	DISPLAY SCREEN: audio visual	3	1	
ITAV-071	MICROPHONE: AV system, ceiling mounted, array	2	1	may be recessed in ceiling
ITAV-057	SPEAKER: ceiling recessed	2	4	to replace or support audio from soundbar as required
FQTA-086	TABLE: meeting room, folding	3	3	with services boxes to connect to floor boxes
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	2	to tables to connect to floor boxes
ITIN-143	FLOORBOX: for power, data, AV, flush mounted	1	2	
ELGP-203	GPO: double, in floorbox	1	2	
ELGP-208	GPO: double, wall mounted	1	4	
ELGP-110	GPO: single, wall mounted, cleaner	1	1	
ITIN-021	OUTLET: data, double RJ45, ceiling mounted	1	1	to microphone array
ITIN-022	OUTLET: data, double RJ45, in floorbox	1	2	
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	1	
ITIN-016	OUTLET: data, single RJ45, wall mounted	1	2	1 is optional for booking system if provided
ITIN-036	OUTLET: data, triple RJ45, wall mounted	1	2	
ELBO-015	SWITCH: light, single	1	1	