| **Room Name** | **Meeting Room, 55m2** | **Room Number MEET-55** |

Revision	3
Issue Date	24.06.2022

BRIEFING

Briefed Area	55.00 m^2
Hours of Operation	Available up to 24 Hours
Occupancy	Up to 45 seated
Acoustics	Sound attenuation level high, Acoustic privacy is required.
Remarks	
Description / Special Requirements	

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

Additional Considerations:

- An operable wall may be provided to open this room to an adjoining meeting room, increasing capacity for lectures, training activities or events. Connections and coordination between AV and video conferencing equipment in adjoining rooms will need to be considered to support both separate and combined activities.

- Video conferencing systems and AV equipment will be dependent on service requirements and local ICT policies. The lectern design, 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.

- 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 chairs with integral note tables, stackable chairs and folding tables to support reconfiguration of the layout for flexible use of the space.

- A storage zone or enclosed storeroom may be provided to hold additional furniture to support alternate layouts. If multiple rooms are provided, furniture storage areas may be shared.

- 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.

SERVICES

Room Name	Meeting Room, 55m2	Room Number MEET-55

Electrical	BODY PROTECTED	☐ CARDIAC PROTECTED	☐
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-052	DOOR: 1600mm c/o, double 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	

Fittings, Furniture and Equipment (FF&E) Items

AusHFG code	Description	Group	Qty	Comment
FQCW-016	BIN: waste, general, 20L	3	1	
FIHR-006	BRACKET: for display screen, wall mounted	2	1	
ITAV-064	CAMERA: AV system, ceiling mounted	3	1	optional, multidirectional, to rear of room for view of speaker
ITNE-004	CAMERA: video conferencing	3	1	
FQBS-059	CHAIR: meeting rom, stackable	3	42	
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	
ITAV-062	CONTROL PANEL: room booking system	1	1	optional
ITAV-051	DISPLAY SCREEN: audio visual	3	1	

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AusHFG code	Description	Group	Qty	Comment
FQDW-006	LECTERN: mobile	3	1	
ITAV-071	MICROPHONE: AV system, ceiling mounted, array	2	2	may be recessed in ceiling
ITAV-014	MICROPHONE: surface mounted, gooseneck	2	1	
ITAV-057	SPEAKER: ceiling recessed	2	6	
FQTA-086	TABLE: meeting room, folding	3	4	quantity and size/type to suit requirements
FIBM-019	WHITEBOARD: fixed, magnetic	2	1	

Engineering Services

AusHFG code	Description	Group	Qty	Comment
ITIN-143	FLOORBOX: for power, data, AV, flush mounted	1	3	1 to lectern, 2 optional to support flexible layout, location to be confirmed to suit service requirements
ELGP-203	GPO: double, in floorbox	1	6	2 to each floorbox if provided
ELGP-208	GPO: double, wall mounted	1	4	
ELGP-110	GPO: single, wall mounted, cleaner	1	1	as required
ITIN-021	OUTLET: data, double RJ45, ceiling mounted	1	2	to microphone array
ITIN-022	OUTLET: data, double RJ45, in floorbox	1	3	1 to each floorbox if provided
ITIN-011	OUTLET: data, single RJ45, ceiling mounted	1	1	optional, to speaker camera if provided
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	