Room Name	**Meeting Room, 55m2**

Room Number MEET-L-55

Revision	2
Issue Date	20.03.17

BRIEFING

Briefed Area	55.00 m^2
Hours of Operation	Available up to 24 Hours
Occupancy	
Acoustics	Sound attenuation level high, Acoustic privacy is required.
Remarks	
Description / Special Requirements	The large Meeting Room will provide videoconferencing facilities for staff and client meetings. It is a multipurpose room also used for training or educational purposes. The room should be located away from high traffic and noise areas. An operable wall will allow the room to be sub-divided, so that two separate meetings can be run simultaneously. For use in mental health applications, an alternative egress door should be provided and equipment recessed into walls where possible; finishes, fittings & fixtures and furniture should be suitable for mental health patients. For Mental Health rooms, all glazing (including external windows) is to be Grade A safety glass to comply with AS/NZS 2208 and AS 1288, specifically, toughened laminated glass with a standard nominal thickness of 10.38mm, or equivalent approved. Integration of Video-conference equipment should be considered including the following: Lectern design, Room and VC Control (AMX, Creston, Joey etc.), Room sound system, Room microphone system (dual, wireless, ceiling or combination) , Display system (e.g. projector, monitor or monitors), AV equipment (matrix switch, amp, secondary camera etc.) Discussions within the room should not be heard in adjacent rooms or corridor; reverberation time RT60 in the room ideally less than 250ms; background noise (from HVAC or other sources) should be kept to a minimum, below 40dBA; avoid parallel hard surfaces in the room; acoustic panelling may be considered. Additional design requirements: - table should be positioned so that all chairs face the camera; tables may be small modular type located together or oval - high level of lighting is required in the room to illuminate faces in view of the camera; avoid bright spots, shadows or dark patches; the front light fittings should be 45 degrees above the subject's horizontal sightline; track lighting with halogen lamps may be considered - room decor should avoid white or pastel colours for optimal picture quality; soft furnishings should avoid busy patterns in camera view - hard surfaces should be covered to minimise echo. Provide data and ISDN (Onramp2) connections and 2 DGPOs for the videoconferencing unit in addition to other power/data provisions in the room; verify locations on site - Network termination boxes (NT1), if required for local areas, should be located within the room; if adjacent rooms are sharing lines, no patch panels should be used, outlets (sBus) should be parallel & active.

SERVICES

General Requirements	BODY PROTECTED = No	CARDIAC PROTECTED = No
Air	AIRCONDITIONING = Yes	AIRCONDITIONING: hepa filtered = No
	AIRCONDITIONING: positive pressure = No	AIRCONDITIONING: negative pressure = No
	EXHAUST: room exhaust = No	VENTILATION = No
Lighting	LIGHTING: colour corrected = No	LIGHTING: dimmable = No
	LIGHTING: downlights = No	LIGHTING: downlights, dimmable = Yes
	LIGHTING: fluorescent, downlights = No	LIGHTING: fluorescent, flush with ceiling, tamper proof = No
	LIGHTING: fluorescent, general = Yes	LIGHTING: indirect = No
Nurse Call	NURSE CALL SYSTEM = Yes	

Room Fabrics

AusHFG code	Description	Comment
CLTI-002	CEILING: acoustic, drop-in tiles, 600 x 1200	
CLCN-002	CORNICE: aluminium, 24mm shadow angle, powdercoat	
DWGL-005	DOOR: 910mm c/o, single leaf, observation panel, solid core/glass, paint	Lockable, wth cover to observation panel
DWSC-003	DOOR: 910mm c/o, single leaf, solid core, paint	Egress door, may also be required for magistrate's use in Mental Health options
DWPR-003	DOOR PROTECTION: kickplate, to 300 AFFL, vinyl, prefinished	

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AusHFG code	Description	Comment
FLCP-003	FLOOR FINISH: carpet, broadloom, 48 oz., 90/10 wool/nylon	
FLSK-009	SKIRTING: vinyl, feather edged, 150H, prefinished	
WLWA-001	WALL FINISH: acoustic panels, prefinished	may be required depending on room acoustics
WLWA-004	WALL FINISH: paint, acrylic, washable	Decor to be light/neutral, avoid white and pastel colours, free from patterning, no grey/ bue-grey shades for optimal picture quality
DWWH-005	WINDOW	not essential; if provided, preferably not on a wall in front of the camera

Fittings, Furniture and Equipment (FF&E) Items

AusHFG code	Description	Group	Qty	Comment
FIJO-059	BENCH TOP: 600D, joinery under, laminate finish	1	2	
FQCW-016	BIN: waste, general, 20L	3	2	
FIHR-006	BRACKET: for display screen, wall mounted	1	2	
ITNE-004	CAMERA: video conferencing	3	1	part of videoconferencing unit; mounted to monitor/s or wall mounted
ITNE-004	CAMERA: video conferencing	3	1	2nd camera optional; for video stream switching
FQBS-017	CHAIR: meeting room	3	44	some with arms
FQGE-005	CLOCK: analogue, battery operated	3	2	
ITNE-010	COMPUTER: laptop or other mobile device	3	2	for presentations; optional
ITNE-013	CONTROL UNIT: video conferencing	3	2	
FIJO-117	CUPBOARD: tall, double door, adj shelves, lockable	1	1	for video-conferencing equipment; optional
FIJO-117	CUPBOARD: tall, double door, adj shelves, lockable	1	2	
FIJO-135	CUPBOARD: underbench, double door, adj shelves	1	2	
FIJO-140	CUPBOARD: underbench, single door, adj shelves	1	2	
FIJO-208	CUPBOARD: wall mount, shelf unit, fixed shelves, for av equipment	1	2	for videoconferencing unit
ITAV-051	DISPLAY SCREEN: audio visual	3	2	videoconference unit component; Plasma, 50" min, high resolution screen with HDMI (High Definition Multimedia Interface); 2nd screen optional
FQDW-006	LECTERN: mobile	3	1	
ITAV-009	MICROPHONE	3	2	videoconference unit component; will requrie a min of 2 for 35m2 room - may require 1 microphone between every 2 chairs; on table; may also be ceiling mounted
FIBM-013	NOTICEBOARD: fixed, fabric covered	1	2	
ITAV-022	PROJECTOR: data, ceiling mounted	3	1	optional
FQGE-069	SCREEN: projection, ceiling mounted, automatic	1	1	optional

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AusHFG code	Description	Group	Qty	Comment
ITNE-042	SPEAKER: video conferencing, wall mount	3	2	
ITNE-049	TELEPHONE: handset, desktop	3	2	1 wall phone outside room entry
ITNE-060	TELEPHONE: teleconferencing module	3	2	
WLPT-011	WALL: operable	1	1	
FIBM-019	WHITEBOARD: fixed, magnetic	2	2	
DWWD-014	WINDOW DRESSING: external window, blackout	3	1	optional; or black-out blinds for audiovisual presentations

Engineering Services

AusHFG code	Description	Group	Qty	Comment
ITSE-006	BUTTON: duress, fixed	1	2	optional. Refer HPU requirements. Will not be required in staff-only areas.
ITCL-004	BUTTON: nurse call, emergency	1	2	
ITIN-143	FLOORBOX: for power, data, AV, flush mounted	1	2	for data and power, optional; verify location before installation
ELGP-203	GPO: double, in floorbox	1	4	optional, 2 in each floorbox
ELGP-208	GPO: double, wall mounted	1	5	on walls; 3-VC unit; 2 may be provided on wall or in floor services box as required
ELGP-208	GPO: double, wall mounted	1	1	videoconferencing unit; verify location before installation
ELGP-223	GPO: emergency power, double, wall mounted	1	1	videoconferencing unit; verify location before installation
ELGP-101	GPO: single, ceiling mounted	1	1	in ceiling for data projector; optional
ELGP-110	GPO: single, wall mounted, cleaner	1	1	as required
ITIN-022	OUTLET: data, double RJ45, in floorbox	1	1	optional, 1 in each floorbox
ITIN-026	OUTLET: data, double RJ45, wall mounted	1	1	
ITIN-011	OUTLET: data, single RJ45, ceiling mounted	1	1	in ceiling for data projector; optional
ITIN-036	OUTLET: data, triple RJ45, wall mounted	2	3	on wall for VC unit (min requirement for VC is 1-triple outlet); 1 outlet for IP connectivity for videoconferencing unit; ISDN (Onramp2) connection, ISDN NT box only if required; network terminator boxes (NT1) to be located within the room; equipment to be directly connected, no patch panels; verify location before installation
ITIN-070	OUTLET: MATV	1	2	1 to each display screen
ELBO-015	SWITCH: light, single	1	4	