

**Room Data Sheet**

**6.01**

**RECEPTION / MEDICAL RECORDS**

**Functional Information**

Function: Patient appointment and records  
Relationship: Adjacent waiting areas, close to HCM office  
Floor Area: 13m<sup>2</sup>  
Occupants: Patients: Staff: 2 Visitors:  
Time of Use: Project specific

**Construction and Finishes**

Floors: Sheet vinyl Skirtings: Flat vinyl  
Walls: 13mm plasterboard flush set  
Ceilings: 10mm plasterboard flush set Height: 2700mm  
Doors: Solid core  
Door Hardware: Lockable with free handle exit, door stop  
Windows: External window with counter to outdoor waiting area desirable  
Screens: Insect and security screen or roller grille to external windows  
Signage: Project specific

**Services and Environment**

Lighting: Fluorescent to Standard  
Power: GPO's as shown  
Communications: Call button to reception, Duress button to counter.  
Duress alarm /Nurse call annunciator panel.  
Data outlets as shown  
Gases: N/A  
Sanitary Fixtures: N/A  
Environmental Control: Air conditioned / Ceiling fans  
Acoustic: N/A

**Furniture and Equipment**

Loose Furniture: Office chairs, general waste bins  
Built In Furniture: 2 x workstations, medical records cupboards, wall shelving.  
Equipment/ Fittings: Facsimile  
Computers  
Printer  
Clock