part
four
room data sheets

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

81

4.1 Common Building Facilities

Foyer and community lounge C1

Function

The foyer of the building will consist of an entry area, circulation, exhibition area and community lounge. The community lounge will include informal casual seating to all building users to relax, socialise, access wifi, etc.

Space for milling and breakout to activities and meeting room is required.

Functional relationship

To be located off main building entry with clear visibility to visitor information centre and library. To be located adjacent to coffee cart area.

Dimensions

Area: 260 sqm

Ceiling Height: 3500 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 14 individual casual lounge chairs
- 6 cafe seats
- 3 x 750 diameter cafe tables
- 5 modular, movable banquet seats
- 5 coffee tables
- 8 mobile modular display screens for exhibitions

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Wall monitor for event/information promotion

Finishes

Floor:

- Timber or large format tiling or terrazzo
- Lounge area may be carpeted

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard with feature acoustic timber paneled sections

Doors and glazed partitions:

- Automatic sliding glazed double doors to building entry and any secondary entries

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 10 double general purpose outlets evenly spaced on walls (including for mobile device recharging)
- 1 double general purpose outlet on wall for monitor
- Power for mobile scooter recharge station
- 4 floor boxes with 2 double general purpose outlets (for display area)

Communications:

- Data for wifi
- Wall data point for monitor
- 2 double data in each floor box

Security:

- Electronic lock to doors connected to BMS system
- CCTV

Lighting:

- High quality feature lighting
- Track lighting in flexible arrangements for exhibitions

Hydraulic Services

- Drinking fountain

Miscellaneous Items

- Acoustic attenuation is an important consideration for this space to enable both diversity of activities and socialisation.

Function

An area where coffee cart can be used adjacent a storage wall with support, storage and preparation zones.

Functional relationship

Co-located with community lounge within foyer

Dimensions

Area: 20 sqm

Ceiling Height: 3500 mm minimum

Furniture and Equipment

Loose furniture (by council:

- Nil

Joinery and fixed equipment (by builder):

- Stainless steel benching with sinks within cupboard unit with storage and work bench

Loose Equipment (by council):

- Under bench refrigerator
- Mobile coffee cart

Finishes

Floor:

- Timber or large format tiling or terrazzo with required slip resistance

Walls:

- Open area no walls

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlets evenly spread to benchtops
- Floor box to coffee cart with 3 double general purpose outlets with floor box

Communications:

- 2 data points with floor box

Security:

- No specific requirements for space
- CCTV

Lighting:

- To Australian Standards for kitchen spaces

Hydraulic Services

- Hot and cold water within floor box
- 1 integral sinks within benchtop hot and cold water

Miscellaneous Items

- Nil

Male Public Toilets   C3/C5

Function

Public amenities for male users of the building. The number of fixtures shown on diagrams is approximate and is to be confirmed as part of full BCA assessment of the design.

Functional relationship

To be co-located with female public toilets and accessed off foyer

Dimensions

Area: Total area 32 sqm (Community 22 sqm library 10 sqm)

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

- Nil

Joinery and fixed equipment (by builder):

- Vanity bench for wash basins
- Toilet partitions
- Electric wall mounted hand dryers
- Wall mirror

Loose Equipment (by council):

- Nil

Finishes

Floor:

- Slip resistant ceramic tiles

Walls:

- Full height ceramic wall tiles

Ceiling:

- Set painted plasterboard

Doors and glazed partitions:

- Door to include airlock with doors to each side (screen walls without doors to entry will be considered where visual privacy is achieved)

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- For hand dryers and cleaning

Communications:

- Nil

Security:

- No specific requirements for space

Lighting:

- To Australian Standards for amenities space

Hydraulic Services

- Hot and cold water to each handbasin
- Toilet fixtures and hand basins including low water use urinals

Miscellaneous Items

- Nil

Function

Public amenities for female users of the building. The number of fixtures shown on diagrams is approximate and is to be confirmed as part of full BCA assessment of the design.

Functional relationship

To be co-located with male public toilets and accessed off foyer

Dimensions

Area: Total area 37 sqm (Community 22 sqm Library 15 sqm)

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

- Nil

Joinery and fixed equipment (by builder):

- Vanity bench for wash basins
- Toilet partitions
- Electric wall mounted hand dryers
- Wall mirror

Loose Equipment (by council):

- Nil

Finishes

Floor:

- Slip resistant ceramic tiles

Walls:

- Full height ceramic wall tiles

Ceiling:

- Set painted plasterboard

Doors and glazed partitions:

- Door to include airlock with doors to each side (screen walls without doors to entry will be considered where visual privacy is achieved)

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- For hand dryers and cleaning

Communications:

- Nil

Security:

- No specific requirements for space

Lighting:

- To Australian Standards for amenities space

Hydraulic Services

- Hot and cold water to each handbasin
- Toilet fixtures and hand basins including low water use urinals
- Basins and mixer taps

Miscellaneous Items

- Nil

Function

Public unisex accessible amenity users of the building. The facility to include a fold down baby change bench.

Functional relationship

Public

Dimensions

Area: 6 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

• Nil

Joinery and fixed equipment (by builder):

• Wall mounted mirror
• Shelf to match AS1428.1 requirements
• Electric wall mounted hand dryer
• Accessible railing to AS 1428.1
• Fold down baby change bench

Loose Equipment (by council):

• Nil

Finishes

Floor:

• Slip resistant ceramic tiles

Walls:

• Full height ceramic wall tiles

Ceiling:

• Set painted plasterboard

Doors and glazed partitions:

• Door to open outwards

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• For hand dryer and cleaning

Communications:

• Nil

Security:

• No specific requirements for space

Lighting:

• To Australian Standards for amenities space

Hydraulic Services

• Hot and cold water to handbasin
• Toilet fixture and handbasin

Miscellaneous Items

• Nil

Function

Public family amenity users of the building. The facility to include a fold down baby change bench family and children's toilet.

Functional relationship

Public

Dimensions

Area: 6 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

• Nil

Joinery and fixed equipment (by builder):

• Wall mounted mirror
• Shelf to match AS1428.1 requirements
• Electric wall mounted hand dryer
• Fold down baby change bench

Loose Equipment (by council):

• Nil

Finishes

Floor:

• Slip resistant ceramic tiles

Walls:

• Full height ceramic wall tiles

Ceiling:

• Set painted plasterboard

Doors and glazed partitions:

• Door to open outwards

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• For hand dryer and cleaning

Communications:

• Nil

Security:

• No specific requirements for space

Lighting:

• To Australian Standards for amenities space

Hydraulic Services

• Hot and cold water to handbasin
• Toilet fixture and handbasin
• Children's sized toilet

Miscellaneous Items

• Nil

Function

Room for cleaner's equipment and supplies for the whole facility.

Functional relationship

To be co-located with other support spaces off foyer

Dimensions

Area: 5 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Open storage shelves

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Sheet vinyl

Walls:

• Painted set plasterboard with coved vinyl skirting integrated with floor

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable timber door

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 1 double general purpose outlet

Communications:

• Nil

Security:

• Electronic latch connected to BMS

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Cleaners sink and hot/cold water

Miscellaneous Items

• Nil

4.2 Library Customer Service

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

91

Function

Entry point to library where book management security gates will be located.

Functional relationship

The security gates are to be located either at point of entry off foyer or all main building entry. Council is considering options and will advise during design phase.

Dimensions

Area: 3 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Nil

Loose Equipment (by Council):

• Book management security gates

Finishes

Floor:

• To match adjacent areas

Walls:

• Open area not walls

Ceiling:

• To match adjacent areas

Doors and glazed partitions:

• To be adjacent glazed entry partition and auto doors

Mechanical Services

• Air-conditioned

Electrical Services

Power:

• 1 double general purpose outlet located in floor adjacent to security gates

Communications:

• 1 data point located on floor adjacent security gates

Security:

• Electronic locking to entry doors required connected to BMS system
• CCTV

Lighting:

• To Australian Standards for library spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Set out to coordinated with Council and final selection of security gates which may be required to be located minimum distance from metal objects to operate

Function

Book return area where books are returned via chutes into book bins. An after hours return chute is required within a fire rated cupboard. A second return chute is required within the library. This chute will connect either to manual bins or an automated book return system.

We note Council would like to explore if a single book returns chute can be achieved as part of design development.

Space to include work area for managing, sorting and placing books onto trolleys.

Functional relationship

To be located so that after hours returns are in a public accessed external location.

To be located in an area visible from library entry and within view of customer service area.

Dimensions

Area: 25 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- High ergonomic stool with back
- height adjustable workstation for book sorting

Joinery and fixed equipment (by Builder):

- Book return chute. Note final selection of chute to be provided by Council and incorporated into works
- Work bench with open shelves under for stacking book tubs

Loose Equipment (by Council):

- Book tubs
- Book return bins
- Computer on sorting bench

Finishes

Floor:

- Carpet with anti-fatigue underlay

Walls:

- Painted plasterboard lined partitions with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable door (dependent on design may be required to be glazed to allow visibility to customer service)
- Include glazed section to walls to allow view to customer service area

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlet located at book chute for possible provision of automated book return
- 3 double general purpose outlets located on wall below sorting bench

Communications:

- 2 data point located at book chute for possible provision of automated book return
- 3 data points to be located on wall below sorting bench

Security:

- Door to include electronic locking connected to BMS

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Note power and data provided to allow Council to install automated book return system if required

Function

Open area for customer service with two service points. One for serving standing customers and service provided by standing library staff. The second service point to be a single seated service points and include self registration kiosk.

The area is also to include a screen wall to include welcome graphics with built in cupboards for resources used by library staff when serving customers. The rear of the screen to include a digital resources display, and promotion area. This element will include touch screen monitors with computers located in cupboards embedded into screen wall.

Functional relationship

To be located adjacent to library entry and with a visible connection to returns area.

Dimensions

Area: 35 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 3 x meeting chairs on castors

Joinery and fixed equipment (by Builder):

- Adjustable height (sitting to standing) service counter with signage blade and under bench lockable cupboards for computer and including drawers for materials and supplies

- Adjustable height (sitting to standing) counter with under bench lockable cupboards for computer and including drawers for materials and supplies. Seating and work surface to be height adjustable

- Screen wall with cupboard units within wall zone, and shelving for reserves / pick ups

Loose Equipment (by Council):

- 3 computers
- Small desk top printer
- 2 Wall bracket and flat touch screen monitors connected to PCs
- 1 self registration kiosk

Finishes

Floor:

- Carpet

Walls:

- Open area not walls

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlets to each self service point within cupboards
- 2 double general purpose outlets to digital display wall within cupboard, with reticulation zone to monitor

Communications:

- Integrated power and data to the service counter to meet Council's equipment requirements. To be located at top of the counter or otherwise planned inside cupboards
- 2 data points to each service point within cupboard
- 2 data points to digital display wall within cupboard, with reticulation zone to monitor

Security:

- CCTV

Lighting:

- To Australian Standards for library spaces
- Task lighting to Customer Service counter

Hydraulic Services

- Nil

Miscellaneous Items

Detailed review and development of specialist joinery to customer service area is required prior to sign off of this area

Signage and wayfinding to be incorporated into the customer service areas, in accordance with detailed consultation with client and users

Function

Open space with bench to locate self check out units.

Functional relationship

To be located adjacent entry and in view of customer service area.

Dimensions

Area: 10 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- Specially design joinery bench with cupboards under to locate equipment for self check out system. Noting final design will need to be coordinated with system selected from Council and will need be built into joinery construction

Loose Equipment (by Council):

- 4 self check out book management systems

Finishes

Floor:

- Carpet

Walls:

- Open area not walls
- Where units are not located against a wall a screen is to be provided behind bench

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlets to each self check out unit located within cupboard

Communications:

- 2 data points to each self check out unit located within cupboard

Security:

- No specific security requirements to space
- CCTV

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating a feature display for rotating displays prepared by library and display of recent returns.

Functional relationship

To be located adjacent casual seating and library entry.

Dimensions

Area: 10 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Specially designed display joinery unit. With a mix of slat-wall/eyeline surface, book and flat display shelves and custom lighting

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Carpet

Walls:

• Open area not walls
• Feature wall with monitor (by Council) and slat-wall by Builder

Ceiling:

• Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

• Nil

Mechanical Services

• Air-conditioned

Electrical Services

Power:

• 2 double general purpose outlets to each display unit

Communications:

• 2 data points to each display unit for monitors
• Link to BOH AV point for programming

Security:

• No specific security requirements to space

Lighting:

• To Australian Standards for library spaces
• Feature lighting to display wall

Hydraulic Services

• Nil

Miscellaneous Items

Detailed review and development of specialist joinery unit is required prior to sign off of this area

Function

Open area for locating a casual seating area, for customers to wait, relax or undertake casual reading.

Functional relationship

To be located adjacent to customer service, and feature display.

Dimensions

Area: 9 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 4 single casual chairs
- 2 coffee tables

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define area

Walls:

- Generally no walls to be located in open area, with a screen wall adjacent reading development tables to separate them from other areas of library

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- Nil

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

4.3 Lending library

Function

Open area for locating shelving for Fiction and Large Print collections within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges.

Functional relationship

To be co-located with other areas of lending library.

Dimensions

Area: 158 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with display end panels
- Mobile library shelving

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define collection area
- All floor finishes to continue under shelving and fixed joinery items

Walls:

- No walls to be located in open area
- Where area located on external wall provide external sun shading internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 6 general purpose outlets for cleaning to be allowed

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Coordination of joinery is required between the Council and the Builder to ensure an integrated high quality finish that matches the building design
- Statutory signage
- Coordination on joinery required

Function

Open area for locating shelving for Non Fiction collection within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges.

Functional relationship

To be co-located with other areas of lending library.

Dimensions

Area: 165 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with display end panels
- Mobile library shelving

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define collection area

Walls:

- No walls to be located in open area
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 6 general purpose outlets for cleaning to be allowed

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Coordination of joinery is required between the Council and the Builder to ensure an integrated high quality finish that matches the building design
- Statutory signage
- Coordination on joinery required

Function

Open area for locating shelving for Language collection within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges.

Functional relationship

To be co-located with other areas of lending library.

Dimensions

Area: 30 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with display end panels

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define collection area

Walls:

- No walls to be located in open area
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 general purpose outlets for cleaning to be allowed

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Coordination of joinery is required between the Council and the Builder to ensure an integrated high quality finish that matches the building design
- Statutory signage
- Coordination on joinery required

Function

Open area for locating shelving for Newspapers and magazine collections within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges. To include reading area with a mix of casual and table reading.

Functional relationship

To be co-located with other areas of lending library.

Dimensions

Area: 55 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with display end panels
- 2 x rectangular reading tables (1000 x 1600 mm)
- 8 reading chairs
- 5 single casual reading chairs
- 2 coffee tables

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define collection area

Walls:

- Generally no walls to be located in open area, provide screen walls to create sense of space for reading area connected but separated to adjoining areas
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets evenly spaced for customers IT devices adjacent to casual seating
- 2 double general purpose outlets to be soft wired to each reading table for customers IT devices to be plugged in to power

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating shelving for Audio visual collection within proprietary shelving system. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges.

Functional relationship

To be co-located with other areas of lending library

Dimensions

Area: 50 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library audio visual shelving, with display end panels
- Library shelving

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define collection area

Walls:

- Generally no walls to be located in open area, provide screen walls to create sense of space for area connected but separated to adjoining areas
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 general purpose outlets for cleaning to be allowed

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating feature displays located on a special design joinery unit. Displays to include assemblies with a mix of slatwall, book and flat display shelves and incorporate environmental graphics for featured resources.

Functional relationship

To be co-located with other areas of lending library, and adjacent reading are or main circulation path.

Dimensions

Area: 10 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Specially designed display joinery unit

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Carpet

Walls:

• No walls to be located in open area

Ceiling:

• Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

• Nil

Mechanical Services

• Air-conditioned

Electrical Services

Power:

• 2 double general purpose outlets to display unit, located in floor box

Communications:

• 2 data points to display unit, located in floor box

Security:

• No specific security requirements to space

Lighting:

• To Australian Standards for library spaces
• Feature lighting

Hydraulic Services

• Nil

Miscellaneous Items

Detailed review and development of specialist joinery unit is required prior to sign off of this area

Function

Open area for locating an informal reading area with casual reading chairs.

Functional relationship

To be located adjacent or within collection areas.

Dimensions

Area: 14 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 5 single casual chairs (to each area)
- 2 coffee tables (to each area)

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define reading area

Walls:

- Generally no walls to be located in open area, provide screen walls to create sense of space for reading area connected but separated to adjoining areas

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlets evenly spaced for customers IT devices adjacent to each casual seating area

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating an informal reading and study at mobile tables.

Functional relationship

To be located adjacent non fiction collection.

Dimensions

Area: 14 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 2 x rectangular reading tables (1000 x 1600 mm)
- 8 reading chairs

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define reading area
- Main corridors to be feature floor finish (possibly in timber boarding or like)

Walls:

- Generally no walls to be located in open area, provide screen walls to create sense of space for reading area connected but separated to adjoining areas

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets to be located in floor adjacent box to each reading tables for customers IT devices to be plugged in to power

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating stand up work area for computer based activities and resources.
This area is fro quick browsing or checking of emails.

Functional relationship

To be co-located with other areas of lending library.

Dimensions

Area: 10 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 4 high stools

Joinery and fixed equipment (by Builder):

- Special joinery benches for locating computers

Loose Equipment (by Council):

- 4 computers

Finishes

Floor:

- Carpet, with pattern/ colour to define area
- Main corridors to be feature floor finish (possibly in timber boarding or like)

Walls:

- Generally no walls to be located in open area, provide screen wall to locate bench against
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets for each computer

Communications:

- 2 data points to each computer point

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating stand up bench for catalogue access computers.

Functional relationship

Public

Dimensions

Area: 2 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 1 high stool (to each area)

Joinery and fixed equipment (by Builder):

- special joinery benches for locating computers

Loose Equipment (by Council):

- 1 computer

Finishes

Floor:

- Carpet, with pattern/ colour to define area
- Main corridors to be feature floor finish (possibly in timber boarding or like)

Walls:

- Generally no walls to be located in open area, to be located against a blade with graphics to sign location

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets computer

Communications:

- 2 data points to computer point

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

4.4 Children's library

Function

Open area for locating shelving for Children's collections within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges.

Functional relationship

To be co-located with other areas of children's library

Dimensions

Area: 81 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with display end panels
- Paperback spinners

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- nil

Finishes

Floor:

- Carpet, with pattern/ colour to define collection area

Walls:

- No walls to be located in open area
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 4 general purpose outlets for cleaning to be allowed

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating children's picture books and associated reading area.

Functional relationship

Co-located with other areas of children's library

Dimensions

Area: 50 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 3 single casual chairs
- 7 children's stools
- 1 children's table
- 3 bean bags
- 2 coffee tables
- 2 rectangular ottoman

Joinery and fixed equipment (by Builder):

- 2 mobile picture book tubs
- Picture book display and shelving joinery unit
- Fabric lined screen wall, which can be used for displays

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern/ colour to define reading area

Walls:

- Generally no walls to be located in open area, with a screen wall behind the storage cupboard and display walls to create sense of space for children

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 4 double general purpose outlets evenly spaced around area

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating an informal family reading area with a mix of tables and casual seating.

Functional relationship

Co-located with other areas of children's library

Dimensions

Area: 20 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 4 reading chairs
- 3 individual casual reading chairs
- 1 coffee table
- 1 rectangular reading table (1000 x 1600 mm)
- 1 rectangular ottoman/lounge

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- 1 wall mounted flat screen monitor

Finishes

Floor:

- Carpet, with pattern / colour to define reading area

Walls:

- Generally no walls to be located in open area, with a screen wall to separate them from other areas of library and create identity of space

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 1 double general purpose outlet behind monitor
- 1 double general purpose outlet on wall adjacent casual reading

Communications:

- 1 data point behind monitor

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating an informal reading area for table based activities and use of IT resources.

Functional relationship

To be located adjacent children's collection.

Dimensions

Area: 20 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 6 reading chairs on castors
- 8 reading chairs
- 2 circular tables (750 mm diameter)

Joinery and fixed equipment (by Builder):

- Low bench for computers

Loose Equipment (by Council):

- 3 computers

Finishes

Floor:

- Carpet, with pattern / colour to define reading area
- Main corridors to be feature floor finish (possibly in timber boarding or like)

Walls:

- Generally no walls to be located in open area, with a screen wall adjacent IT bench to separate them from other areas of library

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlet to each computer on wall below computer bench

Communications:

- 2 data points to each computer on wall below computer bench

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

115

Function

Open area for locating feature display located on a special design joinery unit. Displays to include assemblies with a mix of slatwall surface, book and flat display shelves and incorporate environmental graphics for featured resources.

Functional relationship

To be co-located with other areas of children's library, in a location adjacent to picture books and main circulation.

Dimensions

Area: 10 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- Specially designed display joinery unit

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet

Walls:

- No walls to be located in open area

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets in floor box to display unit

Communications:

- 2 data points in floor box to display unit

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

Detailed review and development of specialist joinery unit is required prior to sign off of this area

Function

Open area which can be divided off by a moveable screen operable wall for for children's activities.

Functional relationship

To be co-located with other areas of children's library and adjacent to outdoor secure court.

Dimensions

Area: 55 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 20 stackable upholstered chairs

Joinery and fixed equipment (by Builder):

- Cupboard for AV equipment, storage and sink

Loose Equipment (by Council):

- Electric operated projector screen
- Video data projector connected to AV system with ceiling speakers

Finishes

Floor:

- Timber boarding

Walls:

- Set plasterboard with full height fabric lined panels, which displays can be pinned

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Operable wall to divide from library

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 4 double general purpose outlets evenly spaced around area
- Power for data projector
- Power or projection screen
- Power to AV system

Communications:

- Data points for video projector
- Data points for AV system

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Lighting to be on separate dimmable circuit

Hydraulic Services

- Cold water to craft sink

Miscellaneous Items

- Nil

4.5 Young Adult library

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

119

Function

Open area for locating shelving for Young Adult collections within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram with 300 mm deep shelves with 1500 mm aisles between shelving ranges.

Functional relationship

To be co-located with other areas of Young Adult zone.

Dimensions

Area: 17 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with display end panels

Joinery and fixed equipment (by Builder):

- Low bench for computers with lockable vented box underneath to store computer units

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern / colour to define collection area

Walls:

- Generally no walls to be located in open area, provide screen wall to sit computer bench against wall to be acoustically treated to minimise noise
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 general double purpose outlets for cleaning to be allowed

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating a mix of informal reading area with a mix of casual seating for Young Adults.

Functional relationship

To be co-located with other areas of Young Adult zone.

Dimensions

Area: 29 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 4 reading chairs
- 1 rectangular ottomans
- 5 casual reading chairs
- 1 coffee table
- 1 rectangular reading table

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern / colour to define collection area

Walls:

- Generally no walls to be located in open area, provide screen wall to sit computer bench against wall to be acoustically treated to minimise noise
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 4 double general purpose outlets

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

An open area for youth to access multi media resources including audio visual and electronic games.

Functional relationship

To be co-located with other areas of Young Adult zone.

Dimensions

Area: 10 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 4 reading chairs on castors

Joinery and fixed equipment (by Builder):

- IT joinery bench

Loose Equipment (by Council):

- 2 computers

Finishes

Floor:

- Carpet, with pattern / colour to define area

Walls:

- Screen walls around to enclose, activities to remain visible

Ceiling:

- Special dropped set plasterboard with perforated acoustic component for room acoustics as part of creating pod space

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets for each computer
- 2 double general purpose outlets on walls for customers to plug in their own IT devices

Communications:

- 2 data points to each computer point

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

4.6 Library Study Family & Local History Centre

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

123

Function

Open space for locating locating work areas for electronic research.

Functional relationship

To be co-located with other areas of study centre.

Dimensions

Area: 42 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 8 reading chairs on castors

Joinery and fixed equipment (by Builder):

- Work benches for computers

Loose Equipment (by Council):

- 8 computers
- Scanner

Finishes

Floor:

- Carpet

Walls:

- Generally no walls to be located in open area, with screen wall to separate from other areas

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets to each computer point at bench
- 1 double general purpose power point to scanner

Communications:

- 2 data points to each computer point
- 1 data point to scanner

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Enclosed space for group study of to 6 persons. Each room to be acoustically isolated from adjacent rooms.

Functional relationship

To be co-located with other areas of study centre.

Dimensions

Area: 10 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 6 reading chairs
- 1 rectangular table (1000 x 1600 mm)

Joinery and fixed equipment (by Builder):

- White board wall (white board lining to painted plasterboard, suitable for wall projection)

Loose Equipment (by Council):

- Data projector

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Glazed door
- Wall to adjacent library area to be fully glazed partition

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets
- Power for data projector

Communications:

- 2 data points
- 1 data for data projector with wall point to connect computer

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

An enclosed space for printing and copying.

Functional relationship

To be co-located with other areas of study centre and adjacent electronic research.

Dimensions

Area: 15 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- Bench with cupboards under to paper and consumables

Loose Equipment (by Council):

- 2 multi function copier, printer/scanners
- Smart pay machine

Finishes

Floor:

- Carpet

Walls:

- Bench to be located against a wall or screen

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Glazed door
- Wall to adjacent library area to be fully glazed

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets to each multi function centre
- 1 double general purpose outlet to smart pay machine

Communications:

- 2 data points to each multi function centre
- 1 data point to smart pay machine

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

A semi enclosed area for local and family history resources including work area, IT bench and collection/resources shelving and/or storage.

Functional relationship

To be co-located with other areas of study centre.

Dimensions

Area: 30 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with end panels
- 1 rectangular tables (1000 x 1600 mm)
- 4 reading chairs
- 4 reading chairs on castors

Joinery and fixed equipment (by Builder):

- Work bench for computers and microfiche reader
- 2 glass front display units

Loose Equipment (by Council):

- 3 computers
- 1 microfiche/microfilm reader

Finishes

Floor:

- Carpet, with pattern / colour to define area

Walls:

- Walls required to create identity of area
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Glaze partitions may be used as part of creating identity of area

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets evenly spaced for customers IT devices adjacent reading tables
- 2 double general purpose outlets to each computer point at bench
- 1 double general purpose outlet to microfiche

Communications:

- 2 data points to each computer point on bench

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces
- Feature lighting to environmental graphics

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Open area for locating shelving for study collection within proprietary steel library shelving. Space to allow for number of bays indicated on briefing diagram. To include reading area with a mix of reading tables and bench for personnel IT resources.

Functional relationship

To be co-located with other areas of study centre

Dimensions

Area: 42 sqm

Ceiling Height: 3200 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Library shelving, with end panels
- 3 rectangular tables (1000 x 1600 mm)
- 12 reading chairs
- 6 reading chairs on castors

Joinery and fixed equipment (by Builder):

- Work bench for reader and their personnel computers

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet, with pattern / colour to define collection area
- Main corridors to be feature floor finish (possibly in timber boarding or like)

Walls:

- Generally no walls to be located in open area, provide screen wall to sit computer bench against
- Where area located on external wall provide external sun shading or internal electric operated blinds to manage sun penetration

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Nil

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets evenly spaced for customers IT devices adjacent reading tables
- 6 double general purpose outlets (one at each seat location)

Communications:

- 1 data points to each computer point on bench

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Enclosed space for quiet study. Room to be acoustically isolated from adjacent rooms.

Functional relationship

To be co-located with other areas of study centre adjacent to reading area.

Dimensions

Area: 16 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 8 reading chairs
- 2 person reading tables

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard

Ceiling:

- Set plasterboard with perforated acoustic component for room acoustics

Doors and glazed partitions:

- Glazed door
- Wall to adjacent library area to be fully glazed partition

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 8 double general purpose outlets for each seat

Communications:

- 8 data points

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for library spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

4.7 Library Back of House

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

131

Function

Enclosed office for library coordinator.
Medium acoustic privacy required.

Functional relationship

To be located off staff work room.

Dimensions

Area: 12 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 1 Ergonomic office chair
- 1 L shaped workstation with meeting return
- 1 mobile pedestal
- 2 meeting chairs
- 2 bookshelf units

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Computer
- Telephone
- 1 whiteboard

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door
- Glazed partition to workroom

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlets at workstation
- 2 double general purpose outlets in addition

Communications:

- 3 data points (including telephone) at workstation

Security:

- Electronic lock to door connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Enclosed office designed for 1 occupant to be used by computer systems co-ordinator.
Medium acoustic privacy required.

Functional relationship

To be located off staff work room.

Dimensions

Area: 12 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

* 1 Ergonomic office chair
* 2 rectangular workstations
* 1 shelving unit (wall mounted)
* 1 mobile pedestal

Joinery and fixed equipment (by Builder):

* Nil

Loose Equipment (by Council):

* 1 Computer
* 1 Telephone
* 1 whiteboard

Finishes

Floor:

* Carpet

Walls:

* Painted set plasterboard with aluminium skirting

Ceiling:

* Painted set plasterboard

Doors and glazed partitions:

* Lockable timber door
* Glazed partition to central corridor of area

Mechanical Services

* Air-conditioned

Electrical Services

Power:

* 3 double general purpose outlets at each workstation
* 2 double general purpose outlets in addition

Communications:

* 3 data points (including telephone) to each workstation

Security:

* Electronic lock to door connected to BMS system

Lighting:

* To Australian Standards for office spaces

Hydraulic Services

* Nil

Miscellaneous Items

* Nil

Function

Enclosed workroom for library staff to perform back of house activities.
Medium acoustic privacy required.

Functional relationship

To be co-located with other back of house areas. To have access to library, and deliveries area.

Dimensions

Area: 131 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 12 Ergonomic office chairs
- 12 rectangular workstations
- 12 mobile pedestal
- 4 bays of library shelving

Joinery and fixed equipment (by Builder):

- Work bench with sink and cupboards under and above bench cupboards over and section of staff lockers
- Pigeon hole storage for home library services

Loose Equipment (by Council):

- 12 Computers
- 12 Telephones

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 3 double general purpose outlets at each workstation
- 4 double general purpose outlets evenly distributed above work bench
- 4 double general purpose outlets evenly spread evenly around room

Communications:

- 3 data points (including telephone) at each workstation

Security:

- Access from library to be via electronic lock connected to BMS
- CCTV monitor for front desk and library

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Hot and cold water to sink

Miscellaneous Items

- Nil

Function

Staff meeting room for 6 occupants. Space to be acoustically isolated from adjacent areas.

Functional relationship

To be located off of the staff work room.

Dimensions

Area: 12 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 6 meeting chairs
- 1 rectangular meeting table

Joinery and fixed equipment (by Builder):

- Fabric lined pin board panels to one wall

Loose Equipment (by Council):

- Flat screen monitor

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Glazed lockable door to work room
- Glazed partition to work room

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 1 double general purpose outlet to wall
- 2 double general purpose outlets in floor box under table
- 1 general purpose outlet behind monitor

Communications:

- 1 data point connected from floor box to monitor
- 2 data points in floor box

Security:

- Electronic lock to door connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Server room for two communications racks and associated equipment.

Functional relationship

To be co-located with other back of house areas.

Dimensions

Area: 12 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- 2 computer racks

Loose Equipment (by Council):

- Active hardware to computer racks

Finishes

Floor:

- Anti static sheet vinyl

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Air-conditioned via separate system to the building with connection to the BMS

Electrical Services

Power:

- Power as required for computer rack requirements

Communications:

- Data to the communications rack with connection and testing to all points

Security:

- Electronic latch connected to BMS

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- No hydraulic services shall pass through this room

Miscellaneous Items

- Fire rated construction
- Smoke detectors
- Fire extinguishers
- Location for the CCTV monitor and recording device
- Location for the BMS computer and monitor (supplied by the Contractor)

Function

Enclosed lunch room for library staff.
High acoustic privacy required to separate from work area.

User

To be co-located with staff toilets and off staff workroom.

Dimensions

Area: 25 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 6 meeting chairs
- 1 rectangular meeting tables (1000 x 1600 mm)
- 2 individual casual chairs

Joinery and fixed equipment (by Builder):

- Kitchenette bench with sink and cupboards under and above bench cupboards over

Loose Equipment (by Council):

- Refrigerator
- Microwave

Finishes

Floor:

- Sheet vinyl

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets above bench
- 1 double general purpose outlet below bench for refrigerator
- 1 power outlet for boiling water unit

Communications:

- 1 data point for wall mounted telephone

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Hot and cold water to sink
- Boiling water unit below bench

Miscellaneous Items

- Nil

Function

Staff unisex toilet.

Functional relationship

To be co-located with staff room.

Dimensions

Area: 5 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

- Nil

Joinery and fixed equipment (by Builder):

- Mirror
- Electric wall mounted hand dryer
- Vanity bench for hand basin

Loose Equipment (by council):

- Nil

Finishes

Floor:

- Slip resistant ceramic tiles

Walls:

- Full height ceramic wall tiles

Ceiling:

- Set painted plasterboard

Doors and glazed partitions:

- Door with privacy latch

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- For hand dryer and cleaning

Communications:

- Nil

Security:

- No specific requirements for space

Lighting:

- To Australian Standards for amenities space

Hydraulic Services

- Hot and cold water to handbasin
- Basins and mixer taps
- Toilet fixtures and hand basins

Miscellaneous Items

- Nil

Function

Staff unisex toilet, to be designed to meet AS1428.1 with shower.

Functional relationship

To be located adjacent to staff lunchroom.

Dimensions

Area: 9 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

- Nil

Joinery and fixed equipment (by Builder):

- Mirror
- Electric wall mounted hand dryer
- Accessible railing to AS 1428
- Shelf next to basin
- Pull down shower seat
- Shower curtain on suspended rail
- 4 coat hooks

Loose Equipment (by council):

- Nil

Finishes

Floor:

- Slip resistant ceramic tiles

Walls:

- Full height ceramic wall tiles

Ceiling:

- Set painted plasterboard

Doors and glazed partitions:

- Door with privacy latch

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- For hand dryer and cleaning

Communications:

- Nil

Security:

- No specific requirements for space

Lighting:

- To Australian Standards for amenities space

Hydraulic Services

- Hot and cold water to handbasin
- Toilet fixtures and hand basins
- Hot and cold water to shower

Miscellaneous Items

- None required

Function

Storeroom for library equipment and resources for activities

Functional relationship

To be co-located with other back of house areas.

Dimensions

Area: 16 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Open metal shelving

Joinery and fixed equipment (by Builder):

• Nil

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Carpet

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable timber door

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 3 double general purpose outlets

Communications:

• Nil

Security:

• No specific security requirements to space

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Nil

Function

An area for receipt of deliveries and managing materials to be picked up.

Functional relationship

To be co-located with other back of house areas. To be located adjacent to staff work room and external loading area.

Dimensions

Area: 25 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Open storage shelves

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Sheet vinyl

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable timber door
• Lockable double doors to external loading area

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 1 double general purpose outlet

Communications:

• Nil

Security:

• Electronic latch connected to BMS

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Chemical storage cupboard

Function

Enclosed area for copying and print functions and stationery storage. Charging area for various items (including cameras and charging docks for tablets

Functional relationship

To be located adjacent to staff work area.

Dimensions

Area: 12 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by council):

• Nil

Joinery and fixed equipment (by Builder):

• Work bench with storage cupboards under for stationery

Loose Equipment (by council):

• Multi function copier, printer, scanner
• Laminator
• Paper folder
• 2 mobile device charging stations

Finishes

Floor:

• Carpet

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Set painted plasterboard

Doors and glazed partitions:

• Timber door

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 5 double general purpose outlet above bench
• 1 double general purpose to wall behind copier

Communications:

• 2 data points on wall behind copier

Security:

• No specific requirements for space

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Nil

Function

An enclosed storage room with compactus unit.

Functional relationship

To be located off staff work room.

Dimensions

Area: 12 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Open metal shelving
- Compactus unit

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- Nil

Communications:

- Nil

Security:

- No specific requirements to space

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

143

Function

Storage room for storing book club collection

Functional relationship

To be located off staff work room.

Dimensions

Area: 16 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Open storage shelves

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Carpet

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable door

Mechanical Services

• Air-conditioned

Electrical Services

Power:

• Nil

Communications:

• Nil

Security:

• No specific room requirements

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Nil

4.8 Community Centre

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

145

Meeting Room 1 + 2   A1

Function

Meeting room, with operable wall join space with adjacent room to form large meeting room.
High acoustic privacy required. Space to be acoustically isolated from adjacent areas.

Functional relationship

To be located off foyer with activity land 2 being co-located.

Dimensions

Area: 62 sqm (each room)

Ceiling Height: 3500 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 60 stackable meeting chairs
- 12 rectangular folding meeting tables
- 1 mobile lecturn

Joinery and fixed equipment (by Builder):

- Full height fabric lined pin board panels to one wall in each room
- Lockable storage cupboards for users groups
- 2 lockable cupboards with sinks

Loose Equipment (by Council):

- AV system
- Electric operated projection screen
- Video data projector

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard with feature acoustic timber paneled sections

Doors and glazed partitions:

- Entry double doors
- Acoustic rated operable wall
- Glazed side light to each side of doors

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 10 double general purpose outlets evenly spaced on walls
- Power for AV system in cupboards and ceiling

Communications:

- 10 data points evenly spaced on walls
- Data points on cupboard and on ceiling for av system

Security:

- Electronic lock to doors connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Hot and col water to sinks

Miscellaneous Items

- Nil

Function

Enclosed storeroom for equipment used by library in activity rooms.

Functional relationship

To be located with other support spaces off foyer.

Dimensions

Area: 10 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Metal storage shelves

Joinery and fixed equipment (by Builder):

• Nil

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Sheet vinyl

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable double doors

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 1 double general purpose outlet

Communications:

• Nil

Security:

• Electronic lock to doors connected to BMS system

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Nil

Function

Large multi purpose activity rooms which can be joined to adjacent room, via operable wall to form larger event space.

High acoustic privacy required. Space to be acoustically isolated from adjacent areas, as will be used for events including functions and performance.

Functional relationship

To be located off foyer with connection to forecourt.

Dimensions

Area: 100 sqm (each room)

Ceiling Height: 3500 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 100 stackable meeting chairs
- 12 rectangular folding meeting tables
- 1 mobile lecturn

Joinery and fixed equipment (by Builder):

- Full height fabric lined pin board panels to one wall in each room
- Lockable storage cupboards for users groups

Loose Equipment (by Council):

- AV system
- Electric operated projection screen
- Video data projector

Finishes

Floor:

- Timber boarding with rubber pads to bottoms of cusions

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard with feature acoustic timber paneled sections

Doors and glazed partitions:

- Entry double doors
- Glazed side light to each side of doors
- Acoustic rated operable wall
- Sliding doors to catering kitchen servery

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 6 double general purpose outlets evenly spaced on walls
- Power for AV system in cupboards and ceilings

Communications:

- 6 data points evenly spaced on walls
- Data points on cupboard and on ceiling for av. system

Security:

- Electronic lock to doors connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Enclosed storeroom for equipment and furniture.

Functional relationship

To be co-located with other support spaces off foyer

Dimensions

Area: 20 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Nil

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Sheet vinyl

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable double doors

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 1 double general purpose outlet

Communications:

• Nil

Security:

• Electronic lock to doors connected to BMS system

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Nil

Function

Enclosed storeroom for equipment stored on site by centre users.

Functional relationship

To be co-located with other support spaces off foyer.

Dimensions

Area: 12 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- Lockable cupboards

Loose Equipment (by Council):

- Nil

Finishes

Floor:

- Sheet vinyl

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable double doors

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- 1 double general purpose outlet

Communications:

- Nil

Security:

- Electronic lock to doors connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Kitchenette for users of centre.

Functional relationship

To be located off foyer

Dimensions

Area: 12 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- Kitchenette bench with sink and cupboards under and above bench cupboards over (lockable)

Loose Equipment (by Council):

- Refrigerator
- Microwave

Finishes

Floor:

- Sheet vinyl

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets above bench
- 1 double general purpose outlet below bench for refrigerator
- 1 power outlet for boiling water unit

Communications:

- Nil

Security:

- Electronic lock to door connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Hot and cold water to sink
- Boiling water unit below bench

Miscellaneous Items

- Nil

Function

Kitchen for reheat and serving of food for events within activity rooms, visitor centre and library. Low level acoustic privacy required.

Functional relationship

To be located adjacent to Activity Rooms 3 + 4 with servery to one room. Access to serve food and beverages to activity rooms 1 + 2, foyer, visitor centre and library is required.

Dimensions

Area: 25 sqm

Ceiling Height: 2400mm minimum

Furniture and Equipment

Loose furniture (by council:

- Nil

Joinery and fixed equipment (by builder):

- Stainless steel benching with sinks and single stainless shelf under
- 6 burner gas cooktop with oven under
- Commercial grade dishwasher

Loose Equipment (by council:

- Microwave
- Commercial refrigerator

Finishes

Floor:

- Slip resistant ceramic tiles

Walls:

- Full height ceramic tiled solid wall construction to meet Food Code

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable door required to space
- Bifold doors required to servery

Mechanical Services

- Air-conditioned
- Extraction fan and hood to cooking area

Electrical Services

Power:

- 6 double general purpose outlets evenly spread to benchtops
- Power for fixtures including three phase as required for equipment

Communications:

- 1 data point

Security:

- Electronic door locks connected to BMS

Lighting:

- To Australian Standards for kitchen spaces

Hydraulic Services

- Hot and cold water to all basins, sinks and dishwasher
- 2 integral sinks within benchtop
- 1 wall mounted handbasin

Miscellaneous Items

- Fire extinguishers
- Fire blankets

4.9 Visitor Centre - Customer Areas

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

153

Customer Experience Centre   V1

Function

A space where visitor experience displays, information and merchandise can be located. Space to be open to foyer during operating hours and secured out of hours with security screen.

Functional relationship

To be located with visibility from forecourt and off foyer.

Dimensions

Area: 120 sqm

Ceiling Height: 3500 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 1 mobile services counter with cash register, eftpos, telephone and computer
- 1 mobile itinerary kiosks
- 2 interactive touch screens
- 1 brochure display
- 3 merchandise displays
- 1 attraction feature display
- 1 interactive wall
- 1 seating area and displays to interactive wall
- 1 display wall

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- 2 touch screens
- 2 itinerary kiosk computers
- 1 merchandise refrigerator

Finishes

Floor:

- Carpet and timber

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Sliding security screen to foyer
- Lockable timber door to back of house

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 12 double general purpose outlets mounted in floor boxes
- 10 double general purpose outlets wall mounted

Communications:

- 12 double data points mounted in floor boxes
- 10 data points mounted on wall

Security:

- Electronic lock to door connected to BMS system to back oh house door

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Meeting room for 6 occupants.
High acoustic privacy required. Acoustically isolated from adjacent areas.

Functional relationship

To be located off customer experience area

Dimensions

Area: 12 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 6 meeting chairs
- 1 rectangular meeting table

Joinery and fixed equipment (by Builder):

- Fabric lined pin board panels to one wall

Loose Equipment (by Council):

- Flat screen monitor
- 1 whiteboard

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Glazed lockable door
- Glazed partition to customer area

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 1 double general purpose outlet to wall
- 2 double general purpose outlets in floor box under table
- 1 general purpose outlet behind monitor

Communications:

- 1 data point connected from floor box to monitor
- 2 data points in floor box

Security:

- Electronic lock to door connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

4.10 Visitor Centre - Back of House

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

157

Function

Work room office area for tourism development staff to undertake development and event management activities.

Functional relationship

To be co-located with other visitor centre back of house area.

Dimensions

Area: 68 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 6 Ergonomic office chairs
- 6 rectangular workstations
- 6 mobile pedestal
- 8 meeting chairs
- 1 rectangular work table (4000 x 1200 mm)

Joinery and fixed equipment (by Builder):

- Work bench with sink and cupboards under and above bench cupboards over
- White board (2400 mm long)

Loose Equipment (by Council):

- 6 Computers
- 6 Telephones
- Multi function printer, copier, scanner

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets at each workstation
- 4 double general purpose outlets evenly distributed above workbench
- 2 double general purpose outlets in floor box under work table

Communications:

- 3 data points (including telephone) at each workstation
- 1 data point at bench for printer

Security:

- Access from customer centre to be via electronic lock connected to BMS
- CCTV monitor for customer centre

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Enclosed office designed for 2 call centre staff. Medium acoustic privacy required.

Functional relationship

To be located adjacent to customer service and DM centre.

Dimensions

Area: 20 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 2 Ergonomic office chair
- 2 L shaped workstations with meeting return and lockable cupboards under
- 2 mobile pedestals

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- 2 Computer
- 2 Telephone
- 1 whiteboard

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Timber door
- Glazed partition to customer service and DM centre

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets at each workstation

Communications:

- 3 data points (including telephone) to each workstation

Security:

- No specific room requirements

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function

Enclosed office designed for 1 occupant to be used by centres operations manager.
Medium acoustic privacy required.

Functional relationship

To be located off customer engagement and DM centre.

Dimensions

Area: 16 sqm

Ceiling Height: 2700 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- 1 Ergonomic office chair
- 1 L shaped workstations with meeting return and lockable cupboards under
- 2 visitor chairs
- 1 mobile pedestal

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- 1 Computer
- 1 Telephone
- 1 whiteboard

Finishes

Floor:

- Carpet

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door
- Glazed partition to customer service and DM centre

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets

Communications:

- 3 data points (including telephone)

Security:

- Electronic lock to door connected to BMS system

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Storage - Brochures / Merchandise V6

Function

Storeroom for brochures and merchandise.

Functional relationship

To be co-located with other visitor centre back of house areas.

Dimensions

Area: 25 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Open metal shelving
- Compactus unit

Joinery and fixed equipment (by Builder):

- Nil

Loose Equipment (by Council):

- 1 refrigerator for merchandise

Finishes

Floor:

- Sheet vinyl

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Mechanical ventilation

Electrical Services

Power:

- 2 double general purpose outlets

Communications:

- Nil

Security:

- Electronic lock to door connected to BMS

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Nil

Miscellaneous Items

- Nil

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

161

Function

Storeroom for event equipment and resources.

Functional relationship

To be co-located with other visitor centre back of house areas.

Dimensions

Area: 25 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

• Nil

Joinery and fixed equipment (by Builder):

• Open joinery shelving

Loose Equipment (by Council):

• Nil

Finishes

Floor:

• Sheet vinyl

Walls:

• Painted set plasterboard with aluminium skirting

Ceiling:

• Painted set plasterboard

Doors and glazed partitions:

• Lockable timber door

Mechanical Services

• Mechanical ventilation

Electrical Services

Power:

• 1 double general purpose power outlet

Communications:

• Nil

Security:

• Electronic lock to door connected to BMS system

Lighting:

• To Australian Standards for office spaces

Hydraulic Services

• Nil

Miscellaneous Items

• Nil

Function

Kitchenette for visitor centre staff.

Functional relationship

To be located off customer engagement and DM team area.

Dimensions

Area: 10 sqm

Ceiling Height: 2400 mm minimum

Furniture and Equipment

Loose furniture (by Council):

- Nil

Joinery and fixed equipment (by Builder):

- Kitchenette bench with sink and cupboards under and above bench cupboards over

Loose Equipment (by Council):

- Refrigerator
- Microwave

Finishes

Floor:

- Sheet vinyl

Walls:

- Painted set plasterboard with aluminium skirting

Ceiling:

- Painted set plasterboard

Doors and glazed partitions:

- Lockable timber door

Mechanical Services

- Air-conditioned

Electrical Services

Power:

- 2 double general purpose outlets above bench
- 1 double general purpose outlet below bench for refrigerator
- 1 power outlet for boiling water unit

Communications:

- Nil

Security:

- No specific security requirements to space

Lighting:

- To Australian Standards for office spaces

Hydraulic Services

- Hot and cold water to sink
- Boiling water unit below bench

Miscellaneous Items

- Nil

Function design brief Mid-Coast Council Forster Library, Community and Visitor Information Centre Parts 1-3, 21634-V1.14

163