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**GOVERNMENT NOTICE**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****No. 280****11 April 2013****HIGHER EDUCATION ACT, 1997 (ACT NO. 101 OF 1997)****CALL FOR COMMENTS ON THE DRAFT POLICY ON STUDENT HOUSING AT  
PUBLIC UNIVERSITIES AND THE MINIMUM NORMS AND STANDARDS  
APPLICABLE**

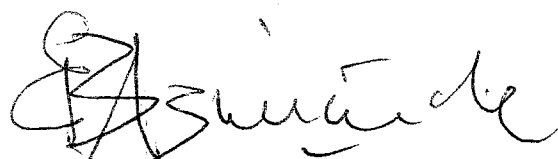
I, Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, in terms of section 3 of the Higher Education Act, 1997 (Act No. 101 of 1997), after consulting the Council on Higher Education, hereby publish for public comment the draft Policy on Student Housing at Public Universities and the Minimum Norms and Standards Applicable, as contained in the Schedule.

All interested persons and organisations are invited to comment on the draft Policy and to direct their written comments to-

The Director-General, Private Bag X174, PRETORIA, 0001, for attention: Mr S Makgoba or e-mail to: makgoba.s@dhet.gov.za or fax to: 086 298 3502.

Kindly provide the name, address, telephone number and email address of the person or organisation submitting the comments.

The comments on the draft Policy on Student Housing at Public Universities and the Minimum Norms and Standards Applicable must be submitted within 21 calendar days after publication of this Notice, but not later than 10 May 2013.



**Dr BE Nzimande, MP**

**Minister of Higher Education and Training**

**Date:** 27/03/13

## **SCHEDULE**

### **POLICY ON STUDENT HOUSING AT PUBLIC UNIVERSITIES AND THE MINIMUM NORMS AND STANDARDS APPLICABLE**

#### **1. INTRODUCTION**

The Report on the Ministerial Committee for the Review of the Provision of Student Housing at South African Universities, September 2011 (hereinafter referred to as the Report) has established that the accommodation of students is much more than merely the provisioning of beds. The accommodation of students is also about the establishment of living and learning and social communities. To date there has been no national policy or guideline which provides minimum standards for the housing of students in the university sector. The Report has established that there is a widely varying standard for the housing of university students across the public university sector, a significant proportion of which was found to be sub-standard. This has prompted Government to introduce policy which establishes minimum norms and standards for the housing of university students which must be applied at all public universities and university-accredited student housing providers across the sector, to ensure that students are provided with adequate, fit-for-purpose accommodation of reasonable quality which aims to create a learning and living environment for students and simultaneously promotes academic success.

Following the completion of the Report by the Ministerial Committee in September 2011, the Report was officially launched on 29 February 2012 by the Minister, Dr BE Nzimande. Extensive discussion followed at several *forums* attended by officials from the Department of Higher Education and Training, culminating in a workshop at the University of Johannesburg on 17 August 2012. Following the workshop, stakeholders were provided with the opportunity to submit written comments about the proposed minimum norms and standards on student housing. A total of 15 stakeholders submitted written comments/inputs which the committee evaluated and incorporated into this draft Policy.

The aim of the Policy is to regulate the provision of on-campus and off-campus student housing at South African public universities and to provide applicable minimum norms and standards for the housing of university students.

This Policy must be implemented when planning specifications for the building of new student housing and the refurbishment of existing student housing.

This Policy in no way absolves or releases any student housing provider from any local, provincial and national legislation which applies to any aspect of the housing and housing of students i.e. National Building Regulations and Occupational Health and Safety Act, etc.

## 2. GENERAL DEFINITIONS

In this Policy, words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders, and vice versa and any word or expression to which a meaning has been assigned in the Act bear the meaning so assigned and, unless the context indicates otherwise-

**“council controlled funds”** means the total of all funds, inclusive of both encumbered and designated funds, that are under the control of the council, but does not include non-discretionary funds;

**"Department"** means the Department of Higher Education and Training as the government department responsible for higher education;

**"Higher Education Act"** means the Higher Education Act, 1997 (Act No. 101 of 1997);

**“on-campus accommodation”** means units for accommodation on the premises of the university, which can vary from large blocks of rooms similar to residence halls, to multiple bedroom houses that house students;

**“off-campus privately owned housing”** means privately owned housing units, which can vary from large blocks of rooms similar to residence halls, to multiple bedroom houses that house only students, through to individual rooms in houses occupied by the home owner. This means a university leased, landlord or agent;

**"public university"** means any public higher education institution that is established, deemed to be established or declared as a public higher education institution under the Higher Education Act, 1997 (Act No. 101 of 1997);

**“residence hall”** means a block with large numbers of individual or twin rooms, with shared bathrooms on each floor, where in self-catering residences there usually is a shared kitchenette;

**“student village”** means a townhouse or an apartment complex; and

**"Vice-Chancellor"** means the head/chief executive or accounting officer of a public higher education institution and includes a principal or a rector.

### **3. APPLICATION**

This Student Housing Policy is applicable to all public universities and privately owned accommodation accredited by public universities according to their criteria developed by the respective public universities as stipulated in the university's policy and rules. Private providers shall establish clear and comprehensive standard lease agreements after consultation with relevant university officials and student representatives. Universities should rate and differentiate off-campus student accommodation according to standards set by each university.

### **4. PHYSICAL INFRASTRUCTURE**

The following Minimum Norms and Standards, including the standards contained in the room specification manual (appended to this policy) should be applied to all new residence buildings. The refurbishment of existing residences should aim to bring existing residence buildings to this standard, with the exception of room size, within a reasonable and fair time period which will be discussed in paragraph 10 of this Policy.

#### **4.1 Sites of residences**

The site or location of student housing can have a profound impact upon access, equity and redress of students needing housing as well as upon their academic success. In order to ensure equitable access to the academic facilities and support services of the university/campus, the following minimum standards are recommended:

- a. The housing facility should preferably be situated within the campus security perimeter, thereby affording residents the freedom to make full use of the academic, social, cultural and sporting programs of the university without restriction or hindrance;
- b. Should on-campus locations be unavailable, then sites should be identified which are no more than 20 kilometres travel by public or private transport (one way to and from the campus under normal circumstances) from the campus. Any new planned university owned or leased student residency that does not conform to the 20 kilometre radius must be submitted to the Department for approval. Affordable and secure transport running at regular intervals from early morning to late night should be provided. Such sites should be carefully selected with the safety, security and well-being of students in mind.

## 4.2 Design of residences

The following minimum design standards are applicable:

- a. Single rooms should be no smaller than 8m<sup>2</sup>, and double rooms should be no smaller than 14m<sup>2</sup>. The 8m<sup>2</sup> for single rooms and 14m<sup>2</sup> for double rooms is not applicable to existing stocks, but is applicable to the design of any new buildings from the date that the approved policy is published in a Gazette.
- b. With regards to the provision of beds, universities must provide as a minimum a bed frame, a mattress and a mattress cover.
- c. Dormitory/hall type residence buildings should comply with the following minimum standard and norms for ablution facilities:
  - Wash basins – 1 per 4 student residents.
  - Shower cubicles – 1 per 7 student residents.
  - Lavatories – 1 per 5 student residents.
  - Shower and lavatory cubicles shall be designed in such a way that individual privacy is provided (i.e., no communal showers or toilets).
- d. The following minimum social spaces should be provided:
  - Large common/meeting room – 1m<sup>2</sup> per student resident.
  - Smaller TV/meeting room – 0.5m<sup>2</sup> per student resident.
- e. In terms of the provision of meals, residences are designed to be either self-catering or non-self catering (In such instances the universities must provide meals). In the case of self catering residences, the following minimum food preparation standards must be provided:
  - Suitable food storage, preparation and kitchen space shall be provided.
  - Stove – 1 per 6 students.
  - Cold storage – 0.075m<sup>3</sup> lockable storage space per student.
  - Sink – 1 per 15 students.
  - Lockable cupboards – 1 per student.
  - Microwave oven – 1 per 15 students.
  - Countertop space – sufficient for 25% of the capacity of the student residence simultaneous usage.
- f. Wireless and/or fibre optic cable internet access is required in all student rooms and social spaces.

## 6. HEALTH AND SAFETY

All providers of student housing *shall* comply with all of the legislative requirements (national, regional and municipal) regulating health and safety at *all* times. Additional requirements pertinent to the provision of student housing are listed below, and certificates of compliance should be obtained from the relevant authority on an annual basis with regard to the following services:

- a. Fire safety, prevention and detection mechanisms and procedures.
- b. Electricity and gas installations.
- c. Security staff, mechanisms and procedures.
- d. In any building used to accommodate students, *each* student room as well as the building itself must be secure.
- e. Monthly hygiene audits of all university food preparation facilities as well as all communal self-catering facilities and areas should be carried out in addition to annual municipal hygiene inspections
- f. All ablution areas should be cleaned at least once daily using cleaning industry standard chemicals and products. Shower doors or curtains must be fitted to shower cubicles to ensure privacy.

## 7. FURNISHINGS AND FITTINGS

The minimum furnishings and fittings required for each room type or area within a student housing facility are detailed in the Room Specification Manual (appended). Furnishings and fittings should be maintained in a sound and working order, and should be replaced as soon as possible when broken beyond repair by the relevant university, landlord or agent. Appropriate, fair and adequate mechanisms for determining responsibility for damage and/or breakage to property should be established by the relevant authority at universities; or landlord in the case of private residences.

## 8. CONSTRUCTION, REPAIRS AND MAINTENANCE

Any and all construction, repairs and maintenance to on-campus or off-campus accommodation must comply at all times with all relevant legislation, and must be carried out by appropriately qualified staff or contractors. The following additional requirements pertinent to the provision of student housing are listed below:



- a. In the case of new buildings and/or refurbishment of existing buildings which have been funded by the Department of Higher Education and Training (DHET), the DHET may inspect such buildings after completion to satisfy itself that the buildings are fit-for-purpose, provide value for money, and comply with relevant legislation.
- b. Reasonable response times for emergency, urgent and routine repairs should be established after consultation with all stakeholders, and should be incorporated into a service level agreement.
- c. Any construction, maintenance or repairs must be carried out with minimum disruption to the academic program and requirements of student residents, and with due regard for their safety and security.
- d. Areas surrounding residence buildings must be kept clear of refuse and litter.
- e. Where construction of a student residence is done through a Public Private Partnership, universities are required to consult the DHET and get Ministerial approval before proceeding with the project.

## **9. STUDENT WELLBEING AND SUPPORT**

The university student housing must provide for adequate provision for the medical and psychological well-being of student residents during work hours, and that emergency support is available after hours. This includes the provision of first aid kit and instructions on the use thereof. As part of the orientation process, the university must provide a list of accredited private student housing providers to students who have not been allocated a place in the university residence system.

## **10. STUDENT HOUSING GOVERNANCE AND MANAGEMENT**

### **10.1 Governance of student housing and housing**

Each council must create a designated committee to govern residence life on behalf of the council of the University. The committee should be composed of equal numbers of university staff and residential students, and should be chaired by a senior official of the university. The committee should meet quarterly, and its minutes must be presented to council. Membership of the committee should include university staff and student representatives from off-campus student housing units housing ten or more students.

## **10.2 Staffing levels**

Residence staff to resident student ratios should not normally exceed 1:150 in the case of wardens, house parents, residence managers or the equivalent, and 1:100 in the case of student sub-wardens or the equivalent.

## **10.3 Professional development of student housing staff**

Training as stipulated by the University, must be provided by both universities and private housing providers to student housing staff at all levels. Such training must encompass at least emergency procedures. The ongoing professional development of student housing staff must be encouraged by both universities and private housing providers.

## **10.4 Policy, procedure and agreement**

Universities should have clear and comprehensive documentation providing information about the nature of the housing available, the fee or rental (indicating clearly what is included in the rate as well as all terms and conditions), the rules and regulations, the management structure, the complaints procedure, maintenance/repairs requisition procedure, etc.

## **10.5 Student discipline**

Universities are responsible for the discipline of students in university owned or University accredited rented housing. Providers of accredited private student housing must consult and collaborate with their 'feeder' universities in establishing suitable disciplinary codes and mechanisms.

## **10.6 Residence admissions and allocations policies**

- a. Given that in 2010 only 5.3% of new first year contact students were accommodated in university residences, all universities must develop strategies for increasing the percentage of residence places available for new first year students to at least 20% of the total residence capacity by 2018 and thereafter 100% within ten years thereafter..
- b. A comprehensive residence admissions and allocations policy must be developed and implemented by all universities in consultation with all relevant stakeholders. Accountability for the implementation of this policy should reside at senior management level.
- c. The allocation of students into residences and rooms must be strictly managed, controlled and monitored by university housing staff in accordance with the residence admissions and allocations policy mentioned above.

- d. Waiting lists for residence vacancies must be managed and administered by relevant university administrative staff in accordance with the residence admissions and allocations policy.
- e. Universities must develop plans, strategies and mechanisms to increase access to university residences by poor, working class and rural students, and to develop sensitive support mechanisms for these students as defined by each university which empower and enable them to participate fully in the academic, social and cultural life of the university.

## **11. FINANCIAL CONTROL AND MANAGEMENT OF STUDENT HOUSING**

The following financial mechanisms and procedures shall be implemented at all public universities which provide student housing:

- a. The residence budget and management accounts shall be separated completely from the University budget and management accounts. The basis for future allocations on student housing infrastructure will be determined in line with the extent to which the university has met the above requirement.
- b. Quarterly residence management accounts shall be submitted to the University council for scrutiny and evaluation in addition to undertaking annual site visits by the Department.
- c. The DHET will establish a standardised reporting framework for the presentation of the annual residence financial reports
- d. NSFAS housing funding restrictions - a recipient of NSFAS funding for housing may only be allowed to 'unbook' a maximum of 20% of meals which may be credited to the relevant student's accounts; in other words, 80% of the boarding/meal funding component of the housing/accommodation grant may only be used for meals.

## **12. COMPLIANCE WITH STUDENT HOUSING AND HOUSING MINIMUM STANDARDS**

- a. The Department of Higher Education and Training is the custodian of this Policy, and will provide a consultative, facilitative and supportive service to the universities in attaining their student housing targets and goals.
- b. NSFAS-funded students may only be accommodated in housing which meets the minimum standards requirements set out in this Policy. Responsibility for accrediting private student housing will be the responsibility of the 'feeder' University through which the NSFAS funding allocation is made.
- c. Level of compliance with student housing minimum standards is to be included in the Annual Report.

### 13. PHASING IN OF MINIMUM NORMS AND STANDARDS

- a. The University council must submit by December 2014 approved plans and strategies to the Department for the phasing-in of the minimum norms and standards of its existing stock and whether it has consulted with internal stakeholders. This is also applicable to off-campus student housing owned by the University.
- b. In terms of governance and management under paragraph 10, universities must comply by end of December 2015, except for the staff and first year requirements (10.6.a), which will need to be phased-in over three to five years.
- c. For existing university residence stock, a reasonable and fair period of time will be allowed to bring existing stock to a minimum standard in terms of the content of a room and not necessary a structure change. A reasonable and fair time period will depend on the circumstances of each individual university and in consultation with the Department.
- d. This policy will apply to any new planned residences, and where without any legal (contractual) or substantial financial implications, a university can still change the structure of a residence to conform to this Policy when gazette, the necessary changes should be effected.
- e. Due to the shortage of housing and the importance of partnering with private providers, Universities will need to ensure that private housing meets the minimum norms and standards of this Policy as far as possible before entering into an agreement with the private provider.

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**ANNEXURE A: MINIMUM NORMS AND STANDANDARDS ROOM SPECIFICATION  
MANUAL –Room Data Sheets: Room 1 to 25**

**ROOM DATA SHEETS**

Room no 1 Bedroom Single  
Room no 2 Bedroom Double  
Room no 3 Common Room Large  
Room no 4 Common Room Small  
Room no 5 Study  
Room no 6 Passage  
Room no 7 Utility Area  
Room no 8 Foyer  
Room no 9 Staircase  
Room no 10 Guest Toilet  
Room no 11 Telephone Booth  
Room no 12 Kitchenette  
Room no 13 Ablutions  
Room no 14 Laundry  
Room no 15 Cleaners Store  
Room no 16 House Store  
Room no 17 Box Room  
Room no 18 Linen Room  
Room no 19 Electrical Duct  
Room no 20 Boiler Room  
Room no 21 Plumbing Duct  
Room no 22 Hub Room  
Room no 23 Grounds  
Room no 24.01 Warden Kitchen  
Room no 24.02 Warden Dining Room  
Room no 24.03 Warden Lounge  
Room no 24.04 Warden Bedroom 1  
Room no 24.05 Warden Bedroom 2  
Room no 24.06 Warden Bedroom 3  
Room no 24.07 Warden Bathroom 1  
Room no 24.08 Warden Bathroom 2  
Room no 24.09 Warden Office  
Room no 24.10 Warden Garage  
Room no 24.11 Warden Garage  
Room no 25 Residence General

**ROOM DATA SHEET**

Room Number

**1****STANDARD BEDROOM****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	<b>BEDROOM</b>
1.4 Area	<b>9 ASM</b>
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback N/A
	Floor Durable linoleum or tiles
	Ceiling Conc - plastered

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
CBD joinery	1
Curtain Rail (double)	1
Towel Rail (1200mm)	1
Mirror (300x400mm)	1
2.2 Furniture & Fittings	
Bed	1
Study Table	1
Desk Chair	1
Book Shelf	1
Curtains	1
Study Lamp / low energy	1
Pin board	1
Door pin board	1
Waste-paper bin	1
Mattresses	1
Bedside table	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	* 1 x Wall heater
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	In passage
	Extinguisher	In passage

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 100 Lux
	Task	* 1 x bedside lamp
	Emergency	
3.2.2 Power	15Amp Socket outlet	* x 2
	UPS Socket outlet	* x 1

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	
3.3.2 Intercom		
3.3.3 Network	Wired	* 1
3.3.4 Other	Wireless	

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	
3.4.2 CCTV		
3.4.3 Access Control		
3.4.4 Door Alarm		
3.4.5 Other		

**Notes**

- 1.0 **Bed**  
1880x915 with headboard
- 2.0 **Study Table**  
1300x750mm table finishes in black epoxyth 32mm formica top finished with high impact edging. Frame and legs to be 32mm square follow tube with 1.6mm wall thickness
- 3.0 **Desk Chair**  
Stacker, seat and back upholstered in contract/range fabric, upright back, frame to run along edge of seat ie seat not to overlap the frame and to have reinforcing bar on legs
- 4.0 **Pin Board**  
600x900 carpet pinning board with alumin frame
- 5.0 **Door pin board**  
300x200 carpet pin board with alumin frame. Alumin frame to have name slot with clear perspex cover. Board to be marked with room no.
- 6.0 **Bookshelf**  
900x900x305mm with one fixed shelf, melamine finish, full back and cleats, 1 shelf, c/w cross bar used to attach bookshelf to wall. If self-catering is allowed, the bookshelf must make provision for storage of 2 small pots and 1 pan.
- 7.0 **Bedside table**  
700hx500wx400d mm with 1 fixed shelf halfway down, Formica tops and square metal frame (to be costed, will be supplied if budget permits)
- 8.0 **Cupboards**  
Built-in cupboards with sufficient hanging space and shelf space. A separate built-in cupboard is to be provided if self-catering is available.
- 9.0 **Bedroom windows on Ground floor and other vulnerable windows at low level to be fitted with burglar bars**
- 10.0 **Ironmongery**  
On master-key system, door stopper
- 11.0 If the planning provides opportunity for a larger bedroom 12sqm - this can be assigned to a senior student.

**ROOM DATA SHEET**

Room Number

**2****LARGE BEDROOM****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1 ~
1.3 Room Use	<b>BEDROOM</b>
1.4 Area	<b>14 ASM</b>
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback N/A
	Floor Durable linoleum or tiles
	Ceiling Conc - plastered

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
CBD joinery	1
Curtain Rail (double)	1
Towel Rail (1200mm)	1
Mirror (300x400mm)	1
2.2 Furniture & Fittings	
Bed	2
Study Table	2
Desk Chair	2
Book Shelf	2
Curtains	2
Study Lamp / low energy	2
Pin board	2
Door pin board	1
Wastepaper bin	2
Bedside table	2

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	* 2 x Wall heater
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	In passage
	Extinguisher	In passage

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 100 Lux
	Task	* 1 x bedside lamp
	Emergency	
3.2.2 Power	15Amp Socket outlet	* x 2
	UPS Socket outlet	* x 1

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	
3.3.2 Intercom		
3.3.3 Network	Wired	* 1
3.3.4 Other	Wireless	

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	
3.4.2 CCTV		
3.4.3 Access Control		
3.4.4 Door Alarm		
3.4.5 Other		

**Notes**

- 1.0 **Bed**  
1880x915 with expanded metal seat and headboard
- 2.0 **Study Table**  
1300x750mm table finishes in black epoxyth 32mm formica top finished with high impact edging. Frame and legs to be 32mm square follow tube with 1.6mm wall thickness
- 3.0 **Desk Chair**  
Slacker, seat and back upholstered in contract/range fabric, upright back, frame to run along edge of seat ie seat not to overlap the frame and to have reinforcing bar on legs
- 4.0 **Pin Board**  
600x900 carpet pinning board with alumin frame
- 5.0 **Door pin board**  
300x200 carpet pin board with alumin frame. Alumin frame to have name slot with clear perrspex cover. Board to be marked with room no.
- 6.0 **Bookshelf**  
900x900x305mm with one fixed shelf, melamine finish, full back and cleats, 1 shelf, c/w cross bar used to attach bookshelf to wall. If self-catering is allowed, the bookshelf must make provision for storage of 2 small pots and 1 pan.
- 7.0 **Bedside table**  
700hx500wx400d mm with 1 fixed shelf halfway down, Formica tops and square metal frame (to be costed, will be supplied if budget permits)
- 8.0 **Cupboards**  
Built-in cupboards with sufficient hanging space and shelf space. A separate built-in cupboard is to be provided if self-catering is available.
- 9.0 **Bedroom windows** on Ground floor and other vulnerable windows at low level to be fitted with burglar bars
- 10.0 **Ironmongery**  
On master-key system, door stopper
- 11.0 Access into room not to pass through other student's private area
- 12.0 2 x separate windows
- 13.0 Divider screen or joinery divider

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	<b>RECREATION/MEETING</b>
1.4 Area	ASM - 1 sqm / student
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback N/A
	Floor Durable linoleum or tiles
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
TV shelf/stand	1
Curtain Track Double	1
Built in bench with lockers below	4
AV equipment cabinet (theft proofed)	1

**2.2 Furniture & Fittings**

Tub Chairs	1 / 2 students
Stacking Chairs, plastic	1 / 4 students
Bench cushions	As req
Curtains	1
Rubbish bin	1
DVD Player	1
LCD screen TV 30"	1
DStv decoder	1
Remote control security brick	2
Pin Board	1
Satellite dish	1
LCD screen security frame/mechanism	1

Room Number

**3****COMMON ROOM LARGE****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	* 2 x wall heater / 10 ASM
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	In passage
	Extinguisher	In passage

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 200 Lux - Dimmed
	Task	
	Emergency	* 1 Lux min.
3.2.2 Power	15Amp Socket outlet	* 4 x double
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	

**3.3.2 Intercom**

3.3.3 Network	Wired	* 1
3.3.4 Other	Satellite dish	* 1

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	* 1
	Heat detection	

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 *Servery from Kitchenette*
- 2.0 *Patio area - subject to site conditions 1sqm / 0.5 students*
- 3.0 *Gressed Area min 15 sqm at reasonable gradient*
- 4.0 **Pin Board**  
*1000x1000mm carpet pinning board with aluminium frame*
- 5.0 **AV Equipment Cabinet**  
*Accommodate DVD player, DStv decoder, video splitter. Accessed from the rear, front secured with expanded mesh with access to operate equipment*
- 6.0 **Rubbish bin**  
*Wall mounted, large metal*
- 7.0 **Remote control security brick**  
*One each for DStv and DVD remote controls*
- 8.0 **Ironmongery**  
*Entrance door: Not on master-key system, door stopper, push plates, door closer*
- 9.0 **Signage**  
*"Main Common Room" on entrance door*



**ROOM DATA SHEET**

Room Number

**4****COMMON ROOM SMALL****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	<b>RECREATION/MEETING</b>
1.4 Area	ASM - 0.5sqm / student
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback N/A
	Floor Durable linoleum/tiles
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
TV stand/shelf	1
Curtain Track Double	1
AV equipment cabinet	1
Double removable gate-stored in box room	1

**2.2 Furniture & Fittings**

Tub Chairs	1 / 4 students
Curtains	1
Wastepaper basket	1
LCD screen TV 26"	1
DStv decoder	1
Video Splitter to Warden	1
Remote control security brick	2
Pin Board	1
Fridge 325L 600x600	1
LCD screen security frame/mechanism Board	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	* 1 x wall heater / 10 ASM
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	In passage
	Extinguisher	In passage

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 200 Lux - Dimmed
	Task	
	Emergency	* 1 Lux min.
3.2.2 Power	15Amp Socket outlet	* 4 x double
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	

**3.3.2 Intercom**

3.3.3 Network	Wired	* 1
3.3.4 Other	Satellite dish	* 1

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	* 1
	Heat detection	

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes****1.0 Pin**

1000x1000mm

**3.0 AV Equipment Cabinet**

Accommodate DVD player, DStv decoder, video splitter. Accessed from the rear, front secured with expanded mesh with access to operate equipment

**4.0 Remote control security brick**

One each for DStv

**5.0 Rubbish bin**

Wall mounted, large metal

**6.0 Ironmongery**

Entrance door: Not on master-key system, door stopper, push plates, door closer

**7.0 Signage**

"Small Common Room" on entrance door

**8.0 Video cable**

Provision should be made to connect the video splitter to the Warden's flat

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **STUDENT STUDY AREA**
- 1.4 Area **ASM - 0.1sqm / student**
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Carpet           |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description No Services

2.1 Fitted/ installed by contractor

2.2 Furniture &amp; Fittings

Study table	1 / 2ASM
Desk Chair	1 / table

Room Number

**5****STUDENT STUDY AREA (if applicable)****3.0 SERVICES****3.1 Mechanical**

- 3.1.1 Water Supply Cold
- Hot
- 3.1.2 Ventilation Mechanical Extract \* Extract to stairs
- Mechanical Supply
- Heating \* 1 x wall heater / 10 ASM
- Fans, ceiling mounted
- 3.1.3 Firefighting Hosereel
- Extinguisher

**3.1.4 Other****3.2 Electrical**

- 3.2.1 Lighting General \* 500 lux
- Task
- Emergency
- 3.2.2 Power 15Amp Socket outlet \* 1 double x 2 m of usable wall

**3.2.3 Other****3.3 Communication**

- 3.3.1 Telephone Extension
- Direct line
- Fax line
- 3.3.2 Intercom
- 3.3.3 Network Wired \* 1 x 2 m of usable wall
- 3.3.4 Other Wireless
- 3.4 Security
- 3.4.1 Fire Detection Smoke detection \*
- Heat detection

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes****1.0 Student Study**

Is a 'nice to have' and is subject to 'dead space' &amp; budget availability

**2.0** Where possible make natural light available**3.0** Where possible have natural ventilation**4.0 Study Table**

1300x750mm table finishes in black epoxy with 32mm formica top finished with high impact edging. Frame and legs to be 32mm square follow tube with 1.6mm wall thickness

**5.0 Desk Chair**

Stacker, seat and back upholstered in contract/range fabric, upright back, frame to run along edge of seat ie seat not to overlap the frame and to have reinforcing bar on legs

**6.0 Ironmongery**

Not on master-key system, door stopper

**7.0 Signage**

"Student Study" on entrance door

**8.0** Network Printer to be installed in this room if such room is included

**ROOM DATA SHEET**

Room Number

**6****PASSAGE****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	<b>PASSAGE</b>
1.4 Area	<b>ASM</b>
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback N/A
	Floor Durable linoleum/tiles
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
<b>2.1 Fitted/ installed by contractor</b>	
Long length mirror 1800x900	1
Fire Hose Reel 30m	1 if app
Fire extinguisher	1 if app
Statutory fire escape signage	1

**2.2 Furniture & Fittings**

Notice boards at bedroom doors - see data sheet 1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	• 1
	Extinguisher	• 1

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	100 lux
	Task	
	Emergency	sensor
3.2.2 Power	15Amp Socket outlet	• 2 x single
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	•
	Direct line	
	Fax line	
3.3.2 Intercom		• 1 x Intercom to front door
3.3.3 Network	Wired	
3.3.4 Other	Wireless	

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	•
	Heat detection	
3.4.2 CCTV		
3.4.3 Access Control		
3.4.4 Door Alarm		
3.4.5 Other		

**Notes**

- 1.0 Passage lights on time delay switch with over-ride option
- 2.0 Good natural ventilation/lighting at ends of the passage (ie., glass windows in doors, linked to fire alarm)
- 3.0 Consider acoustic treatment to the ceiling
- 4.0 Provision made for a Passage Utility Area on each floor (see data area 21)
- 5.0 **Signage**  
Exit and fire safety signs

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **GENERAL UTILITY AREA**1.4 Area **1.1 ASM / floor**

1.5 Finishes

Walls	Plaster, painted
Skirting	Timber, painted
Splashback	N/A
Floor	Vinyl
Ceiling	Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
-------------	--------------

**2.1 Fitted/ installed by contractor**

CBD joinery	1
Counter top for printer	1
Fire Hose Reel 30m	1
Fire extinguisher	1

**2.2 Furniture & Fittings**

Waste bins	3
Fridge 325L	1 res quota
Printer	1 res quota
Vacuum cleaner	1
Broom	1
Dustpan and hand brush	1

Room Number

7

**PASSAGE UTILITY AREA****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	* 1
	Extinguisher	* 1

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting	General
	Task
	Emergency
3.2.2 Power	15Amp Socket outlet * 1 x double

3.2.3 Other

**3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line
3.3.2 Intercom	
3.3.3 Network	Wired *
3.3.4 Other	Wireless

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection
3.4.2 CCTV	
3.4.3 Access Control	
3.4.4 Door Alarm	
3.4.5 Other	

**Notes**

- 1.0 Recessed utility area off passage, one on each floor, centrally situated
- 2.0 **Cleaner's Cupboard**  
Must accommodate vacuum cleaner (c/w accessories), broom, dustpan and brush
- 3.0 **Counter top**  
Positioned so provide easy access to bins under counter
- 4.0 **Waste Bins**  
Square/rectangular bins for Glass, paper and refuse, with lids
- 5.0 **Counter top**  
Positioned providing easy access to bins under counter

**ROOM DATA SHEET**

Room Number

**8****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **ENTRANCE**
- 1.4 Area **ASM**
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Tiles            |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                         | No. Services |
|-------------------------------------|--------------|
| 2.1 Fitted/ installed by contractor |              |
| Floor mats                          | 2            |
| 2.3 Furniture & Fittings            |              |
| Rubbish bin                         | 1            |
| Notice Board                        | 2            |
| Hall table                          | 1            |

**FOYER****3.0 SERVICES****3.1 Mechanical**

- |                    |                       |                    |
|--------------------|-----------------------|--------------------|
| 3.1.1 Water Supply | Cold                  | No                 |
|                    | Hot                   | No                 |
| 3.1.2 Ventilation  | Mechanical Extract    |                    |
|                    | Mechanical Supply     |                    |
|                    | Heating               |                    |
|                    | Fans, ceiling mounted |                    |
| 3.1.3 Firefighting | Hosereel              | In Passage Utility |
|                    | Extinguisher          | In Passage Utility |

**3.1.4 Other****3.2 Electrical**

- |                |                     |              |
|----------------|---------------------|--------------|
| 3.2.1 Lighting | General             | * 200 Lux    |
|                | Task                |              |
|                | Emergency           | * 1 Lux min  |
| 3.2.2 Power    | 15Amp Socket outlet | * 1 x single |
|                | UPS Socket outlet   |              |

**3.2.3 Other****3.3 Communication**

- |                 |             |                   |
|-----------------|-------------|-------------------|
| 3.3.1 Telephone | Extension   |                   |
|                 | Direct line |                   |
|                 | Fax line    |                   |
| 3.3.2 Intercom  |             | * to each passage |
| 3.3.3 Network   | Wired       |                   |
| 3.3.4 Other     | Wireless    |                   |

**3.4 Security**

- |                      |                    |                  |
|----------------------|--------------------|------------------|
| 3.4.1 Fire Detection | Smoke detection    | *                |
|                      | Heat detection     |                  |
| 3.4.2 CCTV           |                    | *                |
| 3.4.3 Access Control |                    | * Electronic Key |
| 3.4.4 Door Alarm     |                    | *                |
| 3.4.5 Other          | Fire Alarm Control | *                |

**Notes**

- 1.0 **Pin Board**  
3000x1000mm carpet pinning board with aluminium frame
- 2.0 Alarm panel to be discreetly positioned
- 3.0 Front doors robust and secure
- 4.0 Paraplegic access to bathroom and common room from foyer level
- 5.0 **Access Control**  
Biometric Access Control system, magnetic locks and door alarm to be integrated in door design/installation. Access control to be easily accessible to wheelchairs
- 6.0 **Door mats**  
Mats to be fitted in a recess, one outside the door and one inside the door
- 7.0 **Ironmongery**  
Also fitted with 3 lever dead lock, push and kick panels, robust door handles, door closer, door stopper, magnetic locks
- 8.0 **Rubbish bin**  
Wall mounted, large metal
- 9.0 **Hall table**  
600 x 1200 formica, metal frame

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **VERTICAL CIRCULATION**1.4 Area **ASM**

1.5 Finishes Walls Plaster, painted

Skirting Timber, painted

Splashback N/A

Floor Tiled

Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT****Description****No. Services**

2.1 Fitted/ installed by contractor

2.3 Furniture &amp; Fittings

Notice board on landing

3

Room Number

**9****STAIRCASE****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply Cold No

Hot No

3.1.2 Ventilation Mechanical Extract

Mechanical Supply

Heating

Fans, ceiling mounted

3.1.3 Firefighting Hosereel In Passage Utility

Extinguisher In Passage Utility

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting General \* 200 lux

Task

Emergency \* 1 Lux min

3.2.2 Power 15Amp Socket outlet

UPS Socket outlet

3.2.3 Other

**3.3 Communication**

3.3.1 Telephone Extension

Direct line

Fax line

3.3.2 Intercom

3.3.3 Network Wired

3.3.4 Other Wireless

**3.4 Security**

3.4.1 Fire Detection Smoke detection \*

Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Pin Board

3000x1000mm carpet pinning board with aluminium frame

2.0 Acoustic treatment to be considered

3.0 Secure storage below stair

4.0 Double strip stair nosing

5.0 Timber handrail

6.0 Void under stairs to be used as lockable storage

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	<b>WC</b>
1.4 Area	<b>2 ASM</b>
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback N/A
	Floor Tiled
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
Small WHB	1
Mirror 300x400	1
WC	1
Toilet paper dispenser	1
2.2 Furniture & Fittings	
Flip top waste paper bin	1

Room Number

**10****GUEST TOILET****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	*
	Hot	*
3.1.2 Ventilation	Mechanical Extract	*
	Mechanical Supply	
	Heating	
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	In Passage Utility area
	Extinguisher	In Passage Utility area

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	*	100 Lux
	Task		
	Emergency		
3.2.2 Power	15Amp Socket outlet		
	UPS Socket outlet		

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	
3.3.2 Intercom		
3.3.3 Network	Wired	
3.3.4 Other	Wireless	

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

1.0 1 x Guest WC / Res

**2.0 Signage**

"Guest Toilet"

**3.0 Ironmongery**

Privacy lock to door

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use
- 1.4 Area **2 ASM**
- 1.5 Finishes
- |            |                 |
|------------|-----------------|
| Walls      | Plaster, Carpet |
| Skirting   | Timber, painted |
| Splashback | N/A             |
| Floor      | Carpet          |
| Ceiling    | Carpet          |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                         | No. Services |
|-------------------------------------|--------------|
| 2.1 Fitted/ installed by contractor |              |
| 2.2 Furniture & Fittings            |              |
| Notice Board                        | 1            |

Room Number

**11****TELEPHONE BOOTH****3.0 SERVICES****3.1 Mechanical**

- |                    |                       |            |
|--------------------|-----------------------|------------|
| 3.1.1 Water Supply | Cold                  | No         |
|                    | Hot                   | No         |
| 3.1.2 Ventilation  | Mechanical Extract    |            |
|                    | Mechanical Supply     |            |
|                    | Heating               |            |
|                    | Fans, ceiling mounted |            |
| 3.1.3 Firefighting | Hosereel              | In passage |
|                    | Extinguisher          | In passage |

**3.1.4 Other****3.2 Electrical**

- |                |                     |         |
|----------------|---------------------|---------|
| 3.2.1 Lighting | General             | 200 Lux |
|                | Task                |         |
|                | Emergency           |         |
| 3.2.2 Power    | 15Amp Socket outlet |         |
|                | UPS Socket outlet   |         |

**3.2.3 Other****3.3 Communication**

- |                 |             |   |
|-----------------|-------------|---|
| 3.3.1 Telephone | Extension   | * |
|                 | Direct line | * |
|                 | Fax line    |   |

**3.3.2 Intercom****3.3.3 Network****3.3.4 Other****3.4 Security**

- |                      |                 |
|----------------------|-----------------|
| 3.4.1 Fire Detection | Smoke detection |
|                      | Heat detection  |

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 1 x booth / res
- 2.0 Dual function card/coin or coin operated unit
- 3.0 **Pin board**  
300x200 carpet pin board with alumin frame. Alumin frame to have name slot with clear perrspex cover. Board to be marked with room no.
- 4.0 **Signage**  
"Public Telephone"
- 5.0 **Ironmongery**  
No door lock, door stopper



**ROOM DATA SHEET**

Room Number

**12****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **Kitchen**
- 1.4 Area **8.2 ASM**
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Vinyl            |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                                | No. Services |
|--|--------------|
| <b>2.1 Fitted/ installed by contractor</b> |              |
| single bowl sink with drainer              | 1            |
| Counter top with 2 door cdb below.         | 1            |
| towel rail 1200mm                          | 1            |
| <b>2.2 Furniture &amp; Fittings</b>        |              |
| Fridge 325L 600x600                        | 1            |
| Microwave 26L                              | 1            |
| Flip top bin large                         | 1            |
| Urn 20L                                    | 1            |

**KITCHENETTE****3.0 SERVICES****3.1 Mechanical**

- 3.1.1 Water Supply Cold \*
- Hot \*
- 3.1.2 Ventilation Mechanical Extract
- Mechanical Supply
- Heating
- Fans, ceiling mounted
- 3.1.3 Firefighting Hosereel In passage
- Extinguisher Yes

**3.1.4 Other****3.2 Electrical**

- 3.2.1 Lighting General \* 200 Lux
- Task
- Emergency
- 3.2.2 Power 15Amp Socket outlet \* 2 x double
- UPS Socket outlet

**3.2.3 Other****3.3 Communication**

- 3.3.1 Telephone Extension
- Direct line
- Fax line
- 3.3.2 Intercom
- 3.3.3 Network Wired
- 3.3.4 Other Wireless

**3.4 Security**

- 3.4.1 Fire Detection Smoke detection \*
- Heat detection

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 Hatch to Large Common Room, doors secured from kitchenette
- 2.0 Signage
- "Kitchenette" on entrance door
- 3.0 Ironmongery
- Not on master-key system, door stopper, kick plates
- 4.0 Microwave to be secured

**ROOM DATA SHEET**

Room Number

**13****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **ABLUTIONS**

1.4 Area ASM - ratios below will determine no &amp; size of ablution area

1.5 Finishes Walls Tiles to ceiling  
Skirting Timber, painted  
Splashback N/A  
Floor Tiles  
Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description No. Services

**2.1 Fitted/ installed by contractor**

Shower rail	2/shower
whb	1/4 students
wc	1/5 students
shower	1/7 students
robe hook in shower cubicle	1/shower
Mirror 300x400	1/whb
Toilet paper dispenser	1/wc
soap dish	1/shower

**2.2 Furniture & Fittings**

Shower curtain	2 / shower
Wall Bin White 40lt capacity	1

**ABLUTIONS****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	* Yes
	Hot	* Yes

3.1.2 Ventilation	Mechanical Extract	* Yes
	Mechanical Supply	
	Heating	

3.1.3 Firefighting	Fans, ceiling mounted	
	Hosereel	In Passage
	Extinguisher	In Passage

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting	General	* 200 Lux
	Task	
	Emergency	

3.2.2 Power	15Amp Socket outlet
	UPS Socket outlet

3.2.3 Other

**3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line

3.3.2 Intercom

3.3.3 Network	Wired
---------------	-------

3.3.4 Other	Wireless
-------------	----------

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

- 1.0 Fall from door to showers  
2.0 Ablution per passage  
3.0 Paraplegic toilet/shower in ablution at entry wing  
4.0 Shower floor step down  
5.0 Shower cubicle to have dry/wet zone  
6.0 **Ironmongery**  
No door lock, door stopper, kick plates

**7.0 Signage**

"Ablution" on entrance door

**ROOM DATA SHEET**

Room Number

**14****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **LAUNDRY 1 / 40 students**1.4 Area **ASM**

1.5 Finishes Walls Plaster, painted

Skirting Timber, painted

Splashback Tiled

Floor Tiles

Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description

No. Services

2.1 Fitted/ installed by contractor

Double Trough 1 / 40 students

Fixed Ironing Board 1

Shelving 300 x 1500 1

Pin board 1

**2.2 Furniture & Fittings**

Dryer - 9kg front loader 1 / 25 students

Washing Machine - 8.2kg top loader 1 / 25 students

Clothes Horse 1

Wall Bin White 40lt capacity 1

**LAUNDRY****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply Cold \* trough

Hot \* Trough only

3.1.2 Ventilation Mechanical Extract \* Yes

Mechanical Supply

Heating

Fans, ceiling mounted

3.1.3 Firefighting Hosereel In Passage

Extinguisher In Passage

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting General \* 200 Lux

Task

Emergency

3.2.2 Power 15Amp Socket outlet \* 2 double

Dedicated Socket outlet \* 2 x wash machines

3.2.3 Other Tumble dryer \* 2 x tumble dryer

**3.3 Communication**

3.3.1 Telephone Extension

Direct line

Fax line

3.3.2 Intercom

3.3.3 Network Wired

3.3.4 Other Wireless

**3.4 Security**

3.4.1 Fire Detection Smoke detection \*

Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Floor tiles laid to fall with floor drain

2.0 Dryer Direct Expel thru Outer Wall (NOT into any public/visible area!)

3.0 Clothes Horse

4.0 Preferably one laundry per floor (minimum of 2 per every 3 floors)

5.0 Window on external wall preferable.

**6.0 Ironmongery**

Door lock (not on master system), door stopper, kick plates

**7.0 Signage**

"Laundry" on entrance door

**8.0 Pin Board**

600x900 carpet pin board with alumin frame

9.0 Sufficient power points for washing machines, tumble dryers &amp; student iron

**ROOM DATA SHEET**

Room Number

**15****CLEANER'S STORE****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **STORE**1.4 Area **2 ASM**

1.5 Finishes  
 Walls Plaster, painted  
 Skirting Timber, painted  
 Splashback N/A  
 Floor Vinyl  
 Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Furniture & Fittings	
Shelves 300x1000	3
Pin board	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No

3.1.2 Ventilation	Mechanical Extract
	Mechanical Supply
	Heating
	Fans, ceiling mounted

3.1.3 Firefighting	Hosereel	In Passage
	Extinguisher	In Passage

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 160 Lux
----------------	---------	-----------

	Task
	Emergency

3.2.2 Power	15Amp Socket outlet
	UPS Socket outlet

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line

**3.3.2 Intercom**

3.3.3 Network	Wired
---------------	-------

3.3.4 Other	Wireless
-------------	----------

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****Notes**

1.0 One cleaner's cupboard per cleaner.

2.0 No service ducts to pass thru room

**3.0 Ironmongery**

Door lock (Not on master-key system), door stopper

**4.0 Signage**

"Cleaner's Store" on entrance door

**5.0 Pin Board**

600x900 carpet pinning board with aluminium frame

**ROOM DATA SHEET**

Room Number

**16****HOUSE STORE / STORE ROOM****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **STORE**
- 1.4 Area **1.5 ASM**
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Vinyl            |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                         | No. Services |
|-------------------------------------|--------------|
| <b>2.1 Furniture &amp; Fittings</b> |              |
| Shelves 300x1000                    | 3            |

**3.0 SERVICES****3.1 Mechanical**

- 3.1.1 Water Supply
- |      |    |
|------|----|
| Cold | No |
| Hot  | No |
- 3.1.2 Ventilation
- |                       |  |
|-----------------------|--|
| Mechanical Extract    |  |
| Mechanical Supply     |  |
| Heating               |  |
| Fans, ceiling mounted |  |
- 3.1.3 Firefighting
- |              |            |
|--------------|------------|
| Hosereel     | In Passage |
| Extinguisher | In Passage |

**3.1.4 Other****3.2 Electrical**

- 3.2.1 Lighting
- |           |           |
|-----------|-----------|
| General   | * 160 Lux |
| Task      |           |
| Emergency |           |
- 3.2.2 Power
- |                     |  |
|---------------------|--|
| 15Amp Socket outlet |  |
| UPS Socket outlet   |  |

**3.2.3 Other****3.3 Communication**

- 3.3.1 Telephone
- |             |  |
|-------------|--|
| Extension   |  |
| Direct line |  |
| Fax line    |  |
- 3.3.2 Intercom
- 3.3.3 Network
- |       |  |
|-------|--|
| Wired |  |
|-------|--|
- 3.3.4 Other
- |          |  |
|----------|--|
| Wireless |  |
|----------|--|

**3.4 Security**

- 3.4.1 Fire Detection
- |                 |  |
|-----------------|--|
| Smoke detection |  |
| Heat detection  |  |

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 No service ducts to pass thru room
- 2.0 **Ironmongery**
- Not on master-key system. door stopper
- 3.0 **Signage**
- "House Store" on entrance door

**ROOM DATA SHEET**

Room Number

**17****BOX ROOM****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **STORAGE**
- 1.4 Area **ASM** - 0.15 sqm / student
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Vinyl            |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                                       | No. Services |
|---|--------------|
| <b>2.1 Furniture &amp; Fittings</b>               |              |
| Slatted Shelving                                  | 3 rows       |
| Removable security gate fitted to outside of door | 1            |

**3.0 SERVICES****3.1 Mechanical**

- |                    |                       |            |
|--------------------|-----------------------|------------|
| 3.1.1 Water Supply | Cold                  | No         |
|                    | Hot                   | No         |
| 3.1.2 Ventilation  | Mechanical Extract    |            |
|                    | Mechanical Supply     |            |
|                    | Heating               |            |
|                    | Fans, ceiling mounted |            |
| 3.1.3 Firefighting | Hosereel              | In Passage |
|                    | Extinguisher          | In Passage |

**3.1.4 Other****3.2 Electrical**

- |                |                     |           |
|----------------|---------------------|-----------|
| 3.2.1 Lighting | General             | * 200 Lux |
|                | Task                |           |
|                | Emergency           |           |
| 3.2.2 Power    | 15Amp Socket outlet |           |
|                | UPS Socket outlet   |           |

**3.2.3 Other****3.3 Communication**

- |                 |             |
|-----------------|-------------|
| 3.3.1 Telephone | Extension   |
|                 | Direct line |
|                 | Fax line    |
| 3.3.2 Intercom  |             |
| 3.3.3 Network   | Wired       |
| 3.3.4 Other     | Wireless    |

**3.4 Security**

- |                      |                 |
|----------------------|-----------------|
| 3.4.1 Fire Detection | Smoke detection |
|                      | Heat detection  |

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 Small Common Room doubles as a box room and is included as box room ASM. Additionally a separate/dedicated box of at least Student room ASM is required to store empty trunks, etc during term time
- 2.0 Solid door
- 3.0 1 trunk / student
- 4.0 Ventilation louvre
- 5.0 Air bricks
- 6.0 Burglar bars to window if applicable; but preferably NO window.
- 7.0 **Ironmongery**  
Not on master-key system, additional dead lock top and bottom, door stopper
- 8.0 **Signage**  
"Box Room" on entrance door

**ROOM DATA SHEET**

Room Number

**18****LINEN ROOM (if applicable)****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **LINEN STORAGE**
- 1.4 Area **ASM - 0.15 sqm / student**
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Vinyl            |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                         | No. Services  |
|-------------------------------------|---------------|
| <b>2.1 Furniture &amp; Fittings</b> |               |
| Slatted shelving                    | (see note 10) |

**3.0 SERVICES****3.1 Mechanical**

- |                    |                       |            |
|--------------------|-----------------------|------------|
| 3.1.1 Water Supply | Cold                  | No         |
|                    | Hot                   | No         |
| 3.1.2 Ventilation  | Mechanical Extract    |            |
|                    | Mechanical Supply     |            |
|                    | Heating               |            |
|                    | Fans, ceiling mounted |            |
| 3.1.3 Firefighting | Hosereel              | In Passage |
|                    | Extinguisher          | In Passage |

**3.1.4 Other****3.2 Electrical**

- |                |                     |   |            |
|----------------|---------------------|---|------------|
| 3.2.1 Lighting | General             | • | 200 Lux    |
|                | Task                |   |            |
|                | Emergency           |   |            |
| 3.2.2 Power    | 15Amp Socket outlet | • | 1 x single |
|                | UPS Socket outlet   |   |            |

**3.2.3 Other****3.3 Communication**

- |                 |             |  |
|-----------------|-------------|--|
| 3.3.1 Telephone | Extension   |  |
|                 | Direct line |  |
|                 | Fax line    |  |
| 3.3.2 Intercom  |             |  |
| 3.3.3 Network   | Wired       |  |
| 3.3.4 Other     | Wireless    |  |

**3.4 Security**

- |                      |                 |  |
|----------------------|-----------------|--|
| 3.4.1 Fire Detection | Smoke detection |  |
|                      | Heat detection  |  |

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 Adequate space for laundry collection + distribution
- 2.0 Adequate ventilation for occupancy
- 3.0 Ventilation louvre
- 4.0 Air bricks
- 5.0 No service ducts to pass thru room
- 6.0 Stable door with service flap
- 7.0 1 x large linen room on Ground Floor preferable
- 8.0 **Ironmongery**
- Not on master-key system, door stopper
- 9.0 **Signage**
- "Linen Room" on entrance door
- 10.0 **Shelving**
- 8cm per student running meter, 40cm depth. The shelves must be a minimum of 40cm in height between the two shelves. The lowest shelf installed 90cm from the floor so that machines and dirty linen can be stored under the shelving.

**ROOM DATA SHEET**

Room Number

**19****ELECTRICAL DUCT****1.0 SPACE DESCRIPTION**

1.1 Building  
 1.2 Section/Department Level 1  
 1.3 Room Use **RISER DUCT**  
 1.4 Area **0.2 ASM**  
 1.5 Finishes  
     Walls Plaster  
     Skirting N/A  
     Splashback N/A  
     Floor N/A  
     Ceiling N/A

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Furniture & Fittings	
Electrical Trunking	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	In Passage
	Extinguisher	In Passage

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General
	Task
	Emergency
3.2.2 Power	15Amp Socket outlet
	UPS Socket outlet

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line
3.3.2 Intercom	
3.3.3 Network	Wired
3.3.4 Other	Wireless

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

**3.4.2 CCTV**

3.4.3 Access Control	
----------------------	--

3.4.4 Door Alarm	
------------------	--

3.4.5 Other	
-------------	--

**Notes**

1.0 Access from passage only

2.0 Ironmongery

All service spaces keyed alike



**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **BOILER ROOM**1.4 Area **ASM - 0.12sqm/student**

1.5 Finishes Walls Plaster, painted

Skirting N/A

Splashback N/A

Floor Screed

Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT****Description****No. Services****2.1 Furniture & Fittings**Boiler Units  
(or equivalent water  
heating system, eg.,  
heat pumps, solar  
etc).

1/25 students

Room Number

**20****WATER HEATING ROOM****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply Cold \* Yes

Hot No

3.1.2 Ventilation Mechanical Extract

Mechanical Supply

Heating

Fans, ceiling mounted

3.1.3 Firefighting Hosereel In Passage

Extinguisher Yes

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting General \* 200 Lux

Task

Emergency

3.2.2 Power 15Amp Socket outlet \* 2 x double

UPS Socket outlet

3.2.3 Other \* Mains supply

**3.3 Communication**

3.3.1 Telephone Extension

Direct line

Fax line

3.3.2 Intercom

3.3.3 Network Wired

3.3.4 Other Wireless

**3.4 Security**

3.4.1 Fire Detection Smoke detection

Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Low power consumption units to be investigated

2.0 Explore heat pumps to reduce power requirements

**3.0 Ironmongery**

All service spaces keyed alike

**4.0 Signage**"Water Heating Room" on  
entrance door

**ROOM DATA SHEET****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **PLUMBING SERVICES**1.4 Area **ASM - 0.4sqm/student**

1.5 Finishes

Walls	Plaster,
Skirting	N/A
Splashback	N/A
Floor	N/A
Ceiling	N/A

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Furniture & Fittings	

Room Number

**21****PLUMBING DUCT****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	Pipe only
	Hot	Pipe only

3.1.2 Ventilation	Mechanical Extract
	Mechanical Supply
	Heating
	Fans, ceiling mounted

3.1.3 Firefighting	Hosereel	In Passage
	Extinguisher	In Passage

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting	General	* 160 Lux
	Task	
	Emergency	

3.2.2 Power	15Amp Socket outlet
	UPS Socket outlet

3.2.3 Other

**3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line

3.3.2 Intercom

3.3.3 Network	Wired
---------------	-------

3.3.4 Other	Wireless
-------------	----------

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Trafficable Service Walkway Required

2.0 Adequate natural ventilation

3.0 Ironmongery

All service spaces keyed alike

**ROOM DATA SHEET**

Room Number

**22****NETWORK HUB ROOM****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **HUB ROOM**
- 1.4 Area ASM - 0.03sqm / student
- 1.5 Finishes
- |            |                  |
|------------|------------------|
| Walls      | Plaster, painted |
| Skirting   | Timber, painted  |
| Splashback | N/A              |
| Floor      | Vinyl            |
| Ceiling    | Slab             |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description No. Services

**2.1 Fitted/ installed by contractor****2.3 Furniture & Fittings**

IT equipment as per institutional IT specification

**3.0 SERVICES****3.1 Mechanical**

- 3.1.1 Water Supply Cold No
- Hot No
- 3.1.2 Ventilation Mechanical Extract
- Mechanical Supply
- Heating
- Fans, ceiling mounted
- 3.1.3 Firefighting Hosereel In Passage
- Extinguisher In Passage

**3.1.4 Other****3.2 Electrical**

- 3.2.1 Lighting General \* 250 lux
- Task
- Emergency
- 3.2.2 Power 15Amp Socket outlet \* 3 x double

**3.2.3 Other****3.3 Communication**

- 3.3.1 Telephone Extension
- Direct line
- Fax line
- 3.3.2 Intercom
- 3.3.3 Network Wired \*
- 3.3.4 Other Wireless

**3.4 Security**

- 3.4.1 Fire Detection Smoke detection \*
- Heat detection

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

- 1.0 Riser duct to roof space
- 2.0 Reinforced Louvre in door
- 3.0 **Ironmongery**
- Not on master-key system, door stopper
- 4.0 **Signage**
- "Hub Room" on entrance door

**ROOM DATA SHEET**

Room Number

**23****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **Recreation and access**
- 1.4 Area
- 1.5 Finishes
- |            |    |
|------------|----|
| Walls      | NA |
| Skirting   | NA |
| Splashback | NA |
| Floor      | NA |
| Ceiling    | NA |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description              | No. | Services |
|--------------------------|-----|----------|
| 2.1 Furniture & Fittings |     |          |

**GROUNDINGS****3.0 SERVICES****3.1 Mechanical**

- |                    |                       |               |
|--------------------|-----------------------|---------------|
| 3.1.1 Water Supply | Cold                  | Garden Taps   |
|                    | Hot                   | No            |
| 3.1.2 Ventilation  | Mechanical Extract    |               |
|                    | Mechanical Supply     |               |
|                    | Heating               |               |
|                    | Fans, ceiling mounted |               |
| 3.1.3 Firefighting | Hosereel              | Fire Hydrants |
|                    | Extinguisher          | No            |

**3.1.4 Other****3.2 Electrical**

- |                |                     |                 |
|----------------|---------------------|-----------------|
| 3.2.1 Lighting | General             | Accent Lighting |
|                | Task                |                 |
|                | Emergency           |                 |
| 3.2.2 Power    | 15Amp Socket outlet | * 2 x double    |

**3.2.3 Other****3.3 Communication**

- |                 |             |
|-----------------|-------------|
| 3.3.1 Telephone | Direct line |
|                 | Fax line    |
| 3.3.2 Intercom  |             |
| 3.3.3 Network   | Wired       |
| 3.3.4 Other     | Wireless    |

**3.4 Security**

- |                      |                 |
|----------------------|-----------------|
| 3.4.1 Fire Detection | Smoke detection |
|                      | Heat detection  |
| 3.4.2 CCTV           |                 |
| 3.4.3 Access Control |                 |
| 3.4.4 Door Alarm     |                 |
| 3.4.5 Other          |                 |

**Notes**

- 1.0 **Landscaping**  
Landscaping should include for a flat lewned area min size for volleyball court
- 2.0 **Student Parking**  
Provision made for student parking (1 bay / 20 students)
- 2.0 **Service Vehicle Access**  
Service vehicles access to the front door should be no more than 20m
- 4.0 1 lockable tap close to residence entrance

**ROOM DATA SHEET**

Room Number

**24.01****WARDEN's FLAT /****Kitchen****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **Kitchen**

1.4 Area

1.5 Finishes	Walls	Plaster, painted
	Skirting	Timber, painted
	Splashback	Tiles
	Floor	Tiles
	Ceiling	Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT****Description****No. Services****2.1 Fitted/ installed by contractor**

Joinery

Double sink with drainer

1

Towel rail 900mm

1

Double curtain track

1

600mm Hob/Oven

1

Security gate to back door

1

**2.3 Furniture & Fittings**

Curtails/blinds

1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply Cold \*

Hot \*

3.1.2 Ventilation Mechanical Extract

Mechanical Supply

Heating

Fans, ceiling mounted

3.1.3 Firefighting Hosereel

Extinguisher Yes

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting General \* 200Lux

Task \* U/counter strip lights

Emergency

3.2.2 Power 15Amp Socket outlet \* 5 x double

UPS Socket outlet

3.2.3 Other Stove &amp; Hub connection \* 1

**3.3 Communication**

3.3.1 Telephone Extension \*

Direct line

Fax line

3.3.2 Intercom

3.3.3 Network Wired

3.3.4 Other Wireless

**3.4 Security**

3.4.1 Fire Detection Smoke detection

Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Back door to be connected with drying yard

2.0 Provision for washing machine - 600mm front loader

3.0 Provision for tumble dryer

4.0 Provision for Dishwasher

5.0 Provision for Fridge - 900mm single door

6.0 "Open plan" kitchen and living area is preferable

**7.0 Joinery**

Should be at least 4 running m of working surface, 3 under counter cupboards, 3 under counter drawers, pantry cupboard and 3 above counter cupboards and a broom cupboard to accommodate a vacuum cleaner, broom, dustpan and brush.

**8.0 Ironmongery**

Not on master-key system, door stopper

**9.0 Signage**

None

**ROOM DATA SHEET**

Room Number

**24.02****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	Dining
1.4 Area	
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback
	Floor Tiles
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
Double curtain track	1
2.3 Furniture & Fittings	
Curtails/blinds	1

**WARDEN's FLAT /****Dining Area****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No

3.1.2 Ventilation	Mechanical Extract
	Mechanical Supply
	Heating
	Fans, ceiling mounted

3.1.3 Firefighting	Hosereel
	Extinguisher

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 160Lux
	Task	
	Emergency	

3.2.2 Power	15Amp Socket outlet	* 2 x double
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line

**3.3.2 Intercom**

3.3.3 Network	Wired
---------------	-------

3.3.4 Other	Wireless
-------------	----------

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

**3.4.2 CCTV**

3.4.3 Access Control	
----------------------	--

3.4.4 Door Alarm	
------------------	--

**3.4.5 Other****Notes**

1.0 Sized for 6 seater dining room table and server

**2.0 Ironmongery**

None

**3.0 Signage**

None

**ROOM DATA SHEET**

Room Number

**24.03****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **Lounge**

1.4 Area

1.5 Finishes

Walls	Plaster, painted
Skirting	Timber, painted
Splashback	
Floor	Tiles
Ceiling	Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT****Description****No. Services**

2.1 Fitted/ installed by contractor

Double curtain track	1
Security gate to Double door (if appl)	1

2.3 Furniture &amp; Fittings

Curtails/blinds	1
-----------------	---

**WARDEN's FLAT /****Lounge****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No

3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	
	Fans, ceiling mounted	* Intergrated with light point

3.1.3 Firefighting	Hosereel
	Extinguisher

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting	General	* 160Lux
	Task	
	Emergency	

3.2.2 Power	15Amp Socket outlet	* 4 x double
	UPS Socket outlet	

3.2.3 Other

**3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line

3.3.2 Intercom

3.3.3 Network	Wired
---------------	-------

3.3.4 Other	Wireless
-------------	----------

Other	Satellite DStv	* Linked with Small Com Room
-------	----------------	------------------------------

**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Sized for 6 x seats, TV unit, coffee table, 2 x occasional chairs

2.0 Double door to patio/garden

**3.0 Ironmongery**

Not on master-key system, door stoppers

**4.0 Signage**

None

**ROOM DATA SHEET**

Room Number

**24.04****WARDEN's FLAT / Bedroom 1  
(master)****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	Bedroom
1.4 Area	
1.5 Finishes	Walls Plaster, painted
	Skirting Timber, painted
	Splashback
	Floor Carpet
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
Double curtain track	1
Security gate to ext Double door	1
Built in CBDS - min 4 doors	1

**2.3 Furniture & Fittings**

Curtails/blinds	1
-----------------	---

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	*
	Fans, ceiling mounted	* Intergrated with light
3.1.3 Firefighting	Hosereel	
	Extinguisher	

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 160Lux
	Task	
	Emergency	
3.2.2 Power	15Amp Socket outlet	* 2 x double
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	*
	Direct line	
	Fax line	
3.3.2 Intercom		
3.3.3 Network	Wired	
3.3.4 Other	Wireless	
	Satellite DStv	

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	
3.4.2 CCTV		
3.4.3 Access Control		
3.4.4 Door Alarm		

**3.4.5 Other****Notes**

1.0 Sized for queen sized bed, pedestals, vanity table

**2.0 Ironmongery**

Not on master-key system, door stoppers

**3.0 Signage**

None



**ROOM DATA SHEET**

Room Number

**24.05****WARDEN's FLAT /****Bedroom 2****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **Bedroom**

1.4 Area

1.5 Finishes	Walls	Plaster, painted
	Skirting	Timber, painted
	Splashback	
	Floor	Carpet
	Ceiling	Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
-------------	--------------

**2.1 Fitted/ Installed by contractor**

Double curtain track	1
Built in CBDS - min 3 doors	1

**2.3 Furniture & Fittings**

Curtails/blinds	1
-----------------	---

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No

3.1.2 Ventilation	Mechanical Extract
	Mechanical Supply
	Heating *
	Fans, ceiling mounted

3.1.3 Firefighting	Hosereel
	Extinguisher

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 160Lux
	Task	
	Emergency	
3.2.2 Power	15Amp Socket outlet	* 2 x double
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension
	Direct line
	Fax line

**3.3.2 Intercom**

3.3.3 Network	Wired
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3.3.4 Other	Wireless
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	Other	Satellite DStv
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**3.4 Security**

3.4.1 Fire Detection	Smoke detection
	Heat detection

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

1.0 Sized for 2 x single beds, pedestals, study table

**2.0 Ironmongery**

Not on master-key system, door stoppers

**3.0 Signage**

None

**ROOM DATA SHEET**

Room Number

**24.06****WARDEN's FLAT /****Bedroom 3****1.0 SPACE DESCRIPTION****1.1 Building**

1.2 Section/Department Level 1

1.3 Room Use **Bedroom**1.4 Area **9 ASM**

1.5 Finishes Walls Plaster, painted

Skirting Timber, painted

Splashback

Floor Carpet

Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT****Description****No. Services****2.1 Fitted/ installed by contractor**

Double curtain track 1

Loose CBDS - min 3 doors 1

Towel Rail (1200mm) 1

Pull out drying line 1

Mirror (300x400mm) 1

**2.3 Furniture & Fittings**

Curtains/blinds 1

Door pin board 1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply Cold No

Hot No

3.1.2 Ventilation Mechanical Extract

Mechanical Supply Heating \* 1 x Wall heater

Fans, ceiling mounted

3.1.3 Firefighting Hose reel

Extinguisher

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting General \* 160 Lux

Task \* 1 x bedside lamp

Emergency

3.2.2 Power 15Amp Socket outlet \* x 2

UPS Socket outlet \* x 1

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone Extension

Direct line

Fax line

**3.3.2 Intercom**

3.3.3 Network Wired \* 1

3.3.4 Other Wireless

Other Satellite DStv

**3.4 Security**

3.4.1 Fire Detection Smoke detection

Heat detection

**3.4.2 CCTV****3.4.3 Access Control****3.4.4 Door Alarm****3.4.5 Other****Notes**

1.0 Sized for 1 x single bed, desk, pedestal

2.0 Dual function as student room.

3.0 Sound proof door to residence passage and warden's flat.

**4.0 CBDS**

CBD fitting loose and secured over (disabled) door (so the cupboard can be moved to block either the door into the residence or the door into the flat)

**5.0 Pin Board**

600x900 carpet pinning board with alumin frame

**6.0 Door pin board**

In residence passage: 300x200 carpet pin board with alumin frame. Alumin frame to have name slot with clear perspex cover. Board to be marked with room no. To be numbered in Res Room sequence

**7.0 Ironmongery**

Door into residence on master-key system. door into warden's flat not on master, door stoppers

**ROOM DATA SHEET**

Room Number

**24.07****WARDEN's FLAT /****Bathroom 1****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	<b>Bathroom</b>
1.4 Area	
1.5 Finishes	Walls Tiled to ceiling
	Skirting Timber, painted
	Splashback Tiles
	Floor Tiled
	Ceiling Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
<b>2.1 Furniture &amp; Fittings</b>	
Windows - frosted glass	
WHB	1
Bath 1800	1
Shower 900x900	1
WC	1
Towel rail 1200	1
Towel ring	1
Soap holder	1
Toilet roll holder	1
Glass shower door	1
Vanity CBD	1
Mirror 400x600	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	* Yes
	Hot	* Yes
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	
	Extinguisher	

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	* 160Lux
	Task	
	Emergency	
3.2.2 Power	15Amp Socket outlet	
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	
3.3.2 Intercom		
3.3.3 Network	Wired	
3.3.4 Other	Wireless	
	Other	Satellite DStv

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	
3.4.2 CCTV		
3.4.3 Access Control		
3.4.4 Door Alarm		
3.4.5 Other		

**Notes**

1.0 200L geyser to supply Warden's Flat NOT res hot water supply

**2.0 Ironmongery**

Not on master-key system, door stoppers

**3.0 Signage**

None

**ROOM DATA SHEET**

Room Number

**24.08****WARDEN's FLAT / Bathroom 2  
(guest)****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **Bathroom**
- 1.4 Area
- 1.5 Finishes
- |            |                        |
|------------|------------------------|
| Walls      | Tiled floor to ceiling |
| Skirting   | Timber, painted        |
| Splashback | Tiles                  |
| Floor      | Tiled                  |
| Ceiling    | Slab                   |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
<b>2.1 Furniture &amp; Fittings</b>	
Windows - frosted glass	
WHB	1
WC	1
Mirror 300x400mm	1
Towel Rail 600mm	1
Toilet roll holder	1

**3.0 SERVICES****3.1 Mechanical**

- 3.1.1 Water Supply Cold \* Yes  
Hot \* Yes
- 3.1.2 Ventilation Mechanical Extract  
Mechanical Supply  
Heating  
Fans, ceiling mounted
- 3.1.3 Firefighting Hosereel  
Extinguisher

**3.1.4 Other****3.2 Electrical**

- 3.2.1 Lighting General \* 160Lux  
Task  
Emergency
- 3.2.2 Power 15Amp Socket outlet  
UPS Socket outlet

**3.2.3 Other****3.3 Communication**

- 3.3.1 Telephone Extension  
Direct line  
Fax line
- 3.3.2 Intercom
- 3.3.3 Network Wired
- 3.3.4 Other Wireless
- Other Satellite DStv

**3.4 Security**

- 3.4.1 Fire Detection Smoke detection  
Heat detection
- 3.4.2 CCTV
- 3.4.3 Access Control
- 3.4.4 Door Alarm
- 3.4.5 Other

**Notes**

- 1.0 200L geyser to supply Warden's Flat NOT res hot water supply
- 2.0 **Ironmongery**  
Not on master-key system, door stoppers
- 3.0 **Signage**  
None

**ROOM DATA SHEET**

Room Number

**24.09****WARDEN's FLAT****/ Office****1.0 SPACE DESCRIPTION**

1.1 Building		
1.2 Section/Department	Level 1	
1.3 Room Use	Study	
1.4 Area		
1.5 Finishes	Walls	Plaster, painted
	Skirting	Timber, painted
	Splashback	NA
	Floor	Tiled
	Ceiling	Slab

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Fitted/ installed by contractor	
Door bell	1
Double track curtain rail	1
2.3 Furniture & Fittings	
Curtains/Blinds	1
Office desk	1
Office chair	1
Filing cabinet	1
Office Cupboard	1
Visitors chair	2
Wall safe	1
Portable key safe	1
First Aid box	1
Waste paper bin metal	1
Door pin board	1
Pin board	1
Small Key cupboard	1
Bookcase 3 tier	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	*
	Fans, ceiling mounted	
3.1.3 Firefighting	Hosereel	
	Extinguisher	

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	*	200Lux
	Task		
	Emergency		
3.2.2 Power	15Amp Socket outlet	*	3 x double
	UPS Socket outlet	*	1 x double

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	
	Direct line	
	Fax line	

**3.3.2 Intercom**

3.3.3 Network	Wired	*
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3.3.4 Other	Wireless	
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Other	Satellite DStv	
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**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	

3.4.2 CCTV		
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3.4.3 Access Control		
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3.4.4 Door Alarm		
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3.4.5 Other		
-------------	--	--

**Notes**

- 1.0 Door to Residence passage to be solid stable door
- 2.0 Door to Warden's flat to be solid door.
- 3.0 **Office Desk**  
1300x750mm table finishes in black epoxy with 32mm formica top finished with high impact edging. Frame and legs to be 32mm square follow tube with 1.6mm wall thickness. 3 drawer pedestal.
- 5.0 **Chair**  
Typist/operators chair
- 6.0 **Visitors Chair**
- 7.0 Upholstered with arms
- 8.0 **Pin Board**
- 9.0 2000x1000 carpet pinning board with aluminium frame
- 10.0 **Door pin board**  
300x200 carpet pin board with alumin frame. Aluminium frame to have name slot with clear perspex cover. Board to be marked with "WARDEN".
- 11.0 **Filing Cabinet**
- 12.0 4 drawer metal cabinet
- 13.0 **Key cupboard**  
Accommodate 150 keys, wooden, lockable
- 14.0 **Ironmongery**  
Good quality night latch to Residence passage door, not on master-key system, door stoppers
- 15.0 **Door bell**  
Different chime to front door bell

**ROOM DATA SHEET**

Room Number

**24.10****1.0 SPACE DESCRIPTION**

1.1 Building

1.2 Section/Department Level 1

1.3 Room Use **Garage**

1.4 Area

1.5 Finishes

Walls	Plastered
Skirting	NA NA
Splashback	Screed
Floor	FC
Ceiling	

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description No. Services

2.1 Fitted/ installed by contractor

**WARDEN's FLAT /****Garage****3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	No
	Hot	No

3.1.2 Ventilation Mechanical Extract

Mechanical Supply

Heating

Fans, ceiling mounted

3.1.3 Firefighting Hosereel

Extinguisher Yes

3.1.4 Other

**3.2 Electrical**

3.2.1 Lighting General 160 Lux

Task

Emergency

3.2.2 Power 15Amp Socket outlet \* 1 x double

UPS Socket outlet

3.2.3 Other

**3.3 Communication**

3.3.1 Telephone Extension

Direct line

Fax line

3.3.2 Intercom

3.3.3 Network Wired

3.3.4 Other Wireless

Other Satellite DStv

**3.4 Security**

3.4.1 Fire Detection Smoke detection

Heat detection

3.4.2 CCTV

3.4.3 Access Control

3.4.4 Door Alarm

3.4.5 Other

**Notes**

1.0 Garage to be adequate for 1 x vehicle + workbench

2.0 Store Room attached to garage 6sqm.

3.0 Roller Shutter door to be lockable.

4.0 Located near/adjacent to entrance/kitchen yard

5.0 Side access door to garage

**ROOM DATA SHEET**

Room Number

**24.11****WARDEN's FLAT /****General****1.0 SPACE DESCRIPTION**

1.1 Building	
1.2 Section/Department	Level 1
1.3 Room Use	NA
1.4 Area	
1.5 Finishes	Walls NA
	Skirting NA
	Splashback NA
	Floor NA
	Ceiling NA

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

Description	No. Services
2.1 Furniture & Fittings	
Whirly bird washing line	1
Garden tap	1

**3.0 SERVICES****3.1 Mechanical**

3.1.1 Water Supply	Cold	as shown
	Hot	as shown
3.1.2 Ventilation	Mechanical Extract	
	Mechanical Supply	
	Heating	as shown
	Fans, ceiling mounted	as shown
3.1.3 Firefighting	Hosereel	
	Extinguisher	as shown

**3.1.4 Other****3.2 Electrical**

3.2.1 Lighting	General	as shown
	Task	
	Emergency	
3.2.2 Power	15Amp Socket outlet	
	UPS Socket outlet	

**3.2.3 Other****3.3 Communication**

3.3.1 Telephone	Extension	as shown
	Direct line	
	Fax line	
3.3.2 Intercom		
3.3.3 Network	Wired	as shown
3.3.4 Other	Wireless	as shown
Other	Satellite DStv	as shown

**3.4 Security**

3.4.1 Fire Detection	Smoke detection	
	Heat detection	
3.4.2 CCTV		
3.4.3 Access Control		
3.4.4 Door Alarm		yes - as indicated
3.4.5 Other		

**Notes**

- 1.0 Drying Yard with wall and lockable gate
- 2.0 Private, fenced front garden min 25sqm
- 3.0 Garden fencing as per RU standard
- 4.0 Garden to have lockable gate for service access
- 5.0 Paved patio adequate for table and 4 chairs
- 6.0 Entrance to be accessible from parking area
- 7.0 Provision for Guest parking
- 8.0 Front door bell with different chime to office door bell
- 9.0 Warden's flat to have sub-DB
- 10.0 Ironmongery NOT on master key
- 11.0 All Ground floor external door to be fitted with security gates
- 12.0 All Ground floor windows to be fitted with Burglar Bars
- 13.0 Telephone instruments x 2 provided
- 14.0 One garden tap in the front garden and one in the back yard
- 15.0 Doors in W's flat to be painted white

**ROOM DATA SHEET**

Room Number

**25****1.0 SPACE DESCRIPTION**

- 1.1 Building
- 1.2 Section/Department Level 1
- 1.3 Room Use **NA**
- 1.4 Area
- 1.5 Finishes
- |            |    |
|------------|----|
| Walls      | NA |
| Skirting   | NA |
| Splashback | NA |
| Floor      | NA |
| Ceiling    | NA |

**2.0 FITTINGS/FURNITURE/EQUIPMENT**

- | Description                  | No. Services  |
|------------------------------|---------------|
| 2.1 Furniture & Fittings     |               |
| Res name signage at entrance | 1             |
| Statutory safety signage     |               |
| Fire safety equipment        |               |
| Rain water tank(s)           | 50L / student |

**RESIDENCE / General****3.0 SERVICES****3.1 Mechanical**

- 3.1.1 Water Supply Cold
- Hot
- 3.1.2 Ventilation Mechanical Extract
- Mechanical Supply
- Heating
- Fans, ceiling mounted
- 3.1.3 Firefighting Hosereel
- Extinguisher

**3.1.4 Other****3.2 Electrical**

- 3.2.1 Lighting General
- Task
- Emergency
- 3.2.2 Power 15Amp Socket outlet
- UPS Socket outlet

**3.2.3 Other****3.3 Communication**

- 3.3.1 Telephone Extension
- Direct line
- Fax line
- 3.3.2 Intercom
- 3.3.3 Network Wired
- 3.3.4 Other Wireless
- Other Satellite DStv

**3.4 Security**

- 3.4.1 Fire Detection Smoke detection
- Heat detection
- 3.4.2 CCTV
- 3.4.3 Access Control
- 3.4.4 Door Alarm
- 3.4.5 Other

**Notes**

- 1.0 One fridge per floor but not less than 30 students/fridge.
- 2.0 **Wheelchair Access**
- Provision should be made for wheelchair access to the front door and the ground floor
- 3.0 **Fire Safety**
- Provision should be made for fire safety equipment including fire safety door to all fire escapes
- Rain Water tanks**
- Provision should be made for easily accessible rain water tanks to provide safe drinking water for students and staff. The tank should be fitted with a mechanical filter.

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