

Room Layout Sheets

October 2024

Background

The intention of the design assurance (DA) review is to assess the quality and completeness of the project documentation and to examine the design processes being demonstrated.

To ensure that project design teams deliver on Health New Zealand expectations, it is important to clearly articulate what will be reviewed.

This document outlines those requirements and provides guidance as to how to complete and manage the project Room Layout Sheets.

Purpose

The purpose of Room Layout Sheets (RLS) is to:

1. reflect the room briefing requirements into the designed response.
2. capture alignment with the Australasian Health Facility Guidelines (AusHFG) standard component room layout sheet examples (established as the project baseline during Concept Design)
3. standardise similar room types using one master briefing template, applied for each duplicated room, thus providing a one-to-many approach.
4. provide the proposed room layout including a dimensioned plan, wall elevations, 3D room layout, materials, engineering services, furniture, fixtures, and equipment placement, and labelling etc; and
5. provide for construction, what is required for each room including set-out and designed layout for each room.

Why do we ask to see these documents?

The project RLS are a graphical representation of the project brief requirements as detailed in the associated RDS. These documents provide assurance that the correct project briefing and development processes have been followed.

When do we expect to see these documents?

The project RLS should be updated as required by the project design team.

We expect to see the project RLS set at Preliminary Design:

- ✗ Test of Fit
- ✗ Concept Design
- ✓ Preliminary Design
- ✓ Developed Design

What do we expect to see?

Transparency and process is important for HNZ projects. Project teams must demonstrate that the RLS respond to the RDS for each room and that all deviations are driven firstly by the brief and secondly, reflected in the project RLS.

We expect to see the following content:

Requirement	Description	Expectation	Insufficient information
1. Alignment with the AusHFG Standard Component Room RLS examples.	A RLS is to be provided for all project rooms. The project RLSs should match the same level of detail and format	✓ Reflect the AusHFG Standard Component RLS content, detail, and format.	✗ Drawings that do not include the level of detail and content consistent with the AusHFG Standard

Requirement	Description	Expectation	Insufficient information
	<p>as the AusHFG Standard Component example RLS's. Changes to the RLS will be driven by annotated changes to the briefing documents (the RDS set)</p>		<p>Component RLS example.</p> <p>Layouts that do not respond directly to the relevant project RDS.</p>
<p>2. Client endorsement.</p>	<p>Endorsement of the Room Layout Sheets is to be provided at each design phase - allowing client transparency over the project by tracking any deviations from the AusHFG throughout the project.</p> <p>Provide evidence by way of a formal endorsement that stakeholders have fully understood the translation of the briefing information into the RLS set.</p>	<p>✓ Client endorsement is expected on each RLS set.</p> <p>For example, providing a Standard Room Layout Sheet set, or for each project room.</p> <p>Include a cover sheet that lists the rooms and provides an endorsement table with stakeholder's name, title, role, and signature.</p>	<p>✗ Examples of insufficient information includes, not providing required client endorsement of changes made for each design stage.</p> <p>An email from one person speaking on behalf of the wider group for all design items.</p>
<p>3. Project efficiencies and standardisation opportunities.</p>	<p>Include RLS's at Preliminary Design phase. The standard set of RLS's can be developed independent of the developing design</p>	<p>✓ Endorsed Standard Room List to be provided with Concept Design Report.</p>	<p>Not identifying the project standard rooms at Concept Design.</p> <p>Using the SOA to identify the</p>

Requirement	Description	Expectation	Insufficient information
	and used as templates to roll out across the project (one-to-many approach).	Endorsed RLS set to be provided with Preliminary and Developed Design Reports.	matching AusHFG Standard Components and duplicate project rooms.

Additional support

Project teams are to refer to the AusHFG Standard Component RLS for guidance as to the required format, detail, and content.

[Standard Components | AusHFG \(healthfacilityguidelines.com.au\)](https://healthfacilityguidelines.com.au)

Standard Room List

Please refer to the Standard Room List Summary Sheet.

Questions or further assistance?

For any questions, please contact **facility.design@tewhatuora.govt.nz** and one of the National Facility Design, Advisory and Assurance team will be in touch.