

08.0 Room Data Sheets

Background

The intention of the design assurance review is to look at completeness of documentation and process. To ensure that project design teams support the design assurance process, it is important to clearly articulate what will be reviewed so that project design teams have a clear understanding of what is expected.

This document outlines those requirements for project **Room Data Sheets**.

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Purpose of Room Data Sheets

The purpose of providing Room Data Sheets (RDS) for Te Whatu Ora projects is to:

- a) establish the project brief at a room-by-room level of detail.
- b) translate the briefing requirements for each room type by providing the ability to standardise similar room types using one master briefing tool that is applied for each duplicated room.
- c) capture alignment with the Australasian Health Facility Guidelines (AusHFG) standard room examples (established as the project baseline during Concept Design)
- d) capture and track any changes for each room type that occur during the project.
- e) provide the foundation information to brief the project Room Layout Sheets (RLS).

Why do we ask to see these documents?

The Facility Design and Advisory team seek evidence within these documents that all project requirements, as well as changes, are captured and tracked. This process is regarded as crucial to providing an accurate and time critical record of the project brief. Viewing this as part of the design assurance (DA) process provides us with the assurances that the correct processes have been followed.

When do we expect to see these documents?

The RDS's should be updated as required by the project design team.

We expect to see the Standard Room RDS set at Concept Design.

Please refer to Summary Sheet for information relating to Standard Rooms.

All RDS should be available from Preliminary Design:

X Test of Fit

✓ Concept Design

✓ Preliminary Design

✓ Developed design

What do we expect to see as part of design assurance review?

Transparency and process is important; we will be looking for the ability to investigate the changes that have been made from the AusHFG RDS examples for each standard room type as well as all project changes for non-standard room types.

During the DA review we will be looking to see the following areas:

Requirement	Description	Expectation	Insufficient
1. Content and format to align with AusHFG standard component RDS example.	The document should reflect the project briefing requirements in a standardised manner using the AusHFG standard component RDS format as a base content generator.	✓ The document should reflect the AusHFG standard component RDS content and format.	X Provision of meeting notes to record room briefing requirements.
2. Tracking of deviations from AusHFG to be recorded.	The document should record any agreed deviations to the AusHFG standard components as the project progresses. All variations and innovations should be clearly captured and easily	✓ Document should record the date, amendment, and reason for the change from the AusHFG example. The document should	X Document only displays document date and revision history but does not identify what the actual content which has been changed. RDS has not been updated

Requirement	Description	Expectation	Insufficient
	<p>accessible for the life of the project.</p> <p>It is not acceptable to rely on meeting minutes for access to detailed project information and retrieval.</p> <p>Project decisions / changes should be stored in RDS and Schedule of Accommodation.</p>	also show a revision change.	<p>following client change request.</p> <p>Project changes are only noted in user group meeting minutes.</p>
3. Providing information relating to required ceiling heights for proposed room	The AusHFG RDS's do not currently include the required ceiling height. This is captured in the AusHFG standard component RLS but should be also itemised in the RDS as this is considered the fundamental project briefing document.	<p>✓ Document should include the required ceiling height that is indicated in the AusHFG standard component RLS.</p>	<p>✗ Examples of insufficient information include not providing the required ceiling height for the proposed room.</p>
4. Evidence of client endorsement at each required design stage	<p>The RDS is regarded as a fundamental briefing tool. Endorsement of the changes made during each design phase allows client transparency over the project by tracking any deviations from the AusHFG throughout the project.</p> <p>We are specifically looking for evidence that stakeholders have fully understood any deviations and the associated impacts when departing from the AusHFG standard components and have acknowledged this</p>	<p>✓ Client endorsement is expected on each RDS set.</p> <p>For example, providing a standard room set, or for each department.</p> <p>Document sets should include a cover sheet that lists the rooms and also provides an endorsement table that lists the stakeholder's</p>	<p>✗ Examples of insufficient information include not providing required client endorsement of changes made for each design stage such as an email from one person speaking on behalf of the wider group for all design items.</p>

Requirement	Description	Expectation	Insufficient
	acceptance by signing the endorsement document.	name, title, role, and signature.	
5. Evidence that project efficiencies and standardisation opportunities have been maximised with the Standard Room RDS's being developed early in the project.	<p>Project Standard Rooms should be identified and agreed at Concept Design.</p> <p>These RDS's may be used as templates to roll out across the project in the preliminary design phase (one-to-many approach).</p> <p>The non-standard RDS may be developed during the preliminary design phase.</p>	<p>✓ Endorsed Standard Room RDS package to be provided with Concept Design Report.</p> <p>Endorsed non-standard RDS package to be provided with Preliminary and Developed Design Reports.</p>	<p>✗ Examples of insufficient information include not providing the RDS packages early in the project (as outlined).</p>

Additional support

It is recommended that project teams refer to the AusHFG standard component RDS for guidance as to the required document format, detail, and content.

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

Exemplar

This document is a RDS example that meets the expectation for completeness by the Facility Design and Advisory team. The document has been notated using the item numbers as indicated in the above table.

Questions or further assistance?

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