

9.0 Room Layout 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 Layout Sheets**.

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Purpose of Room Layout Sheets

The purpose of Room Layout Sheets (RLS) for Te Whatu Ora projects is to:

- a) capture and record the briefing requirements for each room type into a diagrammatic format. The RLS is the designed response to the project brief as detailed in the associated Room Data Sheet (RDS)
- b) capture alignment with the Australasian Health Facility Guideline (AusHFG) standard room examples (established as the project baseline during Concept Design)
- c) standardise similar room types using one master briefing tool that is applied for each duplicated room, thus allowing the opportunity for a one-to-many approach.
- d) demonstrate to the stakeholders what the proposed room may look like. This includes providing a graphical representation of the room including the dimensioned plan and wall elevations, 3D room layout representation, materials, engineering services, furniture, fixtures, and equipment placement, and labelling etc.; and
- e) demonstrate to the builder what is required for each room by providing the construction set-out and designed layout for each room.

Why do we ask to see these documents?

The Facility Design and Advisory team are interested in viewing these documents as they are a graphical representation of the requirements of the project brief and associated RDS. Viewing this as part of the design assurance (DA) process provides us with the assurances that the correct processes have been undertaken.

When do we expect to see these documents?

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

We expect to see the Standard Room RLS set at Concept Design:

✗ Test of Fit

✓ Concept Design

✓ Preliminary Design

✓ Developed design

We expect to see the Non-Standard Room RLS set starting at Preliminary Design:

✗ 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 RLS 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 Room RLS example.	The project RLS should match the same level of detail and general format as the AusHFG Standard Component example RLS.	<p>✓ The document should reflect the AusHFG Standard Component RLS content, detail, and format.</p>	<p>✗ Provision of drawings that do not include the level of detail and content consistent with the AusHFG Standard Component RLS example.</p>
2. Evidence of client endorsement at each required design stage.	<p>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 acceptance by signing the endorsement document.</p>	<p>✓ Client endorsement is expected on each RLS 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 name, title, role, and signature.</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>
3. Evidence that project efficiencies and standardisation opportunities have been maximised with the Standard Room RLS's being developed early in the project.	The project should include RLS's for the Standard Rooms at Concept Design phase. These RLS can be developed independent of the project layout and then used as templates to roll out across the project in the	<p>✓ Endorsed Standard Room RLS package to be provided with Concept Design Report.</p> <p>Endorsed Non-Standard and Standard RLS</p>	<p>✗ Examples of insufficient information include not providing the RLS packages as outlined early in the project.</p>

Requirement	Description	Expectation	Insufficient
	<p>Preliminary Design phase (one-to-many approach).</p> <p>The Non-Standard RLS can be developed and generated during the Preliminary and Developed Design phases.</p>	<p>package to be provided with Preliminary and Developed Design Reports.</p>	

Additional support

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

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

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.