

01 - Room Data Sheet

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1 General Information

1.1 Room Identification

This section details the unique identifiers for the room, such as room number and name.

Room Number	Room Name	Floor
101	Main Office	1
102	Conference Room	1

Key Features of each room:

- Room Number: A unique identifier for each room.
- Room Name: Descriptive name indicating the room's function.
- Floor: Indicates the level within the building.

Each room's identification is critical for **navigation** and **facility management**. Below is an ordered list of steps for verifying room information:

1. Check the room number against the building plan.
2. Verify the room name matches its intended use.
3. Ensure the floor level is correctly labeled.

Quick access to **room identification** data is essential for efficient building operations and maintenance.

Room Name	Primary Use
Main Office	Workspace
Conference Room	Meetings

Ensure all room data is updated regularly to reflect any changes in use or configuration.

1.2 Location Details

Location Details describe the room's position within the building, including the floor and wing.

Floor Information:

- Floor Number
- Floor Name
- Accessibility Features

Wing Information:

1. Wing Name
2. Proximity to Elevators
3. Proximity to Emergency Exits

Room Coordinates:

Attribute	Value
X Coordinate	Value
Y Coordinate	Value

Additional Location Notes:

- Adjacent Rooms
- Nearby Facilities

Access Points:

Type	Location
Door	North Wall
Window	East Wall

1.3 Functionality

This section **outlines the primary function** or purpose of the room, such as office, conference, or break room.

The following table lists the **primary functions** of different rooms:

Room Type	Primary Function
Office	Work and meetings
Conference Room	Group meetings and presentations
Break Room	Rest and informal gatherings

Each room may also have **additional features** and functionalities:

- **Office:**
 - Individual workspaces
 - Storage cabinets
- **Conference Room:**
 - Projector and screen
 - Teleconferencing equipment
- **Break Room:**
 - Coffee machine
 - Refrigerator

The **doors and windows schedule** for these rooms is as follows:

Room Type	Doors	Windows
Office	1	2
Conference Room	2	3
Break Room	1	1

The following list **summarizes the key considerations** for room functionality:

1. Ensure adequate space for intended activities.
2. Incorporate necessary technology and equipment.
3. Provide sufficient lighting and ventilation.

2 Dimensions and Layout

2.1 Room Dimensions

This section provides detailed information on the room's size and layout. It includes the **length, width, height**, and **square footage** of the room.

Room	Length (ft)	Width (ft)	Height (ft)	Square Footage (sq ft)
Conference Room	20	15	10	300
Office 1	12	10	9	120
Office 2	14	11	9	154

The following list outlines the **key dimensions** for each room:

- Conference Room: 20 ft x 15 ft x 10 ft
- Office 1: 12 ft x 10 ft x 9 ft
- Office 2: 14 ft x 11 ft x 9 ft

Consider the **factors** that affect room dimensions:

1. Purpose of the room
2. Occupancy requirements
3. Furniture and equipment needs

These dimensions ensure the room meets **functional requirements** and provides adequate space for intended use.

2.2 Layout Plan

Provides a schematic or diagram of the room layout, indicating the placement of major features.

Room Layout Details

Feature	Location	Dimensions
Desk	North Wall	5ft x 2.5ft
Conference Table	Center	10ft x 4ft
Cabinet	East Wall	6ft x 1.5ft

Furniture Placement is essential for optimizing space and functionality.

- Ensure clear pathways for movement.
- Position desks to maximize natural light.
- Arrange seating to foster collaboration.

The **door schedule** provides essential information for installation.

Door Schedule

Door ID	Type	Width	Height
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D1	Wooden	3ft	7ft
D2	Glass	3ft	7ft

Consider the **window schedule** for light and ventilation.

Window Schedule

Window ID	Type	Width	Height
W1	Sliding	4ft	5ft
W2	Fixed	6ft	4ft

1. Review the layout plan for accuracy.
2. Confirm dimensions with on-site measurements.
3. Adjust placements based on feedback.

3 Finish Specifications

3.1 Flooring

Specifies the type of flooring material used and its finish.

- **Flooring Materials:**

- Carpet
- Hardwood
- Laminate
- Tile
- Vinyl

Each material offers unique benefits and aesthetics. Consider **durability** and **maintenance** requirements.

Material	Finish	Room Type
Carpet	Textured	Office
Hardwood	Glossy	Conference Room
Tile	Matte	Lobby

Ensure the **installation method** complies with industry standards.

1. Prepare the subfloor.
2. Choose suitable adhesive.
3. Install flooring material.
4. Apply finish if required.

Regular **maintenance** enhances longevity and appearance.

3.2 Wall Finishes

Describes the materials and finishes applied to the room's walls.

Room Number	Wall Finish Type	Color	Notes
101	Paint	White	Standard finish
102	Wallpaper	Blue	Patterned design

The following **materials** are commonly used:

- Paint
- Wallpaper
- Wood Paneling
- Tiles

Consider these **factors** when selecting wall finishes:

1. Durability
2. Maintenance
3. Cost
4. Aesthetic appeal

Finish Type	Advantages	Disadvantages
Paint	Easy to apply	Requires frequent touch-ups
Wallpaper	Variety of designs	Can peel over time

Ensure that the selected finishes align with the **overall design** concept.

3.3 Ceiling Treatment

Details the ceiling materials and any special treatments or designs.

- **Materials:**
 - Acoustic Tiles
 - Gypsum Board
 - Exposed Concrete
- **Special Treatments:**
 - Soundproofing
 - Recessed Lighting
 - Decorative Molding

The following table outlines the **ceiling finishes** and their respective areas:

Room	Ceiling Finish	Area (sq ft)
Conference Room	Acoustic Tiles	500
Lobby	Exposed Concrete	300
Office	Gypsum Board	250

Considerations for **maintenance** and **durability** include:

1. Regular cleaning of acoustic tiles to maintain sound absorption.
2. Inspection of gypsum board for any cracks or water damage.
3. Periodic sealing of exposed concrete to prevent wear.

The table below lists the **special treatments** applied:

Treatment	Applicable Rooms	Notes
Soundproofing	Conference Room, Office	Enhances privacy and reduces noise.

Recessed Lighting	Lobby, Conference Room	Provides a modern aesthetic.
Decorative Molding	Lobby	Adds elegance and detail.

4 Doors and Windows Schedule

4.1 Doors Specifications

This section lists all doors in the room, including dimensions, materials, and hardware.

Door Schedule

Door ID	Location	Width	Height	Material	Hardware
D01	Main Entrance	36"	84"	Wood	Handle, Lock
D02	Conference Room	32"	80"	Glass	Handle

Below is an **unordered list** of materials used for the doors:

- Wood
- Glass
- Metal

The following is an **ordered list** of steps for door installation:

1. Measure the door opening.
2. Choose the right door size and material.
3. Install the frame securely.
4. Attach the door to the frame.
5. Install hardware such as handles and locks.

Hardware Specifications

Hardware Type	Material	Finish
Handle	Metal	Brushed Nickel
Lock	Metal	Chrome

4.2 Windows Specifications

Lists all windows in the room, including dimensions, materials, and glazing details.

Window ID	Location	Dimensions	Material	Glazing
W1	North Wall	1.5m x 1.2m	Aluminum	Double
W2	East Wall	2.0m x 1.5m	Wood	Triple

Materials used for windows are crucial for energy efficiency.

- Aluminum
- Wood
- Vinyl

Window **glazing** impacts thermal performance.

1. Single Glazing
2. Double Glazing
3. Triple Glazing

Ensure that all windows meet **building codes** and standards.

5 Environmental Controls

5.1 HVAC Systems

Describes the heating, ventilation, and air conditioning systems servicing the room.

System Component	Specification
Heating Unit	High-efficiency gas furnace
Cooling Unit	Central air conditioning system
Ventilation	Mechanical ventilation with heat recovery

The **HVAC system** is designed to ensure optimal comfort and energy efficiency.

- Heating is provided by a high-efficiency gas furnace.
- Cooling is maintained by a central air conditioning system.
- Ventilation includes mechanical systems with heat recovery.

Key benefits of the HVAC system:

1. Improved air quality through advanced filtration.
2. Reduced energy consumption due to efficient components.
3. Consistent temperature control for occupant comfort.

Regular maintenance is essential for the **longevity** and performance of HVAC systems.

Maintenance Task	Frequency
Filter Replacement	Quarterly
System Inspection	Annually
Duct Cleaning	Every 3 years

Ensure that all maintenance tasks are documented and conducted as per schedule.

5.2 Lighting Systems

Details the lighting fixtures and controls in the room.

Lighting Fixtures

Fixture Type	Model	Location	Quantity
LED Panel	XYZ123	Ceiling	10
Recessed Light	ABC456	Walls	8
Track Light	LMN789	Accent Areas	5

Lighting Controls

- Dimmer Switches

- Motion Sensors
- Smart Lighting System

Control Locations

1. Main Entrance
2. Conference Room
3. Open Office Area

Energy Efficiency

The lighting system is designed to be **energy-efficient**, utilizing LED technology and automated controls to minimize power consumption.

Maintenance Schedule

Task	Frequency
Fixture Cleaning	Quarterly
System Check	Bi-Annually
Control Calibration	Annually

The **lighting system** is a critical component of the room's environmental controls, ensuring both functionality and comfort.

6 Furniture and Equipment

6.1 Furniture Inventory

Provides a list of all furniture items in the room, including type and quantity.

Item	Type	Quantity
Desk	Workstation	10
Chair	Ergonomic	20
Couch	Lounge	2
Table	Conference	1

The following list outlines the **key furniture types** in the room:

- Workstations
- Seating
- Storage Units
- Meeting Tables

Considerations for furniture selection include:

1. **Ergonomics:** Ensuring comfort and productivity.
2. **Durability:** Selecting materials that last.
3. **Flexibility:** Allowing for reconfiguration.
4. **Aesthetics:** Matching the modern office design.

6.2 Equipment List

This section provides details of any **equipment** present in the room, such as projectors or computers.

Equipment Type	Quantity	Model	Location
Projector	1	EPSON X123	Ceiling Mounted
Computer	5	Dell OptiPlex 7070	Workstations
Printer	1	HP LaserJet Pro	Corner Desk

The following **features** are available for each piece of equipment:

- Projector
 1. Resolution: 1920x1080
 2. Connectivity: HDMI, VGA
 3. Brightness: 3000 lumens
- Computer

1. Processor: Intel i7
2. RAM: 16GB
3. Storage: 512GB SSD

- Printer

1. Type: Laser
2. Color: Black & White
3. Pages per minute: 30

Ensure that all **equipment** is regularly maintained and updated to ensure **optimal performance**.