Health New Zealand
Te Whatu Ora

Room Data 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 Data Sheets.

Purpose

The purpose of Room Data Sheets (RDS) is to:

1. establish the project brief at a room-by-room level of detail.

2. identify duplicate rooms from the SOA and develop a one-to-many approach for standard room data sheets for managed application across the project

3. align project RDS with the Australasian Health Facility Guidelines (AusHFG) standard component examples

4. capture and track any changes to each room type from the guidelines using a clear and consistent method

5. provide the foundation information to brief the project Room Layout Sheets (RLS).

Why is this information important?

We seek evidence that all project requirements, including deviations and changes, are reliably captured and tracked. This process is crucial to providing an accurate and time

critical record of the project brief developments. This provides assurance that the correct processes have been followed.

When do we expect to see these documents?

The Project RDS's are to be delivered at Preliminary Design. All changes from the AusHFG RDS should be tracked and recorded.
Please refer to the Standard Room Summary Sheet for further information.

X Test of Fit

X Concept Design

✓ Preliminary Design

✓ Developed Design

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

What do we expect to see?

Tracking, transparency and process should reveal all deviations from the AusHFG RDS examples for each standard room type as well as all project changes for non-standard RDS types.

The following content should be included:

Requirement	Description	Expectation	Insufficient information
1. Alignment with AusHFG standard component RDS.	The project briefing requirements should be reflected in a standardised manner using the AusHFG standard component RDS format as a base content generator.	✓ Align with the AusHFG standard component RDS level of detail and format.	X meeting notes recording room briefing requirements.

Requirement	Description	Expectation	Insufficient information
2. Tracking of deviations from AusHFG.	Deviations to the AusHFG standard components should be recorded as the project progresses. All variations should be clearly captured and easily accessible for the life of the project. All project decisions / deviations and changes should be reported in RDS and Schedule of Accommodation.	✓ Document should record the date, amendment, and reason for the change from the AusHFG example. The document should also show a dated revision change at each formal reporting milestone.	X Only displaying document revision date and not reporting the detail of what has been changed. RDS that has not been updated following client change request. Project changes are only noted in user group meeting minutes. RDS that have been generated directly from the design.
3. Briefed ceiling heights	The AusHFG RDS's do not currently include the required ceiling height. This is currently captured in the AusHFG standard component RLS. The briefed ceiling heights are to be captured in the project RDS.	✓ include the briefed ceiling height as indicated in the relevant AusHFG standard component RLS.	X Not providing the required ceiling heights in the project RDS set.
4. Client endorsement	The RDS represent the detailed project room briefs. Endorsement of all changes made during each design phase provides client	✓ Client endorsement is expected on each design stage RDS set.	X Not providing client endorsement of changes made for each design stage - such as an email from one person

Requirement	Description	Expectation	Insufficient information
	transparency over the project by tracking all deviations from the AusHFG throughout the project along with any other changes as the project progresses. Evidence that stakeholders have access to and understand all deviations is acknowledged by endorsing the document.	For example, providing a standard room set, or for each department. A cover sheet that lists the rooms and includes an endorsement table listing the stakeholder's name, title, role, and signature.	speaking on behalf of the wider group for all design items. Not capturing and reporting the level of detail for each change – rendering the endorsement ineffective
5. Project efficiencies and standardisation opportunities	The set of project Standard Rooms are to be identified and reported at Concept Design (Standard Room List) The project standard RDS's will be developed and applied as templates to roll out across the project in the preliminary design phase (one-to-many approach). The non-standard RDS will also be developed during the	✓ Project Standard Room List to be provided with Concept Design Report. Endorsed project RDS set to be provided with Preliminary and Developed Design Reports.	X Not providing the Standard Room List and RDS sets early in the project (as outlined).

Requirement	Description	Expectation	Insufficient information
	preliminary design phase.		

Additional support

RDS Exemplar

Project design teams are to refer to the RDS example that represents the expectation for completeness for HNZ projects. The RDS example includes annotation that clearly reflects the expected level of detail for RDS reports, in particular the tracking of deviations (comments section) from the AusHFG RDS as the project progresses.

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.