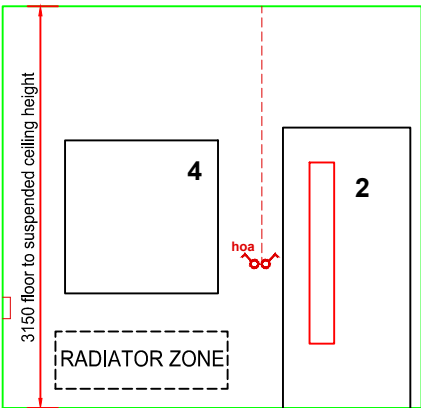
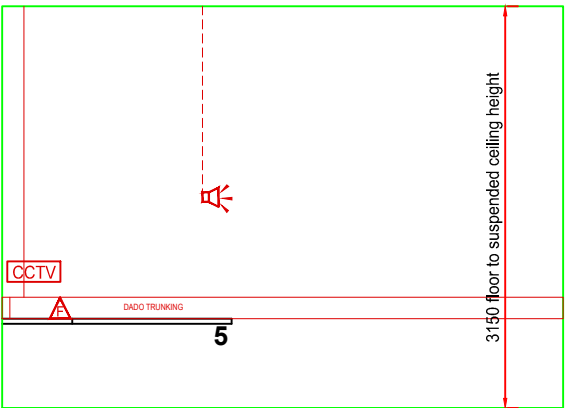


TYPICAL ADMIN/GENERAL OFFICE

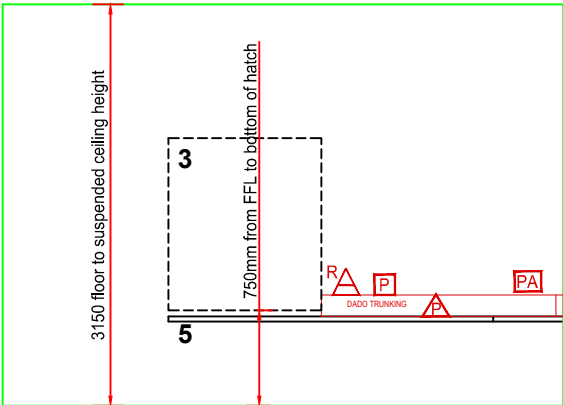
Note: if the General Office adjoins the Principal's Office a link door between offices may be required



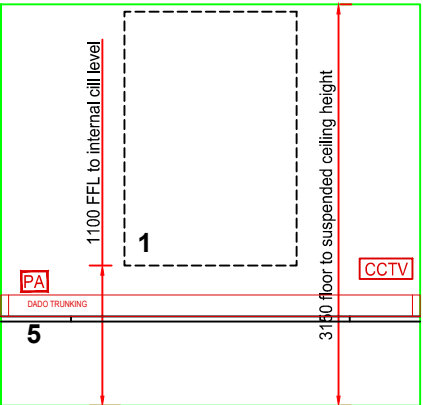
ELEVATION: A-A



ELEVATION: B-B



ELEVATION: C-C



ELEVATION: D-D

No.	GENERAL
1.	A good quality daylight distribution is required with the average day lighting factor for each room to be in the range 4.5 to 5.5% with the emphasis on an even light distribution throughout the space. A schedule of all rooms and associated daylight factor is to be provided. Adequate natural ventilation should be achievable without draughts. The window design with respect to geometry and opening sections shall be in compliance with Section: 3, Natural Ventilation & Overheating, TGD-030 and must take into account overheating and air tightness standards. The resultant dry temperature shall not exceed 25°C for more than 5% of the school year in all habitable rooms and teaching spaces. Blinds on windows shall be manually operated heavy duty contract grade steel tube spring-less rollers, complete with side winder ball chain control units and child safety clips appropriately sized for each opening and shall be in compliance with Irish Standard ISEN 13120 - Internal Blinds. The blind material shall be in compliance with Clause 4: Blinds, TGD-030 and should meet the designation of 'flameproof' when assessed in accordance with BS 3120: 1959. A test certificate as in Appendix C of "Fire safety of furnishings and fittings in places of assembly" should be supplied for each item specified.
2.	Entrance door with a minimum clear opening width of 850mm, door to incorporate 1450 x 190mm safety glazing strip.
3.	1200 x 1350mm security hatch with 6.5mm thick laminated glazed lockable unit to form opening between general office and entrance lobby, fixed 750mm above FFL
FIXED FURNITURE	
4.	1200 X 1200mm notice board
5.	550mm deep counter top fitted 700mm above FFL
LOOSE FURNITURE	
6.	As per school's approved furniture schedule (not part of building contract)
7.	Photocopy Machine (not part of building contract)

FINISHES:
Flooring: 7mm heavy contract cord carpet, 2.75kg per sq.m, 2.0m wide roll, fitted to manufactures instruction, colour/patterns selected by Architect in consultation with the Client.
Walls: Durable, hard wearing, easy to clean paint
Ceilings: Suspended ceiling to have a sound attenuation performance as set out in TGD021.5 Acoustic Performance in Schools.
For further information on finishes refer to TGD-021 & TGD-022.

Mechanical and Electrical Services for Typical Library/ General Resource Room - to be read in conjunction with TGD 002, TGD 004 and TGD030.

All lights fitted with automatic lighting controls must also have a manual on / off switch.
Lighting control should be such that all lights in the space are linked to one sensor such that all lights respond in the same manner to the control signals.
Lighting controls are to be based on absence detection to turn off lights and daylight sensing to dim lights as required to off, in response to the daylight sensor.

Dado trunking to contain 4 no. data network points & 5 twin 13 A socket outlets. Location of other electrical services as shown on drawing.

BUILDING SERVICES ENGINEERING SYMBOLS	Plan	Elevation
Light Switches (fixed 1100mm above FFL)		
Hand/off/auto switch control for external lighting		
PA System and Controls		
PA Speaker - required if PA System is located in Principal's Office		
Dado trunking fixed (600mm above FFL)		
Radiator		
Room Thermostat (fixed 1500mm above FFL)		
1 x 49w surface mounted fluorescent c/w high efficiency T5 lamps and prismatic diffusers. Automatic dimming version.		
Ceiling mounted daylight/ movement sensor		
Phone Point		
Fax Point - may be located in General Office		
Panic Button (fitted directly above Dado Trunking)		
Intercom receiver unit with magnetic door lock release		
CCTV Monitoring Point - may be located in Principal's Office		

PRIMARY ROOM LAYOUTS				SCALE:	nts
TYPICAL ADMINISTRATION/ GENERAL OFFICE PLANS & ELEVATIONS				DRG No:	TGD 022 - D05
				DATE:	Nov '08
REVISION:	02	DATED:	January 2013	APPROVED BY :	P+T
STAGE:	DOCUMENT ADDENDUM APPROVED			PREPARED BY:	C.D



NOTES

- This document is published by the Department of Education & Science and provides guidance in relation to the requirements for a Typical Primary School Administration/ General Office. The document should be read in conjunction with the Technical Guidance Documents for Primary School Buildings as published by the Department of Education & Skills. <http://www.education.ie/en/School-Design/Technical-Guidance-Documents/>
- Where works are carried out in accordance with the guidance in this document, this will, prima facie, indicate compliance with Technical Guidance Documents for Primary School Buildings as published by the Department of Education & Skills. However, the adoption of an approach other than that outlined in the guidance is not precluded provided that the relevant requirements of the Technical Guidance Documents are complied with.
- Please do not scale the drawing use figured dimensions.
- All dimensions given are in millimetres
- All elevations are internal room elevations.