

INTERIOR SPACE/ROOM - Lobby/ Entrance Hall

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Entrance Waiting / Seating Area Reception	Seating for coffee/wifi space if access permits Open bright welcoming space but mainly for transit to rest of building
Size - Min/Max	As large as possible	Consistent with the access requirements of the halls/office/facilities
Number of persons expected to use	All persons entering building c.250	Numbers will vary with different functions
Staff or Public Use	Both	
Maximum Height		A light; welcoming space no specific height restriction
Location - relationship to other rooms – doors – double or single	Office Toilets Ladies/Gents Disabled Kitchen Lift Main Hall Small Hall Main Store Lift/staircase	Main door – exterior canopy Small hall – Kitchen/slucice Room - area for pre-school children must be accessible but lockable from Hall. Main Hall – Double Doors with disabled button opening (both sides) Office – Hatch into Foyer Area

Access requirements - interior and exterior - disabled	Main Entrance/ Emergency Exits	Main Entrance double doors automatic doors for disabled access Slope for wheel chairs
Lighting – Windows Natural / sunscreen	Maximum Number of Windows/sunscreened	As much natural light as possible with overhead and wall lighting. Security Lighting at Entrance
Heating	Integral with main heating system	
Equipment required in the room - size	Chairs; coffee tables; tables	If decision made to have coffee/wifi facilities in foyer must ensure access to toilets/kitchen
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Carpet Robust and durable Refreshment Machine	Hanging space for coats etc Dirt trap carpet at entrance
Storage	Nil	Space for Noticeboards etc
Image of the Room (soft/hard furnishings) Ambience	Welcoming Comfortable Light	

ROOM - Office

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Administration/ Management of Facility Workspace	Workspace/ Printroom /Storage combined in separate facility Print Machine – 3m/ very noisy so prefer separate printer space accessible from office only Storage – records paperwork also Parish ‘Goods’ (Raffle prizes etc) Safe – secure storage
Size - Min/Max	Room for three workstations	
Number of persons expected to use	3 to 4	
Staff or Public Use	Staff	Some of staff are volunteers
Maximum Height	N/A	
Location - relationship to other rooms – doors – double or single	Hatch access to Foyer Door to Foyer Door to Print Room	Secure arrangements for when the office is shut Security key Alarm system
Access requirements - interior and exterior – disabled	No exterior access but office must be at the front/entrance to the building	While it is possible we may have disabled workers /volunteers there is no requirement at present

Lighting – Windows Natural / sunscreen	Natural Light Sunscreen Blinds (privacy)	
Heating	Integral with main heating system	
Equipment required in the room - size	3 desks	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Computer; Printer/Photocopier Filing Cabinets Telephone sockets/answering Wifi Plugs Alarm and window locks	Collator – see printing room
Storage	Safe/Key storage Storage for files/ /leaflets/ paper/stationary	
Image of the Room (soft/hard furnishings) Ambience	Functional Wall space for notices; planning tools	Hard wearing for busy office

INTERIOR SPACE - Print Room

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Printing	This is a working room separate from the office due to the noise and heat of printing run. It will not be permanently occupied or constantly in use.
Size - Min/Max	Adequate to fit and manage 3m x 1m machine	
Number of persons expected to use	1-2	
Staff or Public Use	Staff	
Maximum Height	Normal	
Location - relationship to other rooms – doors – double or single	Single access from Office	
Access requirements - interior and exterior - disabled	Single Access from Office	

Lighting – Windows Natural / sunscreen	As available	This is a working room separate from the office. It will not be permanently occupied.
Heating	Integral with main heating?	Heat generated by machine operation?
Equipment required in the room - size	3x1m	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Functional Plug	
Storage	Paper and ink to service machine	
Image of the Room (soft/hard furnishings) Ambience	Hard wearing/ workspace	

ROOM - New Building – Gents Toilet

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Toilets Baby Changing Facility	
Size - Min/Max	Ref Building specifications	Main Hall max 150 persons Small Hall max 40 persons Meeting Rooms max 20 – 40 persons
Number of persons expected to use	All staff and public using Hall	Maximum number of persons using the hall is around 250 however this is the maximum, and normal use will be much less.
Staff or Public Use	Both	
Maximum Height	N/A	
Location - relationship to other rooms – doors – double or single	Access from Foyer	
Access requirements - interior and exterior - disabled	None	

Lighting – Windows Natural / sunscreen	As required-	
Heating	Integral with main heating Thermostatically controlled	
Equipment required in the room - size	Toilets/sinks/ urinal/soap dispenser/Hand dryer Waste bin Mirror Baby Changing Facility	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Hard surfaces Easy clean - flooring extends up skirting board/ durable surfaces. Tiled Walls	Lighting off when room vacated If facility not provided elsewhere – low sink for children to clean hands/paintbrushes.
Storage	Nil	
Image of the Room (soft/hard furnishings) Ambience	Functional	

ROOM - New Building – Ladies Toilet

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Toilets Baby Changing facility	
Size - Min/Max	Ref Building specifications	Main Hall max 150 persons Small Hall max 40 persons Meeting Rooms max 20 – 40 persons
Number of persons expected to use	All staff and public using Hall	Maximum number of persons using the hall is around 250 however this is the maximum, and normal use will be much less.
Staff or Public Use	Both	
Maximum Height	N/A	
Location - relationship to other rooms – doors – double or single	Access from Foyer	
Access requirements - interior and exterior - disabled	None	

Lighting – Windows Natural / sunscreen	As required-	
Heating	Integral with main heating Thermostatically controlled	
Equipment required in the room - size	Toilets/sinks/Mirrors/shelf Soap dispensers/Hand dryer/ ST dispenser Waste bins Baby Changing Facility	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Hard surfaces Easy clean - flooring extends up skirting board/ durable surfaces. Tiled Walls	Lighting off when room vacated If facility not provided elsewhere – low sink for children to clean hands/paintbrushes.
Storage	Nil	
Image of the Room (soft/hard furnishings) Ambience	Functional	

ROOM - New Building – Disabled Toilet

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Toilets Shower Room	Disabled groups should find the hall welcoming and easy to use
Size - Min/Max	Ref Building specifications	250 max able bodied/ proportion of disabled individuals attending functions difficult to estimate. One regular MS group has 220 members and monthly meetings of around 45 however research among local groups (stroke/ disabled cookery/ child support groups) suggests facilities would encourage more use.
Number of persons expected to use	User (plus helper)	
Staff or Public Use	Both	
Maximum Height	N/A	
Location - relationship to other rooms – doors – double or single	Disabled Access from Foyer	Easy access and locking
Access requirements - interior and exterior - disabled	No exterior access Disabled access from Foyer	

Lighting – Windows Natural / sunscreen	As required-	
Heating	Integral with main heating Thermostatically controlled	
Equipment required in the room - size	Toilet /sinks/ Hand dryer Waste bin Shower Mirror	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Disabled pull bars/fittings Wet Room Hard surfaces Emergency Alarm Easy clean - flooring extends up skirting board/ durable surfaces. Tiled Walls	Lighting off when room vacated
Storage	Nil	
Image of the Room (soft/hard furnishings) Ambience	Functional	

ROOM New Building Main Kitchen

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Preparation, Cooking Serving Food/Drinks Clearing/washing utensils	Separate working areas due to hygiene requirements
Size - Min/Max		Serving the needs of Main Hall max 150 (and other meeting rooms)
Number of persons expected to use	Min 4 max 8	
Staff or Public Use	Both	
Maximum Height	Normal	see ambience
Location - relationship to other rooms – doors – double or single	Access to Main Hall Single door to Lobby Single door to Exterior	Min 2m wide Serving Counter (with hatch closure when not in use) incorporating hinged section allowing access to the main Hall.
Access requirements - interior and exterior – disabled	Single Door to exterior	Access to rubbish bins on hard standing area outside kitchen

Lighting – Windows Natural / sunscreen	Maximum light for good working environment	Roof lighting maximising space and air
Heating	Thermostatically controlled	
Equipment required in the room - size	Hob / Water Boiler Double size cooker/ warming cupboard Microwave Fridge Freezer 2 sinks wastebin Dishwasher	Separate facilities for clearing and washing up iaw hygiene requirements Maximise Work surfaces/storage (Many groups like to keep their own 'tea box')
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Hard wearing surfaces easy to clean. Non slip Floors Plugs/drainage as required Central work table Hand washing Sink Sound-proofing	Lockable Cleaning Cupboard
Storage	Food Crockery/Utensils Cooking Equipment Linen	
Image of the Room (soft/hard furnishings) Ambience	Functional but bright and pleasant to work in. Stainless steel and light colours	

ROOM New Building Main Hall

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Principal Function Room – Large Meetings/Events Sporting groups Community Hub	It is hoped that the new Hall will expand the present use to provide an attractive venue for a wide variety of uses.
Size - Min/Max	Capable of seating max 150 in rows/120 at tables of 10	
Number of persons expected to use	Max 150	
Staff or Public Use	Public	
Maximum Height	Height of building	Sporting groups require height/ space (Badminton/Table tennis)
Location - relationship to other rooms – doors – double or single	Double doors to Foyer Double doors to Exterior/ Emergency doors to Garden/Car Park Access to Kitchen(via Serving Hatch) Double Doors to Main Storage facility (180deg) Second Floor Balcony/ Viewing Area	Additional doors to garden area welcome

Access requirements - interior and exterior - disabled	Disabled Access at all times Foyer Door - button opening on both sides	
Lighting – Windows Natural / sunscreen	As much Natural light as possible – Wall lighting Sunscreen/ Blackout facilities Recessed, adjustable lighting	Lighting flush with roof or on walls to avoid taking space from the hall No windows overlooking residents on North/East Walls/ night screening
Heating	Integral with Main heating system but must be independently controlled	Eco friendly heated space minimal occupation of available Hall space
Equipment required in the room - size	Fitting for AV presentation/Blank Wall for presentations/Notices Sound/hearing system	Room fitted out for different purposes and equipment should be in the main storage area
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Multiple socket points at waist height Hard non-slip flooring Main store doors should be capable of opening 180 degrees Soundproofing	<ul style="list-style-type: none"> • Portable/ Moveable staging considered as option and requested by a number of the groups currently using the Hall, but the additional expense/ limit upon space with the availability of Broderick Hall stage has deterred the project group from considering this option except where combined with a storage facility accessible from the Hall. • Particular care required of residential areas on North and East sides of Hall
Storage	Storage accessible from the Hall/ some small storage for regular Hall users on one side only	Racked 150+ chairs 12x10 person tables Piano Monitor/AV equipment
Image of the Room (soft/hard furnishings) Ambience	Soft Durable colours Curtain/Blinds Adjustable light levels View of Garden	

INTERIOR SPACE New Building Main Storage Room

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Main Area for storing Equipment for Parish Hall and User Groups	
Size - Min/Max	As Large as possible	
Number of persons expected to use	NA	
Staff or Public Use	Both	
Maximum Height	Normal height	
Location - relationship to other rooms – doors – double or single	Double access to Both Main and Small Halls Access to Foyer	If space is available units might be rented – individual containers for user groups
Access requirements - interior and exterior - disabled	Interior access from both Halls and Foyer	

Lighting – Windows Natural / sunscreen	Lighting –timed shut off	Natural lighting not necessary
Heating	Minimum ref stored items	
Equipment required in the room - size	Racks of Chairs 150+ 40/ Tables 12 dinner/ 24+ small Children’s sized tables Medical Couch Boxes of Games Equipment Tennis Table Electrical Equipment	Individual large items and user’s storage units for small/medium group items
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Low cost individual lockable storage units that can be rented and available whenever the Hall is open.	
Storage	Everything is storage	
Image of the Room (soft/hard furnishings) Ambience	Functional /hard wearing/ secure	

ROOM New Building Small Hall

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Secondary Function Room for smaller groups	Particularly toddler and disability support groups Different use at different time of day (eg AM toddlers PM support group Evening presentation)
Size - Min/Max		
Number of persons expected to use	40-60	
Staff or Public Use	Both	
Maximum Height	Normal	
Location - relationship to other rooms – doors – double or single	Access from Foyer Access to main storage space; kitchenette; children’s toilets and sluice room	Access from Foyer/ exterior access must be locable and secure for children
Access requirements - interior and exterior – disabled	Double exterior access to safe garden	

Lighting – Windows Natural / sunscreen	Maximum Natural light With sun screen View from street Lighting with dimmer	
Heating	Integral with main heating but independently controlled.	
Equipment required in the room - size	Comfortable chairs Tables/chairs as appropriate	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Presentation Equipment Screen/sound Carpet Multiple sockets at waist height Soundproofing	Carpet could be removed for evening functions?
Storage	If possible small lockable space for Hall users	
Image of the Room (soft/hard furnishings) Ambience	Comfortable Home away from home easy chairs/ curtains	

ROOM New Building Kitchenette

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Separate kitchen to Service Small Hall	Adjustable height sinks for disabled users? Selected equipment to allow some food cooking/ preparation/ serving but mainly beverages and cake.
Size - Min/Max	Small ergonomically arranged to make best use of space	
Number of persons expected to use	2-3	
Staff or Public Use	Both	
Maximum Height	Normal	
Location - relationship to other rooms – doors – double or single	Access to Small Hall/lobby	
Access requirements - interior and exterior - disabled	None	

Lighting – Windows Natural / sunscreen	Natural lighting if possible	
Heating	Main heating system ref small Hall	
Equipment required in the room - size	Hob/ Warming Microwave Water Boiler Fridge Freezer	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Adjustable height utility items Hard wearing surfaces easy to clean. non slip Floors Plugs/drainage as required Hand washing /Sink	
Storage	Food Crockery/Utensils Cooking Equipment Linen	
Image of the Room (soft/hard furnishings) Ambience	Hygienic/ hard wearing functional	

INTERIOR SPACE New Building Stairs to Upper Floor

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Access to Upper Floor	Display of Pictures/notices
Size - Min/Max	Ref Building regulation and capacity for fire escape	
Number of persons expected to use	c. 40	
Staff or Public Use	Both	
Maximum Height	As required	
Location - relationship to other rooms – doors – double or single	Communication between entrance lobby/Entrance Hall and upper Hall	
Access requirements - interior and exterior - disabled	Nil	

Lighting – Windows Natural / sunscreen	Wall mounted or ceiling as required	
Heating	As Lobby	
Equipment required in the room - size	NA	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Hard wearing Durable wall surface	
Storage	Nil	
Image of the Room (soft/hard furnishings) Ambience	Functional	

INTERIOR SPACE New Building Lift

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Fitted for use of less able users	Essential for access
Size - Min/Max	2-5 persons	
Number of persons expected to use	2-5 persons at one time	
Staff or Public Use	Both	
Maximum Height	NA	
Location - relationship to other rooms – doors – double or single	Communication between lobby and Upper floor	
Access requirements - interior and exterior - disabled	Nil	

Lighting – Windows Natural / sunscreen	NA	
Heating	NA	
Equipment required in the room - size	NA	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Usual safety features	
Storage	NA	
Image of the Room (soft/hard furnishings) Ambience	Functional	Possibly some notices/ advertisements

INTERIOR SPACE New Building Upper Gallery Landing

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Provides access to first floor rooms/ balcony space overlooking Main Hall and main entrance	
Size - Min/Max	As required	
Number of persons expected to use	All persons using the upper floor	
Staff or Public Use	Both	
Maximum Height	Dependent upon roof design	
Location - relationship to other rooms – doors – double or single	Central area from which all rooms open -	Access to toilets, kitchenette, open area. Double doors provide a private, secure area within which is access to interview room, rector's office, cleaner's room and meeting room.
Access requirements - interior and exterior - disabled	Interior division (double doors) between office and meeting rooms and rest of space.	

Lighting – Windows Natural / sunscreen	Natural light if possible	
Heating	Main heating system but independently controlled	
Equipment required in the room - size	None	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Plug in each section	
Storage	NA	
Image of the Room (soft/hard furnishings) Ambience	Carpeted/ pictures welcoming	

ROOM New Building Upstairs Toilet

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Unisex Toilet	Do we need another disabled toilet ?
Size - Min/Max	Designed to meet building requirements	
Number of persons expected to use	As required	
Staff or Public Use	Both	
Maximum Height	NA	
Location - relationship to other rooms – doors – double or single	Access from Upper Gallery landing	
Access requirements - interior and exterior - disabled	Interior access	

Lighting – Windows Natural / sunscreen	As required	
Heating	Thermostatically controlled radiator	
Equipment required in the room - size	Toilet/washbasin/ hand dryer Waste bins	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Durability/easy clean Flooring sealed to skirting board height Automatic lighting	
Storage	NA	
Image of the Room (soft/hard furnishings) Ambience	Clean/ bright/ hygienic	

ROOM New Building Kitchenette

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Basic kitchen facility for upstairs rooms	
Size - Min/Max	As available	
Number of persons expected to use	2-3	
Staff or Public Use	Both	
Maximum Height	Normal	
Location - relationship to other rooms – doors – double or single	Access to upper gallery landing	
Access requirements - interior and exterior - disabled	Single door	

Lighting – Windows Natural / sunscreen	Natural light	
Heating	Main heating system thermostatically controlled	
Equipment required in the room - size	Hob, Water boiler, fridge, sink, cupboards, waste bin	Warning cupboard? Hostess trolley?
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Durable easy to clean surfaces, walls and floors Sockets as required	
Storage	Crockery and utensils Food (Limited to serving) & Beverages	
Image of the Room (soft/hard furnishings) Ambience	Functional, light, hygienic	

ROOM New Building Presentation/café/meeting room

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Floored space	Additional 'bonus space' possible use as youth meeting room
Size - Min/Max	Max space	
Number of persons expected to use	NK	New ideas not yet tested
Staff or Public Use	Public	
Maximum Height	NA	
Location - relationship to other rooms – doors – double or single	Access from Upper Gallery Landing	
Access requirements - interior and exterior - disabled	Double door	Possibly sliding screen door

Lighting – Windows Natural / sunscreen	Natural roof lights	
Heating	Main heating system – independently controlled	
Equipment required in the room - size	Chairs/tables	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Sockets x 4	No walls - room under the roof?
Storage	NA	
Image of the Room (soft/hard furnishings) Ambience	Hard empty floor and roof Available space	

ROOM New Building Interview Room

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Private meetings of clergy/staff with public/officials	
Size - Min/Max	As required	
Number of persons expected to use	1 to max 4	
Staff or Public Use	Staff/public	
Maximum Height	NA	
Location - relationship to other rooms – doors – double or single	Access from upper gallery landing	Within lockable area
Access requirements - interior and exterior - disabled	Wide door for disabled access	

Lighting – Windows Natural / sunscreen	Natural light Blinds	Avoid light escape to bother neighbours
Heating	Main heating system with separate control	
Equipment required in the room - size	Small table 3-4 comfortable chairs	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Computer socket Telephone point Carpet, curtains or blind Sound proofing	
Storage	As required	
Image of the Room (soft/hard furnishings) Ambience	Comfortable space for private discussion	

ROOM New Building Rector's Office

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Church business	
Size - Min/Max	As available	
Number of persons expected to use	1	
Staff or Public Use	staff	
Maximum Height	As available	
Location - relationship to other rooms – doors – double or single	Access from upper gallery landing	Within secure area
Access requirements - interior and exterior - disabled	Single door	

Lighting – Windows Natural / sunscreen	Natural light blinds	Avoid light escaping to bother neighbours
Heating	Main heating system	
Equipment required in the room - size	Desk/chairs Cabinet/ Cupboard	Office users preference
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Computer/ telephone points Carpet soundproof	
Storage	NA	Office users preference
Image of the Room (soft/hard furnishings) Ambience	Business-like but comfortable and welcoming	Office users preference

ROOM New Building Upstairs Meeting Room

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Small group meetings	Adjustable room divider allows flexibility in numbers – comfortable meeting rooms for small groups/individual support/teaching
Size - Min/Max	adjustable	
Number of persons expected to use	Max 40 (adjusted to 20/20)	
Staff or Public Use	Public	
Maximum Height	As available	
Location - relationship to other rooms – doors – double or single	Double access from Upper gallery secure area Access to storage/cleaners cupboard	
Access requirements - interior and exterior - disabled	Disabled access required	

Lighting – Windows Natural / sunscreen	Natural light sun screened Adjustable lighting Wall and ceiling lighting	South facing windows across room divide separate blind systems
Heating	Main system – thermostatically adjustable	
Equipment required in the room - size	Armchairs /low tables/ carpet / blinds	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Removable partition allows space to be divided in half Sockets servicing each end Soundproofing Hard flooring	
Storage	None -	Some storage in the void under roof
Image of the Room (soft/hard furnishings) Ambience	Soft furnishings warm and welcoming	

INTERIOR SPACE New Building Cleaners Cupboard/storage

Requirement	Specification	Notes/ Details
Intended Use/ Purpose	Area to service upstairs meeting rooms Secure stowage for Cleaning equipment/chemicals	
Size - Min/Max	As available	
Number of persons expected to use	2-3	
Staff or Public Use	Staff mainly	
Maximum Height	As available	
Location - relationship to other rooms – doors – double or single	Access (single) from Upper gallery landing (secured area) Access from Upstairs Meeting room	
Access requirements - interior and exterior - disabled	Double doors from meeting room	

Lighting – Windows Natural / sunscreen	Ceiling lights	
Heating	Heating system – independently controlled	
Equipment required in the room - size	Lockable storage for cleaners gear – machines and chemicals	
Special requirements (Plugs; wall surface, flooring; ceiling; drainage; screens; materials, staging; durability)	Lockable stowage with space to store items for use in Hall Easy clean durable surfaces	
Storage	Items not required permanently in meeting room - tables	
Image of the Room (soft/hard furnishings) Ambience	functional	