

First Edition
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Development Division, Gombak

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GUIDELINE FOR FLOOR AREA

No.	Particulars	Standard Norms of Floor Area
A.	OFFICE	
1.	Rector	37.00 m2
2.	Deputy Rector	28.00 m2
3.	Executive Director	23.00 m2
4.	Chief Librarian	23.00 m2
5.	Chief Medical Officer	20.50 m2
6.	Dean	23.00 m2
7.	Deputy Dean	16.50 m2
8.	Head of Department	16.50 m2
9.	Lecturer/Assistant Lecturer	14.00 m2
10.	Director Grade 54	20.50 m2
11.	Deputy Director Grade 52	16.50 m2
12.	Officer Grade 41 to 48	14.00 m2
13.	Personal Assistant to Rector	14.00 m2

No.	Particulars	Standard Norms of Floor Area
	Staff other than the above are not entitle for a room. The space allowed are:	
14.	Staff Grade 36 to 40	9.00 m2
15.	Staff Grade 17 to 35	5.00 m2
16.	Staff Grade 11 to 16	4.00 m2
17.	Staff Grade 1 to 10	3.00 m2
В.	AMENITIES	
18.	Conference Room	1.60-1.85 m2/person
19.	Meeting Room	1.60 m2/person

Note: Attached toilet only for Director's level and above.

GUIDELINE FOR BUILDING FINISHES

No.	Particulars	Floor Finishes	Ceiling Finishes	Door
A.	OFFICE			
1. 2. 3. 4. 5. 6. 7.	Rector Deputy Rector Executive Director Chief Librarian Dean Chief Medical Officer Director	Carpet	Plaster ceiling	Decorative timber panel door
8.	Deputy Dean	Carpet	Gypsum fibre ceiling	Timber flush door
9.	Deputy Director	Vinyl/ homogenous tile (normal grade)	Gypsum fibre ceiling	Timber flush door
10.	Head of Department	Vinyl/ homogenous tile (normal grade)	Gypsum fibre ceiling	Timber flush door
11.	Lecturer	Vinyl/ homogenous tile (normal grade)	Gypsum fibre ceiling	Timber flush door with glass panel
12. 13.	Officer Grade 41 to 48 Personal Assistant to Rector	Vinyl/ homogenous tile (normal grade)	Gypsum fibre ceiling	Timber flush door

No.	Particulars	Floor Finishes	Ceiling Finishes	Door
B.	AMENITIES			
14.	Main Entrance/ Lobby of office	Carpet/ Vinyl/ Homogenous tile (normal grade)	Plaster ceiling	Decorative timber panel door/ Tempered glass door
15.	General Office Area	Vinyl/ homogenous tile (normal grade)	Gypsum fibre ceiling	-
16.	Conference Room	Carpet	Plaster ceiling/ Sound absorbing ceiling panel	Decorative timber panel door
17.	Meeting Room	Carpet	Plaster ceiling	Decorative timber panel door
18.	Discussion Room	Vinyl/ homogenous tile (normal grade)	Gypsum fibre ceiling	Timber flush door with glass panel

Others : 1. Internal wall finishes - emulsion paint

emulsion paint colour of the painting to follow the colour of the existing wall painting

GUIDELINE FOR FURNITURE

A. <u>SUMMARY OF FURNITURE</u>

					Fui	rniture			
No.	Room	Working table set	Working chair	Visitor chair	Cabinet	Bookshelf	Sofa Set	Notice/ Pin Board	Discussion table and chair
1.	Rector	V	V	V	V		V		V
2.	Deputy Rector	√	V	V	V		V		
3.	Executive Director	V	V	V	V		V		
			,						
4.	Chief Librarian	√	√	√	√		√		
5.	Chief Medical Officer	V	V	V	V		V		

		Furniture							
No.	Room	Working table set	Working chair	Visitor chair	Cabinet	Bookshelf	Sofa Set	Notice/ Pin Board	Discussion table and chair
6.	Dean	V	V		√		V		
7.	Deputy Dean	√ 	V	√	√		√		
8.	Head of Department	V	V	V		V	V	V	
0	T / A * / A	1	1			1		1	
9.	Lecturer/ Assistant Lecturer	V	V	V		V		V	
10.	Director	V	V	$\sqrt{}$	√		V		
11.	Deputy Director		V	√	 				
11.	Deputy Director	V	V	V	V				
12.	Officer Grade 41 to 48	V	V	V	V				
		1	1	1	1				
13.	Personal Assistant to Rector	V	V	$\sqrt{}$	V				
<u></u>					L				

		Furniture								
No.	Room	Working table set	Working chair	Visitor chair	Cabinet	Bookshelf	Sofa Set	Notice/ Pin Board	Discussion table and chair	
		,								
14.	Executive Officer	√	V	√	V					
		,	,							
15.	Secretary	√	V	√	V					
		,								
16.	Administrative/	$\sqrt{}$	$\sqrt{}$							
	Supporting Staff									

Others: 1. Blinds - Vertical blinds

for windows facing sunlight only

2. Partition - High level partition for Executive Officer and Secretary

Low level partition for Administrative and Supporting Staff

GUIDELINE FOR FURNITURE

B. <u>DETAILS OF FURNITURE</u>

No.	Particulars	Furniture Specification	Quantity
1.	Rector	Executive Managerial Desk size 2100mm x 1100mm x 780mm in nyatoh timber finish with 48mm thick top in natural stains lacquer	1
		2. 1500mm x 600mm x 740mm nyatoh timber side table with drawer below	1
		3. Executive Presidential Chair swivel high back in full leather finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		4. Cantilever frame low back chair with armrest in fabric finish as visitor chair	2
		5. Nyatoh timber full height built-in cabinet overall size 4400mm x 550mm c/w nyatoh timber frame, edging, skirting and architrave and 10mm thick whiteboard c/w door in natural stains lacquer	1
		 6. Sofa set and coffee table 3+2+2 seater 1 coffee table 2 side tables 	-
		7. Round discussion table size 450mm x 760mm high with nyatoh timber top in natural stains lacquer and nyatoh timber leg post with 30mm hollow section in black epoxy paint finish fix to table top	1
		8. Cantilever frame low back discussion chair in fabric finish and without armrest	4

No.	Particulars	Furniture Specification	Quantity
1. 2.	Deputy Rector Executive Director	Managerial Desk size 2000mm x 1000mm x 760mm in nyatoh timber finish with 48mm thick top in natural stains lacquer	1
		2. 1500mm x 500mm x 730mm nyatoh timber side table in natural stains lacquer	1
		3. 412mm x 500mm x 585mm nyatoh timber mobile pedestal drawer in natural stains lacquer	1
		4. Presidential swivel high back chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		5. Cantilever frame without armrest in fabric finish visitor chair	2
		6. Full height built-in cabinet overall size 3670mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging and skirting c/w door and open shelves in natural stains lacquer	1
		 7. Sofa set and coffee table 3+1+1 seater sofa set in fabric finish 1 coffee table nyatoh timber in matt lacquered finish 2 side tables nyatoh timber in matt lacquered finish 	-

Particulars	Furniture Specification	Quantity
Dean Chief Librarian Director Chief Medical	Managerial Desk size 2000mm x 1000mm x 760mm in nyatoh timber finish with 48mm thick top in natural stains lacquer	1
Officer 2.	2. 1500mm x 500mm x 730mm nyatoh timber side table in natural stains lacquer	1
	3. 412mm x 500mm x 585mm nyatoh timber mobile pedestal drawer in natural stains lacquer	1
	4. Presidential swivel high back chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
	5. Cantilever frame without armrest in fabric finish visitor chair	2
	6. High level built-in cabinet overall size 3670mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave c/w door and open shelves in natural stains lacquer	1
	 7. Sofa set and coffee table 2+1+1 seater sofa set in fabric finish 1 coffee table nyatoh timber in matt lacquered finish 2 side tables nyatoh timber in matt lacquered finish 	-
	Dean Chief Librarian Director Chief Medical	Dean Chief Librarian Director Chief Medical Officer 1. Managerial Desk size 2000mm x 1000mm x 760mm in nyatoh timber finish with 48mm thick top in natural stains lacquer 2. 1500mm x 500mm x 730mm nyatoh timber side table in natural stains lacquer 3. 412mm x 500mm x 585mm nyatoh timber mobile pedestal drawer in natural stains lacquer 4. Presidential swivel high back chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors 5. Cantilever frame without armrest in fabric finish visitor chair 6. High level built-in cabinet overall size 3670mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave c/w door and open shelves in natural stains lacquer 7. Sofa set and coffee table - 2+1+1 seater sofa set in fabric finish - 1 coffee table nyatoh timber in matt lacquered finish - 2 side tables nyatoh timber in matt

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Deputy Dean	1. Executive Desk size 1800mm x 900mm x 760mm in MDF nyatoh timber with 30mm thick top in natural stains lacquer	1
	2. 1200mm x 450mm x 730mm MDF nyatoh timber side table in natural stains lacquer	1
	3. 412mm x 500mm x 585mm MDF nyatoh timber mobile pedestal drawer in natural stains lacquer	1
	4. Managerial Chair swivel medium back working chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
	5. Cantilever frame without armrest in fabric finish visitor chair	2
	6. High level built-in cabinet overall size 3000mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave c/w door at bottom cabinet and open shelves on top in natural stains lacquer	1
	 7. Sofa set and coffee table - 1+1 seater sofa set in fabric finish - 1 round/square coffee table nyatoh timber in matt lacquered finish 	-
		 760mm in MDF nyatoh timber with 30mm thick top in natural stains lacquer 1200mm x 450mm x 730mm MDF nyatoh timber side table in natural stains lacquer 412mm x 500mm x 585mm MDF nyatoh timber mobile pedestal drawer in natural stains lacquer Managerial Chair swivel medium back working chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors Cantilever frame without armrest in fabric finish visitor chair High level built-in cabinet overall size 3000mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave c/w door at bottom cabinet and open shelves on top in natural stains lacquer Sofa set and coffee table 1+1 seater sofa set in fabric finish 1 round/square coffee table nyatoh

No.	Particulars	Furniture Specification	Quantity
1.	Deputy Director	1. Executive Desk size 1800mm x 900mm x 760mm in MDF nyatoh timber with 30mm thick top in natural stains lacquer	1
		2. 1200mm x 450mm x 730mm MDF nyatoh timber side table in natural stains lacquer	1
		3. 412mm x 500mm x 585mm MDF nyatoh timber mobile pedestal drawer in natural stains lacquer	1
		4. Managerial Chair swivel medium back working chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		5. Cantilever frame without armrest in fabric finish visitor chair	2
		6. High level built-in cabinet overall size 3000mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave c/w door at bottom cabinet and open shelves on top in natural stains lacquer	1

No.	Particulars	Furniture Specification	Quantity
1.	Head of Department	Executive Desk size 1800mm x 900mm x 760mm in MDF nyatoh timber with 30mm thick top in natural stains lacquer	1
		2. 1200mm x 450mm x 730mm MDF nyatoh timber side table in natural stains lacquer	1
		3. 412mm x 500mm x 585mm MDF nyatoh timber mobile pedestal drawer in natural stains lacquer	1
		4. Managerial Chair swivel medium back working chair in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		5. Cantilever frame without armrest in fabric finish visitor chair	2
		6. MDF nyatoh timber book shelf overall size 1200mm x 370mm x 1800mm high complete with adjustable open shelf, sliding door and skirting all in natural stain finish	2
		 7. Sofa set and coffee table - 1+1 seater settee padded with polyster floss and high density foam and covered with PU finish - 1 round/square coffee table 	-
		8. White board with attached pin board overall size 1200mm x 900mm	1

No.	Particulars	Furniture Specification	Quantity
1. 2.	Lecturer Assistant Lecturer	1800mm x 900mm x 760mm writing table in MDF grey colour finish with 30mm thick top	1
		2. 1200mm x 450mm x 730mm side table in MDF grey colour finish	1
		3. 412mm x 500mm x 585mm mobile pedestal drawer in MDF grey colour finish	1
		4. Swivel medium back in fabric finish working chair with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		5. Cantilever frame without armrest in fabric finish visitor chair	2
		6. Book shelf overall size 1200mm x 370mm x 1800mm high complete with adjustable open shelf, sliding door and skirting all in MDF grey colour finish	2
		7. White board with attached pin board overall size 1200mm x 900mm	1

No.	Particulars		Furniture Specification	Quantity
1.	Officer Grade 41 to 48	1.	Executive Desk size 1800mm x 900mm x 760mm in MDF nyatoh timber with 30mm thick top in natural stains lacquer	1
		2.	1200mm x 450mm x 730mm MDF nyatoh timber side table in natural stains lacquer	1
		3.	412mm x 500mm x 585mm nyatoh timber mobile pedestal drawer in natural stains lacquer	1
		4.	Low cabinet overall size 3000mm x 550mm x 760mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging and nyatoh timber skirting c/w door in natural stains lacquer	1
		5.	Swivel medium back in fabric finish with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		6.	Cantilever frame low back without armrest in fabric finish visitor chair	2

No.	Particulars	Furniture Specification	Quantity
1.	Personal Assistant to Rector	Executive Desk size 1800mm x 900mm x 760mm in MDF nyatoh timber with 30mm thick top in natural stains lacquer	1
		2. 1200mm x 450mm x 730mm MDF nyatoh timber side table in natural stains with lacquer	1
		3. 412mm x 500mm x 585mm MDF nyatoh timber mobile pedestal drawer in natural stains lacquer	1
		4. High level built-in cabinet overall size 3000mm x 2600mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave c/w door at bottom cabinet and open shelves on top in natural stains lacquer	1
		5. Swivel medium back in fabric finish working chair with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		6. Cantilever frame without armrest in fabric finish visitor chair	2

No.	Particulars		Furniture Specification	Quantity
1.	Executive Officer	1.	1500mm x 800mm x 760mm writing table with 25mm thick chipboard top and 16mm thick chipboard leg in grey colour finish	1
		2.	1200mm x 450mm x 730mm side table with chipboard top in grey colour finish	1
		3.	412mm x 500mm x 585mm mobile pedestal drawer in chipboard grey colour finish	1
		4.	Low cabinet overall size 1500mm x 500mm x 740mm high c/w adjustable shelf and door in chipboard grey colour finish	1
		5.	Swivel low back in fabric finish working chair with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		6.	Cantilever frame low back without armrest in fabric finish visitor chair	2
		7.	2134mm high demountable partition in fabric finish comprising of 2 panels with connecting post and end plastic cover trimmings c/w all necessary concealed fixtures and wire trunking compartment with power and telephone outlet.	1

No.	Particulars	Furniture Specification	Quantity
1.	Secretary	1. 1500mm x 800mm x 760mm writing table with 25mm thick chipboard top and 16mm thick chipboard leg in grey colour finish	1
		2. 1200mm x 450mm x 730mm side table with chipboard top in grey colour finish	1
		3. 412mm x 500mm x 585mm mobile pedestal drawer in chipboard grey colour finish	1
		4. Low cabinet overall size 1500mm x 500mm x 740mm high c/w adjustable shelf and door in chipboard grey colour finish	1
		5. Swivel low back in fabric finish working chair with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		6. Cantilever frame low back without armrest in fabric finish visitor chair	2
		7. 2134mm high gypsum board partition with 6mm thick clear glass panel c/w light weight aluminium frame and 100mm high aluminium skirting screwed to gypsum board including wall paper finish	1

No.	Particulars	Furniture Specification	Quantity
1.	Administrative/ Supporting Staff	1. 1500mm x 800mm x 760mm writing table with 25mm thick chipboard top and 16mm thick chipboard leg in grey colour finish	1
		2. 1100mm x 450mm x 730mm side table with chipboard top in grey colour finish	1
		3. 412mm x 500mm x 585mm mobile pedestal drawer in chipboard grey colour finish	1
		4. Swivel low back in fabric finish working chair with armrest and knee tilt mechanism c/w diecast aluminium leg support and soft castors	1
		5. Low level demountable partition in fabric and clear glass finish comprising of 2 panels size 1525mm (H) x 1800mm (W) and 1525mm (H) x 1500mm (W) with connecting post and end plastic cover trimmings c/w all necessary concealed fixtures and wire trunking compartment with power and telephone outlet.	1

No.	Particulars	Furniture Specification	Quantity
1.	Conference Room (Above 20 pax)	1. Rectangular conference table with MDF nyatoh timber finish table top in natural stains lacquer and nyatoh timber leg post with 30mm hollow section in black epoxy paint finish fix to table top, overall size as below: 20 pax – 8000mm x 3300mm x 760mm 22 pax – 8800mm x 3300mm x 760mm	1
		and/or	
		Modular meeting table overall size 1500mm x 750mm x 750mm high complete with selected nyatoh plywood top, backing and table leg all in natural stains lacquer finish	-
		3. Cantilever frame low back chair with armrest in fabric finish	-
		4. High level built-in cabinet overall size 4880mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave and magnetic built-in whiteboard c/w door and open fix shelves, all in natural stains lacquer	1

No.	Particulars	Furniture Specification	Quantity
1.	Meeting Room (10 – 20 pax)	1. Oval shape meeting table with MDF nyatoh timber table top in natural stains lacquer and nyatoh timber leg post with 30mm hollow section in black epoxy paint finish fix to table top, overall size as below: 10 pax – 3600mm x 1500mm x 760mm 12 pax – 4000mm x 1700mm x 760mm 14 pax – 4000mm x 1800mm x 760mm 16 pax – 5600mm x 2000mm x 760mm 18 pax – 6400mm x 2100mm x 760mm	1
		Cantilever frame low back chair with armrest in fabric finish	-
		3. Built-in cabinet overall size 3670mm x 2400mm x 550mm in 2mm thick veneer on 4mm thick ordinary ply with nyatoh timber edging, skirting and architrave and magnetic built-in whiteboard c/w door and open fix shelves, all in natural stains lacquer	1

Particulars	Furniture Specification	Quantity
Discussion Room (Below 10 pax)	 Discussion table with MDF nyatoh timber top in natural stains lacquer and nyatoh timber leg post with 30mm hollow section in black epoxy paint finish fix to table top, overall size as below: Round shape: 8 pax – 750mm x 760mm 6 pax – 600mm x 760mm 4 pax – 450mm x 760mm Square/rectangular shape: 8 pax – 2400mm x 1200mm x 760mm 6 pax – 1600mm x 1200mm x 760mm 4 pax – 900mm x 900mm x 760mm Cantilever frame low back chair without armrest in fabric finish White board overall size 1200mm x 900mm 	1
Main Entrance/ Lobby of Office	 Sofa set and coffee table Material : Fabric/PVC/PU Reception counter (requirement depending 	1 set
	Discussion Room (Below 10 pax) Main Entrance/	Discussion Room (Below 10 pax) 1. Discussion table with MDF nyatoh timber top in natural stains lacquer and nyatoh timber leg post with 30mm hollow section in black epoxy paint finish fix to table top, overall size as below: Round shape: 8 pax - 750mm x 760mm 6 pax - 600mm x 760mm 7 pax - 450mm x 760mm 8 pax - 2400mm x 1200mm x 760mm 9 pax - 1600mm x 1200mm x 760mm 1 pax - 900mm x 900mm x 760mm 2. Cantilever frame low back chair without armrest in fabric finish 3. White board overall size 1200mm x 900mm Main Entrance/ Lobby of Office 1. Sofa set and coffee table Material: Fabric/PVC/PU

Note: 1. Size of built-in cabinet and meeting table will vary according to the size of the room.

2. Vertical blind will be provided only for windows facing sunlight.

GUIDELINE FOR FURNITURE C. SAMPLE OF FURNITURE



Item Working table set in MDF nyatoh timber finish



Item Working table set in chipboard grey colour finish



Item Swivel high back chair in fabric finish with armrest and knee tilt mechanism c/w aluminium leg support and castors



Item Swivel medium back chair in fabric finish with armrest and knee tilt mechanism c/w aluminium leg support and castors



Item Swivel low back chair in fabric finish and knee tilt mechanism c/w aluminium leg support and castors



Item | Cantilever frame low back chair in fabric finish with armrest



Item | Cantilever frame low back chair in fabric finish without armrest



Item Low cabinet overall size 3000mm x 550mm x 760mm with veneer ply and nyatoh timber edging and skirting c/w door in natural stains lacquer



Item Low cabinet overall size 3000mm x 550mm x 760mm with veneer ply and nyatoh timber edging and skirting c/w door in natural stains lacquer



Item Low level cabinet in chipboard grey colour finish



Item Meeting table in MDF nyatoh timber finish with natural stain lacquer



Item Round discussion table in MDF nyatoh timber finish with natural stain lacquer



Item

Built-in cabinet in veneer ply and nyatoh timber edging, skirting and architrave and magnetic built-in whiteboard c/w door and open fix shelves, all in natural stains lacquer



Item

Vertical blind