

RHSC & DCN – Little France Room Data Sheets : Production Review Meeting

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Dates: 3 July 2012 **Time:** 14.00 – 15.00 **Location:** RHSC + DCN Project Office

Purpose Review of Programme for production of Room Data Sheets

Principal Attendees

Neil McLennan	NHSL
Graeme Gillies	NHSL
Iain Johnston	Hiltron
David Stillie	Mott MacDonald
Andrew Scott	Mott MacDonald

Apologies:

Distribution: As above

Next meeting: Not set

		Action	Target date
1.00	APOLOGIES		
1.01	None		
2.00	PURPOSE OF THE MEETING		
2.01	To review progress and agree programme for the production and checking of the Room Data Sheets		
3.00	General		
3.01	As drawn areas to be used. Area checks to be carried out against departments rather than room by room. Action – Hiltron to indicate areas by department in a summary for cross checking by NHSL	Hiltron	
3.02	Additional 'similar' rooms to be classified as 'Standard' with the abbreviation STD being used as room no prefix. Action – Hiltron to us STD	Hiltron	
3.03	Any discrepancies with Clinical Output Specifications (COS) to be highlighted as a matter of urgency – particularly Occupancies. COS as issued to Hiltron on 26 Jun 12 are current and to be used. Occupancies given in COSs are maximum occupancies. Action – Hiltron to carry out reconciliation between COS and RDS and highlight any issues to NHSL.	Hiltron	
3.04	Schedule of Accommodation with Room Numbers issued is final. Changes have been highlighted in blue. The small numbers of areas that still need to be resolved are highlighted in red.	Note	
3.05	The order for issue and checking was agreed to be as follows:		

		Action	Target date
	RDS Index Generic Rooms Key Rooms Standard Rooms Other Rooms (to be issued on a department by department basis) Action – Hiltron to issue information on the basis outlined above.	Hiltron	
3.06	Hiltron stated that the first batch of information (Index + OS Reconciliation + Generic and Key Rooms) should be available by the end of w/c 9 Jul 12. Action – Hiltron to issue first batch of information end w/c 9 Jul 12.	Hiltron	
3.07	Access to review the RDS was discussed. Hiltron informed that NHSL concerned as cost for access to the system for electronic mark up. Hiltron agreed to re-examine their figures. Alternative discussed is for Hiltron to issue pdf copies electronically and then for NHSL to print off and mark up those sheets where they have comments. (Post meeting note – Hiltron issued revised cost. NHSL have stated that they will use non-access system.)		
3.08	NHSL confirmed that the adjacencies given in the COSs are in line with the Reference Design.		