

Appendix 1: User Specifications

Renovation Work for 1001-1004, 1005a and 1009a, Level 10, Cyberport 2, 100 Cyberport Road, Hong Kong (Cyberport)

1. Preliminaries

- 1.1 Preliminaries work for the overall renovation
- 1.2 Protection work for the overall renovation

2. Reception (refer to RA in appendix 2)

- 2.1 LSCM Logo at Main Entrance
 - Display the LSCM logo prominently at the main entrance for clear identification and branding.
- 2.2 Photo Shoot Arrangement
 - Organize photo shoot space and two steps stage to comfortably accommodate minimum 20 people
- 2.3 PCS Logo Placement (Reception)
 - Identify and confirm the optimal location(s) for the PCS logo, considering visibility, branding impact, and aesthetic integration.
- 2.4 Trophy Area
 - Design the trophy area for certificate, photos display
- 2.5 Display TV for Roadshow Videos
 - Set up dedicated TV displays to play PCS roadshow videos for presentations or visitor engagement.
 - 1ea 13A power socket will be needed.
- 2.6 Main Entrance and Visitor Access
 - Select door options that offer convenience and optimal flow access for large groups during visits and events.
- 2.7 Demolish
 - Demolish existing reception area, ceiling or partition, carpets, back corridor etc... for new reception area setup.
- 2.8 Design

- Design and build the reception area based on the requirements listed above including the ceiling at the entrance area.

2.9 Cabling

- Conduit x 1ea (between main door frame to server room (access card reader))

3. PCS Control Room (refer to CR in appendix 2)

3.1 Design an optimal layout for Control Room

Seating Capacity:

- 12 pax

Dedicated Customer Service (CS) area

- A dedicated zone for CS to handle incoming calls,
- Install proper sound-absorption or noise reduction material
- Prepare direct phone line wiring and infrastructure for 12 desktop phones in the call center area.

Visitor capacity

- Control room can accommodate approximately 40 visitors

Dashboard Display Requirements:

- Display Type: LED TV Displays 6ea to 8ea
- Screen Size: 80–85 inches (each unit)
- Configuration Options (Unlimited) :
 - 3 × 2 layout (3 units wide × 2 units tall) or
 - 1 × 6 layout (1 unit wide × 6 units tall) or
 - 4 × 2 layout (4 units wide × 2 units tall)

(For information only. TV installation will be provided by LSCM IT.)

Layout:

- Provision sufficient space between Control room dashboards and the first row of desks for control center.
- Arrange optimal seats layout to facilitate communication and comfortability of the control room staff members.
- Ensure comfortable sight lines to display walls.
- Must accommodate the structural pillar at Cyberport in a way that does not obstruct the visibility of control room users to the PCS dashboard displays

- Design the control room to minimize glare and reflections on screens by carefully managing sunlight exposure through window treatments
- Ensures a comfortable, visually ergonomic environment with controlled lighting and climate for optimal operator performance and wellbeing
- Control room door design: Locate the door of control room that avoid bottlenecks or impede emergency evacuation. Suggest the materials of choice at reasonable cost.

Demolish and removal

- Demolish existing setup to get ready for the control room setup
- Ensures a comfortable, visually ergonomic environment with controlled lighting and climate for optimal operator performance and wellbeing

Proximity:

- Control room is preferably next to or near the conference room for ease of access and coordination.

Provision of a visitor corridor at the back of PCS control room

- Design a visitor corridor at the back of PCS control room with glass panel

3.2 PCS Logo Placement (Control Centre)

- Display a catchy Logo for PCS,
- Identify and suggest the optimal place for PCS Logo inside PCS Control Room, on the PCS room window, or in the visitor corridor.
- Considering visibility, branding and harmonized with the control room's professional atmosphere.

3.3 Electricity and Cabling Installation

- Ensure all power lines and cables for the control room TV wall and control panels are properly routed, labeled, and accessible for maintenance.
- Collaborate with LSCM IT team on electricity setup and cabling installation
 - 12ea x Seats (12 desktide 13A power socket)
 - 6-8ea x TV (6 wall 13A power socket)
 - 2ea Spare (2 x wall 13A power socket)
- Conduit x 1ea inside door frame (install access card reader)

- Conduit x 6-8 ea (between TV wall and Server room) for network cables to TV x 6-8
- Whole control room power sockets connected to essential power
- Individual MCB box breaker for control room with essential power (power source from server room)

4. Multi-function Room (refer to FR in appendix 2)

4.1 Multi-function Room

- A grand conference room that can accommodate 60-70 persons for conference, events, or workshops etc...
- The grand conference room layout offers the flexibility that can be sub-divided into 2 to 4 multi-function rooms.
- Use soundproof, flexible partitions for simultaneous activities without interference.

4.2 AV System Support

- Collaborate with the IT team to provide full AV system support and input management in the multi-function room design.
- Ensure system design and layout flexibility to support different events and meeting formats.
- 13A Power sockets for TV (2ea x LED Wall, 3ea x TV)
- Final layout to be confirmed by LSCM IT team.

4.3 User-Friendly TV Layout

- Coordinate with IT to design a TV display layout that enhances user experience for varied activities including workshops, conferences, lectures, presentations, and breakout meetings.
- Consult closely with the IT team to ensure technical feasibility and seamless integration of multiple layouts and presets.
- LED wall frame will be made by IT vendor

5. PCS Team office area (refer to PA in appendix 2)

5.1 PCS Team Area

- Provide 1 dedicated Director Room (refer to D2 in appendix 2) that includes

- Director desk x1ea, Director Chair x1ea, Guest Chairs x 2ea and Cabinets x 2ea.
- Design an open team area to accommodate approximately 30-35 PCS staff members comfortably.
- Design the layout according to a pre-assigned area for PCS staff members.

5.2 Open Space Layout

- Adopt an open space design to promote collaboration and interaction.
- Minimize confined or enclosed spaces to create a more spacious, flexible work environment, to facilitate communication and comfortability

6. Wall Finishes

- 6.1 Emulsion paint for wall in paint for PCS area

7. Carpeting

- 7.1 Replace Carpets of PCS area

8. Fittings and Fixtures

- 8.1 Repair the pantry reconstruction stone and cabinet door/shelf
- 8.2 Repair or fix the PCS desks and cabinets
- 8.3 Addition light fittings for PCS area
- 8.4 Disposal Furniture on Temp room

9. Furniture (Reuse existing furniture, fix or replace if needed)

- 9.1 Director Room 1 (refer to D1 in appendix 2)
- Manager room including Manager desk x1ea, Manager Chair x1ea, Guest Chairs x2ea and Cabinets x 2ea
- 9.2 Director Room 2 (refer to D2 in appendix 2)
- Manager room including Manager desk x1ea, Manager Chair x1ea, Guest Chairs x2ea and Cabinets x 2ea
- 9.3 Meeting Room 1 (refer to M1 in appendix 2)

- Foldable table for 3 people - 4ea-6ea
- Chairs x10ea

9.4 Meeting Room 2 (refer to M2 in appendix 2)

- Foldable table for 3 people - 1ea-2ea
- Chairs x6ea
- Wall power socket x 1ea (TV)

9.5 Meeting Room 3 (refer to M3 in appendix 2)

- Foldable table for 3 people - 1ea-2ea
- Chairs x 4ea
- Wall power socket x 1ea (TV)

9.6 Meeting Room 4 (refer to M4 in appendix 2)

- Foldable table for 3 people - 1ea-2ea
- Chairs x 4ea
- Wall power socket x 1ea (TV)

9.7 Multi-function Room (refer to FR in appendix 2)

- Foldable table for 3 people - 20ea-30ea
- Stackable Chairs x 60ea-70ea

9.8 Control Room (refer to CR in appendix 2)

- Desk and Chairs for 10-12 CS staff members
- Desk and Chairs for 4 senior staff members
- Low Cabinet x4ea

9.9 General Office area (refer to GA in appendix 2)

- Tall Cabinet x6ea W1300xD457xH2082mm
- Chairs x 30ea-35ea
- Pedestals x 30ea-35ea

9.10 PCS Team Office area (refer to PA in appendix 2)

- Refer to point 5.1 and 5.2

10. Server room 9/ (refer to SR in appendix 2)

- Change the exiting ceiling to Aluminum

11. Miscellaneous

- 11.1 Microwave oven x3ea
 - Panasonic NN-ST65JM Microwave Oven 32L
- 11.2 Coffee machine x 1ea
 - JURA Z10 Diamond Black
- 11.3 Larger Refrigerator x 1ea
 - Samsung - RS62K6007S8/SH large door type refrigerator 620L bright silver (Hong Kong license)
- 11.4 Water dispenser
 - <https://www.mindbody.com.hk/wp-content/uploads/2022/07/GT-990-v6-LR.pdf>
- 11.5 Automatic External Defibrillator
 - HeartStart HS1
- 11.6 Automatic Blood Pressure Monitor
 - Omron HEM-7142T2 Automatic Blood Pressure Monitor
- 11.7 Thermometer
 - OMRONMC-720 Electronic Thermometer
- 11.8 Zip Hydroboil
 - https://www.hk-water.com/hk/product/commercial-products/commercial-dispenser/zip-hydroboil-hk.html?srsId=AfmBOopaGQszWG3jMddVsXkPoHnJVVoTo7L0e_plbUMgVPhV0fl_9EvBZgi0

- End -