

Accommodation Layout Requirements

This document covers “Fit out” of typical internal accommodation areas and is provided for guidance in determining requirements. This should be used in conjunction with the appropriate statutory instruments, international codes & standards and client specifications.

Abbreviations

ALQ	Additional Living Quarters
HSE	Health and Safety Executive (UK body)
HVAC	Heating Ventilation & Air Conditioning
PA	Public Address
PFP	Passive Fire Protection
POB	Personell On Board
PPE	Personal Protective Equipment
PVC	Poly Vinyl Chloride
TR	Temporary Refuge
WC	Water Closet

2 Berth Cabin Requirements

- The design of the cabins should be such that they have unobstructed access to a corridor leading to a minimum of 2 independent emergency exits.
- 2 fixed single beds or bunk beds including mattresses with integral ladders which shall be of wide treads design.

- Cabins shall have a minimum of 4 lockable half height lockers and 2 open shelves for 2 x sets of grab bags (Emergency grab bags to be specified and provided by the client). Two half height lockers to be designated as a leave locker.
- Floor coverings to be levelling screed with carpet or carpet tiles and PVC skirting.
- Each cabin shall have a fixed desk unit with shelf over and one desk chair.
- Full height bed curtains shall be fitted to beds to enable privacy and protection from light and visibility.
- B15 Cabin doors shall be fitted with “kick-out” panels
- Each bed shall be fitted with a clock and reading lamp (TV / DVD player, Sky Box and headset). The TV and set top box shall be built into the base of the bed unit. Sufficient ventilation shall be provided to the enclosure for the TV and set top box, and the use of ventilation grilles shall be considered.
- Provision for under bed lockable drawers for storage.
- Cabin walls shall incorporate sufficient soundproofing and cross talk attenuation within the ductwork supply and extract systems (as determined by calculation) such that personnel cannot hear normal TV noise or conversation from adjacent cabins. Cabins shall have individual temperature control via a wall mounted controller linked to a supply air ductwork mounted electric heater unit.
- A proprietary, wall mounted, ”Emergency Exit” sign box shall be fitted above the inside of the cabin door complete with battery back-up.
- Acoustic tests shall be carried out to confirm that the completed cabin achieves typically 45dB levels as required.

Cabin Ceiling Requirements

A typical cabin ceiling will be fitted out as follows with industry type standard equipment:

- HVAC supply grille.
- A single smoke detector, complete with a corridor mounted indicator light.
- Single sprinkler head with frangible bulb (only if sprinklers are specified for the project). This is now generally deemed as an outdated requirement due to bans on smoking in cabins and use of non-combustible materials.
- Single 600mm long Ex rated light fitting complete with battery back-up.
- Proprietary ceiling access hatch.
- Public address, (PA), speaker grille.

En-suite Washroom (Wet Room)

- Accessed from within the cabin and incorporating a shower, WC and washbasin. Wet Rooms can be supplied as fully factory fabricated and tested units, ready to be skidded into position and the cabins formed around them or in the case of a refurbishment project where access is an issue, they can be designed to the same standard, but delivered to site in "knock down" format for easy erection in situ.
- Finishes on floor and wall shall be agreed upon during detail design stage.
- Base of the walls shall be recessed sufficiently to allow for "drip nose" detailing between floor finish and wall lining.

The Wet Room will be fitted out as follows:

- Integrated shower.
- Wall mounted flushing WC supplied ready for hook up to project specific flushing system, (either sea or fresh water).
- Wash hand basin with mirrored bathroom cabinet, shaver light above.
- Towel holder & toilet roll holder.

All services to the Washroom will be designed to be connected to a single point at the rear of the unit for ease of offshore hook up. These services will be as per project specification and will be as follows:

- Electrical, at high level in a junction box.
- Hot and Cold supply pipework with drainage at low level.
- HVAC Extract flexible ductwork.

A Wet Room ceiling will typically consist of a recessed light fitting and a recessed 150mm dia extract fan grille hooked up to the extract system. As this will be the main extract for the cabin and wet room combined, the wet room door requires having sufficient clearance at the bottom to allow the supply and extract to the cabin/wet room to operate satisfactorily.

Recreation Room / Recreation Areas / Quiet Lounges Requirements

- These areas may be completely separate rooms or alternatively sub-divided into separate areas that can be opened up to create a larger space that can be utilised for “town hall” type meetings.

- Typical furniture layout out could consist of easy chairs, sofas, book-cases / storage and low level tables. (Large screen TVs / Satellite Boxes, computer games etc.
- A comfortable, safe and flexible seating arrangement shall be provided. Type, colour, material and design shall be agreed upon during the project.
- Floor finish shall be levelling screed with carpet tiles and PVC skirting.

Galley Complex, Freezer, Cold Room, Food Storage, Galley Laydown Space & Dining Room Requirements

- The appointment of a specialist galley sub-contractor is advised to assist with layouts and equipment specification all based around the expected POB.

Laundry Complex Requirements.

- The appointment of a specialist laundry sub-contractor is advised to assist with layouts and equipment specification again depended on the expected POB.

Locker Room & Toilets Requirements

- These areas are classed as a wet space and therefore floor finishes require to be either ceramic non slip tiles, sheet vinyl with fully welded joints and bonded skirting upstands or non-slip proprietary offshore approved floor screed.
- Locker space is assumed to be a ratio of between 2.3 to 2.5/POB. These can be half or third height proprietary steel locking type mounted on plinths with built in slatted seating. Type will depend on room space availability. It is good practice

to have sloping tops to the lockers or construct a ceiling down-stand to the top of the lockers to prevent a build-up of dust and debris.

Muster Area Requirements

The following requirements are based on the UK Health & Safety Executive. Escape Evacuation and Rescue Guidance document however other jurisdictions will be similar regarding principles.

- It is normal practice to have the Locker Room double up as a muster area particularly for operatives that are on shift and working external to the living quarters, (LQ), in work clothes. Space is deemed as 0.7M² per person and more than one Muster Area will be identified within the LQ. Other areas that are commonly used could be the Dining/Mess Area/Sick Bay/Recreation Spaces.
- The muster area(s) must be a place where it is safe to assemble whilst the emergency is assessed and control action is taken. It should have sufficient routes available to enable safe means of access and egress in an emergency.
- All personnel must be assigned to a muster area and know where it is.
- There shall be an up to date list of names for those personnel assigned to the muster area.
- There should be procedures for mustering in the assigned areas and for, when necessary, making immediate evacuation with means of accounting for the persons assigned to the particular muster area.
- The assigned muster areas should be of a suitable size to accommodate the assigned number of personnel, taking into

account that there may need to be sufficient space to be able to don PPE. •

- The muster areas should be either be inside the temporary refuge, (TR), or, if outside the TR, provide protection against the incident for the required endurance period and provide access to appropriate PPE
- The duty holder is required to ensure that the muster area(s) is kept clear of obstruction, has sufficient emergency lighting and suitable signage.
- The duty holder should be able to demonstrate that there is an effective Temporary Refuge, (TR), available on the installation that will protect the workforce from the effects of fire and gas for a defined endurance period.
- The TR should be equipped with sufficient equipment to allow the Offshore Installation Manager and the emergency response team to monitor and control the incident and implement the emergency response plan.
- The TR should have sufficient routes available to enable safe means of access and egress in an emergency.
- Duty holder to confirm the boundary of the TR, explain all the means of access and summarise the systems and equipment in place to maintain/indicate survivable conditions in the TR.
- Please see below the link to the full UK HSE document

<https://www.hse.gov.uk/offshore/ed-evacuation-escape-rescue.pdf>

Plant Room & Electrical Switchgear Room Requirements

As early as possible in the project it is vital to get an early indication of the type of plant/ electrical equipment that will be required and

what the likely dimensions, including heights and weights could be. A first pass at possible pipe, cable, ducting routes is also useful, taking into consideration space for maintenance and removal of equipment. Locations of external access and laydown spaces are also contributing factors

- The Plant Room shall have a non-slip painted deck plate floor. Fluorescent floor marking for exit routes shall be provided according to the layout design.
- Electrical Switch Gear floor to be provided with a raised access floor to accommodate the bottom entry cabling.
- As these are non-habited spaces, there is no requirement for wall liners or a ceiling in these areas, however a perforated steel liner protection to the PFP on the walls up to a minimum height of 2.4m is recommended.
- The plant room shall be separated from rest of the areas with an A60 rated boundary. Special attention to be provided to sound attenuation between these areas for vibration and minimal noise transfer.
- Plant room should be accessed via fire rated doors commensurate with that of bulkhead that it is fitted into. This includes any access panels for equipment removal.
- Doors to the Plant Room & Electrical Switch Gear Room shall be lockable.
- Floor drain(s) to be provided within the Plant Room.

Gym Requirements

Smoking Lounge Requirements

- Furniture and entertainment package to be of the same type and quality as specified in the Recreation Areas.

- A proprietary fixed cigarette lighter to be supplied and installed.
- Ashtrays will be required.
- The smoking lounge will be provided with dedicated HVAC supply and extract in accordance with the applicable codes and standards.

Toilets Requirements

The following lists the quantity of toilets, washhand basins and urinals required as defined by the United Kingdom HSE however other jurisdictions will be similar.

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Toilets used by men only:

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

Toilets used by women only:

Number of women at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
Over 25	over 25, 1 additional WC and WHB for every additional 25 females (or males) or part thereof	2



- Floor finish shall be sheet vinyl with welded seams and 100mm high PVC skirting.
- Vitreous china ceramic wash basin with storage cupboard space under the wash basin and a wall hung type toilet complete with concealed cistern, paper towel dispenser, roll holder, coat hooks, and soap dispenser and mirror.
- Please see the link below for guidance on toilet requirements.

<https://www.hse.gov.uk/contact/faqs/toilets.htm>

Bond Store Requirements

- This is a locked room containing items for sale to personnel including, tobacco, toiletries, soft drinks etc. (key held with the Camp Boss) generally fitted out with base units with worktops, floor mounted robust display type shelving, storage cupboards.
- Bond store door is typically a B15 “stable type lockable door” to be utilised as a serving hatch during operating hours.
- Floor finishes shall be sheet vinyl on levelling screed complete with welded seams and 100mm high PVC skirting.
- Bond Store to be formed with 50mm B15 offshore proprietary, certified partition system.
- Ceiling to be a proprietary, B15 system in keeping with the remainder of the LQ.

Beverage Area requirements

- These can be placed at various locations within the LQ as agreed during design. The areas will generally consist of but not be limited to base units with a worktop. Equipment that

typically could be included are an under-counter dishwasher, worktop mounted chilled water dispenser, coffee maker, sink with hot and cold supply and space for waste bins.

- Note: if a potable water supply is not accessible in certain areas then bottled water can be utilized, but there will be a need for storage of bottles.
- High level cupboard units to be included full length above worktop for lightweight items.
- Floor finishes, sheet vinyl on levelling screed complete with welded seams and 100mm high PVC skirting.

Internal Staircase Requirements

- Staircase walls to be lined with 25 or 50mm proprietary industry standard, fully certified B15 wall panels or approved equivalent.
- Proprietary B15 ceilings to be supplied and fitted throughout. (Note it is good practice to have the line of the ceiling following the rise of the staircase and landings). This allows service access to ceiling mounted fittings.
- Install sheet vinyl throughout including stair risers and treads, complete with welded seams and 100mm high skirting.
- Stair nosing to be aluminium type glued and screwed complete with photo luminescent inserts, fitted full width on the tread.
- Stainless steel or similar type handrail to be supplied and installed on the stair stringers and landings as required.

Corridor Requirements

- Floor finish to be levelling screed with carpet tiles and PVC skirting.

- Ceiling to be a proprietary B15 system in keeping with the remainder of the ALQ.
- Robust hinged door panels shall be provided to allow suitable corridor access to the rear of the wet rooms to provide maintenance access to isolation valves.
- The panels shall blend with surrounding wall and be labelled as required. They shall be lockable by use of snap lock or hexagonal key system.
- Special consideration shall be given to prevent noise transfer to cabins.
- Firefighting and general safety equipment cabinets shall be recessed so not to obstruct the corridor width. Handles to cabinets shall be of a recessed type. Manual fire extinguishers shall have a semi-recessed fixing in situations where a surface mounted installation may obstruct the access or escape way.

Linen Store Requirements

- Store(s) to be located on the same levels as the cabins and fitted with adjustable stainless-steel shelves and space for a linen trolley.
- The linen store shall be arranged to minimise disturbances to cabin occupants from trolley movements.

Janitor Store Requirements

- Floor finish shall be sheet vinyl complete with welded seams and 100mm high PVC skirting.
- Store to be fitted with a low-level stainless steel cleaner sink complete with all fixtures as approved during detail design. The room to have sufficient shelf capacity, tool holders, robust stainless-steel shelving and hot and cold water connection.