

# Standard Lists of Furniture and Equipment

(as at April 2009)

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Standard List of Furniture and Equipment  
for Social Centre for the Elderly and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office</b>	
1	Office Desk and Chair	3
2	Typewriter (Desk)	1
3	Typing Stand and Chair	1
4	Filing Cabinet with Safe (4 Drawers)	1
5	Filing Cabinet (4 Drawers)	1
6	Electric Clock	1
7	Cabinet with Index Unit (2 Drawers)	1
8	Stationery	Sum at \$775
9	Calculator with Printer	1
10	Litter Bin	3
11	Tea Set	1
12	Counter Chair	1
13	Key Box	1
14	Paper Cutting Guillotine	1
15	White Board	1
16	Letter Box	1
17	Form Rack	1
18	Stamp Pads, Chops	Sum at \$620
19	Trays	3
20	Foam Cutter	1
21	Radio	1
22	Thermo Flask	1
23	Laminator	1
24	Facsimile Machine	1
25	Facsimile Line Installation	1
26	Storage Cabinet	1
27	Photocopier	1

Standard List of Furniture and Equipment  
for Social Centre for the Elderly and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>B Interviewing Room</b>		
1	Sofa (Single)	2
2	Coffee Table	1
<b>C Common Room</b>		
1	Colour TV Set (34") with Antenna	1
2	Hi-Fi System	1
3	Newspaper Rack/Stand	1
4	Bookshelf	1
5	Settee	2
6	Electric Clock	1
7	Umbrella Stand	1
8	Litter Bin	2
9	Magazine Rack	1
10	Magazine and Reference Books	Sum at \$1,500
11	Cupboard for Hi-Fi System	1
<b>D Activities Room</b>		
1	Folding Table	8
2	Chair (Folding/Stackable)	150
3	Cupboard	1
4	Display Cupboard	2
5	Electric Clock	2
6	Litter Bin	2
7	White Board	2

Standard List of Furniture and Equipment  
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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>E</b>	<b>Pantry</b>	
1	Refrigerator (210 Litre)	1
2	Tea Urn	1
3	Electric Kettle	1
4	Hot Ring	1
5	Plastic Bucket and Washing Basin	Sum at \$145
6	Thermo Flask	4
7	Litter Bin	2
8	Hot/Cold Water Dispenser	1
9	Cups	100
<b>F</b>	<b>Store Room</b>	
	Ladder	1
<b>G</b>	<b>Toilet</b>	
1	Plastic Bucket	2
2	Litter Bin	2
<b>H</b>	<b>Others</b>	
1	Telephone Installation (1 Line & 2 Exts.)	1
2	First Aid Box with Materials	1
3	Cleaning Materials	Sum at \$475
4	Tool Box with Tools	1
5	Fire Extinguisher	2
6	Cart	1
7	Vacuum Cleaner	1

Standard List of Furniture and Equipment  
for Social Centre for the Elderly and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>I</b>	<b>Recreational Equipment</b>	
	Recreational Equipment (including Fish Tank, Flower, Pots, Bird Cage, Chess, Tapes and Records)	Sum at \$2,200
<b>J</b>	<b>Physical Exercise Equipment</b>	
	Physical Exercise Equipment (including 2 Portable Cycle Exercisers, Gymnastic Mat, Bean Bags, etc.)	Sum at \$2,900
<b>K</b>	<b>Educational Programme</b>	
1	LCD Projector and Screen	1
2	White Board - movable	1
3	Video Cassette Recorder	1
4	Movable TV Cabinet	1
5	Colour TV Set (34")	1
<b>L</b>	<b>Health Check-up</b>	
1	Weighing Machine	1
2	Blood Pressure Meter and Stethoscope	1
<b>M</b>	<b>Outings</b>	
1	Digital Camera with Flash	1
2	Portable First Aid Box with Material	1
3	Radio/ Cassette Recorder	1
4	Loud Hailers	2

Standard List of Furniture and Equipment  
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(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>N</b>	<b>Domestic Group</b>	
1	Cooking Utensils (including Rice Cooker, Pots, Pans, Ladles, Shovels, Choppers, etc.)	Sum at \$1,200
2	Dining Utensils (including Bowls, Plates, etc.)	Sum at \$1,300
3	Microwave Oven	1
4	Trolley	1
<b>O</b>	<b>Handicraft Group</b>	
1	Sewing Machine	1
2	Sewing Kit (including Scissors, Needles, Threads, Rulers, etc.)	Sum at \$295
3	Steam Iron and Table	1
<b>P</b>	<b>Calligraphy and Literacy Group</b>	
1	Chinese Brush and Ink	Sum at \$465
2	Book and Magazine	Sum at \$740
<b>Q</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1
6	Data Line Installation for Computer	1

Standard List of Furniture and Equipment  
 For Kindergarten-cum-Child Care Centre for full-day children aged 2 to 6 (for 100 Places) and its Cost  
 (April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Essential Items</b>	
1	Office Desk and Chair	2
2	Filing Cabinet with Safe (4 Drawers)	1
3	Storage Cabinet (Steel)	1
4	Chair (Folding/Stackable)	12
5	Litter Bin	2
6	Locker (4 Doors)	3
7	Typewriter, Manual, Portable	1
8	Calculator	1
9	Sofa	1
10	Telephone (1 Direct Line & 1 Ext.)	1
11	Coffee Table	1
12	Work Table (Conference)	1
13	Storage Cabinet	3
14	Key Box	1
15	Loud Hailer	1
16	Form Rack	1
17	White Board - wall hung	2
	- movable	2
18	Facsimile Machine	1
19	Facsimile Line Installation	1
<b>B</b>	<b>Furniture for Children</b>	
1	Rectangular Table (4' x 2')	27
2	Semi-circular Table	8
3	Chair	137
4	Attendance Board	1
5	Movable Easels	4
6	Weighing Machine with Height Measure	1
7	Litter Bin	8
8	Shelves for Various Purposes	20

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>C</b>	<b>Bedding and Clothings</b>	
1	Nylon Beds	103
2	Steel Nylon Beds Carriers	5
3	Nylon Quilts (Single)	101
4	Quilt Cover	101
5	Blankets, Woolen	101
6	Blankets, Cover	101
7	Large Towel	101
8	Towel	300
9	Plastic Aprons	20
10	Thin Mattress	101
11	Apron for Children	200
<b>D</b>	<b>Kitchen Appliances/ Utensils</b>	
1	Refrigerator (310 Litres)	1
2	Rice Cooker, electric (16 Persons)	1
3	Rice Cookers, gas	2
4	Tea Urn	1
5	Trolley	3
6	Mincer (Heavy Duty)	1
7	Blender/Juicer	1
8	Long Table for Cooking	1
9	Garbage Can	1
10	Dining Utensils	Sum at \$3,200
11	Cooking Utensils including Stove	Sum at \$6,050
12	Other Kitchen Utensils	Sum at \$975
13	Oven	1
14	Ladder	1

Standard List of Furniture and Equipment

For Kindergarten-cum-Child Care Centre for full-day children aged 2 to 6 (for 100 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>E</b>	<b>Electrical Appliances</b>	
1	Washing Machine (13 Lb./5.9Kg)	1
2	Clock (wall hung)	3
3	Iron	1
4	Dryer	1
5	Vacuum Cleaner	1
<b>F</b>	<b>Programme Equipment</b>	
1	Big Muscle Play Equipment	Sum at \$30,700
2	Imaginative Play Equipment	Sum at \$8,600
3	Constructional Play Equipment	Sum at \$11,800
4	Didactic Play Equipment	Sum at \$8,850
5	Musical Instrument	Sum at \$1,700
6	Arts and Craft Equipment	Sum at \$1,550
7	Teaching Aids:	
	Piano	1
	Radio Cassette	2
	Cassette Tape	Sum at \$240
	Camera with Flash	1
	Slide Projector with Screen	1
	Staff Reference Books	Sum at \$615
	Children Story Books	Sum at \$860
	Laminating Machine	1
8	Mosaic Pads in Big Muscle Play Area	150
9	Carpet for Each Play Room	3
10	Wendy House	3
11	Colour TV Set with Antenna	1
12	Video Cassette Recorder and Tapes	1
13	Cupboard for TV and Video Cassette Recorder	1

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>G</b>	<b>Cleaning Equipment</b>	
	Cleaning Equipment	Sum at \$2,650
<b>H</b>	<b>Stationery</b>	
	Stationery	Sum at \$1,350
<b>I</b>	<b>Miscellaneous</b>	
1	Staff Working Gowns	Sum at \$3,455
2	Aquarium Set	1
3	Bird Cage	1
4	Indoor Plants	Sum at \$210
5	First Aid Box with Materials	Sum at \$205
6	Towel Hook	120
7	Ironing Board	1
8	Plastic Tray	40
9	Thermometer	1
10	Plastic Bucket	2
11	Foam Cutter	1
12	Duplicating Machine/ Photocopier	1
13	Plastic Toy Containers	Sum at \$125
14	Combs for Children	Sum at \$120
15	Matts	Sum at \$555
16	Tool Box for Repairing	Sum at \$320
17	Kindergarten-com-child care centre I.D. Rack	1
18	Tea Set	Sum at \$95
19	Paper Cutting Guillotine	1
20	Umbrella Stand	1

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
21	Minor Staff Uniform	8
22	Hand Truck	1
23	Printing Materials and Papers	Sum at \$1,350
24	Sound System	1
<b>J</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1
<b>K</b>	<b>Computer Facilities for Training Use</b>	
1	Computer Hardware	2
2	Printer	2
3	Scanner	2
4	Computer Software	Sum at \$3,000
5	Computer Desk	2
6	Computer Chair	2
7	Installation of dedicated telephone line	2

**Note**    **Nursery with outdoor playground will be provided with an additional amount of \$9,850 for big muscle play equipment.**

Standard List of Furniture and Equipment  
for Children and Youth Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office</b>	
1	Office Desk and Chair	6
2	Typewriter (Desk)	1
3	Typing Stand and Chair	1
4	Filing Cabinet (4 Drawers)	3
5	Filing Cabinet with Safe (4 Drawers)	1
6	Storage Cabinet (Steel)	3
7	Cabinet with Index Unit (2 Drawers)	2
8	White Board - movable	1
9	Racks for Forms, Notices, etc.	2
10	Key Box	1
11	Side Table	2
12	Electric Clock	1
13	Tea Set	1
14	Thermo Flask	2
15	Calculator	1
16	Trays	12
17	Radio	1
18	Counter Chair	2
19	Stationery	Sum at \$775
20	Litter Bin	6
21	Magazine Box	4
22	Laminating Machine	1
23	Facsimile Machine	1
24	Facsimile Line Installation	1
<b>B</b>	<b>Interviewing Room</b>	
1	Sofa (Single)	2
2	Coffee Table	1

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>C</b>	<b>Common Room</b>	
1	Locker for Club Groups (15 Doors)	1
2	Toy Shelf	1
3	Magazine Rack	2
4	Electric Clock	2
5	Umbrella Stand	2
6	Sofa Set	2
7	Coffee Table	2
8	Litter Bin	2
9	Newspaper Rack/Stand	2
<b>D</b>	<b>Conference Room</b>	
1	Conference Table	1
2	Chair (Stackable)	20
3	White Board - movable	1
4	Electric Clock	1
<b>E</b>	<b>Activity Room</b>	
1	Stackable Children's Chair	30
2	Table (Long Folding)	25
3	Chair (Folding/Stackable)	180
4	Folding Table for Children	5
5	Storage Cupboard	4
6	White Board - movable	3
7	Stage Curtain	Sum at \$2,900
8	Litter Bin	6
9	Exhibition Board	10

Standard List of Furniture and Equipment  
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<i>Item no</i>	<i>Description</i>	<i>Quantity</i>
<b>F</b>	<b>Small Group Counselling Room</b>	
1	Stools	15
2	Coffee table	1
<b>G</b>	<b>Kitchen/Pantry</b>	
1	Electric Clock	1
2	White Board - movable	1
3	Tea Urn	1
4	Electric Kettle	1
5	Thermo Flask	2
6	Plastic Bucket, Washing Basin	Sum at \$145
7	Litter Bin	1
8	Working Table	1
<b>H</b>	<b>Store Room</b>	
	Ladder	1
<b>I</b>	<b>Toilet</b>	
1	Plastic Bucket	2
2	Litter Bin	2

Standard List of Furniture and Equipment  
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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>J</b>	<b>Others</b>	
1	Telephone Installation (2 Lines & 2 Ext.)	Sum at \$1,350
2	Duplicating Machine/ Photocopier	1
3	Paper Cutting Guillotine	1
4	Foam Plastic Cutter	1
5	First Aid Kit Set with Materials	2
6	Cleaning Material	Sum at \$475
7	Fire Extinguisher	2
8	Tool Box	1
9	Handcart	1
10	Walkie-talkie	2
<b>K</b>	<b>Audio-Visual Equipment</b>	
1	Colour TV Set (29")	1
2	Slide Projector	1
3	Cupboard for TV and Video Cassette Recorder	1
4	Screen	1
5	Cupboard for PA System	1
6	Camera with Flash	1
7	Hi-Fi System	1
8	PA System plus Installation	1
9	Loud Hailer	2
10	Video Cassette Recorder and Tapes	1
11	Radio/ Cassette Recorder	1
12	Mike and Mike Stand	1
13	Mike Mixer	1
14	Amplifier with wireless microphones	1
15	Karaoke Laser/VCD disc	25

Standard List of Furniture and Equipment  
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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
16	Laser-disc/VCD player	1
17	Overhead Projector	1
18	Video Camera with Stand	1
19	Video Projector with 70" screen	1
<b>L</b>	<b>Camping Equipment</b>	
	Camping Equipment	Sum at \$7,400
<b>M</b>	<b>Cooking Class Equipment</b>	
1	Simple Cooking Utensil	Sum at \$1,500
2	Stove (Single Burner)	3
3	Oven (Electric)	1
4	Refrigerator (170 Litre)	1
<b>N</b>	<b>Recreational Equipment</b>	
	Recreational Equipment	Sum at \$7,400
<b>O</b>	<b>Playroom for Children and Parents</b>	
	Play equipment (Note 1)	Sum at \$5,050
<b>P</b>	<b>Equipment for Art and Craft</b>	
	Equipment for Art and Craft	Sum at \$4,450

Standard List of Furniture and Equipment  
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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>Q</b>	<b>Musical Instrument</b>	
	Musical Instrument	Sum at \$19,800
<b>R</b>	<b>Athletic and Sports Equipment</b>	
	Ball Games and Other Sport Equipment	Sum at \$21,650
<b>S</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1
<b>T</b>	<b>Computer for Programmes Use</b>	
1	Computer with CD ROM and modem	2
2	Computer Desk	2
3	Computer Chair	2
4	Printer	2
5	Computer Software (Note 2)	Sum at \$16,800
6	Scanner	1
7	Installation of a dedicated telephone line	2

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**Notes:**

- 1**     **Play equipment may include the following or other suitable items of constructional and educational play equipment:**
  - All together
  - play house climber
  - kitchen centre
  - activity gym
  - log cabin
  - ball tunnel
  - puppet stage
  - door house
  - tent & tunnel
  - family board games etc.
  
- 2**     **Computer software may include the following or others suitable for children & youth:**
  - arts
  - encyclopedia/ atlas
  - games
  - learning softwares for languages, physics, chemistry, biology, maths, etc.
  - music
  - science
  - sports
  - story playtoons / stories

Standard List of Furniture and Equipment  
for Children Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office</b>	
1	Office Desk and Chair	4
2	Typewriter (Desk)	1
3	Typing Stand and Chair	1
4	Filing Cabinet (4 Drawers)	1
5	Filing Cabinet with Safe (4 Drawers)	1
6	Storage Cabinet	1
7	Cabinet with Index Unit (2 Drawers)	2
8	White Board - movable	1
9	Racks for Forms, Notices, etc.	1
10	Key Box	1
11	Side Table	1
12	Electric Clock	1
13	Tea Set	1
14	Thermo Flask	1
15	Calculator	1
16	Trays	8
17	Radio	1
18	Counter Chair	2
19	Stationery	Sum at \$775
20	Litter Bin	4
21	Magazine Box	2
22	Laminating Machine	1
23	Facsimile Machine	1
24	Facsimile Line Installation	1
<b>B</b>	<b>Interviewing Room</b>	
1	Sofa (Single)	2
2	Coffee Table	1

Standard List of Furniture and Equipment  
for Children Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>C</b>	<b>Common Room</b>	
1	Locker for Club Groups (15 Doors)	1
2	Toy Shelf	1
3	Magazine Rack	1
4	Electric Clock	1
5	Umbrella Stand	1
6	Sofa Set	1
7	Coffee Table	1
8	Litter Bin	1
9	Newspaper Rack	1
<b>D</b>	<b>Conference Room</b>	
1	Conference Table	1
2	Chair (Stackable)	20
3	White Board - movable	1
4	Electric Clock	1
<b>E</b>	<b>Activity Room</b>	
1	Stackable Children's Chair	30
2	Table (Long Folding)	10
3	Chair (Folding/Stackable)	60
4	Folding Table for Children	5
5	Storage Cupboard	2
6	White Board - movable	2
7	Stage Curtain	Sum at \$2,900
8	Litter Bin	2

Standard List of Furniture and Equipment  
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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>F</b>	<b>Kitchen/Pantry</b>	
1	Electric Clock	1
2	White Board - movable	1
3	Tea Urn	1
4	Electric Kettle	1
5	Thermo Flask	2
6	Plastic Bucket, Washing Basin	Sum at \$145
7	Litter Bin	1
8	Working Table	1
<b>G</b>	<b>Store Room</b>	
	Ladder	1
<b>H</b>	<b>Toilet</b>	
1	Plastic Bucket	2
2	Litter Bin	2
<b>I</b>	<b>Others</b>	
1	Telephone Installation (1 Line & 1 Ext.)	Sum at \$675
2	Duplicating Machine/ Photocopier	1
3	Paper Cutting Guillotine	1
4	Foam Plastic Cutter	1
5	First Aid Kit Set with Materials	1
6	Cleaning Materials	Sum at \$475
7	Fire Extinguisher	2

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
8	Tool Box	1
9	Handcart	1
10	Walkie-talkie	2
11	Play equipment (Note 1)	Sum at \$5,050
<b>J</b>	<b>Audio-Visual Equipment</b>	
1	Colour TV Set (29")	1
2	Slide Projector	1
3	Cupboard for TV and Video Cassette Recorder	1
4	Screen	1
5	Cupboard for PA System	1
6	Camera with Flash	1
7	Hi-Fi System	1
8	PA System plus Installation	1
9	Loudhailer	2
10	Video Cassette Recorder and Tapes	1
11	Radio/ Cassette Recorder	1
12	Mike and Mike Stand	1
13	Mike Mixer	1
14	Amplifier with wireless microphones	1
15	Overhead Projector	1
16	Video Camera with stand	1
<b>K</b>	<b>Camping Equipment</b>	
	Camping Equipment	Sum at \$5,900

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>L</b>	<b>Cooking Class Equipment</b>	
1	Simple Cooking Utensil	Sum at \$1,200
2	Stove (Single Burner)	2
3	Oven (Electric)	1
4	Refrigerator (170 Litre)	1
<b>M</b>	<b>Recreational Equipment</b>	
	Recreational Equipment	Sum at \$5,900
<b>N</b>	<b>Equipment for Art and Craft</b>	
	Equipment for Art and Craft	Sum at \$4,450
<b>O</b>	<b>Musical Instrument</b>	
	Musical Instrument	Sum at \$19,800
<b>P</b>	<b>Athletic and Sports Equipment</b>	
	Ball Games and Other Sport Equipment	Sum at \$2,900
<b>Q</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1

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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>R</b>	<b>Computer for Programmes Use</b>	
1	Computer with CD ROM and modem	2
2	Computer Desk	2
3	Computer Chair	2
4	Printer	2
5	Computer Software (Note 2)	Sum at \$16,800
6	Scanner	1
7	Installation of a dedicated telephone line	2

**Notes:**

- 1 **Play equipment may include the following or other suitable items of constructional and educational play equipment:**
  - All together
  - play house climber
  - kitchen centre
  - activity gym
  - log cabin
  - ball tunnel
  - puppet stage
  - door house
  - tent & tunnel
  - family board games etc.
  
- 2 **Computer software may include the following or others suitable for children & youth:**
  - arts
  - encyclopedia/ atlas
  - games
  - learning softwares for languages, physics, chemistry, biology, maths, etc.
  - music
  - science
  - sports
  - story playtoons / stories

Standard List of Furniture and Equipment  
for Youth Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office</b>	
1	Office Desk and Chair	4
2	Typewriter (Desk)	1
3	Typing Stand and Chair	1
4	Filing Cabinet (4 Drawers)	2
5	Filing Cabinet with Safe	1
6	Storage Cabinet	2
7	Cabinet with Index Unit (2 Drawers)	2
8	White Board - movable	1
9	Racks for Forms, Notices, etc.	1
10	Key Box	1
11	Side Table	1
12	Electric Clock	1
13	Tea Set	1
14	Thermo Flask	1
15	Calculator	1
16	Trays	8
17	Radio	1
18	Counter Chair	2
19	Stationery	Sum at \$775
20	Litter Bin	4
21	Magazine Box	2
22	Laminating Machine	1
23	Facsimile Machine	1
24	Facsimile Line Installation	1
<b>B</b>	<b>Interviewing Room</b>	
1	Sofa (Single)	2
2	Coffee Table	1

Standard List of Furniture and Equipment  
for Youth Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>C</b>	<b>Common Room</b>	
1	Locker for Club Groups (15 Doors)	1
2	Magazine Rack	1
3	Electric Clock	1
4	Umbrella Stand	1
5	Sofa Set	1
6	Coffee Table	1
7	Litter Bin	1
8	Newspaper Rack/Stand	1
<b>D</b>	<b>Conference Room</b>	
1	Conference Table	1
2	Chair (Stackable)	20
3	White Board - movable	1
4	Electric Clock	1
<b>E</b>	<b>Activity Room</b>	
1	Table (Long Folding)	20
2	Chair (Folding/Stackable)	150
3	Storage Cupboard	2
4	White Board - movable	2
5	Stage Curtain	Sum at \$2,900
6	Litter Bin	2
7	Exhibition Board	10

Standard List of Furniture and Equipment  
for Youth Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>F</b>	<b>Kitchen/Pantry</b>	
1	Electric Clock	1
2	White Board - movable	1
3	Tea Urn	1
4	Electric Kettle	1
5	Thermo Flask	2
6	Plastic Bucket, Washing Basin	Sum at \$145
7	Litter Bin	1
8	Working Table	1
<b>G</b>	<b>Store Room</b>	
	Ladder	1
<b>H</b>	<b>Toilet</b>	
1	Plastic Bucket	2
2	Litter Bin	2
<b>I</b>	<b>Others</b>	
1	Telephone Installation (1 Line & 1 Ext.)	Sum at \$675
2	Duplicating Machine Photocopier	1
3	Paper Cutting Guillotine	1
4	Foam Plastic Cutter	1
5	First Aid Kit Set with Materials	1
6	Cleaning Materials	Sum at \$475
7	Fire Extinguisher	2
8	Tool Box	1
9	Handcart	1
10	Walkie-talkie	2

Standard List of Furniture and Equipment  
for Youth Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>J</b>	<b>Audio-Visual Equipment</b>	
1	Colour TV Set (29")	1
2	Slide Projector	1
3	Cupboard for TV and Video Cassette Recorder	1
4	Screen	1
5	Cupboard for PA System	1
6	Camera with Flash	1
7	Hi-Fi System	1
8	PA System plus Installation	1
9	Loud Hailer	2
10	Video Cassette Recorder and Tapes	1
11	Radio/ Cassette Recorder	1
12	Mike and Mike Stand	1
13	Mike Mixer	1
14	Amplifier with wireless microphones	1
15	Karaoke Laser/VCD disc	25
16	Laser-disc/VCD player	1
17	Overhead Projector	1
18	Video Camera with stand	1
19	Video Projector with 70" screen	1
<b>K</b>	<b>Camping Equipment</b>	
	Camping Equipment	Sum at \$5,900
<b>L</b>	<b>Cooking Class Equipment</b>	
1	Simple Cooking Utensil	Sum at \$1,200
2	Stove (Single Burner)	2
3	Oven (Electric)	1
4	Refrigerator (170 Litre)	1

Standard List of Furniture and Equipment  
for Youth Centre and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>M</b>	<b>Recreational Equipment</b>	
	Recreational Equipment	Sum at \$5,900
<b>N</b>	<b>Equipment for Art and Craft</b>	
	Equipment for Art and Craft	Sum at \$4,450
<b>O</b>	<b>Musical Instrument</b>	
	Musical Instrument	Sum at \$19,800
<b>P</b>	<b>Athletic and Sports Equipment</b>	
	Ball Games and Other Sport Equipment	Sum at \$8,700
<b>Q</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1
<b>R</b>	<b>Computer for Programmes Use</b>	
1	Computer with CD ROM and modem	2
2	Computer Desk	2
3	Computer Chair	2
4	Printer	2
5	Computer Software (Note 1)	Sum at \$16,800
6	Scanner	1
7	Installation of a dedicated telephone line	2

Standard List of Furniture and Equipment  
for Youth Centre and its Cost  
(April 2009)

Page 6 of 6

**Notes:**

- 1**     **Computer software may include the following or others suitable for children & youth:**
- **arts**
  - **encyclopedia/ atlas**
  - **games**
  - **learning softwares for languages, physics, chemistry, biology, maths, etc.**
  - **music**
  - **science**
  - **sports**
  - **story playtoons / stories**

Standard List of Furniture and Equipment  
for Study and Reading Room and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office</b>	
1	Office Desk and Chair	3
2	Filing Cabinet (4 Drawers)	1
3	Storage Cabinet (Steel)	1
4	Cabinet with Index Unit	1
5	Catalogue Cabinet	2
6	Trolley (Stainless Steel) - books	2
7	Telephone Installation (1 Line)	Sum at \$475
8	White Board - movable	1
9	Calculator	1
10	Trays	8
11	Racks for Forms, Stationery and Notices, etc.	1
12	Electric Clock	1
13	Counter Chair	2
14	Thermo Flask	2
15	Litter Bin	3
16	Stationery	Sum at \$775
<b>B</b>	<b>Study/ Reading Area</b>	
1	Reading Table - Adult	12
2	Reading Table - Junior	4
3	Chair (Stackable) - Adult	72
4	Chair (Stackable) - Junior	16
5	Bookshelf for Junior Books	10
6	Bookshelf for Adult Books	10
7	Magazine Rack/Stand	1
8	Newspaper Rack/Stand	1
9	Trays (Books)	20

Standard List of Furniture and Equipment  
for Study and Reading Room and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
10	Dictionary Stand	1
11	New Book Display Rack	1
12	Electric Clock	1
13	Step Stool	1
14	Bookends	150
15	Magazine Box	10
16	Charging Tray	1
<b>C</b>	<b>Books</b>	
1	Adult Recreational, Adult Subject, Junior	Sum at \$88,400
2	Lamination and Cataloguing for Books	Sum at \$6,450
3	Plastic Signs for Book Shelves	Sum at \$725
<b>D</b>	<b>Computer and related accessories</b>	
1	Computer with CD ROM and modem	1
2	Computer Desk	1
3	Computer Chair	1
4	Printer	1
5	Computer Software (Note 1)	Sum at \$8,400
6	Scanner	1
7	Installation of a dedicated telephone line	1

**Notes:**

**1 Computer software may include the following or others suitable for children & youth:**

- arts
- encyclopedia/ atlas
- games
- learning softwares for languages, physics, chemistry, biology, maths, etc.
- music
- science
- sports
- story playtoons / stories

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>General Office and Reception</b>	
1	Office Desk and Chair (in set)	5
2	Typewriter	1
3	Typing Stand and Chair (in set)	1
4	Filing Cabinet with Safe (4 Drawers)	1
5	Filing Cabinet (4 Drawers)	2
6	Stationery Cabinet	1
7	Card Cabinet	1
8	Key Cabinet	1
9	In/Out Tray	5
10	White Board	1
11	First Aid Box with Materials	1
12	Clock	1
13	Rubbish Bin	4
14	Nursing Appliances	Sum at \$2,600
15	Stationery	Sum at \$775
16	Calculator	1
17	Calculator with Printer	1
18	Sofa/Guest Chairs	Sum at \$1,080
19	Coffee Table	1
20	Telephone Installation (2 Lines each with 1 Ext.)	Sum at \$1,350
21	Umbrella Stand with Tray	1
22	Facsimile Machine	1
23	Facsimile Line Installation	1
<b>B</b>	<b>Officer-in-charge Room</b>	
1	Office Desk and Chair (in set)	1
2	Guest Chair	2
3	Side Board/Book Shelf	1

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
4	Filing Cabinet (4 Drawers)	1
5	File Tray	2
6	Window Curtain/Venetian Blind	Sum at \$585
7	White Board	1
<b>C</b>	<b>Living Unit for Residents</b>	
1	Bed (Single or Double Bunk) for 40 Residents	40
2	Mattress	40
3	Bed Sheet	80
4	Pillow	40
5	Pillow Case	80
6	Blanket	40
7	Blanket Cover	50
8	Bed Cover	40
9	Cotton Quilt	40
10	Quilt Cover	40
11	Summer Blanket	40
12	Bedside Cupboard	40
13	Shower Curtain	Sum at \$460
14	Hair Dryer	10
15	Writing Table with Chair (in set)	6
16	Closet/Wardrobe	40
17	Book Shelf	6
18	Dining Table with 4 Chairs for Pre-discharged Unit (in set)	2
19	High Cabinet for Pre-discharged Unit	2
20	Clock	6
21	Rubbish Bin	6
22	Window Curtain	Sum at \$3,200
23	Table Lamp	6
24	Sofa Set for Living Unit	6

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>D</b>	<b>Common Room</b>	
1	Sofa Set (8 Seats)	1
2	Coffee Table	1
3	Hi-Fi (in set)	1
4	Colour TV with Stand	1
5	Clock	1
6	Newspaper Rack/Stand	1
7	Magazine Rack/Stand	1
8	Window Curtain	Sum at \$905
9	Ash Tray	2
10	Rubbish Bin	2
<b>E</b>	<b>Interview Room</b>	
1	Sofa Set (2-3 Seats)	1
2	End Table	1
3	Ash Tray	1
4	Window Curtain	Sum at \$455
<b>F</b>	<b>Dining Hall</b>	
1	Dining Table	6
2	Chair (Stackable)	50
3	Rubbish Bin	4
4	Ash Tray	6
5	Window Curtain	Sum at \$905
6	Clock	1
7	Side Board	1

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>G</b>	<b>Kitchen</b>	
1	Cooking Utensils	Sum at \$3,600
2	Dining Utensils	Sum at \$2,550
3	Rice Cooker	2
4	Electric Kettle	2
5	Trolley	2
6	Garbage Can with Lid	2
7	Fire Fighting Equipment	Sum at \$700
8	Toaster	2
9	Clock	1
<b>H</b>	<b>Pantry</b>	
1	Refrigerator (142 Litre)	1
2	Hot and Cold Water Dispenser	1
3	Tea/Urn Thermo Flask and Vessel	Sum at \$1,500
<b>I</b>	<b>Kitchen for Pre-discharged Unit</b>	
1	Kitchen Utensils	Sum at \$1,250
2	Rice Cooker	2
3	Refrigerator (103 Litre)	1
4	Gas Stove (2 stoves)	2
<b>J</b>	<b>Staff Quarter for Staff on Call</b>	
1	Bed (Single or Double Bunk) for 4 Staff	1x4
2	Closet/Wardrobe	2
3	Mattress	4
4	Bed Sheet	8

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
5	Pillow	4
6	Pillow Case	8
7	Cotton Quilt	4
8	Quilt Cover	4
9	Blanket	4
10	Blanket Cover	4
11	Summer Blanket	4
12	Bed Cover	4
13	Shower Curtain	Sum at \$710
14	Window Curtain	Sum at \$455
15	Clock with Alarm	2
16	Locker	2
<b>K</b>	<b>Store Room</b>	
1	Ladder	1
2	Cleaning Equipment	Sum at \$400
3	Cleaning Material	Sum at \$400
4	Tool Box with Tools	Sum at \$320
5	Vacuum Cleaner	1
<b>L</b>	<b>Laundry</b>	
1	Iron	1
2	Ironing Board	1
3	Basket, Hangers, Slips, Sprayer, etc.	Sum at \$305
<b>M</b>	<b>Small Group Activity Room</b>	
1	Sofa Set (4-5 Seats)	1
2	Folding Table	2
3	Chair (Folding/Stackable)	10

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
4	Clock	1
5	Window Curtain	Sum at \$455
6	White Board	1
7	Rubbish Bin	1
8	Colour TV with Stand	1
<b>N</b>	<b>Recreational Equipment</b>	
1	Sports and Recreational Equipment	Sum at \$1,850
2	DVD Player	1
3	Video Cassette Recorder	1
4	Digital Camera	1
5	Portable Cassette Deck with Radio	1
6	Loud Hailer	1
<b>O</b>	<b>Miscellaneous Items</b>	
1	Dehumidifier for Store Room	1
2	Rattan Matting	40
3	Burglar Alarm for Emergency Exits	Sum at \$1,550
<b>P</b>	<b>Laundry Room Equipment</b> <b>(to be provided only if these items have not been included in fitting-out works)</b>	
1	Industrial Washing Machine	1
2	Industrial Dryer (30 lb.)	1
3	Linen Cabinet in Laundry Store Room	1
<b>Q</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500

Standard List of Furniture and Equipment  
for Halfway House (40 Places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
4	Computer Desk	1
5	Computer Chair	1
<b>R</b>	<b>Computer Facilities for Training Use</b>	
1	Computer Hardware	2
2	Printer	2
3	Scanner	2
4	Computer Software	Sum at \$3,000
5	Computer Desk	2
6	Computer Chair	2
7	Installation of dedicated telephone line	2

Standard List of Furniture and Equipment  
for Outreaching Social Work Team and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office</b>	
1	Office Desk and Chair Set	14
2	Filing Cabinet (4 Drawers) (1 no. with safe)	1
3	Filing Cabinet (4 Drawers) (5 no.)	5
4	Steel Storage Cabinet	2
5	Index Card Cabinet	2
6	Bookend Set	10
7	Bookcase with Glazed Door	1
8	Typing Stand and Chair Set	1
9	Typewriter	1
10	Portable Typewriter	1
11	White Board (6' x 4')	3
12	Telephone (5 lines & 5 exts)	5 lines & 5 exts
13	Clock	1
14	Calculator	1
15	In/Out Tray (in Set)	13
16	Side Table for Tray	2
17	Litter Bin	11
18	Key Box	1
19	Photocopying Machine	1
20	Paper Cutting Guillotine	1
21	Facsimile Machine	1
22	Facsimile Line Installation	1
<b>B</b>	<b>Interview Room (2 nos.)</b>	
	Sofa with Coffee Table (in Set)	2

Standard List of Furniture and Equipment  
for Outreaching Social Work Team and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>C</b>	<b>Multi-purpose Activity Room</b>	
1	Folding/Stackable Chair	50
2	Folding Tables (3' x 6')	6
3	Exhibition Board (mobile)	6
4	White Board (mobile)	1
5	Clock	1
6	Magazine Rack	1
7	Newspaper Rack	1
8	Portable Fan	1
<b>D</b>	<b>Others</b>	
1	First Aid Box	1
2	Tea Pot/Vacuum Flask	2
3	Tea Set	2
4	Water Filter	1
5	Electric Kettle	1
6	Plastic Cup/Glass	50
7	Refrigerator (142 Litre)	1
8	Ladder	1
9	Umbrella Stand	1
10	Sofa Bench for Reception Area	1
<b>E</b>	<b>Programme Equipment</b>	
1	Audio-visual Equipment	
1.1	Colour TV Set with Antenna	1
1.2	DVD Recorder with hard disk drive	1
1.4	Portable Radio/Cassette Recorder/CD Player	2
1.5	Portable Hi Fi System with Microphones and Floor Stand	1
1.6	Digital Camera	2

Standard List of Furniture and Equipment  
for Outreaching Social Work Team and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
1.7	Loudhailer/Megaphone	2
1.8	Movable Cupboard for TV and DVD Recorder	1
2	Camping Equipment e.g. tents, cooking set, sleeping bag, gas stove, compass, fluorescent tube and first aid kit set, etc.	Sum at \$9,850
3	Recreational Equipment e.g. table tennis table and net, football, basketball, volleyball, badminton, etc.	Sum at \$7,400
<b>F</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1

Standard List of Furniture and Equipment  
for Small Group Home (8 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Dormitory (Boys/Girls Bedroom)</b>	
1	Double Bunk with Drawers	4
2	Mattress	8
3	Bed Cover (with 2 spare nos.)	10
4	Wool Blanket (with 1 spare no.)	9
5	Bed Sheet	16
6	Quilt (with 1 spare no.)	9
7	Towel Blanket (with 1 spare no.)	9
8	Pillow	8
9	Pillow Case	16
10	Quilt Cover	10
11	Wooden Study Desk (with Bookshelf and Lamp) and Chair	8
12	Litter Bin	2
13	Curtain	Sum at \$3,100
<b>B</b>	<b>Houseparent's Bedroom</b>	
1	Double Bed with Drawers	1
2	Mattress (for Double Bed)	1
3	Bed Cover	1
4	Wool Blanket	1
5	Bed Sheet (for Double Bed)	2
6	Quilt (for Couple)	1
7	Towel Blanket (for Couple)	1
8	Pillow	2
9	Pillow Case	4
10	Quilt Coverlet	2
11	Table Lamp	1
12	Dressing Table and Stool	1
13	Bedside Table	1
14	Litter Bin	1
15	Curtain	Sum at \$765

Standard List of Furniture and Equipment  
for Small Group Home (8 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>C</b>	<b>Relief Houseparent's/ Houseparents' Children Bedroom</b>	
1	Single Bed with Drawers	1
2	Double Bunk with Drawers for Houseparents' Children	1
3	Mattress for Single Bed	1
4	Mattress for Double Bunk	2
5	Bed Cover	3
6	Wool Blanket	3
7	Bed Sheet	6
8	Quilt	3
9	Towel Blanket	3
10	Pillow	3
11	Pillow Case	6
12	Quilt Cover	4
13	Wooden Study Desk (with Bookshelf and Lamp) and Chair	2
14	Litter Bin	1
15	Curtain	Sum at \$765
<b>D</b>	<b>Sitting/ Dining Room</b>	
1	Television Set (25")	1
2	Mini Hi-fi (with Radio Cassette Recorder, CD Player and Amplifier)	1
3	Video Cassette Recorder	1
4	Clock	1
5	Sofa Set (5-Seaters)	1
6	Coffee Table	1
7	Dining Table	1
8	TV Shelf with Cupboard	1
9	Shelves (for Multi-purpose)	1

Standard List of Furniture and Equipment  
for Small Group Home (8 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
10	Stackable Chair	14
11	Folding Table	1
12	Book Shelf	1
13	Litter Bin	1
14	Magazine Rack (Domestic)	1
15	Curtain	Sum at \$1,900
<b>E</b>	<b>Kitchen</b>	
1	Refrigerator (250 Litres)	1
2	Washing Machine (5 Kg/6 Kg)	1
3	Dryer (5 Kg)	1
4	Rice Cooker (12 persons)	1
5	Toaster	1
6	Gas Stove with 2 burners	1
7	Microwave Oven	1
8	Water Filter	1
9	Large Litter Bin	1
10	Kitchen, Dining & Cooking Utensils	Sum at \$5,150
11	Food Scale	1
12	Electric Food Processor	1
<b>F</b>	<b>Toilet/ Bathroom</b>	
1	Weighter	1
2	Shower Curtain	3
3	Laundry Basket	2
4	Hair Dryer	2
5	Litter Bin	3
6	Plastic Shelf with Castors	2
7	Bathroom Utensils	Sum at \$620

Standard List of Furniture and Equipment  
for Small Group Home (8 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>G</b>	<b>Miscellaneous</b>	
1	Iron	1
2	Ironing Board	1
3	Ladder	1
4	Shopping Trolley	1
5	Camera with Flash	1
6	Sewing Machine	1
7	Toys and Books	Sum at \$2,100
8	Vacuum Cleaner	1
9	Cleaning Material	Sum at \$560
10	Drying Rack	2
11	First Aid Box with Materials	Sum at \$205
12	Office Desk and Chair (for social worker/houseparents)	1
13	Filing Cabinet (for social worker/ houseparents)	1
14	Key Box	1
15	Tuckboard	1
16	Calculator	1
17	Tool Box with Tools	1
18	Standing Fan	2
19	Dehumidifier	1
20	Facsimile Machine	1
21	Facsimile Line Installation	1
<b>H</b>	<b>Computer Facilities for Training Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Scanner	1
4	Computer Software	Sum at \$1,500
5	Computer Desk	1
6	Computer Chair	1
7	Installation of dedicated telephone line	1

Standard List of Furniture and Equipment  
for Small Group Home (8 places) and its Cost  
(April 2009)

Page 5 of 5

**Notes:**

- I** **Curtain rail for window, wall fan, exhaust fan, rangehood, water heater, instant water heater, storage cupboard, wardrobe and kitchen cabinet, towel rail and mirror in toilet are included in fitting-out works.**

Standard List of Furniture and Equipment  
for Day Creche (60 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>A</b>	<b>Office and Staff Room</b>	
1	Office Desk and Chair (for Supervisor and 1 Child Care Worker's Desk Work Duties)	2
2	Filing Cabinet with Safe (4 Drawers)	1
3	Form Rack	1
4	Sofa for Reception (3-Seaters)	1
5	Coffee Table	1
6	Working Table (Conference)	1
7	Stacking Chair with Back	13
8	Litter Bin	2
9	Locker (4 Doors)	3
10	Typewriter (Electronic)	1
11	Telephone Line (1 Line & 1 Ext.) Installation	Sum at \$675
12	Calculator	1
13	Calculator with Printer	1
14	Key Box	1
15	Umbrella Rack	1
16	Stationery and Chop	Sum at \$2,250
17	Clock	1
18	Staff Uniform for 11 Staff (in Suit)	44
19	Staff Reference Book	Sum at \$1,050
20	Laminating Machine	1
21	Foam Cutter	1
22	Photocopier	1
23	Photocopier Stand	1
24	Paper Cutting Guillotine	1
25	Storage Cabinet	1
26	High Chair for Counter	1
27	Movable Nursing Cabinet (Stainless Steel Top)	1
28	Facsimile Machine	1
29	Facsimile Line Installation	1

Standard List of Furniture and Equipment  
for Day Creche (60 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>B</b>	<b>Furniture for Children</b>	
1	Cot (Wooden)	62
2	Cot Mattress with PVC covering	62
3	Rectangular Table (Stainless Steel Stand)	6
4	Semi-circular Table (Stainless Steel Stand)	4
5	Chair	40
6	Attendance Board	1
7	I.D. Rack	3
8	Litter Bin	4
9	Toy Shelf	8
10	Book Shelf	1
11	Clock	1
12	Mattress for Changing Bench with PVC Covering	6
13	Clothes Hanging Rack	1
<b>C</b>	<b>Bedding and Clothing</b>	
1	Quilt	62
2	Quilt Cover	62
3	Wool Blanket	62
4	Blanket Cover	62
5	Towel Blanket	62
6	Bed Sheet	124
7	Nappy (in doz.)	80
8	Plastic Nappy Wrap (in doz.)	15
9	Towel - large	60
10	Towel - small	120
11	Apron for Children	60
12	Plastic Bib	30

Standard List of Furniture and Equipment  
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(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>D</b>	<b>Children's Toilet</b>	
1	Wooden Rack for Potties	4
2	Potty	25
3	Seat Belt and Buckle	25
4	Mattress for Changing Bench with PVC Covering	2
5	Towel Hook	30
6	Litter Bin	1
<b>E</b>	<b>Kitchen Appliances/ Utensils</b>	
1	Refrigerator (310 Litres)	1
2	Rice Cooker, electric (16 persons)	2
3	Gas Stove (2 burners) and installation	2
4	Tea Urn	1
5	Mincer (Heavy Duty)	1
6	Blender/Juicer	1
7	Water Filter	1
8	Trolley (Stainless Steel)	1
9	White Board (6' x 4')	1
10	Food Scale	1
11	Work-table (Stainless Steel Stand)	1
12	Garbage Bin	1
13	Dining Utensils	Sum at \$3,750
14	Kitchen Utensils	Sum at \$2,100
15	Cooking Utensils	Sum at \$2,100
16	Guest Tea Set	1
17	Microwave Oven	1

Standard List of Furniture and Equipment  
for Day Creche (60 places) and its Cost  
(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>F</b>	<b>Milk Room Appliances/ Utensils</b>	
1	Refrigerator (366 Litres)	1
2	Water Filter	1
3	White Board (6' x 4')	1
4	Attendance Board with 60 Tags	1
5	Tag for Milk Bottle (in doz.)	20
6	Aluminium Container	4
7	Milk Bottle	240
8	Nipple	240
9	Tea Urn	2
10	Trolley (Stainless Steel)	1
11	Hot and Cold Water Pot	6
12	Milk Preparation Utensils (Hand Mixer, Sieve, Measuring Cup, etc.)	Sum at \$450
13	Litter Bin	1
<b>G</b>	<b>Laundry</b>	
1	Aluminium Ladder (8 Steps)	1
2	Iron with Ironing Board	1
3	Laundry Basket	2
4	Vacuum Cleaner	1
5	Litter Bin	1
6	Sundries (Hanger, Basket)	Sum at \$210
7	Large Plastic Bucket	2
<b>H</b>	<b>Big Muscle Play Equipment</b>	
1	Big Muscle Play Equipment (including Balance and Seesaw, Play Tunnel, Sand and Water Tray with Stand, Slide, Swing, etc.)	Sum at \$20,850
2	Floor Mat for Play Pen, Big Muscle Area and Activity Area	350

Standard List of Furniture and Equipment  
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(April 2009)

<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
3	Push Car and Tricycle	10
4	Baby Walker	8
5	Baby Rocking Chair	8
6	High Chair	6
7	Wendy House	1
8	Table Toy (including Pop Up Toy, Sorting Box, etc.)	Sum at \$5,250
9	Constructional Play Equipment (including Big Soft Block, Duplo Construction Block, etc.)	Sum at \$5,250
10	Crib Hanger and Toy (including Activity Board & Activity Gym. etc.)	Sum at \$5,250
11	Musical Instrument (including Hand Drum, Cymbal, etc.)	Sum at \$2,400
12	Baby Play Mat	6
13	Arts and Craft Equipment	Sum at \$520
14	White Board (8' x 4') -movable	1
15	Colour Television (25")	1
16	Video Cassette Recorder	1
17	Movable Cupboard for TV and Video Cassette Recorder (with Locks)	1
18	Cassette Recorder with Radio	3
19	Story Book	Sum at \$2,100
20	Stationery	Sum at \$225
21	Teaching Aid	Sum at \$520
22	Cassette Tape	Sum at \$410
23	Video Tape	Sum at \$510
24	Camera with Flash	1
25	Toys Container	Sum at \$510
26	Sound System with Installation	1
<b>I</b>	<b>Medical Equipment</b>	
1	Baby Scale	1
2	Height Measure	1
3	First Aid Box with Materials	1
4	Thermometer	48
5	Misc. (Cotton Wool, Vaseline)	Sum at \$115

Standard List of Furniture and Equipment  
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<i>Item no.</i>	<i>Description</i>	<i>Quantity</i>
<b>J</b>	<b>Cleaning Materials</b>	
	Cleaning Equipment and Materials	Sum at \$1,700
<b>K</b>	<b>Miscellaneous Equipment</b>	
1	Tool Box with Tools for Repair	1
2	Uniform for 3 Minor Staff (in Suit)	12
3	Fire Services Equipment:	
a	Fire Blanket	1
b	Fire Extinguisher	4
4	Cloth Scissors	1
<b>L</b>	<b>Computer for Administrative Use</b>	
1	Computer Hardware	1
2	Printer	1
3	Computer Software	Sum at \$1,500
4	Computer Desk	1
5	Computer Chair	1

**Notes:**

- I** Industrial washing machine, industrial dryer, plastic sign for main entrance, air-conditioners for office and staff room, blinds for windows, storage cupboards and mirrors in toilets are to be included in fitting-out works. For details, please refer to the fitting-out schedule.

