

**Fitting Out Requirements of Finishes and Fittings for
Special Child Care Centre cum Early Education & Training Centre (SCCC cum EETC)
at Unit 21-25, Sau Shan House, Cheung Shan Estate, Tsuen Wan**

Accommodation	(a) Finishes Requirements (b) Fittings Requirements (c) Other Requirements
1. Supervisor's Room	<p>(a) (i) Floor 500mm x 500mm x 2mm thick vinyl tiles to BS 3261 on cement sand screeding. A 100mm high skirting of matching material or 12mm thick hardwood to all walls and columns.</p> <p>(ii) Walls and columns Anti-mould acrylic emulsion paint on internal plaster.</p> <p>(iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.</p> <p>(b) (i) Notice board 13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.</p> <p>(ii) Cupboard Full height 900mm(l) x 400mm(d) lockable cupboard with adjustable shelves and drawers. Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping.</p> <p>(iii) Half-Glazed Partition Half-glazed, tempered glass partition to be provided between this office and the General Office.</p> <p>(c) (i) This room may be located inside the General Office.</p>
2. General Office/Staff Room	<p>(a) (i) Floor, walls and columns, ceiling As for 1, Supervisor's Room</p> <p>(b) (i) Notice board 13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.</p> <p>(ii) Cupboard Full height 400mm(d) lockable cupboard with adjustable shelves and drawers, to the full length of one long wall. Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or</p>

			blockboard with hardwood lipping.
		(iii)	Half-glazed Partition Half-glazed, tempered glass partition to be provided between this room and the circulation area to enhance supervision.
3.	Reception/ Waiting Area & Library Corner	(a)	(i) Floor 500mm x 500mm x 2mm thick vinyl tiles or vinyl sheet to BS 3261 or 300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles on cement sand screed. A 100mm high skirting of matching material or 12 mm thk. hardwood to all walls and columns.
			Walls and columns 1200mm high timber dado with solid colour/pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above.
			Ceiling Anti-mould acrylic emulsion paint on internal plaster or combine with feature suspended ceiling as appropriate to create attractive and welcoming effect.
		(b)	(i) Notice board 13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.
			(ii) Reception Counter 1,500mm(l) reception counter and a desk of 550mm(d) x 750mm (h) with drawers and adjustable shelves in lockable cupboards. The reception counter to be accessible by wheelchair users. Counter top and desk-top to be granite or a solid surfacing material (e.g. "Corian"). Cupboard to be plywood or blockboard with postformed edging solid colour/pattern plastic laminate. Drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping.
		(iii)	Book/Toy Shelves 2000mm high shelves to be provided for the full length of at least one wall. The shelves to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or blockboard with hardwood lipping. Rounded corners to be provided to all edges and corners.
		(c)	(i) To be located directly off the Entrance and adjacent to the General Office such that the reception staff could oversee the entrance.

4. Activity/Training Rooms/Gross Motor Training Room	(a)	(i)	Floor	500mm x 500mm x 2mm thick vinyl tiles to BS 3261 on cement sand screed. A 100mm high skirting of matching material or 12mm thk. hardwood to all walls and columns.
		(ii)	Walls and columns	1200mm high timber dado with solid colour/pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above. Corners and columns to be rounded or padded.
		(iii)	Ceiling	Anti-mould acrylic emulsion paint on internal plaster.
	(b)	(i)	Notice board	For each room, 13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.
		(ii)	Half-Glazed Partition	Half-glazed, tempered glass partition to be provided between this room and the circulation area to enhance supervision.
		(iii)	Cupboard	For each room, full height 400mm(d) lockable cupboard with adjustable shelves and drawers, to the full length of one long wall. Cupboard to be plywood or block board with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or block board with hardwood lipping. Rounded corners to be provided at all external edges and corners.
		(iv)	Folding partition	Ceiling-hung lightweight proprietary folding/sliding partitions to be provided to 2 Training Rooms. The folding/sliding partitions to be finished with laminated plastic or Hessian fabric. Vision panels to be provided in the folding partition as appropriate to enhance supervision.
5. Therapy/Special Room	(a)	(i)	Floor	500mm x 500mm x 2mm thick vinyl tiles to BS 3261 on cement sand screed. A 100mm high skirting of matching material or 12mm thk. hardwood to all walls and columns
		(ii)	Walls and columns	1200mm high timber dado with solid colour/pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above. Corners and columns to be rounded or padded.
		(iii)	Ceiling	Anti-mould acrylic emulsion paint on internal plaster.

	(b)	(i)	Notice board	For each room, 13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.	
		(ii)	Half-Glazed Partition	Half-glazed, tempered glass partition to be provided between this room and the circulation area to enhance supervision.	
		(iii)	Cupboard	For each room, full height 400mm(d) lockable cupboard with adjustable shelves and drawers, to the full length of one long wall. Cupboard to be plywood or block board with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or block board with hardwood lipping. Rounded corners to be provided at all external edges and corners.	
		(iv)	Folding partition	One no. ceiling-hung lightweight proprietary folding/sliding partitions to be provided between 2 Special Rooms. The folding/sliding partitions to be finished with laminated plastic or Hessian fabric.	
6.	Food Store/ General Store	(a)	(i)	Floor	300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles on cement sand. A 100mm high skirting of matching material or 12mm thick hardwood to all walls and columns.
			(ii)	Walls	Anti-mould acrylic emulsion paint on internal plaster.
			(iii)	Ceiling	Anti-mould acrylic emulsion paint on internal plaster.
		(b)	(i)	Shelves	400mm deep horizontal storage shelves from floor to ceilings along the entire length of at least one wall. Shelves to be of 25mm thick blockboard with 10mm thick hardwood lipping on 45x45x5mm G.S. angle frame. Intermediate shelves appropriately spaced with G.S. angle vertical supports at approx. 1500mm centres.
			(ii)	Door	1 1/2 leafed timber door with low level louvers.
7.	Laundry	(a)	(i)	Floor	300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting 100mm high to all walls and columns.
			(ii)	Walls and	150mm x 150mm x 5.5mm light coloured cushion edged

		columns	glazed ceramic tiles to 2.2m high, anti- mould acrylic emulsion paint on internal plaster above.	
	(iii)	Ceiling	Anti-mould acrylic emulsion paint on internal plaster.	
(b)	(i)	Laundry Sink	1 no. stainless steel laundry sink with hot and cold water supply and mixer tap.	
	(ii)	Drying Rack	1 no. stainless steel drying rack installed at high level.	
	(iii)	Working Bench	A bench unit of 500(d) x 900mm(h) with drawers and adjustable shelves in lockable cupboards under along the entire length one wall.	
	(iv)	Wall-hung Cupboards	400(d) x 750mm(h) hanging cupboard with adjustable shelves to be provided above the working bench as appropriate.	
(c)	(i)	Located near other wet areas such as toilets to facilitate cleansing.		
	(ii)	Design to allow space, concrete plinth, water supply and drain points for a washing machine and a dryer (both industrial type).		
	(iii)	All bench tops to be constructed of stainless steel or solid surfacing material (e.g. 'Corian'). All cupboard to be constructed with stainless steel or plywood or blockboard with postformed edging plastic laminate. All drawers and shelves to be constructed of stainless steel or laminated plastic on plywood or blockboard with hardwood lipping.		
8.	Sick Bay/ Quiet Room	(a)	(i) Floor	500mm x 500mm x 2mm thick vinyl tiles to BS 3261 on cement sand screed. A 100mm high skirting of matching material or 12mm thk. hardwood to all walls and columns.
		(ii)	Walls and columns	Anti-mould acrylic emulsion paint on internal plaster.
		(iii)	Ceiling	Anti-mould acrylic emulsion paint on internal plaster.
(b)	(i)	Notice board	13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.	
	(iii)	Cupboard	Full height 900mm(l) x 400mm(d) lockable cupboard with adjustable shelves and drawers. Cupboard to be plywood or blockboard with postformed edging plastic laminate, drawers and shelves to be of laminated plastic on plywood or	

			blockboard with hardwood lipping.
		(iii)	Half-Glazed Partition Half-glazed, tempered glass partition to be provided between this room and the circulation area to enhance supervision.
		(iv)	Sink 1 no. stainless steel sink with hot and cold water supply and mixer tap.
9.	Interview Room	(a)	(i) Floor 500mm x 500mm x 2mm thick vinyl tiles to BS 3261 on cement sand screed. A 100mm high skirting of matching material or 12mm thick hardwood to all walls and columns.
			(ii) Walls Anti-mould acrylic emulsion paint on internal plaster.
			(iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
		(b)	(i) Doors Doors to have vision panel with lock that cannot be locked from inside.
			(ii) Half-Glazed Partition Half-glazed temper-glass partition with sliding curtain to be fitted between this room and the public area to enhance supervision.
		(c)	(i) To be located near the offices wherever possible.
			(ii) To create a warm, peaceful and relaxing environment.
10.	Toilet for Children	(a)	(i) Floor 300mm x 300mm x 9 mm thick anti-slip ceramic (homogeneous) tiles on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting 100mm high to all walls and columns.
			(ii) Walls 150mm x 150 mm x 5.5 mm light coloured cushion edged glazed ceramic tiles to 2.2m high.
			(iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
		(b)	(i) Sanitary Fitments 2 nos. WC with low level cistern, top of WC seat around 300mm from floor level; 1 no. urinal to be fixed around 350mm height from floor level; 2 nos. wash hand basins sized around 470mm x 310mm with cold water tap, top of the basins to be fixed around 510mm.
			(ii) Compartment Door and wall partitions to be proprietary solid core phenolic resin faced and sealed with indication bolt for

each cubicle.

- (iii) Toilet Accessory Toilet paper roll holder and coat hook to be provided for each toilet cubicle; 2 liquid soap dispensers and mirrors to be provided.
- (iv) Door Door opening into toilet area to be provided with self-closing device.

11. Toilet for Staff/
cum Disabled
Toilet

- (a) (i) Floor 300mm x 300mm x 9 mm thick anti-slip ceramic (homogeneous) tiles on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting 100mm high to all walls and columns.
- (ii) Walls 150mm x 150 mm x 5.5 mm light coloured cushion edged glazed ceramic tiles to 2.2m high.
- (iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
- (b) (i) Sanitary Fitments 1 no. WC.
1 no. wash basin with level action cold water tap.
1 no. telephone type shower mixer head with hot and cold water supply.
- (ii) Toilet Accessory 1 no. toilet paper roll holder
1 no. coat hook
1 no. tower rail
1 no. liquid soap dispenser
1 no. mirror
- (c) (i) Design and provisions to be in full accordance with the latest edition of Design Manual: "Barrier Free Access".

Toilet for Staff

- (a) (i) Floor, walls and ceiling As for 10, Children Toilet.
- (b) (i) Sanitary Fitments 2 nos. WC; 2 nos. wash hand basins with cold water tap.
- (ii) Compartment Door and wall partitions to be proprietary solid core phenolic resin faced and sealed with indication bolt for each cubicle.
- (iii) Toilet Accessory Toilet paper roll holder and coat hook to be provided for each toilet cubicle; 2 liquid soap dispensers and mirrors to be provided.
- (iv) Door Door opening into toilet area to be provided with self-

closing device.

12. Pantry	(a)	(i)	Floor	300mm x 300mm x 9 mm thick anti-slip ceramic (homogeneous) tiles on cement sand screed laid with adequate falls to floor drains. Matching coved tile skirting 100mm high to all walls and columns.
		(ii)	Walls	150mm x 150mm x 5.5mm light coloured cushion edged glazed ceramic tiles to 2.2m high, anti-mould acrylic emulsion paint on internal plaster above. Pattern tile may be used as appropriate to create effect.
		(iii)	Ceiling	Anti-mould acrylic emulsion paint on internal plaster.
	(b)	(i)	Sink cupboard:	1500mm x 650mm sink cupboard with drainboard, drawers and adjustable shelves under and cold water supply with level-action tap. Sink top to be a solid surfacing material (e.g. "Corian").
			Wall-hung cupboards:	300mm (d) x 700mm (h) hanging cupboards with adjustable shelves in laminated plastic finish above the worktop.
		(ii)		
- Circulation	(a)	(i)	Floor	500mm x 500mm x 2mm thick vinyl tiles or vinyl sheet to BS 3261 or 300mm x 300mm x 9mm thick anti-slip ceramic (homogeneous) tiles on cement sand screed. A 100mm thick high skirting of matching material or 12mm thick hardwood to all walls and columns.
			Walls and columns	1,200mm high timber dado with solid colour/pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above. 1200mm high cushion padding to protect all external corners.
			Ceiling	Anti-mould acrylic emulsion paint on internal plaster.
	(b)	(i)	Notice Board	13mm softboard to BS 1142, Pt. 3, finished with Hessian fabric; 1000 to 1200mm above floor level to door height, for the full length of one wall.

Notes:

1. This Document to be read in conjunction with the latest edition of "Schedule of General Requirement for Welfare Premises".

2. The design and construction of the SCCC cum EETC shall comply with all relevant Statutes and Code of Practices including but not limited to the Buildings Ordinance and the Child Care Services Ordinance and Regulations.

Particular attention is drawn to the following requirements:

- Control over windows openings.
 - Fire safety precaution measures
 - The design of door openings for fire exits.
3. There are the following special requirements regarding doors provisions:
 - Magnetic door catches for all doors (except with self-closing device).
 - Door knobs to be within reach of children, say 900mm high.
 - Viewing panels required for all doors except store rooms, laundry and E/M plant rooms.
 - Doors to room accessible by service users to be fitted with lock that cannot be locked from inside.
 4. Heavy duty curtains tracks to be provided to all windows / half-glazed partitions in functional areas accessible by the service users to enhance home-like environment. Curtains rails shall be on heavy-duty rails threaded with plastic rollers only, ie. Without strings and pulleys. Venetian blinds shall be provided to all external windows / half-glazed partitions in all office areas.

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