

**Early Education and Training Centre**  
**(Capacity: 50)**  
**Schedules of Accommodation / Finishes and Fittings / Design Requirements**

Accommodation	(a) Finishes Requirements (b) Fittings Requirements (c) Other Requirements/Comments
1. Co-ordinator's Room	<p>(a) (i) Floor 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 thick hardwood to all walls and columns.</p> <p>(ii) Wall Anti-mould acrylic emulsion paint on internal plaster.</p> <p>(iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.</p> <p>(b) (i) 1 no. of 1200mm x 1050mm notice board.</p> <p>(ii) Viewing panel to door.</p> <p>(iii) Venetian blind for windows.</p> <p>(iv) 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>
2. General Office/Staff Room	<p>(a) (i) Floor 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 thick hardwood to all walls and columns.</p> <p>(ii) Wall Anti-mould acrylic emulsion paint on internal plaster.</p> <p>(iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.</p> <p>(b) (i) For the general office located adjacent to the reception, reception counter on side facing corridor with sliding &amp; fixed glass panels on top and drawers &amp; shelves with doors below (locks to drawers to be provided) is to be provided.</p> <p>(ii) 1 no. of 1200mm x 1200mm notice board.</p> <p>(iii) 1 no. of 1200mm x 1200mm wyte board.</p>

- (iv) 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 blockboard with hardwood lipping.
  - (v) Viewing panel to door.
  - (vi) Venetian blind for windows.
  - (c) (i) To be located adjacent to the Entrance/Waiting Area/ Reception.
3. Reception / Waiting Area / Library Corner
- (a) (i) Floor 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 thick hardwood to all walls and columns.
  - (ii) Wall 1200mm high timber dado or height to suit site condition. The dado to be with solid colour/ pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above. 1,200mm high cushion padding to protect all external corners.
  - (iv) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
  - (b) (i) A roller shutter/grille/metal gate shall be installed outside the main entrance door.
  - (ii) 1 no. of 1200mm x 2400mm notice board and additional no. to be provided along corridor if feasible.
  - (iii) Reception Counter 1,500mm(l) x 600mm(d) x 750mm to 900mm(h) 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.
  - (iv) Built-in cushioned seating with storage space under (length to suit layout) finished with laminated plastic.

(v) Display cabinets wherever space is available should be provided for magazine/video tapes/books/toys with glass sliding doors serving as a lending library for parents/carers.

- (c) (i) To be located adjacent to the main entrance and the General Office.
- (ii) If there is no room/if the counter cannot be provided in the General Office, reception counter similar to that for the General Officer is to be provided.

#### 4. Training Areas

- (a) (i) Floor 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 thick hardwood to all walls and columns.
- (ii) Wall 1200mm high timber dado or height to suit site condition. The dado to be with solid colour/ pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above.  
1,200mm high cushion padding to protect all external corners.
- (iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
- (b) (i) Viewing panels to be provided.
- (ii) Curtain rail to be provided.
- (iii) Folding Partitions Ceiling-hung lightweight proprietary folding/ sliding partitions to be provided to divide the rooms as appropriate.  
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.
- (c) (i) At least 4 training rooms to be provided and 2 of which may be separated by sliding folding partitioning. Sizes of each room to SWD/NGO's requirement.

- (ii) Each training room/area should be provided with:
  - 2 nos. of 1200mm x 1200mm notice board is to be provided if space is available, at 900mm above floor level
  - 1 no. of 1200mm x 1200mm mirror above skirting level
  - Full height cabinet with adjustable shelves as appropriate to be provided with glass sliding doors along the wall.
  - One way mirror to be provided in between Training Room and Observation Room if appropriate, or to be provided to the viewing panel on the doors to the training rooms.

5. Special (PT & OT) Rooms

- (a) (i) Floor 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 thick hardwood to all walls and columns.
- (ii) Wall 1200mm high timber dado or height to suit site condition. The dado to be with solid colour/ pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above.  
1,200mm high cushion padding to protect all external corners.
- (iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
- (b) (i) Notice Board 2 nos. of 1200mm x 1200mm notice board at 900mm above floor level.
- (ii) Mirror 2 nos. full height mirror.
- (iii) Cupboard Full height 900mm(l) x 400mm(d) lockable cupboard with adjustable shelves and drawers for each room or as appropriate.  
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.
- (iv) Shelves 500(l) x 500mm(d) horizontal storage metal frame shelves suspended from the ceiling for storage of equipment along the entire length of 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.1000mm centres.

- (v) Folding Partitions Ceiling-hung lightweight proprietary folding/ sliding partitions to be provided to divide the room, as appropriately, into 2 small rooms for OT & PT. 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.
- (vi) Suspended frame and hanger from ceiling along one wall for hanging training equipment with details to be agreed.
6. Observation Room
- (a) (i) Floor 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 thick hardwood to all walls and columns.
- (ii) Wall Acoustic mineral fibreboard to be provided.
- (iv) Ceiling Suspended acoustic tile in exposed aluminium grid.
- (b) (i) Notice Board 1 no. of 1200mm x 1200mm notice board.
- (ii) Folding table along one way mirror to be provided.
- (iii) To be located adjacent to the training room(s) so that one way mirror may be provided between the Observation/Training Room(s).
7. Interview Room
- (a) (i) Floor 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 thick hardwood to all walls and columns.
- (ii) Wall Anti-mould acrylic emulsion paint on internal plaster.
- (iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
- (b) (i) Viewing panel to door.
- (ii) Venetian blind for windows, if applicable.
- (c) (i) May be also used for individual training.

8. Pantry
- (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 covered tile skirting 100mm high to all walls and columns.
  - (ii) Wall 150mm x 150mm 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) Food Preparation/Washing Bench A bench unit of 600(d) x 850mm(h) with drawers and adjustable shelves in lockable cupboards under for the full length of one wall.  
A stainless steel sink unit with draining board, bowl sink sized at 350mm(w) x 410mm(l) x 200mm(d) to be installed. Hot and cold water supply sink mixer tap required.
  - (ii) Wall-hung Cupboards 300mm(d) x 750mm(h) hanging cupboard with adjustable shelves to be provided above the food preparation bench.
  - (iii) Space required for one domestic refrigerator.
  - (c) (i) All bench tops to be constructed of solid surfacing material (e.g. 'Corian').  
All cupboard to be constructed with plywood or blockboard with postformed edging plastic laminate.  
All drawers and shelves to be constructed of laminated plastic on plywood or blockboard with hardwood lipping.
9. Store Room
- (a) (i) Floor 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 thick hardwood to all walls and columns.
  - (ii) Wall Anti-mould acrylic emulsion paint on internal plaster.
  - (iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
  - (b) (i) 500mm deep horizontal storage shelves from floor to ceilings along the entire length of at least two walls.  
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. 1000mm centres.
  - (ii) Louvers on the lower part of doors.

10. Children's Toilet  
- As appropriate
- (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) Wall 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) Sanitary Fitments and Handrails 2 no. WC with low level cistern for children, top of WC seat 300mm from floor level with 32mm diameter stainless steel tubular handrail on both sides of WC and 450mm height.
  - (ii) Wash Hand Basin 2 nos. of wash hand basins size 470mm x 310mm, top of wash hand basin at 510mm level, with cold water supply tap to be conventional screw down type, mirror at children's level for each wash hand basin.
  - (iii) Toilet roll holder for each WC pan.
  - (iv) Towel Rail 2 nos. towel rails.
  - (v) Baby Bath Baby bath (560mm x 400mm x 250mm) adjoining diaper changing bench.
  - (vi) Floor shall have sufficient fall to the drain.
  - (c) (i) A unisex facility; no partitioning required inside toilet area.
11. Corridor
- (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 thick hardwood to all walls and columns.
  - (ii) Wall 1200mm high timber dado or height to suit site condition. The dado to be with solid colour/ pattern laminated plastic finish and anti-mould acrylic emulsion paint on internal plaster above. 1,200mm high cushion padding to protect all external corners.
  - (iii) Ceiling Anti-mould acrylic emulsion paint on internal plaster.
  - (b) (i) Handrails 45mm diameter timber handrails to both sides of corridor, fixed at 600mm high from finished floor.

- (ii) Where space is available for built-in storage cupboards, this should be provided with adjustable shelves and laminated plastic finish.
- (iii) Notice Board 2 nos. of notice boards 1200mm x 1200mm each along corridor.
- (c) (i) Centrally pivoted windows above door height may be provided along walls between training rooms and corridors to ensure good ventilation.

Social Welfare Department  
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