

**Schedule of Accommodation for
Integrated Family Service Centre (IFSC)**

Description	No. of Occupants	Net Floor Area Required (m ²)	Air-conditioning Required	Remarks
1. Office for centre supervisor	1	9.7	Yes	<ul style="list-style-type: none"> To accommodate 1 SWO (@6.9m²), 1 safe (@1m²), 1 cabinet (@0.8m²) and 1 visitor chair (@1m²)
2. Office for Unit Coordinator of FSU and FRU	1	7.6	Yes	<ul style="list-style-type: none"> To accommodate 1 ASWO (@5.8 m²), 1 visitor's chair (@1 m²) and 1 cabinet (@0.8 m²)
3. Open plan office for staff	23-26 (tentative)	160.9	Yes	<p>Open Plan Office for staff (107.2 m²):</p> <ul style="list-style-type: none"> 7 ASWO (@5.8m²) 4 SWA (@5.1m²) 4 WWs (@5.1m²) 1 field work supervisor & 2 student workers (@4.4 m²) 1 ACO (@4.4 m²) , 2 CAs (@4.1 m²), 1 family aide & 1 WM II <p>Areas for file/general storage and computers (53.7 m²):</p> <ul style="list-style-type: none"> General storage for 16 workers and 7 clerical/minor staff (@1.5m²) 16 computers for 16 workers (@1.2m²)
4. Conference room	30	30	Yes	<ul style="list-style-type: none"> Attendance is about 80% of staff (i.e. 20 persons) and representatives from other agencies, community organizations, local residents and government departments etc.
5. Drop-in area cum an exhibition area	50	50	Yes	<ul style="list-style-type: none"> For individuals / families, including those wheel-chair bound, to drop-in and stay, to read information pamphlets etc. as well as for displaying exhibitions boards
6. Common room	-	10	Yes	<ul style="list-style-type: none"> For social workers' initial and informal contacts with individuals / families

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7. Cyber point	8-10	14.4	Yes	<ul style="list-style-type: none"> @1.8 m² to accommodate a total of 8 computers
8. Activities cum audio-visual room	50	75	Yes	<ul style="list-style-type: none"> For conducting district-based mass programmes, training and seminars etc. Movable partition would be used for activities / groups with smaller attendants e.g. volunteer groups
9. Information and resource corner	-	25.9	Yes	<ul style="list-style-type: none"> @5.1 m² for 1 WW manning the corner + @0.8 m² for 1 filing cabinet + @20 m² for resources material. To place books, audio-visual materials, toys, resource package materials etc. for use by individuals, families and other professionals
10. Study room	20	20	No	<ul style="list-style-type: none"> For self-studying of children and youth
11. 3 Small group rooms	5-15 @	45	Yes	<ul style="list-style-type: none"> 15 m²@. To conduct parallel groups for parents and children and therapeutic groups
12. Play room	15	15	Yes	<ul style="list-style-type: none"> To accommodate parents and their children
13. 3 Interview rooms	-	19.5	Yes	<ul style="list-style-type: none"> @6.5 m² for each room
14. Special family care room	15	36	Yes	<ul style="list-style-type: none"> 1 m² per capita for 15 participants. 15 m² to accommodate necessary facilities for a home-like environment, and 6 m² to place pantry facilities for demonstration and group training by family aides on the caring of family members with special needs Toilets to be attached to the special care room for demonstrating of caring skills in attending to small child to toileting and bathing etc.

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15. Store room	-	10	No	<ul style="list-style-type: none"> For storing stationery, publicity materials, exhibition boards
16. Pantry	-	6.0	No	<ul style="list-style-type: none"> For staff / participants
17. Toilets	-	as appropriate	No	<ul style="list-style-type: none"> Separate Male and Female Toilets for staff (exclusive use) Separate toilets for participants / volunteers / visitors, with provision of children's water closet and wash basin is preferred
18. Disabled Toilet	-	as appropriate	No	<ul style="list-style-type: none"> To better cater for the needs of disabled participants or elders
19. Circulation Area/Passage	-	as appropriate	No	-
Total Area required = 535 m² (Net Operational Floor Area)				