

Schedule of Accommodation (Design Standard)

Approval Code SOAFCS(08/08)

Foster Care Service

Social Welfare Department (SWD)

Approval Date : 19 Aug 2008

Item	Description	Approved Provision				Remarks
		No of Occupants	Approved Space (m ² NOFA)	Office Setup (Cellular/Open Plan)	A/C	
1	Office for Supervisor	1	7.8	Open Plan	Yes	<ul style="list-style-type: none"> • The space entitlement for SWO (6.9m²) has included spaces for 1/2 cabinet and 1/2 visitor chair; • One cabinet and one visitor chair are to be placed in the office, only additional 1/2 cabinet (0.4m²) and 1/2 visitor chair (0.5m²) can be added to the space entitlement; • The vetted space is 6.9m² + 0.4m² + 0.5m² = 7.8m² in open plan office setting
2	Open Plan office for staff	11	74.9	Open Plan	Yes	<ul style="list-style-type: none"> • Staff entitlement is 56.9m² calculated as follows – <ul style="list-style-type: none"> - 8 ASWO (@5.8m²) = 46.4m²; - 1 ACO (@4.4m²) = 4.4m²; - 1 Typist/CA (@4.1m²) = 4.1m²; - 1 OA (@2m²) = 2m² • Areas for Files/general storage/ office equipment is 18m², calculated as follows – <ul style="list-style-type: none"> - General storage for 10 staff (OA is excluded as his/her duties will normally not generate files) = 1.5m² x 10 = 15m²; - Photocopying machine = 2m²; - Fax machine = 1m² • The vetted space is 75.9m² if there is no pantry provided in the vicinity and 74.9m² if there is pantry nearby.

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		No of Occupants	Approved Space (m ² NOFA)	Office Setup (Cellular/ Open Plan)	A/C	
3	Reception area	-	5	Open Plan	No	<ul style="list-style-type: none"> Designated A/C will not be provided for this area.
4	Interview Room	-	13 (6.5@)	Cellular	Yes	<ul style="list-style-type: none"> Standard size (6.5m²@) 2 interview rooms provided (@6.5m²);
5	Additional Storage Space	-	3.6	Open plan	No	<ul style="list-style-type: none"> Pamphlets, newsletter, exhibition materials and folding chairs; Space for two shelves (space refers to bookcase) is 0.8m² x 2 = 1.6m²; Exhibition boards = 1m²; Folding chair – one folding chair is 0.1m² (10 chairs means 1m²)
Total:			104.3			The space is 105.3m² without pantry in the vicinity or 104.3m² with pantry in the vicinity.