

Approval Code: SOAIPFLEO(9/00)

Schedule of Accommodation
Family Life Education Office (1 Worker)

Item No.	Description	Recommended Provision			Remarks
		No. of Occupation	Area (m ²)	Air Conditioning	
1.	Office cum Storage Area	Varied	21.8	Yes	<u>Office (13.8 m²)</u> To accommodate 1 ASWO (@ 5.8 m ²) 1 ACO (part-time) (4.4 m ²)* 2 cabinets (@ 0.8m ²) 1 fax machine (1 m ²) 1 photocopier (1 m ²) * Note: the working area of the ACO should also be shared by all part-time staff <u>Storage Area (8 m²)</u> For storage of programme material, reference books, audio-visual materials, etc.
2.	Multi-function Room	15	15	Yes	To serve as Conference Room/Activity Room/Small Group Discussion Room/Interview Room/Work Room
3.	Reception Area	5	5	Yes	For use of programme and general enquiry
4.	Toilet	-	As appropriate	No	To be advised by project architect
	NOFA		41.8 42 (say)		-

NOFA : Net Operational Floor Area