

Schedule of Accommodation (Design Standard)

Approval Code SOACCPSA(01/10)

Counselling Centre for Psychotropic Substance Abusers (CCPSA)

Social Welfare Department (SWD)

Approval Date : 4 January 2010

Item	Description	Approved Provision				Remarks
		No of Occupants	Approved Space (m ² NOFA)	Office Setup (Cellular/ Open Plan)	A/C	
1	Centre-in-charge – SWO	1	6.9	Open Plan	Yes	<ul style="list-style-type: none"> Open plan accommodation for the SWO should be adopted in accordance with Accommodation Regulations 201 and 202. 1.5 m² for file / general storage of the SWO has been included in the open-plan area below.
2	Open Plan office for 10 full-time staff and F&E	10	76.8	Open Plan	Yes	<ul style="list-style-type: none"> Staff entitlement is 48m² calculated as follows – <ul style="list-style-type: none"> - 4 ASWO (@5.8m²) =23.2 m²; - 3 SWA (@5.1 m²) =15.3 m²; - 1 WW (@5.1 m²) =5.1 m²; - 1 ACO (@4.4m²) = 4.4m²; - 1 WMII (@0m²) = 0m²; Areas for Files/general storage/ office equipment is 28.8m², calculated as follows – <ul style="list-style-type: none"> - General storage for 10 staff = 1.5m² x 10 = 15m²; - Photocopying machine =2m²; - Computers (9@1.2m²) = 10.8m² - A water dispenser = 1m²
3	Interview Room	-	13 (6.5@)	Cellular	Yes	<ul style="list-style-type: none"> Standard size (6.5m²@)

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4	Group Activity Rooms including a Band Room	-	1 – 30, 1 – 15, 1 - 10	Cellular	Yes#	A room of 10 m ² is designated for use as band/fitness room. The other 3 rooms including the conference/multi-purpose room are for group activities and counselling, professional trainings for accommodating 6 – 15 attendants and 10 – 30 attendants each session.
5	Conference cum Multi-purpose Room	-	30	Cellular	Yes	
6	Medical Consultation / Nurse Duty Room	-	12	Cellular	Yes	<ul style="list-style-type: none"> For 5 –6 people per medical consultation including a full time psychiatric nurse, a visiting medical officer and his nurse, family members and clients. A hospital bed, cupboard and bench are included.
7	General Storeroom	-	10	Cellular	No	<ul style="list-style-type: none"> A/C is not provided.
8	Reception Area / Drop-in Area	-	10	Open Plan	No	
9	Toilet / Circulation	-	NA			<ul style="list-style-type: none"> As appropriate. This item is to be advised by the Project Architect.
Total:			213.7			

: Air-conditioning may be installed in the area if the operating agency has secured the necessary capital costs and bear the consequential recurrent costs.

Note : The approved SOA is for a CCPSA to operate on a standalone basis.