

Schedule of Accommodation
for
Independent School Social Work Office

Item No	Description	Approved Provision			Remarks
		No. of Occupants	Area(m ²)	Air Conditioning	
1.	Office for Supervisor	1	6.7	Yes	To accommodate 1 SWO (5.8 m ²), 1 visitor chair and 1 filing cabinet. (Work centre for SWO has already included ½ cabinet and ½ visitor chair).
2.	Office for eight school social workers	8	37.6	Yes	The ASWOs spend over 75% of their time carrying out their duties at schools. Usually, they will only stay one day per week at the office to report to their supervisor.
3.	General Office for Supporting Staff	3	17.3	Yes	<u>Staff (10.5 m²)</u> 1 COII (4.4 m ²); 1 Typist (4.1 m ²); and 1 OA (2 m ²). <u>Ancillary (6.8 m²)</u> 1 photocopier (2 m ²); 4 filing cabinet (4x@ 0.8 m ² = 3.2 m ²); and 2 steel rack (2x@ 0.8 m ² = 1.6 m ²).
4.	Reception	-	5	No	The area should preferably be adjacent to the general office.
5.	Interview Room	4 - 6	6.5	Yes	The room is for individual interview/counselling session with parents and students.
6.	Conference/Multi-purpose Room	-	13.5	Yes	This room will be used for the following purpose : i) meetings; ii) in-house staff training; iii) joint-school group functions; iv) video seminars; v) place for parties, interest groups, reading corner and other gatherings during long school holidays; and vi) place for the students to do preparation work for activities and functions.
7.	Store Room	-	8	No	For storing large quantities of printed materials, books, magazines, brochures and programmes materials. Also storage area for office supplies.
8.	Toilets	-	as appropriate	No	To be advised by architect.
	NOFA	say	94.6 95		

NOFA = Net Operational Floor Area comprises a summation of all internal dimensions of rooms/spaces. This area excludes all structure and partitioning, circulation areas, staircases, staircase halls, lift landings, the space occupied by toilets and building service facilities.