

Approved Code : SOANLCDP(6/98)

Schedule of Accommodation
Neighbourhood Level Community Development Project

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area(m ²)	Air Conditioning	
1.	Officer-in-charge	1	5.8	Yes	To accommodate 1 ASWO (@5.8m ²), cellular office provided to meet operational needs.
2.	General Office	3	14.3	Yes	To accommodate 2 SWAs (@5.1m ²) and 1 CA (@4.1m ²).
3.	Reception/Waiting Area	-	10	No	For waiting and enquiry. Extra space for displaying pamphlets and brochures. Air-conditioner may be installed provided that the capital cost is secured and the operating agency will bear the recurrent cost.
4.	Conference Room (with sliding/folding partition)	20	30	Yes	For meetings to be held with residents groups, local leaders, local organisations and government officials.
5.	Interview Room	-	6.5	Yes	Standard provision.
6.	Activity Room (2 nos.) (with sliding/folding partition in between)	20 each	40 (20 each)	No	Tutorial classes, talks and discussion groups etc. will be conducted, 1m ² each per person. Air-conditioner may be installed provided that the capital cost is secured and the operating agency will bear the recurrent cost.
7.	Pantry	-	6	No	Standard provision.
8.	Store Room	-	10	No	For general supplies, closed files etc.
9.	Toilets	-	as appropriate	No	To be advised by architect.
10.	Circulation	-	-	-	Not to be included in NOFA.
	NOFA		122.6 123		

NOFA = Net Operational Floor Area