

Approval Code: SOAICYSC (10/03)

Schedule of Accommodation
Integrated Children and Youth Services Centre

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area (m ²)	Air-Conditioning	
1.	Office for Team Leader	1	6.7	Yes	To accommodate 1 SWO (@5.8 m ²), 1 cabinet (@0.8 m ²) and 1 visitor chair (@1 m ²)(work centre for SWO included ½ cabinet & ½ visitor chair).
2.	Office for Social Work Staff (Including 1 Family Life Education Officer)	13	70.5	Yes	To accommodate 6 ASWO (@5.8 m ²), 1 SSWA (@5.1 m ²), 4 SWA (@5.1 m ²) and 2 WW (@5.1 m ²).
3.	General Office for Supporting Staff	5	21.1	Yes	To accommodate the followings : <u>Staff (14.3 m²)</u> 1 COII (@4.4 m ²), 1 CA (@4.1 m ²), 1 OA (@2 m ²), 1 Typist (@3.8 m ²) and 1 WK II. <u>Ancillary Area (6.8 m²)</u> Photocopier 2 m ² Filing Cabinet x 4 3.2 m ² Steel Racks x 2 1.6 m ²
4.	Reception Area	15	15	Yes	(Adjacent to the office/drop-in corner for better space utilization).
5.	Drop-in-Corner	50	50	Yes#	Please refer to note 2.
6.	Play Room for Children and Parents	30	30	Yes#	Please refer to note 2.
7.	Group Activity Room (9 nos.)	30	270	Yes#	Please refer to note 2.

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8.	Interview Room (2 nos.)	6.5	13	Yes	Proposed provision is considered appropriate.
9.	Small Group Counselling Room (1 nos.)	15	15	Yes#	Please refer to note 2.
10.	Audio-visual Room	30	30	Yes#	Please refer to note 2.
11.	Conference Room	20	30	Yes	Proposed provision is considered appropriate.
12.	General Store	-	30	No	For storage of bulky programme materials.
13.	Equipment Store	-	20	No	For storage of games equipment and audio-visual aids.
14.	Domestic Science Room	30	30	No	For cooking group activities.
15.	Toilet (3 nos.)	-	as appro	No	To be advised by project architect.
16.	Cleaner's Room	-	as appro	No	To be advised by project architect.
17.	Plant/Meter Rooms	-	as appro	No	To be advised by project architect.
	NOFA		631.3		
		say	631		

Note :

1. NOFA = Net Operational Floor Area (area for toilets & bathrooms are excluded).
2. Air conditioner may be installed in the area if the operating agency has secured the necessary capital costs and bear the consequential recurrent costs.