

Schedule of Accommodation
Outreaching Social Work Team
(Full-team – 4 ASWOs & 6 SWAs)

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area (m ²)	Air-conditioning	
1	Team Leader (ASWO's) Room	1	8.7	Yes	To accommodate 1 ASWO (@5.8m ²), 1 cabinet (@0.8m ²) & 1 visitor chair (@1m ²) (workcentre for ASWO already included ½ cabinet and ½ visitor chair) and writing table for Supervisor (@2m ²).
2	General Office	12	69.5	Yes	To accommodate: <u>Staff (58.5m²)</u> 3 ASWO (@5.8m ² x 3 = 17.4m ²); 6 SSWAs / SWAs (@5.1m ² x 6 = 30.6m ²); 1 COII (4.4m ²); 1 Typist (4.1m ²); and 1 OA (2m ²). <u>Ancillary Area (11m²)</u> 1 photocopier (2m ²); 5 Filing cabinets (5 x @0.8m ² =4m ²) 1 Bookcase, 1 Rack and 1 Cupboard (@0.8m ² x 3 = 2.4m ²) and 1 Computer/Printer unit (2.6m ²).
3	Interview Room	-	6.5	Yes	Standard provision
4	Group Activity Room	10	15	No	Provision of 1.5m ² per person for a capacity of 10 persons for conducting group activities. Movable partitions to be provided and located next to the conference room, for combining into a larger venue for large group activities.

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5	Conference Room	14	21	Yes	Provision of 1.5m ² per person. To provide a conference area for officers (11 nos.), guests and counterparts (3 nos.). Preferably with movable partition to enable combining with the Group Activity Room for large group activities.
6	Pantry	-	6	No	For preparation of snacks and drinks to be consumed in activities, seminars and other functions.
7	Store Room	-	10	No	For storing audio-visual, camping and other recreational equipment.
8	Toilet	-	as appropriate	No	To be advised by architect.
	NOFA	say	136.7 137		

NOFA = Net Operational Floor Area