

Schedule of Accommodation

Project No. / Description : Neighbourhood Elderly Centre (NEC)
 Department : Social Welfare Department

Item No.	Description	No. of Occupants	Air Conditioning (Yes / No)	Area (m ² in NOFA)		Remarks/ Special Requirement
				Cellular Office	Open Plan	
1	<p>Open Plan</p> <p>Office</p>		Yes		26.3	To accommodate: - 1 Assistant Social Work Officer (@5.8m ²) - 1 Social Work Assistant (@5.1m ²) - 1 Welfare Worker (@5.1m ²) - 1 Clerical Assistant (@4.1m ²) - 1 Workman II with ancillary area for storage and equipment (6.2m ²)
	Cellular Room					
2	Interview Room	2 - 4	Yes	6.5		
3	Activity Room 1	60	Yes	90		To run developmental, educational, supportive, community based and mass programmes and also mini-canteen for the elders
4	Activity Room 2	30	Yes	60		To organize recurrent social and recreational programmes and set up special corner such as cyber point (with computer set-up)
5	Club Room	10	Yes	15		
6	Pantry	-	No	10		This room also caters for the preparation of snacks for tea parties and cookery classes.
7	Common Room	30	Yes	40		Larger area is supported for the anticipated increase in drop-in and disabled elders using walking aids and wheelchairs. This room also accommodates seating furniture and display of reading materials etc.
8	Carer Support and Resource Room	6 - 8	Yes	20		To provide a separate room for the carers for forming self-help groups and setting up resource corner for reference materials and rehabilitative aids.
9	Volunteer Room	12 - 15	Yes	15		To accommodate volunteers for holding small group discussion, training programmes and sharing among volunteers
10	Store	-	No	15		Larger store is required for storing different kinds of social, educational and mass programmes in view of the expanded function of Neighbourhood Elderly Centre
	Open Plan					
11	Reception Area	-	Yes		5	Provision for enquiry and registration
12	Toilets	4	No		As appro	To be advised by architect
Total area (in NOFA)				302.8 (say 303)		

NOFA: Net Operational Floor Area