

Approval Code: SOAOTEM(03/19)

**Schedule of Accommodation for
Outreaching Team for Ethnic Minorities (OTEM)**

Description	No. of Occupants	Net Floor area Required (m²)	Air-conditioning Required	Remarks
1. Office for Officer-in-charge	1	8.7	Yes	To accommodate 1 SWO (@6.9m ²), 1 cabinet (@0.8m ²) & 1 visitor chair (@1m ²)
2. Open Plan Office for Staff	9	72.3	Yes	Open Plan Office for staff (48m ²): ● 4 ASWO (@5.8m ²) ● 4 WW (@5.1m ²) ● 1 ACO (@4.4m ²) Areas for general storage and computers (24.3m ²): ● General storage for 9 staff (@1.5m ²) ● 9 computers for 9 staff (@1.2m ²)
3. Conference Room	5-14	21	Yes	To have movable partition to enable combining with the Group Activity cum Audio-visual Room for mass programmes
4. Group Activity cum Audio-visual Room	5-10	15	Yes	For conducting groups and audio-visual programmes To have movable partition to enable combining with the Conference Room for mass programmes
5. Counselling / Interview Room	2-5	6.5	Yes	-
6. Store Room	-	10	No	For storage of audio-visual aids, group work materials, stationery, publicity materials and exhibition boards, etc.
7. Pantry	-	6	No	For preparation of snacks and drinks to be consumed in activities, meetings and other functions

Description	No. of Occupants	Net Floor area Required (m ²)	Air-conditioning Required	Remarks
8. Reception Area cum Information Corner	-	10	Yes	For receiving service users, broadcasting educational videos and displaying service promotional pamphlets and materials
9. Toilets	-	as appropriate	No	To be advised by project architect
10. Disabled Toilet	-	as appropriate	No	To be advised by project architect
11. Circulation Allowance for cellular room	-	as appropriate	No	-
Total Area required =149.5 m²(Net Operational Floor Area)				