

## Schedule of Accommodation

Project No. / Description :

Standard SoA for Specialised Co-parenting Support Centre

Department :

Social Welfare Department

Item No.	Description	No. of Rooms / Persons / F&E Items	Space Standard / Unit Area (m <sup>2</sup> )	Area (m <sup>2</sup> in NOFA)		Remarks / Special Requirement
				Cellular Office	Open Plan	
<b>Part I : Space Provision for Staff in Office Accommodation</b>						
1	<b>Open Plan</b> General Office - Social Welfare Officer (SWO) - Assistant Social Welfare Officer (ASWO) - Welfare Work (WW) - Assistant Clerical Officer (ACO) - Clerical Assistant (CA) - General Storage - Computer for staff - 1/2 Visitor's chair for SWO	1 6 1 1 1 11 9 0.5	6.9 5.8 5.1 4.4 4.1 1.5 1.2 1.0		6.9 34.8 5.1 4.4 4.1 16.5 10.8 0.5	- Including 1 Ward Attendant (WA)
<b>Part II : Space Provision for Ancillary Facilities</b>						
2	<b>Cellular Room</b> Reception and waiting area	1	20	20		- To accommodate 4 to 6 families - Cellular reception and waiting area is required for safety concern when receiving high conflict parents and/or those with history of domestic violence
3	Play area cum resource corner	1	25	25		- To accommodate 3 to 4 groups of parents and children - To place books, audio-visual materials, toys, resource package materials, etc. for use by individuals and families - To provide free play/large scale adventurous games area for interaction between parents and toddlers - Cellular play area cum resource corner is required to avoid residing parents' interference to the group contact of non-residing parents with their children
4	Visitation cum interview room	3	12	36		- To accommodate 6 persons including free play and toy storage areas for children in each room - To conduct children contact service and interview
5	Activity cum audio-visual room	1	45	45		- To accommodate 30 parents - To conduct education/publicity mass programme, structured parenting group/programme for the parents and children - To conduct large scale interactive parent-child activities, eg. play activities with children, practicing of parenting skills and coaching on co-parenting skills
6	Small group room	2	15	30		- To accommodate 10 persons including free play and toy storage areas for children in each room - To conduct therapeutic/structured parenting groups to the parents and children
7	Store room	1	10	10		- For storage of large exhibition boards for outdoor publicity programme, stationery, toys and publicity materials, etc.
8	Pantry	1	6	6		- To conduct cooking activities including 6 to 8 service users with supervising worker's coaching
9	Toilets			as appropriate		To be advised by project architect
10	Disabled Toilet			as appropriate		To be advised by project architect
<b>Total area (in NOFA)</b>				<b>255.1 (say 255)</b>		

NOFA: Net Operational Floor Area