

Schedule of Accommodation

Project No. / Description :

Design standard for Aided Standalone Child Care Centre [Capacity: 100 (78 places for aged 0 to below 2 and 22 places for aged 2 to below 3)/ 150 (117 places for aged 0 to below 2 and 33 places for aged 2 to below 3)/ 200 (156 places for aged 0 to below 2 and 44 places for aged 2 to below 3)]

Department :

Social Welfare Department

Item No.	Description	No. of Rooms / Persons	Unit Area (m ² in NOFA)	Area (m ² in NOFA)		Remarks / Special Requirement
				Cellular Office	Open Plan	
Part I : Space Provision for Staff in Office Accommodation						
1	Cellular Office Supervisor's Room	1	7.4	7.4		- Single office with standard space provision of 1 Child Care Supervisor as centre-in-charge with 1 cabinet and 1 visitor chair (i.e. 6.6 m ²) - One filing cabinet (0.8 m ²) (for keeping the personal/ confidential records of children)
2	Assistant Supervisor's Room	1	6.6	6.6		- Single office with standard space provision of 1 Assistant Supervisor with 1 cabinet and 1 visitor chair (i.e. 6.6 m ²)
3	Open Plan Office/Staff Room	1	42.3 - 78.8		42.3 - 78.8	To accommodate: 100-p (42.3 m ²): - 15 Child Care Workers (@2 m ²) = 30 m ² (according to the enhanced manning ratio) - 1 Clerical Assistant (@4.1 m ²) = 4.1 m ² - 1 Assistant Social Work Officer (@5.8 m ²) = 5.8 m ² - 3 cupboards (@0.8 m ²) = 2.4 m ² (for storing teaching aids) 150-p (59.1 m ²): - 23 Child Care Workers (@2 m ²) = 46 m ² (according to the enhanced manning ratio) - 1 Clerical Assistant (@4.1 m ²) = 4.1 m ² - 1 Assistant Social Work Officer (@5.8 m ²) = 5.8 m ² - 4 cupboards (@0.8 m ²) = 3.2 m ² (for storing teaching aids) 200-p (78.8 m ²): - 30 Child Care Workers (@2 m ²) = 60 m ² (according to the enhanced manning ratio) - 2 Clerical Assistants (@4.1 m ²) = 8.2 m ² - 1 Assistant Social Work Officer (@5.8 m ²) = 5.8 m ² - 6 cupboards (@0.8 m ²) = 4.8 m ² (for storing teaching aids)
Part II : Space Provision for Ancillary Facilities						
4	Cellular Room Dormitory	78 - 156	-	161 - 322		- Provision of 2 m ² per infant (aged below 2) - Child Care Centre for newborns to children aged 2 should provide 1 baby bath sink with hot and cold water supply and adjoining diaper changing bench to every 15 children or fewer in children's washroom or other areas as appropriate - Nappy changing area (@2.5 m ²) 100-p (161 m ²): - 78 places for aged below 2 = 156 m ² - 2 Nappy changing area (@2.5 m ²) = 5 m ² 150-p (241.5 m ²): - 117 places for aged below 2 = 234 m ² - 3 Nappy changing area (@2.5 m ²) = 7.5 m ² 200-p (322 m ²): - 156 places for aged below 2 = 312 m ² - 4 Nappy changing area (@2.5 m ²) = 10 m ²
5	Playroom/Music Room	36 - 72	-	50 - 100		100-p: One room of 50 m ² for 36 children 150-p: One room of 75 m ² for 54 children 200-p: Two rooms of 50 m ² each for 72 children
6	Small Group Tuition Room	6 - 12	2.0	12 - 24		- For conducting individual sessions for children with special needs - For operating Occasional Child Care Service 100-p / 150-p: One room of 12 m ² for 6 children 200-p: Two rooms of 12 m ² each for 12 children
7	Medical/Isolation Room	4 - 8	2.0	8 - 16		- For accommodation of baby cots and providing space for isolation 100-p: 4 users 150-p: 6 users 200-p: 8 users
8	Laundry	-	-	15 - 30		- For installation of industrial type washing machine, industrial type drying machine and drying racks, laundry sink, slop sink and floor drain 100-p / 150-p: Installation of 1 set of equipment (15 m ² / 22.5 m ²) 200-p: Installation of 2 sets of equipment (30 m ²)
9	Store	-	-	15 - 30		- For storing bedding, blankets, play equipment and essential equipment for infants 100-p: 15 m ² 150-p: 22.5 m ² 200-p: 30 m ²
10	Milk Room	-	-	10 - 20		- In order to maintain high hygiene standard, the same quantity of equipment has to be installed irrespective of the capacity 100-p: For installation of 2 nos. stainless steel sinks with hot and cold water supply (10 m ²) 150-p: For installation of 3 nos. stainless steel sinks with hot and cold water supply (15 m ²) 200-p: For installation of 4 nos. stainless steel sinks with hot and cold water supply (20 m ²)
11	Kitchen	-	-	20 - 40		100-p: 20 m ² 150-p: 30 m ² 200-p: 40 m ²
12	Food Store	-	-	4 - 8		- 20% of kitchen area 100-p: 4 m ² 150-p: 6 m ² 200-p: 8 m ²
13	Staff Changing Room	-	-	9.5 - 19		100-p: 9.5 m ² for 15 CCWs 150-p: 14 m ² for 23 CCWs 200-p: 19 m ² for 30 CCWs
14	Interview Room	-	8.0	8.0		- Provided for the provision of social work service, including the conduct of play therapy
15	Babycare Room	-	-	As appropriate		- The provision of babycare room is supported subject to technical feasibility and space availability in the building. The area of the baby-care room is subject to the design of works agent while it should be at no less than 5m ² for serving a single user and no less than 12m ² for serving multiple users, and it does not count towards NOFA. - With 1 Nappy changing area

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				Cellular Office	Open Plan	
16	Nappy Changing Room	2 - 5 rooms	2.5	5 - 12.5		100-p: 2 Nappy changing rooms 150-p: 4 Nappy changing rooms 200-p: 5 Nappy changing rooms
17	Open Plan Entrance/Reception/Health Inspection Area	16 - 32	-		20 - 40	- With air conditioning 100-p: 20 m ² for 16 children 150-p: 30 m ² for 24 children 200-p: 40 m ² for 32 children
18	Play cum Dining Area	34 - 68	2.0		68 - 136	- Provision of 2m ² per infant and children (aged below 3) 100-p: 2 groups (12 infants) of children aged 0-2 and 2 groups (22 children) of children aged 2-3 150-p: 3 groups (18 infants) of children aged 0-2 and 3 groups (33 children) of children aged 2-3 200-p: 4 groups (24 infants) of children aged 0-2 and 4 groups (44 children) of children aged 2-3
19	Indoor Big Muscle Area	34 - 68	2.0		68 - 136	- To provide an indoor playground for infant and children (aged below 3) to conduct big muscle play - Provision of 2m ² per infant and children (aged below 3) 100-p: 2 groups (12 infants) of children aged 0-2 and 2 groups (22 children) of children aged 2-3 150-p: 3 groups (18 infants) of children aged 0-2 and 3 groups (33 children) of children aged 2-3 200-p: 4 groups (24 infants) of children aged 0-2 and 4 groups (44 children) of children aged 2-3
20	Others Children's Toilet/Infant's Toilet	-	-	As appropriate		- To be advised by architect
21	Staff Toilet	-	-	As appropriate		- To be advised by architect
22	Disabled Toilet	-	-	As appropriate		- To be advised by architect
Grand Total (Staff + Ancillary Facilities)				529.8 - 1034.3 (say 530 - 1034)		

NOFA: Net Operational Floor Area