

Schedule of Accommodation

Project No. / Description : SoA - Counselling Centre for Psychotropic Substance Abusers (CCPSA)
 Department : Social Welfare Department (SWD)

Item No.	Description	No. of Rooms	Space Std./ Unit Area (m ²)	Area (m ² in NOFA)		Remarks/ Special Requirement
				Cellular Office	Open Plan	
Part I : Space Provision for Staff in Office Accommodation						
1	Open Plan Centre-in-charge - SWO	1	6.9		6.9	<ul style="list-style-type: none"> Open plan accommodation for SWO should be adopted in accordance with Accommodation Regulations 201 and 202. 1.5 m² for file / general storage of the SWO has been included in the open-plan area below. Air-conditioning - Yes
2	Open Plan office for 10 full-time staff and F&E	1	76.8		76.8	<ul style="list-style-type: none"> Staff entitlement is 48 m² calculated as follows - <ul style="list-style-type: none"> 4 ASWO (@5.8 m²) = 23.2 m² ; 3 SWA (@5.1 m²) = 15.3 m² ; 1 WW (@5.1 m²) = 5.1 m² ; 1 ACO (@4.4 m²) = 4.4 m² ; 1 WMII (@0 m²) = 0 m² ; Areas for Files/ general storage/ office equipment is 28.8 m², calculated as follows - <ul style="list-style-type: none"> General storage for 10 staff = 1.5 m² x 10 = 15 m² ; Photocopying machine = 2 m² ; 9 Computers (@1.2 m²) = 10.8 m² A water dispenser = 1 m² Air-conditioning - Yes
Part II : Space Provision for Ancillary Facilities						
1	Cellular Room Interview Room	2	6.5	13		<ul style="list-style-type: none"> Standard size (@6.5 m²) Air-conditioning - Yes
2	Group Activity Rooms including a Band Room	1	30	30		<ul style="list-style-type: none"> A room of 10 m² is designated for use as band/fitness room. The other 3 rooms including the conference/ multi-purpose room are for group activities and counselling, professional trainings for accommodating 6 - 15 attendants and 10 - 30 attendants each session. Air-conditioning - Yes
3	Conference cum Multi-purpose Room	1	30	30		<ul style="list-style-type: none"> Air-conditioning - Yes
4	Medical Consultation / Nurse Duty Room	1	12	12		<ul style="list-style-type: none"> For 5-6 people per medical consultation including a full time psychiatric nurse, a visiting medical officer and a nurse, family members and clients. A hospital bed, cupboard and bench are included. Air-conditioning - Yes
5	General Storeroom	1	10	10		<ul style="list-style-type: none"> Air-conditioning - No
6	Toilets / Circulation	N/A	N/A	As appropriate		<ul style="list-style-type: none"> As appropriate. This item is to be advised by the Project Architect. Air-conditioning - No
7	Open Plan Reception Area / Drop-in Area	1	10		10.0	<ul style="list-style-type: none"> Air-conditioning - Yes
Total area (in NOFA)				213.7 (say 214)		

NOFA: Net Operational Floor Area