

Schedule of Accommodation

Project No. / Description : SoA - Independent School Social Work (SSW) Office
 Department : Social Welfare Department

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						
	Cellular Office					
1	Office for Supervisor	1	6.7	6.7		- With air-conditioning. - To accommodate 1 SWO (5.8 m ²), 1 visitor chair and 1 filing cabinet. (Work centre for SWO has already included ½ cabinet and ½ visitor chair).
	Open Plan					
2	Office for Eight School Social Workers	1	37.6		37.6	- With air-conditioning. - The ASWOs spend over 75% of their time carrying out their duties at schools. Usually, they will only stay one day per week at the office to report to their supervisor.
3	General Office for Supporting Staff	1	17.3		17.3	- With air-conditioning. - Staff (10.5 m ²) (i) 1 ACO (4.4 m ²); (ii) 1 Typist (4.1 m ²); and (iii) 1 OA (2 m ²). - Ancillary (6.8 m ²) (i) 1 photocopier (2 m ²); (ii) 4 filing cabinet (4 x @ 0.8 m ² = 3.2 m ²); and (iii) 2 steel rack (2 x @ 0.8 m ² = 1.6 m ²).
Part II : Space Provision for Ancillary Facilities						
	Cellular Room					
1	Interview Room	1	6.5	6.5		- With air-conditioning. - The room is for individual interview/counselling session with parents and students. - To accommodate 4-6 persons.
2	Conference / Multi-purpose Room	1	13.5	13.5		- With air-conditioning. - This room will be used for the following purpose : i) meetings; ii) in-house staff training; iii) joint-school group functions; iv) video seminars; v) place for parties, interest groups, reading corner and other gatherings during long school holidays; and vi) place for the students to do preparation work for activities and functions.
3	Store Room	1	8	8		- For storing large quantities of printed materials, books, magazines, brochures and programmes materials. Also storage area for office supplies.
4	Toilets	N/A	N/A	As appropriate		- To be advised by architect.
	Open Plan					
5	Reception	1	5		5	- With air-conditioning. - The area should preferably be adjacent to the general office.
Total area (in NOFA)				94.6 (say 95)		

NOFA: Net Operational Floor Area