

Schedule of Accommodation

Project No. / Description : SoA - Youth Outreaching Social Work Team
 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						
1	Cellular Office Team Leader Room	1	8.7	8.7		- With air-conditioning. - To accommodate: (i) 1 SWO (@5.8m ²) (ii) 1 cabinet (@0.8m ²) (iii) 1 visitor chair (@1m ²) (work centre for ASWO included ½ cabinet & ½ visitor chair) (iv) Writing table for Supervisor(@2m ²)
2	Open Plan General Office	1	69.5		69.5	- With air-conditioning. - To accommodate: <u>Staff (58.5m²)</u> (i) 3 ASWO (@5.8m ² x 3 = 17.4m ²) (ii) 6 SSWAs/SWAs (@5.1m ² x 6 = 30.6m ²) (iii) 1 ACO (4.4m ²) (iv) 1 Typist (4.1m ²); and (v) 1 OA (2m ²). <u>Ancillary Area (11m²):</u> (i) 1 photocopier (2m ²) (ii) 5 Filing cabinets (0.8m ² x5 = 4m ²) (iii) 1 Bookcase, 1 Rack and 1 Cupboard (@0.8m ² x 3 = 2.4m ²) and (iv) 1 Computer/Printer unit (2.6m ²)
Part II : Space Provision for Ancillary Facilities						
1	Cellular Room Interview Room	1	7	6.5		- With air-conditioning. - Standard provision
2	Group Activity Room	1	15	15		- With air-conditioning - Provision of 1.5 m ² per person for a capacity of 10 persons for conducting group activities. Movable partitions to be provided and located next to the conference room, for combining into a larger venue for large group activities.
3	Conference Room	1	21	21		- With air-conditioning. - Provision of 1.5 m ² per person. To provide a conference area for officers (11 nos.), guests and counterparts (3 nos.). Preferably with movable partition to enable combining with the Group Activity Room for large group activities.
4	Pantry	1	6	6		- For preparation of snacks and drinks to be consumed in activities, seminars and other functions.
5	Store Room	1	10	10		- For storing audio-visual, camping and other recreational equipment.
6	Toilets	N/A	N/A	As appropriate		- To be advised by project architect.
Total area (in NOFA)					136.7 (say 137)	

NOFA: Net Operational Floor Area