

Schedule of Accommodation

Project No. / Description : SoA - Integrated Children and Youth Services Centre
 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 Team Leader	1	6.7	6.7		- 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 SWO included ½ cabinet & ½ visitor chair)
	Open Plan					
2	Office for Social Work Staff (Including 1 Family Life Education Officer)	1	70.5		70.5	- With air-conditioning - To accommodate: (i) 6 ASWO (@5.8m ²) (ii) 1 SSWA (@5.1m ²) (iii) 4 SWA (@5.1m ²) (iv) 2 WW (@5.1m ²)
3	General Office for Supporting Staff	1	21.1		21.1	- With air-conditioning - To accommodate the followings: <u>Staff (14.3m²)</u> (i) 1 ACO (@4.4m ²), (ii) 1 CA (@4.1m ²), (iii) 1 OA (@2 m ²), (iv) 1 Typist (@3.8m ²) and 1 WK II <u>Ancillary Area (6.8m²)</u> (i) Photocopier @ 2m ² (ii) Filing Cabinet x 4 @ 3.2 m ² (iii) Steel Racks x 2 @ 1.6 m ²
Part II : Space Provision for Ancillary Facilities						
	Cellular Room					
1	Play Room for Children and Parents	1	30	30		- To accommodate 30 persons - With air-conditioning
2	Group Activity Rooms	9	30	270		- To accommodate 30 persons in each Group Activity Room - With air-conditioning
3	Interview Room	2	6.5	13		- With air-conditioning
4	Small Group Counselling Room	1	15	15		- To accommodate 15 persons - With air-conditioning
5	Audio-visual Room	1	30	30		- To accommodate 30 persons - With air-conditioning
6	Conference Room	1	30	30		- To accommodate 20 persons - With air-conditioning
7	General Store	1	30	30		- For storage of bulky programme materials
8	Equipment Store	1	20	20		- For storage of games equipment and audio-visual aids.
9	Domestic Science Room	1	30	30		- For cooking group activities - To accommodate 30 persons
10	Toilet	3	N/A	As appropriate		- To be advised by project architect
11	Cleaner's Room	1	N/A	As appropriate		- To be advised by project architect.
12	Plant/Meter Room	1	N/A	As appropriate		- To be advised by project architect.
	Open Plan					
13	Reception area	1	15		15	- Adjacent to the office/drop-in corner for better space utilization - To accommodate 15 persons - With air-conditioning
14	Drop-in Corner	1	50		50	- To accommodate 50 persons - With air-conditioning
Total area (in NOFA)				631.3 (say 631)		

NOFA: Net Operational Floor Area