

Schedule of Accommodation

Project No. / Description : SoA - Neighbourhood Level Community Development Project
 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	Officer-in-charge	1	5.8	5.8		- With air-conditioning. - To accommodate 1 ASWO (@5.8m ²), cellular office provided to meet operational needs.
Open Plan						
2	General Office	1	14.3		14.3	- With air-conditioning. - To accommodate 2 SWAs (@5.1m ²) and 1 CA (@4.1m ²)
Part II : Space Provision for Ancillary Facilities						
Cellular Room						
1	Conference Room (with sliding/folding partition)	1	30	30		- With air-conditioning. - For meetings to be held with residents groups, local leaders, local organisations and government officials. - To accommodate 20 persons.
2	Interview Room	1	6.5	6.5		- With air-conditioning. - Standard provision.
3	Activity Room (with sliding/folding partition in between)	2	20	40		- With air-conditioning. - Tutorial classes, talks and discussion group etc. will be conducted, 1m ² each per person. - To accommodate 20 persons in each Activity Room.
4	Pantry	1	6	6		- Standard provision
5	Store Room	1	10	10		- For general supplies, closed files etc.
6	Toilets	N/A	N/A	As appropriate		- To be advised by project architect
Open Plan						
7	Reception area / Waiting area	1	10		10	- With air-conditioning. - For waiting and enquiry. Extra space for displaying pamphlets and brochures.
Total area (in NOFA)				122.6 (say 123)		

NOFA: Net Operational Floor Area