

Schedule of Accommodation

Description: Design Standard for After School Care Programme for Pre-primary Children (ASCP(PC)) (Capacity: 14 to 18 children aged three to below six)

Bureau / Department: Social Welfare Department

Item No.	Description	Quantity (no. of rooms / persons / items)	Unit Area (m² in NOFA)	Area (m² in NOFA)		Remarks / Special Requirement	
				Cellular Room	Open Plan		
Part I : Staff							
1	Assistant Social Work Officer	with single-use computer and printer unit	1	7.0		7	At the rank equivalent to Child Care Aide/Clerical Assistant or above
2	Clerical Assistant	with single-use computer and printer unit	2	5.3		10.6	
Sub-total (Staff)		3		0	17.6		
Circulation allowance for cellular offices in staff area							
Part II : Ancillary Area							
3	File and General Storage Area	1	4.5		4.5	Provision of 3 bookcases for setting up a small library for children	
4	Small Library	1	2.4		2.4		
5	Bottled water dispenser	1	1.0		1		
6	Fax machine	1	1.0		1		
7	Floor standing photocopier / printer	1	2.0		2	For storing equipments/ materials for conducting activities for children	
8	Shredder	1	1.0		1		
9	Umbrella stand, steel	1	0.3		0.3		
10	Wardrobe	3	0.9		2.7		
11	Multi-purpose room	1	35.4	35.4		One Multi-purpose Room is required for conducting developmental and social activities for service users, i.e. the children.	
12	Interview room	2	6.5	13		Two Interview Rooms of 6.5m ² each are required to meet the need for children to attend quiet or self-study activities, and also the need for social worker / child care aide to conduct individual interview with parents/carers. For best use of the space, preferably folding partition between two Interview Rooms may be provided.	
13	Reception area	1	3.0		3	For accommodating waiting publics including parents and walk-in cases, and conducting health inspections for children upon their arrival of the centre	
14	Kitchen	1	6.0	6			
15	Toilets	-	As appropriate	As appropriate			
Sub-total (Ancillary)				54.4	17.9		
Circulation allowance for cellular rooms in ancillary area					5.4		
	Total Area (Cellular room Open plan)				54.4	40.9	
	Grand Total (Area in NOFA)				95.3		

NOFA: Net Operational Floor Area