

## Schedule of Accommodation

Project No. / Description :

Design standard for Aided Standalone Child Care Centre (CCC) [Capacity: 65 (54 places for aged 0 to below 2 and 11 places for aged 2 to below 3) / 100 (78 places for aged 0 to below 2 and 22 places for aged 2 to below 3)/ 150 (117 places for aged 0 to below 2 and 33 places for aged 2 to below 3)/ 200 (156 places for aged 0 to below 2 and 44 places for aged 2 to below 3)]

Department :

Social Welfare Department

Item No.	Description	No. of Rooms / Persons	Unit Area (m <sup>2</sup> in NOFA)	Area (m <sup>2</sup> in NOFA)		Remarks/ Special Requirement
				Cellular Office	Open Plan	
Part I : Space Provision for Staff in Office Accommodation						
1	Cellular Office Supervisor's Room	1	7.4	7.4		- Single office with standard space provision of 1 Child Care Supervisor as centre-in-charge with 1 cabinet and 1 visitor chair (i.e. 6.6 m <sup>2</sup> ). - One filing cabinet (0.8m <sup>2</sup> ) (for keeping the personal/ confidential records of children)
2	Assistant Supervisor's Room	1	6.6	6.6		- Single office with standard space provision of 1 assistant supervisor with 1 cabinet and 1 visitor chair (i.e. 6.6 m <sup>2</sup> ).
3	Open Plan Office/Staff Room	1	31.5 - 78.8		31.5 - 78.8	To accommodate:  65-p (31.5 m <sup>2</sup> ): - 10 Child Care Workers (@2m <sup>2</sup> ) = 20m <sup>2</sup> (according to the enhanced manning ratio) - 1 Clerical Assistant (@4.1m <sup>2</sup> ) = 4.1m <sup>2</sup> - 1 Assistant Social Work Officer (@5.8m <sup>2</sup> ) = 5.8m <sup>2</sup> - 2 cupboards (@0.8m <sup>2</sup> ) = 1.6m <sup>2</sup> (for storing teaching aids)  100-p (42.3 m <sup>2</sup> ): - 15 Child Care Workers (@2m <sup>2</sup> ) = 30m <sup>2</sup> (according to the enhanced manning ratio) - 1 Clerical Assistant (@4.1m <sup>2</sup> ) = 4.1m <sup>2</sup> - 1 Assistant Social Work Officer (@5.8m <sup>2</sup> ) = 5.8m <sup>2</sup> - 3 cupboards (@0.8m <sup>2</sup> ) = 2.4m <sup>2</sup> (for storing teaching aids)  150-p (59.1 m <sup>2</sup> ): - 23 Child Care Workers (@2m <sup>2</sup> ) = 46m <sup>2</sup> (according to the enhanced manning ratio) - 1 Clerical Assistant (@4.1m <sup>2</sup> ) = 4.1m <sup>2</sup> - 1 Assistant Social Work Officer (@5.8m <sup>2</sup> ) = 5.8m <sup>2</sup> - 4 cupboards (@0.8m <sup>2</sup> ) = 3.2m <sup>2</sup> (for storing teaching aids)  200-p (78.8 m <sup>2</sup> ): - 30 Child Care Workers (@2m <sup>2</sup> ) = 60m <sup>2</sup> (according to the enhanced manning ratio) - 2 Clerical Assistants (@4.1m <sup>2</sup> ) = 8.2m <sup>2</sup> - 1 Assistant Social Work Officer (@5.8m <sup>2</sup> ) = 5.8m <sup>2</sup> - 6 cupboards (@0.8m <sup>2</sup> ) = 4.8m <sup>2</sup> (for storing teaching aids)
Part II : Space Provision for Ancillary Facilities						
4	Cellular Room Dormitory (Resting Room)	54 - 156	-	113 - 322		- This item is required to support day care service in CCC, but not for habitation purpose. - Provision of 2 m <sup>2</sup> per infant (aged below 2) - Child Care Centre for newborns to children aged 2 should provide 1 baby bath sink with hot and cold water supply and adjoining diaper changing bench to every 15 children or fewer in children's washroom or other areas as appropriate. - Nappy changing area (@2.5 m <sup>2</sup> )  65-p (113m <sup>2</sup> ): - 54 places for aged below 2 = 108 m <sup>2</sup> - 2 Nappy changing area (@2.5 m <sup>2</sup> ) = 5 m <sup>2</sup>  100-p (161 m <sup>2</sup> ): - 78 places for aged below 2 = 156 m <sup>2</sup> - 2 Nappy changing area (@2.5 m <sup>2</sup> ) = 5 m <sup>2</sup>  150-p (241.5 m <sup>2</sup> ): - 117 places for aged below 2 = 234 m <sup>2</sup> - 3 Nappy changing area (@2.5 m <sup>2</sup> ) = 7.5 m <sup>2</sup>  200-p (322 m <sup>2</sup> ): - 156 places for aged below 2 = 312 m <sup>2</sup> - 4 Nappy changing area (@2.5 m <sup>2</sup> ) = 10 m <sup>2</sup>
5	Playroom/Music Room	24 - 72	-	33.3 - 100		65-p: One room of 33.3 m <sup>2</sup> for 24 children 100-p: One room of 50 m <sup>2</sup> for 36 children 150-p: One room of 75 m <sup>2</sup> for 54 children 200-p: Two rooms of 50 m <sup>2</sup> each for 72 children
6	Small Group Tuition Room	6 - 12	2.0	12 - 24		- For conducting individual sessions for children with special needs - For operating occasional Child Care Service  65-p/100-p/150-p: One room of 12 m <sup>2</sup> for 6 children 200-p: Two rooms of 12 m <sup>2</sup> each for 12 children
7	Medical/Isolation Room	3 - 8	2.0	6 - 16		- For accommodation of baby cots and providing space for isolation  65-p: 3 users 100-p: 4 users 150-p: 6 users 200-p: 8 users
8	Laundry	-	-	15 - 30		- For installation of industrial type washing machine, industrial type drying machine and drying racks, laundry sink, slop sink and floor drain  65-p/100-p: Installation of 1 set of equipment (15 m <sup>2</sup> ) 150-p: Installation of 1 set of equipment (22.5 m <sup>2</sup> ) 200-p: Installation of 2 sets of equipment (30 m <sup>2</sup> )
9	Store	-	-	9.8 - 30		- For storing bedding, blankets, play equipment and essential equipment for infants  65-p: 9.8m <sup>2</sup> 100-p: 15 m <sup>2</sup> 150-p: 22.5 m <sup>2</sup> 200-p: 30 m <sup>2</sup>
10	Milk Room	-	-	10 - 20		- In order to maintain high hygiene standard, the same quantity of equipment has to be installed irrespective of the capacity.  65-p/100-p: For installation of 2 nos. stainless steel sinks with hot and cold water supply (10 m <sup>2</sup> ) 150-p: For installation of 3 nos. stainless steel sinks with hot and cold water supply (15 m <sup>2</sup> ) 200-p: For installation of 4 nos. stainless steel sinks with hot and cold water supply (20 m <sup>2</sup> )

Item No.	Description	No. of Rooms / Persons	Unit Area (m <sup>2</sup> in NOFA)	Area (m <sup>2</sup> in NOFA)		Remarks/ Special Requirement
				Cellular Office	Open Plan	
11	Kitchen	-	-	13 - 40		65-p: 13 m <sup>2</sup> 100-p: 20 m <sup>2</sup> 150-p: 30 m <sup>2</sup> 200-p: 40 m <sup>2</sup>
12	Food Store	-	-	2.6 - 8		- 20% of kitchen area  65-p: 2.6 m <sup>2</sup> 100-p: 4 m <sup>2</sup> 150-p: 6 m <sup>2</sup> 200-p: 8 m <sup>2</sup>
13	Staff Changing Room	-	-	6.3 - 19		65-p: 6.3 m <sup>2</sup> for 10 CCWs 100-p: 9.5 m <sup>2</sup> for 15 CCWs 150-p: 14 m <sup>2</sup> for 23 CCWs 200-p: 19 m <sup>2</sup> for 30 CCWs
14	Interview Room	-	8.0	8.0		- Provided for the provision of social work service, including the conduct of play therapy
15	Babycare Room	-	-	As appropriate		- The provision of babycare room is supported subject to technical feasibility and space availability in the building. The area of the baby-care room is subject to the design of works agent while it should be at no less than 5m <sup>2</sup> for serving a single user and no less than 12m <sup>2</sup> for serving multiple users, and it does not count towards NOFA.  - With 1 Nappy changing area
16	Nappy Changing Room	2 - 5 rooms	2.5	5 - 12.5		65-p/100-p: 2 Nappy changing rooms 150-p: 4 Nappy changing rooms 200-p: 5 Nappy changing rooms
17	<b>Open Plan</b> Entrance/Reception/Health Inspection Area	11 - 32	-		13.8 - 40	- With air conditioning  65-p: 13.8m <sup>2</sup> for 11 children 100-p: 20 m <sup>2</sup> for 16 children 150-p: 30 m <sup>2</sup> for 24 children 200-p: 40 m <sup>2</sup> for 32 children
18	Play cum Dining Area	23 - 68	2.0		46 - 136	- Provision of 2m <sup>2</sup> per infant and children (aged below 3)  65-p: 2 groups (12 infants) of children aged 0-2 and 1 group (11 children) of children aged 2-3 100-p: 2 groups (12 infants) of children aged 0-2 and 2 groups (22 children) of children aged 2-3 150-p: 3 groups (18 infants) of children aged 0-2 and 3 groups (33 children) of children aged 2-3 200-p: 4 groups (24 infants) of children aged 0-2 and 4 groups (44 children) of children aged 2-3
19	Indoor Big Muscle Area	23 - 68	2.0		46 - 136	- To provide an indoor playground for infant and children (aged below 3) to conduct big muscle play - Provision of 2m <sup>2</sup> per infant and children (aged below 3)  65-p: 2 groups (12 infants) of children aged 0-2 and 1 group (11 children) of children aged 2-3 100-p: 2 groups (12 infants) of children aged 0-2 and 2 groups (22 children) of children aged 2-3 150-p: 3 groups (18 infants) of children aged 0-2 and 3 groups (33 children) of children aged 2-3 200-p: 4 groups (24 infants) of children aged 0-2 and 4 groups (44 children) of children aged 2-3
20	<b>Others</b> Children's Toilet/Infant's Toilet	-	-	As appropriate		- To be advised by architect
21	Staff Toilet	-	-	As appropriate		- To be advised by architect
22	Disabled Toilet	-	-	As appropriate		- To be advised by architect
<b>Total area (in NOFA)</b>				<b>385.3 - 1034.3 (say 385 - 1034)</b>		

NOFA: Net Operational Floor Area