

Schedule of Accommodation

Description: Design Standard for Neighbourhood Support Child Care Project (NSCCP)

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 2 3 4	Assistant Social Work Officer	with single-use computer and printer unit	2	7.0		14.0			
	Social Work Assistant	with single-use computer and printer unit	2	6.3		12.6			
	Welfare Worker		2	5.1		10.2			
	Child Care Worker		1	2.0		2.0			
	Sub-total (Staff)		7		0.0	38.8			
	Circulation allowance for cellular offices in staff area								
Part II : Ancillary Area									
5 6 7 8 9 10 11 12	File and General Storage Area	AA01-03 Filing cabinet, vertical with four drawers	4	0.8		3.2	For storage of document files, personal/confidential records of children, participants of training and home-based child carers, etc.		
	File and General Storage Area	AA01-04 Office rack	3	0.8				2.4	For storage of training and publicity materials, toys for children, etc.
	General Office Furniture and Equipment Area	AA02-21 Provision for 6 to 28 staff	7	--				7.0	
	Meeting / Training Area	AA03-02 Multi-purpose room	1	--	22.5		One multi-purpose room of 22.5m² for accommodating 15 users is provided.		
	Meeting / Training Area	AA03-02 Multi-purpose room	1	--	19.5			One multi-purpose room of 19.5m² for accommodating 13 users is provided.	
	Public Service Area	Waiting area (seated public)	5	1.0		5.0	For conducting health inspection for children upon their arrival and accommodating drop-in for enquiries, waiting publics, e.g. waiting parents whose children attending centre-based care group, etc.		
	Supporting Facility Area	Kitchen	1		4.6			For food storage and preparation for CCG service users during operating hours.	
	Public Service Area	Toilet	1		As appropriate				
	Sub-total (Ancillary)				46.6	17.6			
	Circulation allowance for cellular rooms in ancillary area						4.7		
	Total Area (Cellular room Open plan)				46.6	61.1			
	Grand Total (Area in NOFA)				107.7				

NOFA: Net Operational Floor Area