

Schedule of Accommodation

Description: Design Standard for Social Work Team (Full Team) of Social Work Service for Pre-primary Institutions (SWSPI)

Bureau / Department: Social Welfare Department

Division / Section: Family and Child Welfare Branch

Item No.	Description		Quantity (no. of rooms / persons / items)	Unit Area (m ² in NOFA)	Area (m ² in NOFA)		Remarks / Special Requirement	
					Cellular Room	Open Plan		
Part I : Staff								
1	Social Work Officer		1	6.9		6.9		
2	Assistant Social Work Officer		8	5.8		46.4		
3	Assistant Clerical Officer		1	4.4		4.4		
4	Clerical Assistant		1	4.1		4.1		
Sub-total (Staff)			11		0.0	61.8		
Circulation allowance for cellular offices in staff area								
Part II : Ancillary Area								
5	File and General Storage Area	AA01-03 Filing cabinet, vertical with four drawers	10	0.8		8.0	For organising various activities including: i) meetings; ii) in-house staff training; iii) joint-Pre-primary Institution group functions; iv) video seminars; v) place for parties, interest groups, reading corner and other gatherings during long school holidays; and vi) place for the parents and pre-primary children to do preparation work for activities and functions.	
6	Meeting / Training Area	AA03-02 Multi-purpose room	1	13.5		13.5		
7	Meeting / Training Area	AA03-04 Interview room	1	6.5	6.5	For conducting individual interviews / counselling sessions with parents and pre-primary children.		
8	Public Service Area	Reception Area	1	3.0		3.0		For accommodating waiting publics, e.g. waiting parents whose children being interviewed by social workers or attending group/individual interviews/training sessions; as well as walk-in cases.
9	Public Service Area	Public toilet	---	N/A		As appropriate		Subject to the design of the project architect
Sub-total (Ancillary)					20.0	11.0		
Circulation allowance for cellular rooms in ancillary area								
						2.0		
Total Area (Cellular room Open plan)					20.0	74.8		
Grand Total (in NOFA)					94.8 (say 95)			

NOFA: Net Operational Floor Area