

Schedule of Accommodation

Project No. / Description : Long Stay Care Home (200 places)
 Department : Social Welfare Department

Item No.	Description	No. of Rooms / Persons / F&E Items	Unit Area (m ² in NOFA)	Air Conditioning	Area (m ² in NOFA)		Remarks/ Special Requirement
					Cellular Office	Open Plan	
1	Cellular Office Superintendent (SWO)	1	-	Yes	7.7		To accommodate 1 SWO (5.8m ²), 1 safe (1 m ²), 1 cabinet and 1 visitor chair, (1/2 visitor chair & 1/2 cabinet have already been included in the SWO's workcentre).
2	Open Plan Assistant Superintendent (NO)	1	-	Yes		6.7	To accommodate 1 NO (6.3 m ²), 1 cabinet and 1 visitor chair (1/2 cabinet and 1 visitor chair have already been included in the NO's workcentre)
3	Assistant Social Work Officer	1	-	Yes		6.7	To accommodate 1 ASWO (5.8 m ²), 1 cabinet and 1 visitor chair (1/2 visitor chair & 1/2 cabinet have already been included in the ASWO's workcentre)
4	Social Work Assistant	1	-	Yes		6.4	To accommodate 1 SWA (5.1 m ²), 1 cabinet and 1 visitor chair (1/2 visitor chair has already been included in the SWA's workcentre).
5	General Office	2	-	Yes		31.5	To accommodate 1 COII (4.4m ²), 1 CA (4.1m ²), 1 fax machine (1m ²), 1 photocopier (2m ²) and 25 cabinets (@0.8m ² x 25 = 20m ²)
6	Cellular Room Staff common/ dining room	50	1.5	Yes	75		1.5m ² per capita for 50 staff. Provision considered appropriate.
7	Staff Pantry	-	-	No	6		Standard provision
8	Staff Quarters /Barracks Post-tied family quarters for Assistant Superintendent	-	-	No	40		Provision considered appropriate.
9	Staff sleep-in room for care staff	15	3.5	Yes	52.5		@3.5m ² per capita for Personal Care Worker and Welfare Worker who have to work on shift.
10	Staff sleep-in room for minor staff	6	3.5	Yes	21		@3.5m ² per capita for minor staff who have to work on shift.
11	Staff changing room/lockers	31	-	No	25		Lockers to be provided for 31 uniform staff @0.34 m ² per capita and changing area @0.66 per capita provided for the max. no. of 10 uniform staff per shift. To provide 1 cupboard for every six care staff for keeping their clothes (10 cupboards for 57 care staff, space provision = 10 x 0.8m ² = 8m ²)
12	Pantry for staff sleep-in-room	-	-	No	6		Standard Provision
13	Administration Section Conference Room	20	-	Yes	30		For meetings and seminars.
14	Stationery Store	-	-	No	10		Existing provision considered appropriate.
15	Residential Section (Living Unit Facilities) Bedrooms (10 nos.)	200	5.5	Yes	1100		5.5m ² per capita provided in line with the existing standard provision for residential facilities. To be divided into 10 residential units with 20 residents per unit.
16	Washing and Drying Area (10 nos.)	10	-	No	80		Additional space provided for sinks and troughs for residents to wash clothes and to cater for the need of communal washing facilities during the morning and at night.
17	Dining Room (10 nos.)	220	1.0	Yes	220		1m ² per person. Provision considered appropriate. To be divided into 10 nos. and attached to each residential unit.
18	TV/Common Room (10 nos.)	220	1.0	Yes	220		1m ² per person. Provision considered appropriate. To be divided into 10 nos. and attached to each residential unit.
19	Pantry (10 nos.)	10	6.0	No	60		A pantry is supported for each residential unit to provide facility for the residents to have daily training in washing their eating utensils. Residents can also prepare drinks, snacks and desserts for small group gatherings 6m ² per pantry to be provided.
20	Staff Duty Room (5 nos.)	5	12.0	Yes	60		Provision considered appropriate. To be divided into 5 nos. and 1 for every 2 residential units.
21	Sick Bay/Nurse Duty Room (5 nos.)	5	12.0	Yes	60		Provision considered appropriate. To be divided into 5 nos. and 1 for every 2 residential units.
22	Supporting Facilities Kitchen	-	-	No	88		40% of ordinary dining area.
23	Kitchen Store	-	-	No	17.6		20% of ordinary kitchen area.
24	Laundry/Work Room/Drying Area	-	-	No	40		To accommodate : Industrial type washer/extractor (23kgs) 2 nos. (@4m ² x 2 = 8m ²); Industrial type dryer (23kgs) 2 nos. (@4m ² x 2 = 8m ²); domestic washing machine 1 no. (2m ²); and Drying Area & Work Room (22m ²)
25	Linen Store	-	-	No	30		To store spare sheets, blanket covers, bedspreads, pillow cases as well as table cloth, towels and staff uniforms etc.
26	General Store	-	-	No	90		Provision of 40m ² for storage of general supplies. Additional storage area should be provided for storing residents' cotton blankets and clothes of the other seasons. Provision at 0.25m ² per resident (0.25m ² x 200 = 50m ²)
27	Cleaner's Room	-	-	No	25		A Cleaner's Room @ 5m ² to be provided for every 2 residential units. The Room is for storing the Home's cleansing supplies and the units' cleaning materials for use by the residents as part of their training.
28	Refuse Room	-	-	No	25		A refuse room @5m ² for every 2 residential units
29	Training Section Daily Training/Multi-purpose/Mass activities Area	200	1.0	Yes	200		1m ² per capita provided for residents to do their daily training, as well as a large venue for conducting large scale gatherings for residents and their family members.
30	Medication Corner	-	-	No	10		For residents to take their medicine. Drinking facilities have to be provided.
31	Physiotherapy Room/Exercise Room	22	-	Yes	48.9		@2m ² for 20 residents provided. Provision of @2m ² for 2 staff should also be provided. The PTI will require space to write reports on residents progress and to keep their records and reports, 4.1m ² (workspace) and 0.8m ² (1 filing cabinet) for the PTI to be provided.

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					Cellular Office	Open Plan	
32	Occupational Therapy Room	6	-	Yes	29		To accommodate : Assessment Room & work area for OTI/OTA (15m²); Aids/Adaptation Workshop (9m²); and Store (5m²) for storage of training tools/ equipment. Provision considered appropriate. 6.5m² each for individual/small group counselling with residents or family. Also used for residents to meet with family or friends. For conducting group activities/training programmes: i) Skills training like social skills, communication skills and self-care; ii) Supportive/therapeutic groups; and iii) Interest classes. Air-conditioning is supported as the rooms are used as the workroom for the welfare workers.
33	Medical Consultation Room	6	-	Yes	20		
34	Interview/Family Rooms (5 nos.)	5	6.5	Yes	32.5		
35	Small Group/Club Room cum Welfare Workers' Workroom (5 nos.)	5	12.0	Yes	60		
36	Store	-	-	No	10		
	Open Plan						
37	Reception Area/Display Area	-	-	Yes		15.0	Extra space should be allowed for setting up exhibitory material so as to convey more information for visitors to understand more about the residents and the service provided in LSCH. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect. To be advised by architect.
	Others						
38	Staff Toilets	-	-	No	As appro	As appro	
39	Toilet/bath for care staff sleep-in room	-	-	No	As appro	As appro	
40	Attached toilet/bath for minor staff sleep-in room	-	-	No	As appro	As appro	
41	Toilets for staff and guest	-	-	No	As appro	As appro	
42	Attached Bathroom/ Toilets to each Bedroom (10 nos.)	-	-	No	As appro	As appro	
43	Attached toilets for sick bay/nurse duty rooms (5 nos.)	-	-	No	As appro	As appro	
44	Trainees Toilets	-	-	No	As appro	As appro	
Total area (in NOFA)					2865.5 (say 2866)		

NOFA: Net Operational Floor Area