Schedule of Accommodation

Project No. / Description : **Long Stay Care Home (400 places)**
Department : **Social Welfare Department**

Item No.	Description	No. of Rooms / Persons/ F&E Items	Unit Area (m² in NOFA)	Air Conditioning	Area (m² in NOFA) Cellular Office	Area (m² in NOFA) Open Plan	Remarks/ Special Requirement
1	**Cellular Office** **Superintendent's office (17.6 m²)** 2 Superintendent (SWO) 2 Safes 2 Cabinets 2 visitor chairs	2.0 2.0 1.0 1.0	6.9 1.0 0.8 1.0	Yes	13.8 2.0 0.8 1.0		To accommodate 2 SWOs (@6.9m²), 2 safes (@1m²), 2 cabinets (@0.8 m2) and 2 visitor chairs (@1m²), (1 visitorchair & 1 cabinet have already been included in the workcentre)
2	**Open Plan** **Assistant Superintendent's Office (13.4m²)** 2 Assistant Superintendent (NO) 2 filing cabinets 2 Visitor Chairs	2.0 1.0 0.0	6.3 0.8 1.0	Yes		12.6 0.8 0.0	To accommodate 2 NOs (@6.3 m²), 2 cabinets (@0.8 m²) and 2 visitor chairs (@1m²) (1 cabinet and 2 visitor chairs have already been included in the NO's workcentre)
3	**Assistant Social Work Officer's Office (13.4m²)** 2 Assistant Social Work Officers 2 Cabinets 2 visitor chairs	2.0 1.0 1.0	5.8 0.8 1.0	Yes		11.6 0.8 1.0	To accommodate 2 ASWOs (@5.8 m²), 2 cabinets (@0.8 m²) and 2 visitor chairs (@1m²) (1 visitor chair & 1 cabinet have already been included in the ASWO's workcentre)
4	**Social Work Assistant's Office (12.8m²)** 2 Social Work Assistant (SWA) 2 Cabinets 2 visitor chairs	2.0 2.0 1.0	5.1 0.8 1.0	Yes		10.2 1.6 1.0	To accommodate 2 SWAs (@5.1 m²), 2 cabinets (@0.8m²) and 2 visitor chairs (@1m²) (1 visitor chair has already been included in the SWA's workcentre)
5	**General Office (63m²)** 2 Clercial Officers(COII) 2 Clercial Assistants (CA) 2 fax machines 2 Photocopiers 50 cabinets	2.0 2.0 2.0 2.0 50.0	4.4 4.1 1.0 2.0 0.8	Yes		8.8 8.2 2.0 4.0 40.0	To accommodate 2 COIls (@4.4m²), 2 CAs (@4.1m²), 2 fax machines (@1m²), 2 photocopiers (@2m²) and 50 cabinets (@0.8m²)
6	**Cellular Room** Staff common/ dining room	75	1.0	Yes	75.0		Sufficient for a maximum of 75 concurrent users @ 1m² per person.
7	Staff Pantry	-	-	No	12.0		Standard Provision
8	**Staff Quarters/ Barracks** Post-tied family quarters for Assistant Superintendent	-	-	No	40.0		Provision considered appropriate
9	Staff sleep-in room for care staff	30	3.5	Yes	105.0		3.5m² per person for Personal Care Worker and Welfare Worker who have to work on shift.
10	Staff sleep-in room for minor staff	12	3.5	Yes	42.0		3.5m² per person for minor staff who have to work on shift.
11	Staff changing room/lockers	62	-	No	50.3		Lockers to be provided for 62 uniform staff @0.34m² per person and changing area @0.66m² per person provided for the max. no. of 20 uniform staff per shift. To provide 1 cupboard for about six care staff for keeping their clothes (20 cupboards for 114 care staff, space provision = 20 x 0.8m² = 16m²)
12	Pantry for staff sleep-in-room	-	-	No	12.0		Standard Provision
13	**Residential Section (Living Unit Facilities)** Bedrooms	400	5.5	Yes	2200.0		5.5m² per person provided in line with the existing standard provision for residential facilities. To be divided into 40 residential units with 10 residents per unit.
14	Washing and Drying Area	40	-	No	160.0		Area with sinks and troughs provided at each residential unit for residents to wash clothes and to cater for the need of communal washing facilities during the morning and at night.
15	Dining Room	440	1.0	Yes	440.0		1m² per person. One dining room for every 2 residential units.
16	TV/Common Room	440	1.0	Yes	440.0		1m² per person. One TV/Common Room for 2 residential units.
17	Pantry (20 nos.)	20	6.0	No	120.0		A pantry is to be provided at each of the 40 residential unit for the residents to have daily training in washing their eating utensils. Residents can also prepare drinks, snacks and desserts for small group gatherings.
18	Staff Duty Room	10	12.0	Yes	120.0		One staff duty room is required for every 4 residential units. A total of 10 staff duty rooms are required for 40 residential units.
19	Sick Bay/ Isolation room/ Nurse Duty Room	10	12.0	Yes	120.0		One Sick Bay/ Isolation room/ Nurse Duty Room is required for every 4 residential units. A total of 10 rooms are required for 40 residential units.
20	**Supporting Facilities** Kitchen	-	-	No	176.0		40% of ordinary dining area which equals to 1m² x no. of residents.
21	Kitchen Store	-	-	No	35.2		20% of ordinary kitchen area.
22	Laundry/Work Room/Drying Area	-	-	No	80.0		To accommodate : Industrial type washer/extractor (23kgs) 4 nos. (@4m² x 4 = 16m²); Industrial type dryer (23kgs) 4 nos. (@4m² x 4 = 16m²); domestic washing machine 2 no. (2m² x2 = 4m²); and Drying Area & Work Room (44m²)
23	Linen Store	-	-	No	60.0		To store spare sheets, blanket covers, bedspreads, pillow cases as well as table cloth, towels and staff uniforms etc.
24	General Store	-	-	No	180.0		Provision of 80m² for storage of general supplies. Additional storage area should be provided for storing residents' cotton blankets and clothes of the other seasons. Provision at 0.25m² per resident (0.25m² x 400= 100m²)
25	Cleaner's Room	-	5.0	No	50.0		A cleaner's Room @ 5m² 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.
26	Refuse Room	-	5.0	No	50.0		A refuse room @5m² for every 2 residential units.
27	**Training Section** Multi-purpose Room	2	200.0	Yes	400.0		A multi-purpose area at 1m² per resident (or totally 400m²) for conducting daily training and large scale gatherings for residents and their family members. The area is to be divided into 2 rooms, each at 200m².
28	Medication Corner	-	-	No	20.0		For residents to take their medicine. Drinking facilities have to be provided.

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					Cellular Office	Open Plan	
29	Physiotherapy Room/Exercise Room	44	-	Yes	97.8		@2m² for 40 residents provided. Provision of @2m² for 4 staff should also be provided. The PTI will require space to write reports on residents progress and to keep their records and reports, 4.1m² x 2 (workspace) and 0.8m² x 2 (1 filing cabinet) for the PTI to be provided.
30	Occupational Therapy Room	12	-	Yes	58.0		To accommodate : Assessment Room & work area for OTI/OTA (15m² x 2): Aids/Adaptation Workshop (9m² x 2); and Store (5m² x 2) for storage of training tools/ equipment.
31	Medical Consultation Room	12	-	Yes	40.0		For medical consultation purpose.
32	Interview/ Family Rooms	10	6.5	Yes	65.0		6.5 m² each for individual/small group counselling with residents or family. Also used for residents to meet with family or friends.
33	Small Group/ Club Room cum Welfare Workers' Workroom	10	12.0	Yes	120.0		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.
34	Store	-	-	No	20.0		Provision considered appropriate.
	Administration Section						
35	Conference Room	20	-	Yes	30.0		For meetings and seminars.
36	Stationery Store	-	-	No	10.0		
37	**Open Plan** Reception Area/ Display Area	-	30.0	Yes		30.0	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.
	Others						
38	Staff Toilets	-	-	No	As appro	As appro	To be advised by project architect
39	Attached Bathroom/ Toilets to each Bedroom (20 nos.)	-	-	No	As appro	As appro	To be advised by project architect
40	Attached toilets for sick bay/nurse duty rooms (10 nos.)	-	-	No	As appro	As appro	To be advised by project architect
41	Trainees Toilets	-	-	No	As appro	As appro	To be advised by project architect
42	Toilets for staff and guest	-	-	No	As appro	As appro	To be advised by project architect
43	Toilet/bath for care staff sleep-in room	-	-	No	As appro	As appro	To be advised by project architect
44	Attached toilet/bath for minor staff sleep-in room	-	-	No	As appro	As appro	To be advised by project architect
Total area (in NOFA)					5578.5 (say 5579)		

NOFA: Net Operational Floor Area