

Schedule of Accommodation

Project No. / Description : Purpose-built Half-way House (40 to 60 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 Warden's Office			Yes	7.8		To accommodate the following full-time staff: 1 SWO (@6.9m ²) with 1 visitor chair (1m ²) and 1 cabinet (0.8m ²). 1/2 cabinet & 1/2 visitor chair already included in the work centre of the SWO.
2	Open Plan General Office			Yes		38 - 67.5	To accommodate the following:- Full-time Staff 0 to 1 ASWO (@5.8m ²) with 1 visitor chair (1m ²) and 1 cabinet (0.8m ²). (1/2 cabinet & 1/2 visitor chair already included in the work centre of the ASWO.) 1 to 2 SWWs (@5.1m ²) 5 to 8 WWs (@5.1m ²) Ancillary Area 1 Fax machine (1 m ²) 1 PC desk (0.4 m ²) 1 Photocopying machine (2m ²) 5 to 8 Filing cabinets (@0.8m ²)
3	Cellular Room Staff Sleep-in Room	4-6	3.5	Yes	14-21		3.5 m ² per capita. To be divided into two units for male and female staff.
4	Staff Locker cum Changing Room	4-6	-	No	4.8-6.8		1 m ² per capita for 4 to 6 uniformed staff and 1 cupboard (0.8 m ²) to be provided for other staff to put their clothings.
5	Interviewing Room	4-6	-	Yes	6.5		Standard provision for social workers and staff members to interview residents and family members.
6	Sick Bay	1	-	Yes	6.0		To accommodate 2 hospital beds and be attached to Nurse Duty Room with toilet facility.
7	Nurse Duty Room	1	-	Yes	12.0		To accommodate nurses [(RN(Psy.) and EN(Psy.))] in each shift and ancillary area for the medicine cupboard, drug refrigerator and health scale, etc. Space for residents to receive simple treatments and check-ups is provided.
8	Community Psychiatric Team Visiting Room / Room for visitors	1-2	-	Yes	6.0		To provide a suitable place for the psychiatrist or psychologist to conduct evaluation & therapeutic assessments.
9	Pre-discharge Unit	4-6	5.5	Yes	22-33		Provision of 5.5m ² per capita is recommended as advised by the architect. To be divided into 2 living units with additional space for kitchenette subject to the advice of the architect. These units are part of the dormitory provision.
10	TV / Common / Sitting Room	40-60	1	Yes	40-60		1m ² per capita for 40 to 60 residents.
11	Dormitory	36-54	5.5	Yes	198-297		5.5 m ² per capita is recommended. To be divided into 6-10 living units.
12	Dining / Multi-purpose Room	45-70	1	Yes	45-70		Provision of 1 m ² per capita for 40 to 60 residents and 5 to 10 staff.
13	Small Group Room I	20-25	-	Yes	25.0		1 m ² per capita provided for each participant. For larger group functions, movable partitions to be provided for combining with the other Group room. Moreover, partitions can also be used to divide the room into two small rooms for smaller group activities. Air-conditioning provided, as residents have history of criminal violence, they are sensitive to hot and humid environment.
14	Small Group Room II	12-15	-	Yes	15-30		Same as "Group Room I" above.
15	Quiet Room	-	-	Yes	6.0		Room for 1 resident to cool down and relax in privacy.
16	Kitchen	-	-	No	20-30		40% of dining area and 2 m ² for circulation area for small scale cooking.
17	Kitchen Store	-	-	No	4-6		20% of kitchen area.
18	Laundry and Linen Store	-	-	No	12.0		Provision for 1 industrial-type washing machine, 1 hydro-extractor, 1 drying machine and some storage racks for linen.
19	General Store	-	-	No	20-25		Provision of 10 m ² for general storage plus 0.25 m ² per capita for 40 to 60 residents' blankets, quilts and clothes of other seasons.
20	Open Plan Reception/Waiting Area	-	-	Yes		5-7.5	Provision is considered appropriate and it should be adjacent to the General Office.
21	Others Cleansing Store	-	-	No	as appro	as appro	Subject to the advice of the architect for storing brooms, dust pans, mops, pails, ladders, stools and cleansing equipment & materials.
22	Toilet / Bathroom for residents	40-60	-	No	as appro	as appro	To be attached to living units. Exact area to be advised by architect. Supply of cold/hot water is required.
23	Toilets / Bathrooms for male and female staff	13-20	-	No	as appro	as appro	Exact area to be advised by architect. Supply of cold/hot water is required.
Total area (in NOFA)					507.1 to 735.1 (say 507 to 735)		

NOFA: Net Operational Floor Area