

Schedule of Accommodation for Specialist Accommodation

(Please read Guidelines for Completion)

Project No. & Description : A 80 - 160 place Integrated Vocational Rehabilitation Services Centre

Department : Social Welfare Department

Division/ Section : Rehabilitation & Medical Social Services Branch

Item No.	Ranking of Staff / Description (Please indicate new post with '9')	No of Persons/ Items	Space Std/ Unit Area (m ²)	No. of Rooms	Room Size (m ²)	Total area (m ²)		Air-conditioning	Remarks/ Special Requirements
						Cellular Office	Open Plan		
Part I : Space Provision for Staff									
	(Open Plan for staff and F/E)								
1	Workshop Manager Office							Yes	
	Senior Social Work Assistant (SSWA)	1	5.1				5.1		
	Visitor Chair	0.5	1.0				0.5		
	Cabinet	1	0.8				0.8		Work centre for SSWA has included 1/2 visitor chair.
2	General Office							Yes	
	Workshop instructor (full-time)	1	4.0				4.0		Space provision for workshop instructors:
	Workshop instructor (part-time)	4-7	2.0				8-14		- 1 full-time instructor @4m ²
	Assistant Clerical Office (ACO)	1	4.4				4.4		- part-time instructor: 4 for 80 place IVRSC; 5 for 120 place IVRSC; and 7 for160 place IVRSC. Each
	Clerical Assistant (CA)	1	4.1				4.1		instructor @2m ² for part-time desk bound duties
	Filing cabinets and office equipment	1	3.5				3.5		
3	Social Worker's Office							Yes	
	Social Welfare Assistant (SWA)	1	5.1				5.1		
	Visitor Chair	0.5	1.0				0.5		Work centre for SWA has included 1/2 visitor chair.
	Sub-total			---		---	36 - 42		
Part II : Space Provision for Ancillary Facilities									
	(Cellular Rooms)								
4	Conference cum training Room	6-10		1	9-15	9-15		Yes	Provision for meetings at 1.5 m ² per person: - 80 place IVRSC: 6 persons - 120 place IVRSC: 8 persons - 160 place IVRSC: 10 persons
5	Interview Room	2-4		1	7.0	7.0		Yes	Interview room with larger space for wheelchair user.
6	Workshop area	69-140		1	276-560	276-560		Yes	4m ² per trainees and instructors: - 80 place IVRSC: 276m ² = 69 (i.e. 4 instructors and 65 SW trainees) x 4m ² - 120 place IVRSC: 420m ² = 105 (i.e. 5 instructors and 100 SW trainees) x 4m ² - 160 place IVRSC: 560m ² = 140 (i.e. 7 instructors and 133 SW trainees) x 4m ²
7	Training Room	7-14		1	28-56	28-56		Yes	Assuming 4m ² per trainee and no. of trainee at 10% of SW places: - 80 place IVRSC: 28m ² = 7 trainees (i.e. 10% x 65 SW places) * 4m ² - 120 place IVRSC: 40m ² = 10 trainees (i.e. 10% x 100 SW places) * 4m ² - 160 place IVRSC: 56m ² = 14 trainees (i.e. 10% x 133 SW places) * 4m ²
8	Store Room for Tools	-		1	10.0	10.0		No	
9	Store Room for Raw Materials and Finished Products.	-		1	26 - 53.2	26 - 53.2		Yes	Assuming 0.4m ² per SW trainee: - 80 place IVRSC: 26m ² (i.e. 65 SW trainees x 0.4m ²) - 120 place IVRSC: 40m ² (i.e. 100 SW trainees x 0.4m ²) - 160 place IVRSC: 53.2m ² (i.e. 133 SW trainees x 0.4m ²)
10	Dining/ Multi-purpose Room	35-77		1	35 - 77	35 - 77		Yes	Assuming 1m ² per capita and 50% of trainees & instructors in SW and training rooms would use this facility: - 80 place IVRSC: 35m ² = 35 (i.e. 69 trainees / instructors x 50%) x 1m ² - 120 place IVRSC: 58m ² = 58 (i.e.115 trainees / instructors x 50%) x 1m ² - 160 place IVRSC: 77m ² = 77 (i.e. 154 trainees / instructors x 50%) x 1m ²
11	Kitchen and Kitchen Store	10 - 17		1	20 - 34	20 - 34		No	The kitchen would be used for both food-warming and conducting cookery training. Provision of 2m ² per trainees & instructors is assumed. - 80 place IVRSC: 20m ² = 10 (i.e. 8 trainees & 2 instructors) x 2m ² - 120 place IVRSC: 28m ² = 14 (i.e.12 trainees & 2 instructors) x 2m ² - 160 place IVRSC: 34m ² = 17 (i.e.15 trainees & 2 instructors) x 2m ²
12	Toilet/ Shower Room/ Lockers for Disabled Workers	80 - 160				as appropriate		No	Allow access for wheel-chair users, hot/cold water supply for shower facility, automatic hand dryers, handrail bars and basin should be provided.
13	Toilet for staff	10				as appropriate		No	To be advised by architect.
	Sub-total					411 - 812.2	---		
Grand Total (Staff + Ancillary Facilities) (Net Operating Floor Area)						447 - 854.2 (say 447 - 855)			

Note 1: The approved SoA is for a IVRSC to operate on a standalone basis.