

Schedule of Accommodation (Design Standard)

Project No. & Description :	Day Activity Centre (DAC) (50-60 places)
Department :	Social Welfare Department
Division/ Section :	Rehabilitation & Medical Social Services Branch

Part I : Space Provision for Staff

Item No.	Ranking of Staff / Description (Please indicate new post with *)	No of Persons/ Items	Space Std/ Unit Area (m ²)	No. of Rooms	Room Size (m ²)	Total area (m ²) (Note 1)		Remarks/ Special Requirements
						Cellular Office	Open Plan	
1	Cellular Offices							
	Open Plan for staff and F/E							
	Office-in-charge							
	Senior Social Work Assistant (SSWA)	1.0	5.1				5.1	To accommodate 1 SSWA, with 1 cabinet and 1 visitor chair
2	Cabinet	1.0	0.8				0.8	(Work Centre for SSWA included 1/2 visitor chair)
	Visitor Chair	1.0	0.7				0.7	With air-conditioning.
	General Office/ Staff Room							
	Social Work Assistant (SWA)	2-3	5.1				10.2-15.3	Provision is on basis of full time staff at the corresponding rank.
	Welfare Worker (WW)	5-6	2.0				10-12	
	Clerical Assistant (CA)	1.0	4.1				4.1	With air-conditioning.
	Sub-total	11-13					30.9-38	

Part II : Space Provision for Ancillary Facilities

3	Cellular Rooms (Note 1)							
	Interview Room	2-4		1	6.5	6.5		A standard interview room
4	Sitting Room/ peer room	4		1	10.0	10.0		With air-conditioning
	Training Area :							Recommend a cosy setting for counselling individual or groups of trainees
5	50-60 Trainees			2	55	110		With air-conditioning
	7-8 Full time staff	57-68		1-2	25	25-50		2.36 m ² is provided for each trainee or full time staff. Two large rooms at 55 m ² each and 1 small room at 25m ² are provided for 50-place DAC. An additional small room at 25m ² is provided for a 60-place DAC.
6	Dining/ multi-purpose/ social training room							With air-conditioning. See Note 2.
	Living Units :							1.41 m ² is provided for each trainee or full time staff. Provision is for dining/social training area for trainees and mass programmes for trainees and their parents held weekly
7	50-60 Trainees			1	80-96	80-96		With air-conditioning. See Note 2.
	7-8 Full time staff	57-68						6 m ² for each sick bay.
8	Sick Bay/ Nurse Duty Room	2		1	12.0	12.0		With air-conditioning
	Kitchen/ food storage	-		1	30-36	30-36		0.6 m ² is provided for each service user of DAC with cooking facilities. For centres without cooking facilities, provision for each service user is 0.2m ² . The provision is for food warming, snack preparation and is also used as a training kitchen for simple cooking.
9	General Store	-		1	10-12	10-12		A/C will not be provided for this room.
	Open Plan							0.2 m ² is provided for each service user.
10	Reception	-					5-6	A/C will not be provided for this room.
	Others							0.1 m ² is provided for each service user.
11	Trainee toilet/ shower	-	as appropriate					Provision for reception of visitors (adjacent to General Office)
	Staff Toilet	-	as appropriate					With air-conditioning. See Note 2.
12	Sub-total			9-10		283.5-332.5	5-6	To be advised by architect. The facilities allow access for wheelchair users and provide hot / cold water supply, automatic hand dryer, hand rails, bars and basins required at appropriate location.
	Grand Total (Staff + Ancillary Facilities)					319.4 to 376.5		A/C will not be provided for this room.

Note 1: Approved space in NOFA : Net Operational Floor Area.

Note 2: Additional air-conditioning provision approved by SSPG and PVC on 5 February 2001 and 12 March 2001 respectively. The provision of additional air-conditioning is subject to availability of resources. Recurrent resources required for the additional air-conditioning should be sought through annual RAE.

Note 3: The approved SoA is for a 50 to 60-place DAC to operate on a standalone basis.