

Schedule of Accommodation  
Sheltered Workshop  
(Capacity : 120)

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area (m) <sup>2</sup>	Air Conditioning	
1.	Workshop Manager Office/ Staff Room	1	6.6	Yes	To accommodate 1 SSWA (@5.1m <sup>2</sup> ), 1 visitor chair and 1 cabinet.
2.	General Office/Staff Room	9	28	Yes	<u>Staff (24.5m<sup>2</sup>)</u> 7 WI (1 @4m <sup>2</sup> + 6 @2m <sup>2</sup> for part-time desk bound duties), 1 ACO (@4.4m <sup>2</sup> ) and 1 CA (@4.1m <sup>2</sup> ) <u>Ancillary (3.5m<sup>2</sup>)</u> Filing cabinet and office equipment
3.	Conference Room	9	13.5	Yes	Provision for meetings at 1.5m <sup>2</sup> per person.
4.	Social Worker's Office	1	5.8	Yes	To accommodate 1 SWA (@5.1m <sup>2</sup> ) and 1 visitor chair.
5.	Work Area and Instructor	126	504	➤ Yes	Provision of 4m <sup>2</sup> per capita for 120 trainees and 6 instructors.
6.	Store Room for Tools	-	10	No	Provision considered appropriate.
7.	Store Room for Raw Materials and Finished Production	-	50	No	Provision considered appropriate.
8.	Dining/Multi-purpose Room	136	68	➤ Yes	Provision of 1m <sup>2</sup> per capita for trainees and staff, assuming only half of the occupants would use the area regularly.
9.	Kitchen	-	10	No	For food warming, special diet, snack for social gatherings.
10.	Toilet/Shower Room/Lockers for Disabled Workers	120	as appropriate	No	Allow access for wheel-chair users. Hot/cold water supply for shower facility, automatic hand dryers, handrail bars and basins should be provided. To be advised by architect.
11.	Toilet for staff	16	as appropriate	No	To be advised by architect.
	NOFA		695.9 696		

NOFA = Net Operational Floor Area

- Additional air-conditioning provision approved by SSPG and PVC on 5 February 2001 and 12 March 2001 respectively. 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.