

Schedule of Accommodation
Sheltered Workshop
 (Capacity : 140)

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area (m) ²	Air Conditioning	
1.	Workshop Manager Office	1	6.6	Yes	Single office, space provision based on new style furniture entitlement for 1 SSWA (5.1m ²) with 1 visitor chair and 1 cabinet
2.	General Office	10	30	Yes	Space provision for 8 workshop instructors I (4m ²), 7 (@2m ²) for 140 places is considered sufficient to do paper work part time, 1 COII @ 4.4m ² and 1 CA @ 4.1m ² and space of 3.5m ² for filing cabinets and office equipment.
3.	Conference Room	10	17	Yes	Provision of conference room for 8 and 10 staff respectively at 1.7m ² per capita.
4.	Social Worker's Office	1	5.8	Yes	Single office, space provision based on new style furniture entitlement for 1 SWA @ 5.1m ² with 1 visitor chair.
5.	Work Area and Instructor	147	588	➤ Yes	Existing provision of 4m ² per capita is considered appropriate for trainees and instructors (5 instructors for 100 places and 7 for 140 places)
6.	Store Room for Tools	-	10	No	
7.	Store Room for Raw Mat. and Finished Productors	-	60	No	Recommended provision is 40m ² (for 100 places) and 60m ² (for 140 places)
8.	Dining/Multi-purpose Room	155	78	➤ Yes	Existing provision of 1m ² per capita for trainees and staff and assuming only half of the occupants would use the area regularly is considered appropriate.
9.	Kitchen	-	10	No	Provision for food warming, special diet, snack for social gatherings is considered appropriate.

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		No. of Occupants	Area (m) ²	Air Conditioning	
10.	Toilet/Shower Room/Lockers for Disabled Workers	100	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 at appro. Locations.
11.	Toilet for staff	16	as appropriate	No	
	NOFA	Say	805.4 805		

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.

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