

Schedule of Accommodation

Project No. / Description : SoA [Design Standard] - Support Centre for Persons with Autism
 Department : Social Welfare Department

Item No.	Description	No. of Rooms / Persons	Space Standard/ Unit Area (m ²)	Area (m ² in NOFA)		Air Conditioning (Yes / No)	Remarks/ Special Requirement
				Cellular Office	Open Plan		
Part I : Space Provision for Staff in Office Accommodation							
	Cellular Office						
1	Clinical Psychologist	1	9.8	9.8		Yes	To accommodate 1 Clinical Psychologist (7.0m ²), 2 visitor chairs (@1m ² x 2 = 2m ²) and 1 cabinet (0.8m ²)
2	Social Work Officer	1	8.7	8.7		Yes	
	Open Plan						
3	General Office						
	Assistant Social Work Officer	4	5.8		23.2	Yes	Working area for performing administrative duties, preparation of programme and therapeutic sessions
	Social Work Assistant	2	5.1		10.2	Yes	
	Assistant Clerical Officer	1	4.4		4.4	Yes	
	Speech Therapist	1	5.1		5.1	Yes	
	Welfare Worker	2	5.1		10.2	Yes	
	Fax machine	1	1.0		1.0	Yes	
	Photocopying machine	1	2.0		2.0	Yes	
	Filing cabinets	9	0.8		7.2	No	
Part II : Space Provision for Ancillary Facilities							
	Cellular Room						
4	Occupational Therapy Room	1	35.8	35.8		Yes	- To accommodate: assessment and work area for two OTIs and one OTII (27.8m ²) (@17.4 m ² for three OTs; 3 service user chairs (1m ² x 3 = 3m ²); 3 filing cabinets for storing case records (0.8m ² x3 = 2.4m ²); storage area (5m ²) for storing training tools / equipment] - Partition is provided to separate the work areas and training area - A model home (8m ²) is co-located with work area of OTs for training on independent living skills such as cooking, cleansing and making bed, etc
5	Assimilated Business Room	1	20.0	20.0		Yes	The room is used for assimilated business, i.e. training on work site such as office, catering, logistics, etc
6	Interview Room	2	6.5	13.0		Yes	Each room to accommodate 4 persons
7	Small Group Room	1	30.0	30.0		Yes	- Able to be divided into three partitioned rooms of 10m ² each for conducting programmes for therapeutic / supportive groups / programmes / talks / training workshops - To accommodate 30 persons in total
8	Multi-purpose Room	1	20.0	20.0		Yes	- Able to be divided into two partitioned rooms for conducting case interviews or programmes for therapeutic / supportive groups / programmes / talks / training workshops - To accommodate up to 20 persons in total
9	Store Room	-	5.6	5.6		No	For storage of programme materials including movable audio-visual equipment, reusable / handmade materials such as crafts work as well as closed case and programmes files and records
10	Pantry	-	6.0	6.0		No	
11	Toilets	-	As appropriate	As appropriate		No	To be advised by architect
	Open Plan						
12	Reception / Waiting Area	30	15.0		15.0	Yes	- For drop-in / enquiry (5m ²) and displaying of various types of information pamphlets, brochures, books and reference materials (10m ²) - Adjacent to the General Office - To accommodate up to 30 persons in total
Total area (in NOFA)				227.2 (say 227)			

NOFA: Net Operational Floor Area