

Schedule of Accommodation

Project No. / Description :

A service team of On-site Pre-school Rehabilitation Services [Capacity: 175 (for children aged below 6)]

Department :

Social Welfare Department

Item No.	Description	No. of Rooms / Persons	Unit Area (m ² in NOFA)	Area (m ² in NOFA)		Air-conditioning	Remarks / Special Requirement
				Cellular Office	Open Plan		
Part I : Space Provision for Staff in Office Accommodation							
1	Cellular Office Supervisor's Office	1	-	6.7		Yes	- To accommodate 1 ASWO (5.8m ²), 1 cabinet (0.8m ²) and 1 visitor chair (1m ²). (Work centre for ASWO includes 1/2 cabinet and 1/2 visitor chair.)
2	Open Plan General Office / Staff Room	26.56	-		134.0	Yes	- To accommodate the following: <u>Staff (104.2m²)</u> 1.625 ASWO (5.8m ² + 2.6m ² = 8.4m ²) 1.75 SWA (5.1m ² + 2.6m ² = 7.7m ²) 0.4375 CP (2.6m ²) 3.5 ST (3.7m ² x 3 + 2.6m ² = 13.7m ²) 0.875 PT1 (2.6m ²) 1.75 OT1 (3.7m ² + 2.6m ² = 6.3m ²) 1.75 OTA (3.7m ² + 2.6m ² = 6.3m ²) 1.75 SSCCW (3.7m ² + 2.6m ² = 6.3m ²) 9.625 SCCW (3.7m ² x 9 + 2.6m ² = 35.9m ²) 1.75 CA (4.1m ² + 2.6m ² = 6.7m ²) 1.75 WW (5.1m ² + 2.6m ² = 7.7m ²) <u>Ancillary Area (29.8m²)</u> 1 Fax machine (1m ²) 1 Photocopying machine (2m ²) 20 Filing cabinets for holding case files (0.8m ² x 20 = 16m ²) 6 Shared-use computer and printer units (1.8m ² x 6 = 10.8m ²) ASWO: Assistant Social Work Officer SWA: Social Work Assistant CP: Clinical Psychologist ST: Speech Therapist PT1: Physiotherapist I OT1: Occupational Therapist I OTA: Occupational Therapy Assistant (S)SCCW: (Senior) Special Child Care Worker CA: Clerical Assistant WW: Welfare Worker
Part II : Space Provision for Ancillary Facilities							
3	Cellular Room Multi-function Room / Training Room	3	20.0	60.0		Yes	- Three rooms of 20m ² each are supported for children with special needs to receive treatment provided by the service team. Preferably to be separated by movable partitions so as to provide a larger venue for holding talks and seminars.
4	Pantry	1	8.8	8.8		No	- The supported area has already included provision for "water mains as water source" type water dispenser, which is to be installed subject to technical feasibility and physical constraints. The actual size of the pantry is subject to the design of the works agent. - For preparation work of drinks and snacks for children, parents/carers and staff.
5	Store Room	1	26.3	26.3		No	- A storage area for training and education equipment.
6	Interview Room	1	6.5	6.5		Yes	- For the social workers/CP/therapists to hold discussions with parents/carers individually or in small groups.
7	Open Plan Reception / Waiting Area	1	-		15.0	Yes	- The area is supported for: i. A waiting area for service users and public who approach the office bases for making enquiries or service applications; and ii. A library corner.
8	Children Toilet	-	N/A		As appropriate	No	Subject to the design of works agent.
9	Staff Toilet	-	N/A		As appropriate	No	Subject to the design of works agent.
10	Disabled Toilet	1	N/A		As appropriate	No	Subject to the design of works agent.
Total Area (in NOFA)				257.3 (say 257)			

NOFA: Net Operational Floor Area