

Schedule of Accommodation

Description: [Design Standard] SoA for Professional Outreaching Team for Private Residential Care Homes for Persons with Disabilities (POT)
for 4 standard teams (with team sizes of 0.9 team to 1.9 team)

Bureau / Department: Social Welfare Department

Item No.	Description	Quantity (no. of rooms / persons / items)	Unit Area (m ²)	Area (m ² in NOFA)		Remarks / Special Requirement
				Cellular Room	Open Plan	
Part I : Staff						
	To accommodate the following staff:					With air-conditioning for staff's workplace. Please refer to "Provision based on team sizes" for breakdown of the number of posts/ quantity of ancillary items supported for respective team sizes (i.e. 0.9-team, 1.0-team, 1.2-team, and 1.9-team)
1	Social Work Officer (SWO)	0.45 - 0.95	6.9		3.1 - 6.6	Supervise the work and performance of the service team, including the officer-in-charge, on part-time basis: 0.9 team - 0.45 SWO 1.0 team - 0.5 SWO 1.2 team - 0.6 SWO 1.9 team - 0.95 SWO
2	Clinical Psychologist (CP)	0.225 - 0.475	7.0		1.6 - 3.3	Staffing based on team size as follows: 0.9 team - 0.225 CP 1.0 team - 0.25 CP 1.2 team - 0.3 CP 1.9 team - 0.475 CP
3	Shared-use computer + printer unit	1	1.8		1.8	To be shared-used by SWO and CP.
4	Assistant Social Work Officer (ASWO) - Officer-in-charge	1	7.7		7.7	
5	Single-use computer + printer unit	1	1.2	1.2	To be provided for ASWO.	
6	AA01-03 Filing cabinet, vertical with four drawers	2 - 3	0.8		1.6 - 2.4	Filing cabinets for storage of admin/confidential files. Provision based on team size as follows: 0.9 - 1.2 team: 2 cabinets 1.9 team: 3 cabinets
7	Assistant Social Work Officer (ASWO)	1.7 - 4.7	5.8		9.9 - 27.3	Standard provision of ASWO@5.8 m ² with area for 1/2 cabinet and 1/2 visitor chair included. Staffing based on team size as follows: 0.9 team - 1.7 ASWO 1.0 team - 2.0 ASWO 1.2 team - 2.6 ASWO 1.9 team - 4.7 ASWO
8	Welfare Worker (WW)	2.7 - 5.7	3.7		10.0 - 21.1	Staffing based on team size as follows: 0.9 team - 2.7 WW 1.0 team - 3.0 WW 1.2 team - 3.6 WW 1.9 team - 5.7 WW
9	Registered Nurse (Psy) (RN(Psy))	0.9 - 1.9	3.7		3.3 - 7.0	Staffing based on team size as follows: 0.9 team - 0.9 RN(Psy) 1.0 team - 1.0 RN(Psy) 1.2 team - 1.2 RN(Psy) 1.9 team - 1.9 RN(Psy)
10	Speech Therapist (ST)	0.45 - 0.95	3.7		1.7 - 3.5	Staffing based on team size as follows: 0.9 team - 0.45 ST 1.0 team - 0.50 ST 1.2 team - 0.60 ST 1.9 team - 0.95 ST
11	Occupational Therapist I (OTI)	2.25 - 4.75	5.8		13.1 - 27.6	Staffing based on team size as follows: 0.9 team - 2.25 OTI 1.0 team - 2.50 OTI 1.2 team - 3.00 OTI 1.9 team - 4.75 OTI
12	Occupational Therapy Assistant (OTA)	1.35 - 2.85	3.7		5.0 - 10.5	Staffing based on team size as follows: 0.9 team - 1.35 OTA 1.0 team - 1.50 OTA 1.2 team - 1.80 OTA 1.9 team - 2.85 OTA
13	Physiotherapist I (PTI)	1.35 - 2.85	5.8		7.8 - 16.5	Staffing based on team size as follows: 0.9 team - 1.35 PTI 1.0 team - 1.50 PTI 1.2 team - 1.80 PTI 1.9 team - 2.85 PTI
14	Physiotherapy Assistant (PTA)	0.9 - 1.9	3.7		3.3 - 7.0	Staffing based on team size as follows: 0.9 team - 0.9 PTA 1.0 team - 1.0 PTA 1.2 team - 1.2 PTA 1.9 team - 1.9 PTA
15	Clerical Assistant (CA)	0.9 - 1.9	4.1		3.7 - 7.8	Staffing based on team size as follows: 0.9 team - 0.9 CA 1.0 team - 1.0 CA 1.2 team - 1.2 CA 1.9 team - 1.9 CA
16	Workman II (WMII)	0.9 - 1.9	0.0		0	Area provided in working place. Staffing based on team size as follows: 0.9 team - 0.9 WMII 1.0 team - 1.0 WMII 1.2 team - 1.2 WMII 1.9 team - 1.9 WMII
17	Motor Driver (MD)	1 - 2	0.0	0	Area provided in working place. Staffing based on team size as follows: 0.9 team - 1 MD 1.0 team - 1 MD 1.2 team - 1 MD 1.9 team - 2 MD	

Item No.	Description	Quantity (no. of rooms / persons / items)	Unit Area (m ²)	Area (m ² in NOFA)		Remarks / Special Requirement
				Cellular Room	Open Plan	
	Sub-total (Staff)			8,9	65,9 - 142,4	0,9 team : 74,8m ² 1 team : 82,5m ² 1,2 team : 97,3m ² 1,9 team : 151,3m ²
	Circulation allowance for cellular offices in staff area					
Part II : Ancillary Area						
18	Open Plan Office Fax machine(s)	1 - 2	1,0		1 - 2	With air-conditioning for open plan office Provision based on team size as follows: 0,9 - 1,2 team: 1 machine 1,9 team: 2 machines
19	Photocopying machine(s)	1 - 2	2,0		2 - 4	Provision based on team size as follows: 0,9 - 1,2 team: 1 machine 1,9 team: 2 machines
20	Bottle Water Dispenser	1	1,0		1,0	
21	Shared-use computer + printer unit	10 - 17	1,8		18 - 30,6	Provision based on team size as follows: 0,9 - 1,0 team - 10 units 1,2 team - 11 units 1,9 team - 17 units
22	AA01-03 Filing cabinet, vertical with four drawers	15 - 29	0,8		12 - 23,2	At open plan office for storage of files and other general items such as stationary, office supplies, etc. 0,9 - 1,0 team: 15 cabinets 1,2 team: 18 cabinets 1,9 team: 29 cabinets
23	Reception	-	5,0		5,0	Waiting area for service users (e.g. residents of RCHDs, their carers / staff/operators of private RCHDs, community stakeholders, etc. who approach the team in person.)
24	Cellular Room Interview Room	1	6,5	6,5		With air-conditioning
25	Meeting Room	1	13,5 - 28,5	13,5 - 28,5		With air-conditioning For regular staff meeting, meeting for outreach staff to report duty, conducting multi-disciplinary case review meeting for service users, meeting with operators of private RCHDs/local organisations, preparation/evaluation meeting with collaborating counterparts/volunteers groups, meeting/briefing/sharing with other support service providers, etc. Provision of area based on team size as follows: 0,9 team - 13,5m ² 1,0 team - 15,0m ² 1,2 team - 18,0m ² 1,9 team - 28,5m ²
26	Multi-purpose Room cum Training Activity Room	1	22,5	22,5		With air-conditioning For conducting talks, specialised rehabilitation training/exercises and social/recreational/ community networking groups/activities/programmes to service users. The Multi-purpose Room will be used for conducting talks/volunteer trainings and organising social/networking activities, including users/family members/carers/ staff of private RCHDs/volunteers/trainers, while the training activity room(s) can be used for provision of individual rehabilitation treatment/ therapy with application of rehabilitation aids. Also for conducting in-house staff training for PTAs, OTAs and WVs, production of online/visual training materials to meet the service/operational needs. Folding partitions to be provided to the Multi-purpose Room cum Training and Activity Room.
27	General Store	1	15,0	15,0		For storage of personal protective equipment, medical equipment, rehabilitation apparatus e.g. wheelchairs, OT/PT/ST equipment and audio-visual equipments, programme materials.
28	Pantry	0 - 1	6,0	0 - 6		Supported for the office with 1,9 team size, where the pantry is used for preparation of snacks and drinks for participants of training, talks and other functions. 0,9 - 1,2 team: No such provision 1,9 team: 6m ²
29	Accessible Toilet	-	N/A	As appropriate		To be advised by project architect.
30	Staff Toilet	-	N/A	As appropriate		To be advised by project architect.
	Sub-total (Ancillary)			57,5 - 78,5	39,0 - 65,8	0,9 team : 96,5m ² 1 team : 98,0m ² 1,2 team : 105,2m ² 1,9 team : 144,3m ²
	Circulation allowance for cellular rooms in ancillary area					
	Total Area (Cellular room / Open plan)			66,4 - 87,4	104,9 - 208,2	0,9 team : 171,3m ² 1 team : 180,5m ² 1,2 team : 202,5m ² 1,9 team : 295,6m ²
	Grand Total (Area in NOFA)			171,3 - 295,6		

NOFA: Net Operational Floor Area