

Schedule of Accommodation

Project No. / Description : District Support Centre for Persons with Disabilities (Capacity: 5, 10 and 15 places)

Department : Social Welfare Department

Item No.	Description	No. of Persons	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						
1	Cellular Office Office for Centre-in-charge		7.3		Yes	-To accommodate 1 Social Work Officer (@6.9m ²) and 1/2 filing cabinet with safe (@0.8m ²)
2	Open Plan Office			115.1 - 131	Yes	Staff area (77.1m²) - 1 Assistant Social Work Officer (@5.8m ²), 1/2 visitor chair (@1m ²) and 1/2 filing cabinet with safe (@0.8m ²) - 1 Senior Social Work Assistant (@5.1m ²) = 5.1m ² - 4 Social Work Assistant (@5.1m ²) = 20.4m ² - 8 Welfare Worker (@5.1m ²) = 40.8m ² - 1 Clerical Assistant (@4.1m ²) = 4.1m ² Ancillary facilities with common use 5 places (38 m²) - 2 shared-use computer + printer unit (@1.8m ²) = 3.6 m ² - 6 writing tables, with 1 chair (@4.1m ²) = 24.6 m ² - 6 filing cabinet, vertical with 4 drawers (0.8m ²) = 4.8 m ² - 2 visitor chairs (@1m ²) = 2 m ² - 1 fax machine (@1m ²) = 1 m ² - 1 photocopier (@2m ²) = 2 m ² 10 places (48 m²) - 3 shared-use computer + printer unit (@1.8m ²) = 5.4 m ² - 8 writing tables, with 1 chair (@4.1m ²) = 32.8 m ² - 6 filing cabinet, vertical with 4 drawers (0.8m ²) = 4.8 m ² - 2 visitor chairs (@1m ²) = 2 m ² - 1 fax machine (@1m ²) = 1 m ² - 1 photocopier (@2m ²) = 2 m ² 15 places (53.9 m²) - 4 shared-use computer + printer unit (@1.8m ²) = 7.2 m ² - 9 writing tables, with 1 chair (@4.1m ²) = 36.9 m ² - 6 filing cabinet, vertical with 4 drawers (0.8m ²) = 4.8 m ² - 2 visitor chairs (@1m ²) = 2 m ² - 1 fax machine (@1m ²) = 1 m ² - 1 photocopier (@2m ²) = 2 m ²
Part II : Space Provision for Ancillary Facilities						
3	Cellular Room Speech Therapy Room	10	20.0		Yes	- For individual or small group training - To accommodate 8 service users (@1.4m ²) for group training with 2 staff (@1m ²) - One writing table with chair (4.4m ²), one cabinet (0.8m ²) and area for equipment (1.6m ²)
4	Interview Room	4	21.0		Yes	- For counselling service provided by social workers and clinical psychologist - Three interview rooms (@7m ²) are provided. One of the interview rooms is also treated as quiet room for service users with emotional problem and challenging behaviour requiring time-out
5	Activity Room 1	55	75.0		Yes	- For providing regular programme-based training/care service for PWD (including special school students after school, autistic persons, mentally handicapped, physically handicapped) - Folding/ movable partition is suggested - To accommodate 50 service users (@1.4m ²) and 5 staff (@1m ²)
6	Activity Room 2/ Conference Room	22	30.0		Yes	- For organizing personal development programmes, social and recreational programmes - Folding/ movable partition is suggested - To accommodate 20 service users (@1.4m ²) and 2 staff (@1m ²)
7	Common/ Activity Room for Day Care Service for Persons with Severe Disabilities cum Meal Provisioning Area	7- 21	14 - 42		Yes	- For providing intensive care and attention to users with severe disabilities 5 places (14 m²) - To accommodate 5 service users (@1.4m ²) and 2 staff (@1m ²) - Meal Provisioning area (5 m ²) 10 places (28 m²) - To accommodate 10 service users (@1.4m ²) and 4 staff (@1m ²) - Meal Provisioning area (10 m ²) 15 places (42 m²) - To accommodate 15 service users (@1.4m ²) and 6 staff (@1m ²) - Meal Provisioning area (15 m ²)
8	Activity of Daily Living (ADL) Training Room	4	10.0		Yes	- For training on domestic living skills (e.g. bathing/toileting, cooking and bed/seat transfer) - To accommodate 2 service users and 2 staff - One mini-kitchen, one shower room cum toilet and one bed
9	Sick Bay	-	8.0		Yes	- To accommodate an enrolled nurse, a bed, a storage cabinet, a writing table with chair, a bedside table, a weighing machine with seat, a wheelchair and medical equipment

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10	Physiotherapy/ Exercise Room	10	35.0		Yes	- For PT rehabilitation training to enhance the ability of walking, balancing, muscular strength - To accommodate 8 service users and 2 staff - One writing table with chair and equipment for training
11	Occupational Therapy Area	10	25.0		Yes	- For fine-motor training and therapy - To accommodate 8 service users and 2 staff - One writing table with chair and equipment for training
12	Pantry	-	6.0		No	- For preparation of snacks and reheat of lunch boxes
13	Store	-	8.0		No	- For storage of programme materials, wheelchair, rehab-aids and other equipment and appliances
14	Staff Changing Room	11	11.0		No	- Changing cum locker area (@1m ²) for 11 staff (i.e. 8 WWs, 2 Care Attendants and 1 WMII)
15	Open Plan Reception	-		7.0	Yes	- For enquiry and registration
16	Common Room/ Group Room	30		55.0	Yes	- Drop-in/ common area for accommodating wheelchairs, social communication between users and resource corner - Folding/ movable partition is suggested - To accommodate 30 wheelchair users (@1.4m ²), 4 shared use computer + printer unit (@1.8m ²) and 5.8m ² for placing books, audio-visual materials, leaflets and documentation
17	Others Male Toilet (Disabled persons)	-	As appropriate		No	To be advised by project architect
18	Female Toilet (Disabled persons)	-	As appropriate		No	To be advised by project architect
19	Shower Room and Toilet	-	As appropriate		No	To be advised by project architect
Total area (in NOFA)			447.4 - 491.3			

NOFA: Net Operational Floor Area