

Schedule of Accommodation

Project No. / Description : SoA [Design Standard] - Home Care Service for Persons with Severe Disabilities
(Capacity: 550 cases or 675 cases)

Department : Social Welfare Department

Item No.	Description	No. of Rooms	Space Standard/ Unit Area (m ²)	Area (m ² in NOFA)		Remarks/ Special Requirement
				Cellular Office	Open Plan	
Part I : Space Provision for Staff in Office Accommodation						
1	Cellular Office Officer-in-charge	1		8.4		To accommodate the following F&E items: (for both 550 & 675 cases) 1. Two nos. of 4-drawer filing cabinet with safe (1.6 m ²) 2. Writing table with 2 chairs (4.4m ²) 3. Single use computer + printer (1.2m ²) The working area (1.2m ²) is required for delivering daily job. - With air-conditioning
2	Open Plan General Office				550 cases: 199.7 675 cases: 242	Staff (550 cases) - 3 ASWOs @5.8m ² : 17.4m ² - 12 SWAs @ 5.1 m ² : 61.2m ² - 5 CAs @ 4.1 m ² : 20.5m ² - 1 OTI/PTI@5.8m ² : 5.8m ² - 6 PTIs, 6 OTIs, 1 ST, 1 RN and 4 ENs [@ 3.7 m ² (writing table with 1 chair)] : 66.6 m ² Ancillary Area (550 cases) - 11 filing cabinets, vertical with 4 drawers (@ 0.8 m ²) : 8.8 m ² - Fax machine : 1 m ² - Photocopying machine : 2 m ² - 2 visitor chairs (@ 1m ²) : 2 m ² - 8 shared use computer and printer units (@ 1.8 m ²) : 14.4 m ² Staff (675 cases) - 3.5 ASWOs @5.8m ² : 20.3m ² - 1 OTI/PTI@5.8m ² : 5.8m ² - 15 SWAs @ 5.1 m ² : 76.5 m ² - 6 CAs @ 4.1 m ² : 24.6m ² - 7.5 PTIs, 7.5 OTIs, 1 ST, 1 RN and 5 ENs [@3.7 m ² (writing table with a chair)] - 81.4 m ² Ancillary Area (675 cases) - 13 filing cabinets, vertical with 4 drawers (@ 0.8 m ²) : 10.4 m ² - Fax machine : 1 m ² - Photocopying machine : 2 m ² - 2 visitor chairs (@1 m ²) : 2 m ² - 10 shared use computer and printer units (@ 1.8 m ²) : 18 m ² -With air-conditioning
Part II : Space Provision for Ancillary Facilities						
3	Cellular Room Interview Room	2	6.5	13		For interviewing the service users and their family members by different helping professionals. Two interview rooms are required for shared use. - With air-conditioning
4	Staff Common Room	1		550 cases: 50.5 675 cases: 63		For shared use of the staff with frequent outdoor duties to report duty, do clerical works, conduct group supervision and take rest. <u>550 cases</u> Half of the staff including 84 Personal Care Workers (PCW) @1m ² , 13 Occupational Therapy Assistants (OTA) @1m ² and 4 Health Workers (HW) would use the room concurrently. @1m ² = 101/2 = 50.5m ² <u>675 cases</u> Half of the staff including 105 PCWs @1m ² , 16 OTAs @1m ² and 5 HWs will use the room concurrently. @1m ² = 126/2 = 63m ² - With air-conditioning
5	Group Activity Room	1		16.2		One group activity room with 15 group size (3 physically-handicapped persons @1.4m ² + 10 service users/ carers @1m ² + 2 staff @1m ² = 16.2m ²). - With air-conditioning
6	General Store			550 cases: 12 675 cases: 15		For storage of medical equipment, wheelchairs and occupational and physiotherapy equipment
7	Pantry			6		To be used by 142 to 176 full-time staff
8	Open Plan Reception/ Resource Corner				5.0	- With air-conditioning
9	Toilet		As appropriate	As appropriate		To be advised by project architect
10	Staff Toilet		As appropriate	As appropriate		To be advised by project architect
Total area (in NOFA)				550 cases: 310.8 675 cases: 368.6		

NOFA: Net Operational Floor Area