

## Schedule of Accommodation

Project No. / Description :

Integrated Support Service for Persons with Severe Physical Disabilities (Capacity: 200 cases)

Department :

Social Welfare Department

Item No	Description	No. of Rooms / Persons	Area (m <sup>2</sup> 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 Officer-in-charge	1	8.4		Yes	To accomodate the following F&E items: 1. 4-drawer cabinet with safe (0.8 m <sup>2</sup> ) 2. Cupboard (0.8m <sup>2</sup> ) 3. Writing table with two chairs (4.4 m <sup>2</sup> ) 4. Single use computer + printer (1.2 m <sup>2</sup> ) with working area (1.2 m <sup>2</sup> )
2	Open Plan General Office	14		78.8	Yes	<u>Staff</u> 4 ASWOs @ 5.8 m <sup>2</sup> , 2 SWAs @ 5.1 m <sup>2</sup> , and 1.5 CAs @ 4.1 m <sup>2</sup> and 24.1 m <sup>2</sup> for 0.5 PTI, 2 PTIs, 2 OTIs and 2 RNs (@ 3.7 m <sup>2</sup> - writing table with 1 chair)  <u>Ancillary Area</u> 5 filing cabinets, vertical with 4 drawers (@ 0.8 m <sup>2</sup> ) : 4 m <sup>2</sup> Fax machine : 1 m <sup>2</sup> Photocopying machine : 2 m <sup>2</sup> Visitor chair: 1 m <sup>2</sup> 4 shared use computer and printer units (@ 1.8 m <sup>2</sup> ) : 7.2 m <sup>2</sup>
Part II : Space Provision for Ancillary Facilities						
	Cellular Room					
3	Interview Room	2-4	6.5		Yes	To conduct interview with family members of service users
4	Staff Common Room	17	8.3		Yes	For shared use of the staff with frequent outdoor duties to report duty, do clerical works, discuss the cases with supervisor/colleagues and take rest.
5	Group Activity Room	6	6.4		Yes	
6	General Store	-	4.0		No	For storage of medical equipment, wheelchairs and occupational and physiotherapy equipment
7	Pantry	-	3.0		No	
	Open Plan					
8	Toilet	-	As appropriate		No	To be advised by project architect
9	Staff Toilet	-	As appropriate		No	To be advised by project architect
Total Area in NOFA			115.4			

NOFA: Net Operational Floor Area