

Schedule of Accommodation

Project No. / Description :

Integrated Support Service for Persons with Severe Physical Disabilities (Capacity: 250 cases)

Department :

Social Welfare Department

Item No	Description	No. of Rooms / 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 Officer-in-charge	1	8.4		Yes	To accomodate the following F&E items: 1. 4-drawer cabinet with safe (0.8 m ²) 2. Cupboard (0.8m ²) 3. Writing table with two chairs (4.4 m ²) 4. Single use computer + printer (1.2 m ²) with working area (1.2 m ²)
2	Open Plan General Office	20		104.7	Yes	Staff 5 ASWOs @ 5.8 m ² , 3 SWAs @ 5.1 m ² , and 2 CAs @ 4.1 m ² and 35.2 m ² for 0.5 PTI, 3.5 PTIs, 3.5 OTIs and 2 RNs (@ 3.7 m ² - writing table with 1 chair) Ancillary Area 5 filing cabinets, vertical with 4 drawers (@ 0.8 m ²) : 4 m ² Fax machine : 1 m ² Photocopying machine : 2 m ² Visitor chair: 1 m ² 5 shared use computer and printer units (@ 1.8 m ²) : 9 m ²
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	18	9.0		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	12	12.8		Yes	
6	General Store	-	5.0		No	For storage of medical equipment, wheelchairs and occupational and physiotherapy equipment
7	Pantry	-	3.0		No	
	Open Plan					
8	Reception/ Resource Corner	-		5	Yes	
9	Toilet	-	As appropriate		No	To be advised by project architect
10	Staff Toilet	-	As appropriate		No	To be advised by project architect
Total Area in NOFA			154.4			

NOFA: Net Operational Floor Area