## **Approval Date: 13 November 2025**

## **Schedule of Accommodation**

Description: Cyber Youth Support Teams (Sub-base for 5 Service Operators in a single site)

Bureau / Department:

**Social Welfare Department** 

	Description		Quantity (no. of	Unit Area (m² in NOFA)	A (		Remarks / Special Requirement
Item No.					Area (m² in NOFA)  Cellular Open		
			rooms / persons / items)	(	Room	Plan	oposiai noquiisiioni
Part I : Staff			•				
	Social Work Officer		2	6.9		13.8	1
II II	Assistant Social Work Officer	with single-use computer and printer unit	11	7.0		77	The notional staffing establishment of ASWO is 21, while the single largest shift of ASWO is 11.
3	Social Work Assistant	with single-use computer and printer unit	5	6.3		31.5	
	Systems Manager		1	7.7		7.7	
5	Analyst/Programmer I	with single-use computer and printer unit	1	7.0		7	
6	Computer Operator II	with single-use computer and printer unit	2	5.6		11.2	For staff performing installation/ operation support and management supports.
7	Assistant Clerical Officer	with single-use computer and printer unit	1	5.6		5.6	
	Circulation allowance for cellular offices in sta	Sub-total (Staff)	23*		0.0	153.8	*The notional staffing establishment of the sub-base of CYSTs is 33.
Part II:	Circulation allowance for cellular offices in sta	ii area		<u> </u>			<u> </u>
Ancillary Area							
	File and General Storage Area	AA01-01 Provision for existing staff and newly created posts	33	1.5		49.5	
9	Meeting / Training Area	AA03-02 Multi-purpose room	1	30.0	30		One multi-purpose room of 30m² for accommodating 20 users (@1.5m²) is provided.
10	Meeting / Training Area	AA03-02 Multi-purpose room	1	37.5	37.5		One multi-purpose room of 37.5m² for accommodating 25 users (@1.5m²) is provided.
	Meeting / Training Area	AA03-04 Interview room	1	6.5	6.5		One interview room of 6.5m² for accommodating 2-4 users is provided.
	General Office Furniture and Equipment Area	AA02-22 Provision for 29 to 100 staff	33	0.25		8.25	
-	Public Service Area	Reception Area cum Information Corner	1	5.0		5	
14	Staff Related Area	AA04-01 Staff pantry	1	NA	As appropriate		For use by staff/ volunteers providing services at the sub-base.
							The pantr(ies) are to be used by all staff of government offices on the same floor. Subject to site constraints and technical feasibility, works agent(s) will determine the actual size(s) of the pantr(ies) on the basis of the established space standards of up to 8.8 m² per pantry (or up to 17.6 m² for a merge of two pantries).
15	Supporting Facility Area	Store room	1	6.0	6		For storage of equipment (e.g. sports equipment, musical instruments, and audio-visual equipment) used in group activities for service users or volunteer engagement activities.
16	Supporting Facility Area	AA05-01 Server room	1	3.0	3		
	Public Service Area	Toilet	2	NA	As appropriate		Subject to the design by works agent(s).
	Public Service Area	Disabled Toilet	1	NA	As appropriate		Subject to the design by works agent(s).
		Sub-total (Ancillary)			83.0	62.8	
	Circulation allowance for cellular rooms in ancillary area			<u></u> _		8.3	
		Total Area (Cellular room   Open plan)			83.0	224.9	
	Grand Total (Area in NOFA)				307.9 (say 308)		