

## Schedule of Accommodation

Project No. / Description : Neighbourhood Elderly Centre  
 Department : Social Welfare Department

Item No.	Description	No. of Persons	Area (m <sup>2</sup> in NOFA)		Remarks/ Special Requirement
			Cellular Office	Open Plan	
<b>Part I : Space Provision for Staff in Office Accommodation</b>					
1	Open Plan Office	10.25		51.4	To accommodate: - 0.25 Social Work Officer (@2m <sup>2</sup> ) - 2 Assistant Social Work Officers (@5.8m <sup>2</sup> ) - 4 Social Work Assistants (@5.1m <sup>2</sup> ) - 1 Welfare Worker (@5.1m <sup>2</sup> ) - 1 Clerical Assistant (@4.1m <sup>2</sup> ) - 1 Personal Care Worker (@2m <sup>2</sup> ) - 1 Workman II with ancillary area for storage and equipment (6.2m <sup>2</sup> ) (with air-conditioning)
<b>Part II : Space Provision for Ancillary Facilities</b>					
1	Cellular Room Interview Room	2 - 4	6.5		(with air-conditioning)
2	Activity Room 1	60	90		To run developmental, educational, supportive, community based and mass programmes and also mini-canteen for the elders (with air-conditioning)
3	Activity Room 2	30	60		To organize recurrent social and recreational programmes and set up special corner such as cyber point (with computer set-up) (with air-conditioning)
4	Club Room	10	15		(with air-conditioning)
5	Pantry	-	10		This room also caters for the preparation of snacks for tea parties and cookery classes
6	Common Room	30	40		Larger area is supported for the anticipated increase in drop-in and disabled elders using walking aids and wheelchairs. This room also accommodates seating furniture and display of reading materials etc. (with air-conditioning)
7	Carer Support and Resource Room	6 - 8	20		To provide a separate room for the carers for forming self-help groups and setting up resource corner for reference materials and rehabilitative aids (with air-conditioning)
8	Volunteer Room	12 - 15	15		To accommodate volunteers for holding small group discussion, training programmes and sharing among volunteers (with air-conditioning)
9	Store	-	15		Larger store is required for storing different kinds of social, educational and mass programmes in view of the expanded function of Neighbourhood Elderly Centre
10	Open Plan Reception Area	-		5	Provision for enquiry and registration (with air-conditioning)
	<b>Others</b> (e.g. Carparks for government vehicles, outdoor space)				
11	Male Toilet	-	As appropriate		Subject to the design of the works agent
12	Female Toilet	-	As appropriate		Subject to the design of the works agent
13	Accessible Toilet	-	As appropriate		Subject to the design of the works agent
<b>Total area (in NOFA)</b>			<b>327.9</b> (say 328)		

NOFA: Net Operational Floor Area