

## Schedule of Accommodation

Project No. / Description :

SoA (Design Standard) for Day Care Centre for the Elderly (Capacity: 40 to 120 places) (kitchen-based)<sup>Note 1</sup>

Department :

Social Welfare Department

Item No.	Description	No. of Persons/ Items	Space Standard/ Unit Area (m <sup>2</sup> )	No. of Rooms	Room Size (m <sup>2</sup> )	Total Area in NOFA <sup>Note 2</sup> (m <sup>2</sup> )				Air Conditioning (Yes / No)	Remarks/ Special Requirement
						Cellular Office		Open Plan			
						From	To	From	To		
<b>Part I : Space Provision for Staff in Office Accommodation</b>											
<b>Cellular Office</b>											
<b>Open Plan for staff and F/E</b>											
1	Staff - Registered Nurse	1-2	4.4					4.4	8.8	Yes	Staff Full-time registered nurse (4.4 to 8.8 m <sup>2</sup> )
2	Office furniture & equipment									Yes	<b>Ancillary Area</b> - Full-time CA - Writing desk (1.0-2.0 m <sup>2</sup> ) - Officer chair (1.0-2.0 m <sup>2</sup> ) - Filing cabinet (1.0-2.0 m <sup>2</sup> ) - Filing cabinet - Twin-door cabinet - Computer desk for office - Visitor chairs - Fax machine - Photocopying machine
	Writing desk for CA	1-2	1.0					1.0	2.0		
	Officer chair for CA	1-2	1.0					1.0	2.0		
	Filing cabinet with safe	1-2	0.8					0.8	1.6		
	Filing cabinet	1-2	0.8					0.8	1.6		
	Twin-door cabinet	1-2	0.8					0.8	1.6		
	Computer desk for office	1-2	1.2					1.2	2.4		
	Visitor chairs	2-4	1.0					2.0	4.0		
	Fax machine	1	1.0					1.0	1.0		
	Photocopying machine	1	2.0					2.0	2.0		
	<b>Sub-total</b>	<b>11-20</b>						<b>15.0</b>	<b>27.0</b>		
<b>Part II : Space Provision for Ancillary Facilities</b>											
<b>Open Plan</b>											
3	Reception							6.0	6.0	Yes	
<b>Cellular Rooms</b>											
4	Interview Room			1-2	6.5	6.5	13.0			Yes	Standard provision for an interview room is 6.5m <sup>2</sup>
5	Medical Consultation / Nurse Duty Room / Sick Room			1-2	12.0	12.0	24.0			Yes	To accommodate an enrolled nurse, a hospital bed and ancillary area for medicine cupboard, drug refrigerator, health scale, walking aids, folding screen and medical equipment
6	Physiotherapist / Training Room	20-60		1	49 to 139	49.0	139.0			Yes	To accommodate 50% of the total number of service users at 2.25m <sup>2</sup> each at one time. The part-time PT's working area of 4m <sup>2</sup> is combined with the training room to allow flexibility and better utilisation of space.
7	Common Room	40-120		1	82.4 to 244.8	82.4	244.8			Yes	1m <sup>2</sup> per capita 2m <sup>2</sup> additional allowance for 50% of the total number of service users to lie down for rest. Space for 3 to 6 cupboards at 0.8m <sup>2</sup> each. To be adjacent to the Dining/Activity Room for better utilisation of space.
8	Dining / Activity Room / Meal Provision Area	40-120		1	51.2 to 153.6	51.2	153.6			Yes	1m <sup>2</sup> per capita for dining 0.4m <sup>2</sup> additional allowance for 40% of the total number of service users who are walking aid or wheelchair users. Additional 0.3m <sup>2</sup> each for parking of wheelchairs for 40% of the total number of service users. To be adjacent to the Common Room for better space utilisation.
9	Multi-Sensory Area	4-12		1	10 to 30	10.0	30.0			Yes	10m <sup>2</sup> to 30m <sup>2</sup> is provided for Multi-Sensory Area in providing treatment to 4-12 service users with dementia at one time
10	Kitchen (including Kitchen Store)			1	20.5 to 60.5	20.5	60.5			No (Note 3)	Kitchen: 40% of normal dining area (1m <sup>2</sup> per capita for dining) Kitchen Store: Standard provision is 4.5m <sup>2</sup> for 40-p. 0.1m <sup>2</sup> for additional capita.
11	General Store			1-3	6.0	6.0	18.0			No	1 to 3 General Store(s) with standard provision of 6m <sup>2</sup> for 40-p
12	Laundry / Workroom			1	16.0	16.0	16.0			No	Standard provision for Laundry/Workroom is 16m <sup>2</sup>
13	Staff Changing Room	7-22		1	7 to 22	7.0	22.0			No	Changing cum locker area @1m <sup>2</sup> for each full-time PCWs Should be separated into male and female
<b>Others</b>											
14	Bath / Toilet		as appropriate							No	To meet the operational need, at least one accessible toilet to be placed near the Medical Consultation / Nurse Duty Room / Sick Room. Floor area to be advised by the Project Architect
<b>Total Area (in NOFA)</b>						<b>From 281.6 to 753.9 (Say 282 to 754m<sup>2</sup>)</b>					

Note 1: The approved SoA is for a 40 to 120 places Day Care Centre for the Elderly (kitchen-based) operated on a standalone basis.

Note 2: Approved space in NOFA: Net Operational Floor Area.

Note 3: It is proposed that air-conditioning may be installed in the area if the operating agency has secured the necessary capital costs and borne the consequential recurrent costs.