

UNIFIED FACILITIES CRITERIA (UFC)

FINAL DRAFT **NAVY OPERATIONAL SUPPORT CENTER**



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UNIFIED FACILITIES CRITERIA (UFC)

NAVY OPERATIONAL SUPPORT CENTER

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U.S. ARMY CORPS OF ENGINEERS

NAVAL FACILITIES ENGINEERING COMMAND (Preparing Activity)

AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

Record of Changes (changes are indicated by \1\ ... /1/)

Change No.	Date	Location



FOREWORD

The Unified Facilities Criteria (UFC) system is prescribed by MIL-STD 3007 and provides planning, design, construction, sustainment, restoration, and modernization criteria, and applies to the Military Departments, the Defense Agencies, and the DoD Field Activities in accordance with [USD\(AT&L\) Memorandum](#) dated 29 May 2002. UFC will be used for all DoD projects and work for other customers where appropriate. All construction outside of the United States is also governed by Status of Forces Agreements (SOFA), Host Nation Funded Construction Agreements (HNFA), and in some instances, Bilateral Infrastructure Agreements (BIA.) Therefore, the acquisition team must ensure compliance with the more stringent of the UFC, the SOFA, the HNFA, and the BIA, as applicable.

UFC are living documents and will be periodically reviewed, updated, and made available to users as part of the Services' responsibility for providing technical criteria for military construction. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Naval Facilities Engineering Command (NAVFAC), and Air Force Center for Engineering and the Environment (AFCEE) are responsible for administration of the UFC system. Defense agencies should contact the preparing service for document interpretation and improvements. Technical content of UFC is the responsibility of the cognizant DoD working group. Recommended changes with supporting rationale should be sent to the respective service proponent office by the following electronic form: [Criteria Change Request \(CCR\)](#). The form is also accessible from the Internet sites listed below.

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- Whole Building Design Guide web site <http://dod.wbdg.org/>.

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UNIFIED FACILITIES CRITERIA (UFC)
NEW DOCUMENT SUMMARY SHEET

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Description: This UFC provides design criteria for Navy Operational Support Centers in support of the Navy Reserve mission. It outlines all of the required functional spaces and optional spaces in the facility, and it provides guidance on key dedicated Navy spaces for Armed Forces Reserve Centers.

Reasons for Document: This UFC was developed to provide design requirements for Navy Operational Support Centers to accomplish the following:

- Assist planners to understand the facility requirements to ensure accurate space programs and budgets
- Provide architects, engineers, and construction surveillance personnel with the essential, minimum requirements for the design and construction of a Navy Operational Support Center.
- Assist Navy Reserve personnel to understand the operational intent of the facility design.

Impact: This UFC identifies the basic requirements for Navy Operational Support Center. This UFC will reduce the initial cost of design and reduce costs associated with redesign of facilities that do not meet minimum standards. The design should also streamline facility operations.

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CHAPTER 1 INTRODUCTION

1-1 SCOPE.

This UFC provides guidelines for evaluating, planning, programming, and designing Navy Operational Support Centers (NOSCs). The information in this UFC applies to the design of all new construction projects, to include additions, alterations, and renovation projects in the continental United States (CONUS) and outside the continental US (OCONUS). Alteration and renovation projects should update existing facilities to meet the guidance and criteria contained in this UFC within budgetary constraints. This UFC is not intended as a substitution for thorough review during design by individual Program Managers and Operations Staff in the appropriate Service.

1-2 USERS OF THIS UFC.

This UFC is intended as a source of basic architectural and engineering information for all individuals involved in the planning, design, or evaluation of NOSCs. Specific users of the UFC include the following:

1-2.1 Architects and Engineers.

Architects and Engineers (A/Es) who will provide design services under the direction of the Service design agencies.

1-2.2 Planning Personnel.

Planning personnel will use this UFC, in conjunction with UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*, for programming new or replacement facilities, pre-design planning, or assessing the extent of improvements required in an existing NOSC in order to achieve the standard established herein.

1-2.3 Additional Users.

Additional users include the following:

- Headquarters Staff and Field Operating Agencies,
- Major Command Staff/Regions,
- Installation Commanders,
- Installation Facilities Management,
- Installation Technical Proponents,
- NOSC Command Officers, and
- Navy Reserve Unit Command Officers.

1-3 **SCOPE OF FACILITY.**

NOSCs provide operational, training, and administrative support for the Navy Reserve mission to provide mission-capable units and individuals to the Navy's active duty component throughout the full range of operations during peacetime and war. The facility accommodates full-time command and administrative staff and reservists during drill weekends.

1-3.1 **Functional Areas.**

The NOSC generally includes four broad functional areas: administrative support, medical spaces, unit areas, and the drill hall. In addition to these four functional areas, there may be additional exclusive spaces required for individual unit operational training. These may include other category codes such as cargo handling mock-ups or boat storage.

1-3.1.1 **Administrative Support.**

These areas accommodate the day-to-day functions of the facility and are occupied during normal facility operating hours by full-time staff.

1-3.1.2 **Medical Spaces.**

These spaces are provided when a medical unit is assigned. The suite of spaces will vary in scope depending on where the NOSC is located and the availability of other nearby medical facilities.

1-3.1.3 **Unit Areas.**

The unit areas provide the training, administrative, and storage requirements for the specific reserve units assigned to the NOSC. An individual unit can vary in size from around 15 reservists to over 100 reservists. These spaces are typically only used during drill weekends, and each unit drills once a month. Up to two drill weekends per month can be conducted, so these spaces are typically shared by units drilling on different weekends. The space is designed to accommodate the largest weekend drilling population, not the entire unit population.

1-3.1.4 **Drill Hall.**

This area provides a room to accommodate large groups, typically more than one unit at a time, for various activities such as testing, muster, messing, and ceremonies. It includes storage, support, and toilet spaces, the latter designed to facilitate urinalysis testing.

1-3.2 **Program Spaces.**

The functional program spaces are listed and described in Table 1-1. All of these spaces are described in greater detail in Chapters 2 and 4.

TABLE 1-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Administrative Support	
ID Check	Area immediately off the main entry vestibule with a transaction counter to the full-time staff area and an entrance to the recruiting office.
Recruiting office	Small suite for recruiting officer(s) to meet with prospective reservists. Includes administrative, meeting/interview, and display spaces.
Quarterdeck	The Quarterdeck is near the main entry and serves multiple functions: Central circulation node, formal gathering area for small staff ceremonies, and display area for flags and unit memorabilia.
Full-time staff spaces	The following full-time staff areas work as a suite of spaces.
Commanding Officer office	Private office adjacent to the open office area with an entrance from a separate, dedicated vestibule that serves the CO office and the family services office. Office includes a private toilet and shower.
Executive Officer office	Private office (optional, only for larger commands).
Senior Enlisted office	Private office.
Open office area	Space for workstations, secure personnel files, other files, printers, and general work space.
Service counter/waiting area	The service counter provides access between the waiting area and the open office area. The waiting area is a vestibule between the service counter and the main entry corridor, typically with a glass storefront/door to the corridor.
ID service area	Sub-space of the open office area and directly adjacent to the service counter. Includes a digital camera and equipment for creating and issuing ID cards.
Navy family services office	Private office with desk and small three- to four-person conference area off the entry vestibule serving the CO office.
Copier/mail nook	Area off a main corridor and with easy access from the full-time staff spaces with copiers and secure individual mail boxes for units and command staff.
Mail distribution	Sub-space of the open office area located directly adjacent to the copier/mail nook and with a mail sorting table.
Mail receiving	In a NOSC located off-base, an additional room shall be provided that meets antiterrorism requirements per UFC 4-010-01.
Conference room	VTC-capable conference room adjacent to the CO's office and full-time staff area.
Funeral honors office	Space for staff workstations and coffin storage near/adjacent to Drill Hall

TABLE 1-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Distance learning center	Classroom configured to accommodate remote instruction with computers, microphones and cameras.
Mess	Warming/staging kitchen for catered events with a direct adjacency to the drill hall.
SIPRNET	Secure private office with SIPRNET capability.
Supply storage	Space to store and fit new uniforms and store administrative supplies. Includes a private dressing room, workstation for the supply personnel, and storage shelving.
Fitness room	Space for several cardio and weight machines.
Public toilets	ADA-compliant male and female toilets with associated janitor's closet(s) sized per code. Located near the distance learning center and medical suite, if included.
Shower/locker room	Male and female facilities for use by full-time staff and reservists.
Break/waiting room	Space for vending machines, counter with sink, and a small seating area.
Recycling area	Space for the collection and storage of trash and recyclable materials adjacent to the service entrance with an exterior exit.
Telecommunications closet	LAN and telecom space per Chapter 3, Electrical.
Medical Suite	
Medical office/reception	Includes a reception counter with a small waiting area and staff administrative areas.
Check-in/admitting/vision	Private area off of reception where information such as blood pressure, temperature, etc. can be obtained. Also includes vision testing.
Medical exam room	Private exam space. Typically, at least one exam room is provided in the NOSC even if other medical facilities are available.
Dental exam room	Similar to medical exam room but with dentist chair and equipment. Dental cleaning is not performed. Typically not included if other medical facilities are available.
Doctor library and transcription room	Open office area for doctor/dentists with medical resource library.
Dental x-ray	Divided space with controls on one-side of a protective screen and the x-ray machine/chair on the other side. Typically not included if other medical facilities are available.
Audio booth	Sized for one to two reservists to undergo hearing tests. Enclosed area includes the sound booth with adjacent control area. Typically not included if other medical facilities are available.
Immunization room	Includes area for storing and administering shots. Typically not included if other medical facilities are available.

TABLE 1-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Blood draw	Area for drawing, initial processing, and storing blood. It is also directly adjacent to the medical toilet to accommodate processing of urine samples. Typically not included if other medical facilities are available.
Medical toilet	Single-use toilet with a carousel to the blood draw room. Typically not included if other medical facilities are available.
Medical file room	Securable room with secure medical and dental file storage.
Medical supply room	Includes shelving for medical supplies. Typically not included if other medical facilities are available.
Medical equipment storage	Storage for larger items such as CPR dummies, back boards and other deployable medical supplies.
Unit Areas	
Unit classrooms	Classroom(s) sized for between 25 and 100 reservists.
Unit administrative area	Mix of private offices and open office area. Each unit gets two private offices (CO and senior enlisted) and three workstations.
Unit toilets	Separate male and female toilets sized per code. Located near the unit areas.
Unit storage	One small storage area per unit for miscellaneous unit supplies with access from the unit administrative area.
Drill Hall	
Drill hall	Large room for various activities such as testing, muster, messing, and ceremonies. Includes a stage and direct access to the mess and urinalysis area.
Storage	Storage behind stage for tables, chairs, and AV equipment.
Urinalysis area	Separate male and female toilets directly off of drill hall. Includes enough space for observation for testing.
Support	Dedicated mechanical room.

1-4 USERS OF FACILITY.

The following are the typical facility users:

- Commanding officer,
- Executive officer,

- Senior enlisted personnel,
- Full-time support,
- Reserve unit commanders and reservists, and
- Recruiter.

CHAPTER 2 PLANNING AND LAYOUT

2-1 SIZE DETERMINANTS.

The NOSC size is determined by the number of units, the number of reservists, the number of full-time staff, and other exclusive spaces as determined by a detailed planning analysis. In general, administrative, medical and support spaces are either fixed sizes or increase in relatively small increments. The primary increase in facility size occurs in the unit areas.

2-2 SPACE PROGRAM.

The NOSC space program is determined by a detailed planning analysis to be conducted according to UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*. Appendix B provides the basic guidelines for planning the individual spaces identified in Table 1-1. Chapter 2, Layout and Adjacencies, provides additional information for how the spaces are broken down and configured and shall be reviewed during the planning process.

Support spaces identified on Table 1-1 and elsewhere in this UFC may not be specifically identified in the final space program if their space allowance is included in the net-to-gross multiplier. However, they are included here to identify required adjacencies or design elements. Note that the shower/locker room is programmed space, but space for the public and unit toilets will come out of the net-to-gross multiplier.

2-3 LOCATION DETERMINANTS.

Determine the most appropriate and cost-effective location for a NOSC based on the following factors. Ensure the availability and capacity of required utilities and the compatibility of the mass/scale of the facility relative to adjacent structures.

2-3.1 Access.

Locate the NOSC to be easily accessible to the users, including potential recruits and active reservists. If the NOSC is located on an Installation, locate it as near the main Installation entrance as possible. Provide adequate parking as close to the facility as possible within antiterrorism (AT) requirements.

2-3.2 Complementary Facilities.

Locate the NOSC near other potentially complementary functions, such as a fitness facility, large parking areas, medical facilities, and a dining facility. Any adjacent parking facilities that are intended to be shared shall be available on weekends when the NOSC parking demand is highest.

2-3.3 Sustainable Design.

The location of a facility can have a significant impact on achieving sustainable design rating points (see Chapter 3, Sustainability, for more information on sustainable design and sustainable rating systems). Consider issues such as brownfield redevelopment, access to public transportation, and reuse of existing paving and hardscape when selecting a site.

2-4 COST.

These facilities shall be designed with the objective of achieving the lowest life cycle cost over a 30-year period. To do so, the project's design program must adequately define the scope and performance requirements and match those needs against a budget. Conversely, the budget must adequately support an appropriate and high-quality program and the performance requirements outlined and identified in this UFC.

Note that additional Navy Reserve mission funds may be required for the computers and data outlets in the Distance Learning Center. This additional funding shall be budgeted separately and should include IT installation, servers, and terminal connections. Confirm requirements with CNIC for each project. Regardless of whether or not the computers and data connections are funded, the Distance Learning Center will be designed and outfitted with the VTC capabilities as indicated in Chapter 4.

2-5 LAYOUT AND ADJACENCIES.

The appropriate layout and adjacencies of the NOSC and key subareas are illustrated in Figures 2.1 through 2.3. These diagrams do not convey a building shape. Required adjacencies may be accommodated vertically. If a multi-story facility is required, unit areas will work most efficiently on the upper levels.

FIGURE 2-1. NOSC

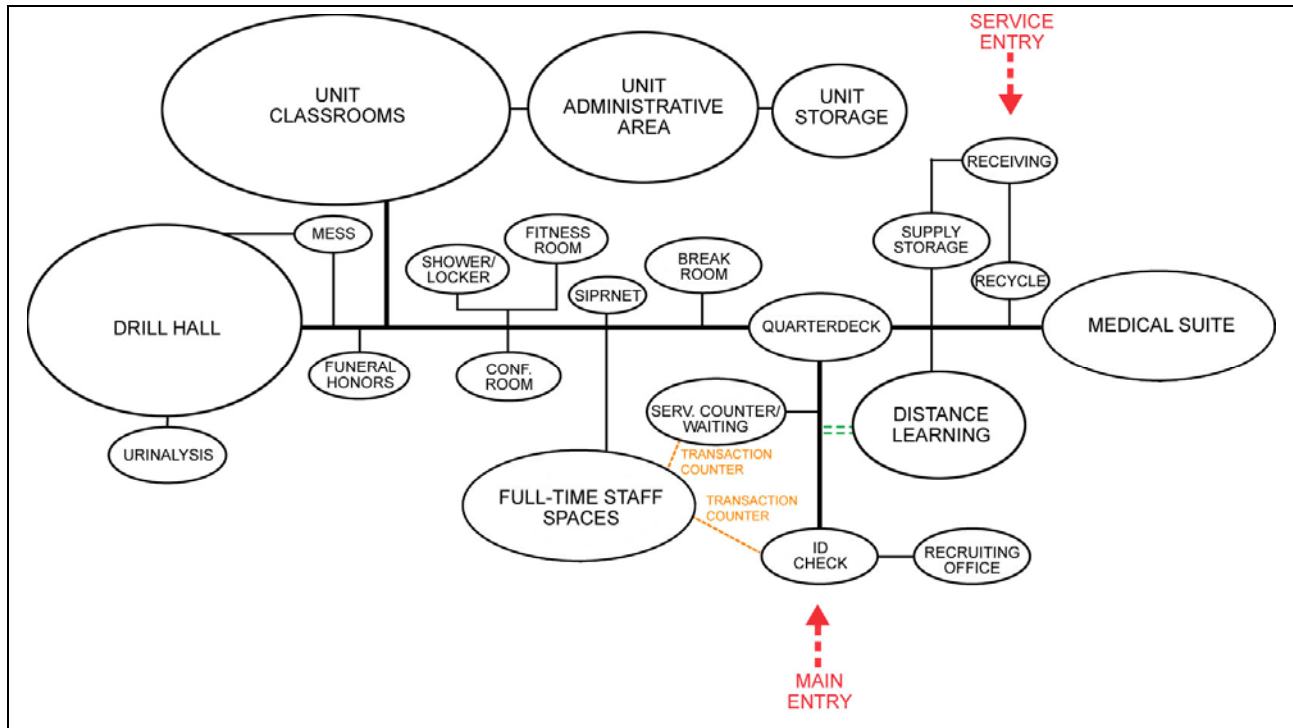


FIGURE 2-2. FULL-TIME STAFF SPACES

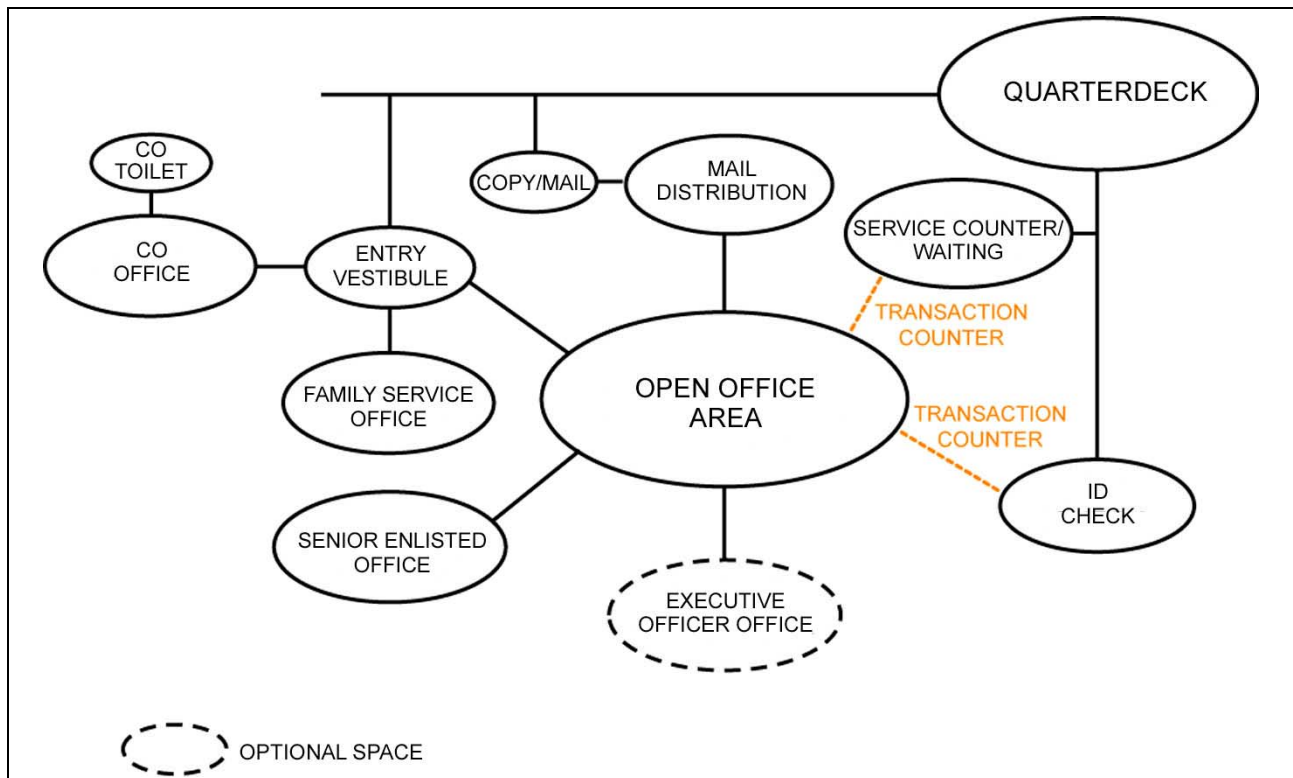
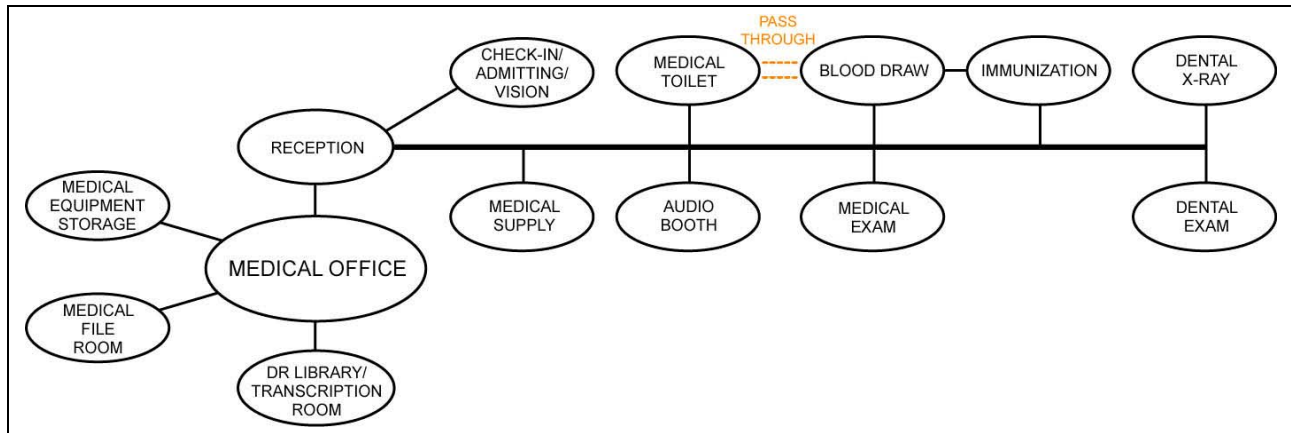


FIGURE 2-3. MEDICAL SUITE



2-5.1 **NOSC in an Armed Forces Reserve Center.**

When a NOSC is located within an Armed Forces Reserve Center (AFRC), the spaces identified in Table 2-1 shall be dedicated Navy spaces, not shared. These spaces have been broken down by those that are required in all AFRCs and those that are optional. Desired adjacencies are also identified.

TABLE 2-1. DEDICATED NOSC SPACES IN AN ARMED FORCES RESERVE CENTER

NOSC Functional Program Area	Desired Adjacency/Proximity	Required/Optional
ID Check	To main entry and open office area	Only optional if building layout precludes a separate Navy entrance
Recruiting office	To main entry	Required
Quarterdeck	To full-time staff areas and distance learning center	Only optional if building layout precludes a separate Navy entrance
CO office	To open office area and quarterdeck (if provided)	Required
Executive Officer office	To CO office and open office area	Based on number of Navy reservists
Senior enlisted office	To CO office and open office area and quarterdeck (if provided)	Required
Navy family service office	To CO office and open office area	Optional based on Navy mission
Open office area (incl. service area, copier/mail nook and mail distribution)	To CO office and quarterdeck (if provided)	Required
Conference room	To CO office and open office area	Required
Funeral honors office	To drill hall	Required
Distance learning center	To quarterdeck (if provided)	Required

**TABLE 2-1. DEDICATED NOSC SPACES IN AN
ARMED FORCES RESERVE CENTER**

NOSC Functional Program Area	Desired Adjacency/Proximity	Required/Optional
Dedicated IT room and SIPRNET	SIPRNET to CO office	Required
Supply storage	None required	Required
Shower/locker room	To full-time staff areas	Space for Navy personnel is required, but dedicated Navy space is optional
Medical Spaces	To other medical spaces	The scope of the medical spaces will depend upon both facility and program factors
Unit administrative areas (incl. private offices and workstations)	To unit classrooms	Required
Unit storage	To unit administrative areas	Required

2-5.2 Unit Classrooms.

Unit classrooms are designed to flexibly accommodate the variable unit sizes as noted in Chapter 1, Functional Areas. Total classroom area is based on the number of reservists in the largest weekend drill population as described in Appendix B, but this area shall be configured into rooms as follows:

2-5.2.1 Quantity of Rooms.

Round the weekend drilling population up to the closest multiple of 100 and provide one room for every 100 reservists as follows:

- Provide one room for up to 100 reservists.
- Provide two rooms for 101 to 200 reservists.
- Provide three rooms for 201 to 300 reservists.
- Continue as such to accommodate the largest weekend drill population.

2-5.2.2 Sizing of Rooms.

The final sizing of the individual classrooms shall conform to the following criteria: Each room is sized to accommodate multiples of 25 reservists, is never larger than needed to accommodate 100 reservists, and is never smaller than needed to accommodate 25 reservists. If only one room is provided, it shall accommodate 100 reservists. Any room larger than for 25 reservists shall be partitionable into sections sized for 25. Within these parameters, the Activity shall select the room size options that result from these criteria. Note the following examples:

- For up to 100 reservists in a weekend drill population, provide one classroom sized for 100 reservists. This classroom shall have three partitions to create four sections, each to accommodate 25 reservists.
- For 101 to 125 reservists, provide two separate classrooms with a total area sized for 125 reservists. Room sizes could be for 75 (with two partitions) and 50 (one partition) or for 100 (three partitions) and 25 (no partitions).
- For 125 to 150 reservists, provide two separate classrooms sized for 75 and 75 or for 100 and 50, with the appropriate partitions.
- For 150 to 175 reservists, provide two separate classrooms sized at 100 and 75, with the appropriate partitions.
- For 175 to 200 reservists, provide two separate classrooms, each sized for 100 reservists and each with three partitions.
- Beyond 200 reservists, a third room is added and the same criteria are applied to the individual room sizing.

2-5.3 **Space Assessment.**

See the Functional Data Sheets in Chapter 4 for additional information on the space types and their relationships to each other.

2-6 **ALTERATIONS TO EXISTING FACILITIES.**

2-6.1 **Navy Regulatory Authorities.**

Authorities are contained in OPNAVINST 11010.20G, *Facilities Projects Manuals* and NAVFACINST 11010.45, *Comprehensive Regional Planning Instruction*. Prior to planning alterations to an existing facility to convert it to a NOSC, the activity should consult the following: Military Construction Navy Reserve (MCNR) Program Manager.

2-6.2 **Other Considerations.**

If other facilities are being considered for conversion to a NOSC, ensure that the structure can accommodate the required functions, such as the Drill Hall and/or unit areas. Also ensure adequate site space for parking. Whether planning a conversion, alteration, addition, or new construction, all the criteria in this UFC must be met by the resulting facility.

CHAPTER 3 GENERAL DESIGN CRITERIA

3-1 GENERAL.

References within this UFC to applicable criteria and codes are intended to assist the designer in compiling the required statutes. These references are not intended to identify all those that may apply. It is the responsibility of the designer of record to identify and comply with all required statutes.

Use UFC 1-200-01, *General Building Requirements* for guidance on the use of model building codes for design and construction of DoD facilities.

3-1.1 Accessibility.

Provide barrier-free design in accordance with the requirements of the DEPSECDEF Memorandum "Access for People with Disabilities" dated Oct 31, 2008. The memorandum updates the DoD standards for making facilities accessible to people with disabilities. The US Access Board issued an update of the accessibility guidelines which the DEPSECDEF Memorandum implements with military unique requirements specified in the memorandum attachment. The new DoD, "ABA (Architectural Barriers Act) Accessibility Standard" and the DEPSECDEF Memorandum are located at <http://www.access-board.gov/ada%2Daba/aba-standards-dod.cfm>.

At a minimum, the entire first floor of the NOSC shall be accessible.

3-1.2 Antiterrorism and Security.

UFC 4-020-01 DoD Security Engineering Facilities Planning Manual supports the planning of DoD facilities that include requirements for security and antiterrorism. Use in conjunction with UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings, to establish the security and antiterrorism design criteria that will be the basis for DoD facility designs.

UFC 4-010-01 DoD Minimum Antiterrorism Standards for Buildings establishes the standards that provide minimum levels of protection against terrorist attacks for the occupants of all DoD inhabited buildings. Incorporate the minimum standards into the design of all new construction and major renovations of inhabited DoD buildings.

Additional requirements may apply for overseas facilities or facilities in high-threat areas.

3-1.3 **Sustainability.**

Design and construct the facility to comply with UFC 4-030-01, *Sustainable Development*.

3-1.4 **Medical Facility Requirements.**

Design and construct the medical portions of the facility to comply with UFC 4-510-01, *Medical Military Facilities*. UFC 4-510-01 is a multidiscipline UFC; therefore, all architectural/engineering disciplines need to be aware of the requirements.

The medical spaces in a NOSC are classified as clinical spaces, but treatment and ambulatory services are not provided. The NOSC clinic performs non-therapeutic activities related to the health of the personnel served, such as physical examinations, immunizations, medical administration, preventive medicine services, and health promotion activities to support the military mission.

3-2 **STRUCTURE.**

The NOSC shall comply with UFC 3-300-10N, *Structural Engineering*.

Provide clear spans for the drill hall and the unit common areas. Use pre-engineered components for superstructure framing, where feasible.

3-3 **ARCHITECTURE.**

Comply with UFC 3-100-10N, *Architecture*.

3-3.1 **Stories.**

Single-story structures are preferred for NOSCs. Site constraints may drive the need for multi-story structures. If a multi-story structure is required, ensure the appropriate adjacencies are maintained. See Chapter 2, *Layout and Adjacencies*, for more information on the required adjacencies.

3-3.2 **Exterior Design.**

The building design shall comply with Command and Installation architectural standards and incorporate the local geographical and cultural environment.

3-3.2.1 **Entrance.**

The main entrance serves as the architectural focal point of the exterior design for a standalone NOSC. Provide a vestibule at the main entrance. Provide flooring features for cleaning of footwear. In climate appropriate areas, the vestibule must incorporate an airlock to act as a buffer from the exterior weather.

Provide a canopy (or a recess) at required egress doors to ensure that doors can open completely without obstruction.

3-3.2.2 Exterior Finishes.

Exterior finishes shall be durable and low-maintenance. If allowed within Installation standards, brick or split-face block are the preferred exterior finishes. Coordinate exterior finishes with the interior design standards noted in Chapter 3, Interior Design.

3-3.2.3 Windows/Natural Light.

Provide for the admission of natural light in the design of the facility window systems and in the design of the overall footprint and floor depth. Select furniture systems that maximize the admission of natural light into the facility. The goal should be to achieve the LEED® “Daylight & Views” points.

In designing for natural light admission, coordinate with Chapter 3, Electrical Design.

3-3.3 Interior Design.

Provide professional interior design services in the same manner as architectural and engineering services. Coordination and planning among the architects and interior designers are critical.

3-3.3.1 Interior Construction.

Counters, casework, and cabinets shall be of high-quality and durable construction. Specify Architectural Woodwork Institute (AWI) Premium or Custom for finishes per *AWI Quality Standards Illustrated, Current Edition*. Casework, cabinet doors, and drawer faces shall be veneer panel core. Doors, drawers, and casework faces shall be plastic laminate at a minimum. Where no water source is present, countertops shall be plastic laminate as a minimum with hardwood or solid surface edging. Where a water source is present, countertops shall be solid surface/solid composite plastics only. Specify .75-in. (20-mm) minimum thickness for plywood, plywood backing, and solid wood panels.

3-3.3.2 Finishes.

Finishes should take into account the intended uses and be highly durable. They must meet the requirements listed in NFPA 101, *Life Safety Code* and UFC 3-120-10, *Interior Design*.

3-3.3.2.1 In moist climates, do not cover the inside of exterior walls with impervious materials such as mirrors or vinyl wall coverings to help preclude mold development in the wall.

3-3.3.2.2 For finish criteria in specific areas, see the Functional Data Sheets in Chapter 4.

3-3.4 Acoustics.

Design the facility to provide a comfortable acoustical environment and provide comprehensive sound isolation and sound absorption measures for individual spaces as

appropriate. Provide acoustical design to prevent sound from noisy spaces such as corridors, toilets, elevator machine rooms, and mechanical rooms from having negative impact on the adjacent spaces.

At a minimum, provide the required sound transmission coefficient (STC) ratings identified in Chapter 4, Functional Data Sheets, for individual spaces. Use the “Suggested Design Values” STC ratings in UFC 3-450-01, *Noise and Vibration Control* as the basis for the sound design of partition, door and window assemblies. Utilize gypsum board wall “improvements” to increase the STC of gypsum board “Stud Type” partitions to achieve the project sound requirements. Unless noted otherwise extend the room partitions and seal to the structure above for rooms that have a noise source such as, but not limited to, corridors, toilets, classrooms, training rooms, maintenance rooms, and mechanical rooms. Unless indicated in Chapter 4, STC ratings do not need to be field verified.

3-4 **SERVICES.**

3-4.1 **Plumbing.**

Design domestic hot and cold water, sanitary and storm drainage, propane, fuel oil, or natural gas systems to meet the requirements of local Installation standards, and UFC 3-420-01, *Plumbing Systems*.

To calculate fixture counts, use a population split of 70% male and 30% female. While the shower/locker room is programmed space and does not come out of the net-to-gross multiplier, include the shower/locker room fixtures in the overall facility fixture count when performing code calculations.

3-4.2 **Heating, Ventilating, and Air Conditioning (HVAC).**

Design the HVAC system to meet the requirements of UFC 3-400-10N, *Mechanical Engineering*.

Zone the system to allow for separate operation of the administrative support (including medical) areas, the unit areas, and the drill hall. Only the administrative support areas are occupied during a normal work week.

3-4.3 **Fire Protection.**

Design fire protection and life safety to comply with UFC 3-600-10N, *Fire Protection Engineering*.

3-4.4 **Electrical Design.**

Provide site electrical utilities, interior distribution systems, communications, and security according to UFC 3-500-10, *Electrical Engineering* (Draft) and the latest Installation design requirements.

- Site Electrical Utilities includes equipment, overhead power distribution, underground electrical systems, grounding, metering, and exterior site lighting.
- Interior distribution systems include service entrance and distribution equipment, TVSS, dry type transformers, wiring devices, raceways, conductors, interior lighting systems, emergency power systems, lightning protection systems, and systems furniture.
- Communications and security includes telecommunications systems, television systems, electronic security systems (ESS), and intercommunication systems.

In addition to the criteria identified above, comply with the following NOSC-specific requirements:

3-4.4.1 Lighting.

See Chapter 4, Functional Data Sheets for light level and control requirements that are exceptions or in addition to the requirements referenced above.

3-4.4.2 CCTV.

Provide the infrastructure for a CCTV system. The program manager will determine if design and construction funds will be provided for a complete and usable CCTV system. See Chapter 4, Functional Data Sheets for monitor and camera locations.

3-4.4.3 Telecommunication Systems.

See Chapter 4, Functional Data Sheets, for outlet locations.

3-4.4.4 Television Systems.

See Chapter 4, Functional Data Sheets, for outlet locations.

3-4.4.5 Electronic Security Systems (ESS).

See Chapter 4, Functional Data Sheets, for locations.

3-4.4.6 Intercommunication Systems.

See Chapter 4, Functional Data Sheets, for locations.

3-5 FURNISHINGS.

All windows and other glazed openings to the exterior of the building shall be provided with horizontal blinds or solar shading systems and are considered part of the construction project. Soft window treatments such as draperies are considered collateral equipment and shall be included in the FF&E package as required.

Additional furnishing and equipment criteria for specific spaces within a NOSC are provided in Chapter 4.

3-6 SITE WORK.

Comply with UFC 3-200-10N, *Civil Engineering*. Organize the site to be compatible with the site planning and style of adjacent existing structures. Locate the building to reflect local climatic conditions. For example, provide protection from prevailing winds and glare and orient operable windows to take advantage of summer breezes. Locate the building to take advantage of passive solar heating and day lighting.

3-6.1 Landscaping.

The plant selection shall be easy to maintain and enhance the visual quality of the facility in all seasons. Indigenous species are preferred. Comply with local Installation landscape standards.

Address sustainable design issues when designing the landscape. Select plants that require little to no additional water beyond normal rainfall. Avoid plants that require an irrigation system or consider a gray water or storm water irrigation system.

3-6.2 Site Circulation and Parking.

Comply with UFC 3-210-02, *POV Site Circulation and Parking*. Locate parking areas so they do not dominate the main entrance and public image of the facility. Provide the following:

- Government vehicle parking. Provide two large, van-sized, paved parking spaces. If climate dictates and budget allows, provide enclosed or covered spaces. Accommodate any additional vehicle requirements associated with exclusive spaces, as required.
- Staff and reservist privately-owned vehicle (POV) parking. For a NOSC located on an Installation, provide paved parking spaces for 80% of reservist and full-time-staff population. If site space and budget permits, provide unpaved spaces for the remaining 20% of the population. For a NOSC located off Installation, provide paved parking spaces for 100% of reservist and full-time staff population. For both on- and off-Installation NOSCs, reservist population shall be calculated based on the largest single drill weekend, not on total NOSC capacity.

CHAPTER 4 SPECIFIC DESIGN CRITERIA

4-1 INTRODUCTION.

This chapter identifies the specific design needs for each functional area outlined in this UFC. Tables 4-1 through 4-40 provide this data in a standard Functional Data Sheet format.

The interior construction specialties, equipment and furnishings criteria provided in these tables are broken down as follows:

- Casework/Built-in Equipment. This includes anything physically attached or plumbed to the building such as counters, cabinets, casework, toilet accessories, window treatments, laundry machines, and retractable overhead screens.
- Furnishings, Fixtures, and Equipment (FF&E). This includes contractor-furnished, contractor-installed loose items such as desks, tables, chairs, bookshelves, and televisions (if mounted, TV mount would be built-in).
- User-provided FF&E. This includes all government-furnished, government-installed items, which are typically limited to office equipment such as computers, printers, copiers, and projectors (if mounted, projector mount would be built-in).

TABLE 4-1. ID CHECK

Description/ Usage	The ID check is a small space directly off the main entry that provides a transaction counter to the security desk and access points to the NOSC and the recruiting office.
Ceiling Ht.	12 ft. (3.7 m).
Finishes	Walls. Provide a durable finish with a wainscot such as painted gypsum wallboard or vinyl wall covering. Floor. Provide a low-maintenance, durable finish suitable for this high-traffic area such as stone, terrazzo, or quarry tile. Provide a walk-off mat/area at the entrance door. Provide a base that matches the flooring. Ceiling. None required.
Plumbing	None required.
HVAC	Provide a system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. Provide one outlet. CATV/Internal Video. Provide a CATV outlet. PA/Audio. Provide a speaker. Telephone. None required. Data. None required. Security. Provide an electronically locked door from the ID check to the NOSC with controls at the security desk.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide a secure transaction counter to the full-time staff area security desk that serves as a security check-in point.
Furnishings Fixtures & Equipment (FF&E)	Floor mat at entrance.
User-provided FF&E	CCTV cameras.
Special Requirements	Where climate conditions dictate, provide an airlock at the exterior doors, and provide double doors leading into the NOSC.

TABLE 4-2. RECRUITING OFFICE

Description/ Usage	This small suite is directly off the ID check/main entry and provides an environment for a recruiting officer to meet with prospective reservists. It includes a display area with brochure racks, table, two workstations with facing chairs for prospects, and storage.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. Acoustical ceiling panels (ACP).
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment. Provide at least one quad outlet per workstation.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide one line with internal two-way communication at each workstation. Data. Provide data outlets to support two workstations and other required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 39. Rating does not need to be field verified.
Casework/Built-in Equipment	Two storage cabinets.
Furnishings Fixtures & Equipment (FF&E)	2-ft.-diameter round table for display material, brochure racks, and display space. Workstations—systems furniture for 48 ft. ² (4.5 m ²) workstation: desk chair and side chair. Workstation systems furniture must provide adequate space for filing and overhead storage.
User-provided FF&E	Computers and printer.
Special Requirements	Ensure this suite is well marked with signage and clearly visible from the facility entrance.

TABLE 4-3. QUARTERDECK

Description/ Usage	The quarterdeck is directly off a corridor from the main entry and acts as an internal “lobby” of the facility. It provides for the main facility signage, the display of the flag, and display of Navy or unit memorabilia. It will also be used for staff gatherings of up to 15 people and as a ceremonial space.
Ceiling Ht.	12 ft. (3.7 m).
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Provide a low-maintenance, durable finish such as stone, terrazzo, or quarry tile. Provide a base that matches the flooring. Ceiling. Provide a decorative ceiling.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical. Consider decorative and task lighting.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	
Furnishings Fixtures & Equipment (FF&E)	Main facility signage and cases to display Navy/unit memorabilia (display cases can be built-in).
User-provided FF&E	
Special Requirements	Consider a skylight or clerestory.

TABLE 4-4. COMMANDING OFFICER OFFICE

Description/ Usage	This private office includes typical office accommodations and an adjacent private toilet.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	<p>Walls. Painted gypsum wall board or vinyl wall covering in office and reception areas. In toilet, provide moisture and mildew resistant gypsum wall board with ceramic tile wainscot, and semi-gloss or better industrial latex-based paint.</p> <p>Floor. Carpet with vinyl or rubber base in office and reception areas. Provide ceramic tile and ceramic tile base in toilet.</p> <p>Ceiling. Provide ACP in office and reception areas. Provide moisture resistant gypsum board ceiling in the toilet.</p>
Plumbing	Provide water closet, shower, and lavatory. Consider providing floor drain.
HVAC	Provide system per Chapter 3, HVAC. Consider providing independent thermostat.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet in office area on at least three walls. Gang outlets with data and telephone. Provide outlets per code in the toilet.
Lighting	Provide system per Chapter 3, Electrical.
Communication	<p>CCTV. None required.</p> <p>CATV/Internal Video. Provide one outlet.</p> <p>PA/Audio. None required.</p> <p>Telephone. Provide one line with internal two-way communication.</p> <p>Data. Provide data outlets to support required equipment.</p> <p>Security. None required.</p>
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Office desk, office chair, file cabinet, bookshelf, desk lamp, and two side chairs.
User-provided FF&E	Computer and printer.
Special Requirements	

TABLE 4-5. EXECUTIVE OFFICER AND SENIOR ENLISTED OFFICES.

Description/ Usage	These are one or two private offices adjacent to the CO office/command suite. Every NOSC has a Senior Enlisted office. NOSCs that accommodate over 500 reservists add the XO office.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet on at least three walls. Gang outlets with data and telephone.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet in the XO office. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide data outlets to support required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 45. Rating does not need to be field verified.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Office desk, office chair, file cabinet, bookshelf, desk lamp, and two side chairs.
User-provided FF&E	Computers.
Special Requirements	

TABLE 4-6. OPEN OFFICE AREA

Description/ Usage	The office area for the full-time staff includes workstations arranged in an open office plan with systems furniture. The offices should be free from frequent distraction, have a professional appearance, and provide a sense of work place.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Ensure an adequate number of circuits to power all equipment. Provide at least one quad outlet per workstation. Provide additional outlets as necessary to operate shared equipment such as printers, fax, etc.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video: None required. PA/Audio: Provide speaker and PA controls. Telephone. Provide one line per staff plus additional lines for fax and copier. Data. Provide one outlet per staff plus outlets for each printer, copier, scanner, etc. Security. None required.
Acoustics	Partition and floor materials shall have a high Noise Reduction Coefficient (NRC) and be manufactured specifically for open office environments. Provide ceiling materials that have a high Articulation Class (AC) rating.
Casework/Built-in Equipment	Provide built-in cabinets under the transaction counters.
Furnishings Fixtures & Equipment (FF&E)	Workstations—systems furniture for 64 ft. ² (5.9 m ²) workstation: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Counters for work surfaces and equipment such as printers and cabinets for storage of administrative supplies. Provide lockable lateral file cabinets for secure personnel files. Under-counter refrigerator and coffee maker.
User-provided FF&E	Computers, printers, and other office equipment as needed.
Special Requirements	Transaction Counter/ID Service. Provide a transaction counter open to the waiting area. The ID service area is at/adjacent to the transaction counter and includes a digital camera, printer and identification production equipment. Provide an under-counter safe for storage of ID badges. The photographic backdrop is included in the waiting area. Transaction Counter/Security Desk. The security personnel will occupy the second transaction counter to the ID check area (see Table 4-1). Mail Handling. Provide a direct entrance into the mail distribution area. If the NOSC is located off Installation, provide a separate mail room that meets the requirements in Chapter 3, Antiterrorism. Telecom Closet. Near or adjacent to the administrative offices, provide a telecommunications room in compliance with Chapter 3, Electrical.

TABLE 4-7. SERVICE COUNTER/WAITING AREA

Description/ Usage	This area provides space for reservists or other customers to interact with the full-time staff through the service/transaction counter. It includes a small waiting area and accommodates ID photography.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical. Coordinate lighting with ID photography area.
Communication	CCTV. None required. CATV/Internal Video: None required. PA/Audio: Provide speaker and PA controls. Telephone. Provide one line. Data. Provide one line. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide bulletin boards and/or tack surfaces for display of facility information.
Furnishings Fixtures & Equipment (FF&E)	Provide comfortable seating in waiting area.
User-provided FF&E	
Special Requirements	The entrance to this area should be directly off the corridor that runs from the main entrance to the quarterdeck and be easily visible to anyone who has entered the facility. Provide glass storefront walls between the waiting area and the corridor with glass entrance doors. A person standing in the corridor should be able to see the service counter and the staff administrative area behind it when looking through the storefront. Provide a lockable door from the waiting area into the open office area. Provide a photographic backdrop opposite the side of the service/transaction counter that includes the digital camera for ID issue.

TABLE 4-8. NAVY FAMILY SERVICES OFFICE

Description/ Usage	Family services offer a variety of private counseling functions such as financial planning or clinical counseling. Between sessions, staff will work on files and research cases.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required PA/Audio. Provide a speaker. Telephone. Provide one line Data. Provide one outlet for each piece of equipment. Security. Lockable door with a vision panel.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Modular office furniture consisting of a desk or workstation, credenza with overhead storage, secure file cabinet, and desk chair. Provide an upholstered love seat, an upholstered arm chair, and a side table.
User-provided FF&E	Computer and printer.
Special Requirements	The furniture configuration allows the staff member to meet with customers in a more intimate, less threatening setting. The desk should not divide the staff member from the customer. See illustration below.

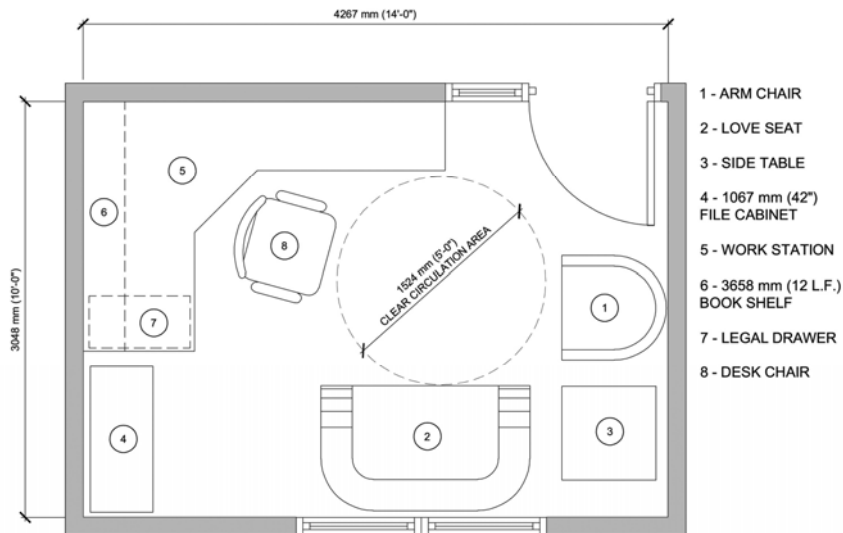


TABLE 4-9. COPIER/MAIL NOOK AND MAIL DISTRIBUTION

Description/ Usage	The copier/mail nook is directly off a main corridor and directly adjacent to the mail distribution area. It includes one or more copiers and office equipment for staff and reservists use and mailboxes for staff and reserve units. It should be easily accessible by both the full-time staff and the reservists. The mail distribution area is directly off the full-time staff open office area and includes a mail sorting table and access to the back of the mail boxes in the copier/mail nook.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide one line for a facsimile machine. Data. Provide outlets for each piece of equipment. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide base and wall cabinets. Provide 4-in. x 10-in. (100-mm x 255-mm) mailboxes for each reserve unit plus 13 additional for full-time staff and operational divisions.
Furnishings Fixtures & Equipment (FF&E)	Provide sorting table and chairs in distribution area.
User-provided FF&E	Copiers and office equipment.
Special Requirements	If the NOSC is located off-base, provide a separate mail room in addition to the mail distribution area. This mail room shall comply with Chapter 3, Antiterrorism.

TABLE 4-10. CONFERENCE ROOM.

Description/ Usage	This conference room serves the CO and his/her staff and the Unit COs and senior enlisted personnel. It includes video teleconference (VTC) capability and is near the CO office and full-time staff area.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet on at least three walls. Gang outlets with data and telephone.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide data outlets to support required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 45. Rating does not need to be field verified.
Casework/Built-in Equipment	Retractable overhead screen and a ceiling projector mount.
Furnishings Fixtures & Equipment (FF&E)	Conference table and chairs. VTC equipment.
User-provided FF&E	Projector.
Special Requirements	Consider the viewing angle when planning the location of the conference table, VTC camera, screen, and microphone.

TABLE 4-11. FUNERAL HONORS OFFICE

Description/ Usage	This office accommodates staff administrative functions for the oversight of military funeral honors and storage of coffins and other ceremonial equipment.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide two lines. Data. Provide one outlet for each piece of equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 39. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide a storage closet for items such as uniform accessories, bugles, and other ceremonial equipment.
Furnishings Fixtures & Equipment (FF&E)	Two workstations—systems furniture for 64 ft. ² (5.9 m ²) workstation: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Coffin dolly.
User-provided FF&E	
Special Requirements	

TABLE 4-12. DISTANCE LEARNING CENTER

Description/ Usage	The distance learning center is an advanced classroom environment that supports synchronous or asynchronous learning where the student and the instructor may be in physically separate locations. It is designed to accommodate a minimum of 20 students.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Ensure adequate number of circuits to power all equipment. Provide utility AC outlets on separate circuits from the media equipment inside the room for overhead projectors, portable media equipment and laptop computers. Provide a duplex 120V outlet in the ceiling at each video projector location. Provide at least one duplex outlet every 10 ft. (3.05 m) along the front wall of the classroom, on the underside of any teaching tables and on any fixed lecterns.
Lighting	Provide a minimum of three lighting zones: 1. One zone should control the classroom's general-use fluorescent lights that provide full brightness for general activities up to 50 ft. candles (540 Lux). 2. One zone should control low level, fully dimmable lights for note taking that provide 2 ft. candles (20 Lux) at the desktops. These lights shall not shine on the screens and the eyes of the audience. 3. One zone should control presentation area lights (either incandescent or fluorescent) that illuminate the writing/display surface at the front of the room and provide 50 ft. candles (540 Lux).
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet at the front of the room. PA/Audio. None required. Telephone. Provide one outlet at the front of the room near the lighting and media equipment controls. Data. Provide dual duplex data outlets at each of the following locations: the front of the classroom, the video projector, and the media equipment rack. Provide one outlet for each student and coordinate location with selected furniture. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 45. Rating does not need to be field verified. Provide ceiling materials that have a high Articulation Class (AC) rating.
Casework/Built-in Equipment	Ceiling projector mount, retractable screen, and low reflectivity marker board.
Furnishings Fixtures & Equipment (FF&E)	Provide tables that have C-legs on castors and wire management baskets. Tables shall be 762 mm (30 in.) deep and long enough to accommodate two computers with 3-ring-binder space between. Provide mid-back upholstered task chairs with adjustable arms for each student and instructor. Provide a combination lectern to hold computer, monitor and keyboard connected to projector and camera control.

TABLE 4-12. DISTANCE LEARNING CENTER

User-provided FF&E	Computers and projector.
Special Requirements	<p>Provide two 1.25-in. (32-mm) conduits from each video projector location to the podium and to the location of the media equipment rack for low voltage projector control and signal cables.</p> <p>The distance learning center serves as a focal point of the facility. Provide an interior window to the corridor that runs from the main entrance to the quarterdeck. This window should be easily visible to anyone who has entered the facility.</p>

TABLE 4-13. MESS

Description/ Usage	This space serves as a warming kitchen/staging area for catered events in the drill hall.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Provide a low maintenance, durable finish such as a semi-gloss latex based paint Floor. VCT with vinyl or rubber base. Ceiling. Gypsum wall board, semi gloss latex paint.
Plumbing	Provide hot and cold water supply to a double-tub, stainless steel, commercial-grade kitchen sink. Provide cold water supply for refrigerator and coffee maker.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet. PA/Audio. Provide speaker. Telephone. Provide one line. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Double-tub, stainless steel, commercial-grade kitchen sink, solid surface countertop, base cabinets with doors and drawers, and upper cabinets with doors. Provide a 6-ft.-wide pass-through window to drill hall.
Furnishings Fixtures & Equipment (FF&E)	One microwave, one residential-style refrigerator, and coffee maker.
User-provided FF&E	
Special Requirements	

TABLE 4-14. SIPRNET ROOM

Description/ Usage	Secure room housing equipment for secure Internet access.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT. Ceiling. ACP or none required.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Navy to provide/install classified equipment. Data. Navy to provide/install classified equipment. Security. Navy to provide/install classified equipment.
Acoustics	Provide acoustical attenuation that meets SIPRNET requirements.
Casework/Built-in Equipment	Equipment racks.
Furnishings Fixtures & Equipment (FF&E)	Navy to provide.
User-provided FF&E	
Special Requirements	Navy to provide final fit-out of room based on "Technical Guide for the Integration of Secret Internet Protocol Router Network (SIPRNET)," latest version.

TABLE 4-15. SUPPLY STORAGE

Description/ Usage	The supply storage provides space for the storage of administrative supplies and new uniforms, a uniform fitting area for taking measurements, a workstation for supply staff, and a small receiving area directly off a service entrance.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and one additional quad outlet for the workstation.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line at workstation. Data. Provide one outlet at the workstation. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide a department-store style dressing room with minimum 6-ft.-high (1830 mm) walls and a lockable door. Provide hooks in the dressing room.
Furnishings Fixtures & Equipment (FF&E)	Storage shelving for boxed uniforms and administrative supplies. Measuring platform and three-panel adjustable mirror at the fitting area. Workstation systems furniture for 64 ft. ² (5.9 m ²) workstation, desk chair and side chair. Workstation systems furniture must provide adequate space for filing and overhead storage.
User-provided FF&E	Computer.
Special Requirements	Provide a transaction counter open to the corridor with a coiling door or grille at the counter to serve as a security screen. The receiving area comprises open floor space for stacking of larger boxes until they can be unpacked and distributed appropriately.

TABLE 4-16. FITNESS ROOM

Description/ Usage	The Fitness Room should accommodate the latest in fitness machines, as well as more traditional equipment. Design and size the room to provide free circulation between equipment while in use.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Provide a low-maintenance, durable finish such as industrial egg-shell latex paint. Floor. Provide low-maintenance sheet or tile vinyl flooring material with vinyl base. Consider cork floor. Ceiling. Provide acoustical ACP or gypsum board ceiling with a finish such as industrial egg-shell latex paint for gypsum board ceiling.
Plumbing	None required.
HVAC	Provide a system per Chapter 3, HVAC. In addition, provide 68 F (20 C) minimum, 74 F (23 C) maximum, less than 60% relative humidity, 20 cfm/person outside air and use CO ₂ sensors to control outside air. Provide multi-speed ceiling fans.
Fire Protection	Provide system per Chapter 3, Fire Protection and Life Safety.
Power	Provide outlets per Chapter 3, Electrical and provide wall or floor outlets to accommodate fitness machines such as treadmills, bikes, and stair-step machines.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. Provide at least one outlet for a wall-mounted unit. PA/Audio. Provide a speaker. Telephone. Provide one line with internal two-way communication. Data. None required. Security. None required.
Acoustics	Provide partition and door construction with a minimum STC rating of 52 per Chapter 3, Acoustics.
Casework/Built-in Equipment	Provide full-wall-height mirrors on at least one wall.
Furnishings Fixtures & Equipment (FF&E)	Provide fitness machines, treadmill, stationary bicycle, elliptical machine, weights, and mats. Consider providing a wall-mounted television.
User-provided FF&E	
Special Requirements	

TABLE 4-17. PUBLIC TOILETS

Description/ Usage	Male and female, ADA-compliant toilets for staff, reservists, and visitor use.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Epoxy or enamel painted, moisture-resistant gypsum wall board with a ceramic tile wainscot. Provide full-height ceramic tile on wet walls; consider full-height ceramic tile on all walls. Floor. Ceramic tile. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	Water closets, urinals, and lavatories. Floor drain.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide power to the air hand dryers.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface countertop supported at both ends with either underhung or integral sinks. Wall-hung lavatories are also acceptable. Water closet and urinal partitions. Toilet accessories: air hand dryers, toilet paper dispensers, robe hooks, grab bars, and soap dispensers. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Provide a Janitor's closet associated with or in proximity of these toilets. This closet includes a floor mop sink with hot and cold water and a hose connection, a floor drain, and storage for pails, mops, vacuums, and related cleaning supplies and equipment. Include a lockable door (which can be opened from the inside) with a vision panel. Provide lockable cabinets for cleaning supplies. Provide exhaust ventilation directly to the outside.

TABLE 4-18. SHOWERS/LOCKER ROOM

Description/ Usage	The shower/locker room includes private water closets, lavatories, shower stalls with private changing area, and lockers for temporary storage of personal items for regular use by full-time staff and periodic use by reserve units during scheduled periods on drill weekends.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Provide a low-maintenance, durable finish such as industrial semi-gloss latex or epoxy paint. Provide full-height ceramic tile. Floor. Provide slip resistant ceramic tile. Ceiling. Provide skim-coated cementitious backerboard ceiling.
Plumbing	Water closets, urinals, lavatories, and shower stalls. Provide a floor drain.
HVAC	Provide system per Chapter 3, HVAC. In addition, provide 70 F (21 C) minimum, 78 F (26 C) maximum. Provide for air flow from the dry side (locker/dressing area) to the exhaust intakes in the wet (toilet/shower) area. Provide 0.50 CFM/ft. ² of outside air and a minimum of 12 air changes per hour. Provide air supply as necessary to minimize air velocities while providing negative pressure. Limit relative humidity to under 50% through the use of humidistats. Humidistats may also be used to throttle back air changes as long as temperature and humidity remain within limits.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide counter-height outlets at the vanity area.
Lighting	Provide system per Chapter 3, Electrical. Lighting fixtures should have translucent, moisture resistant, nonbreakable, protective covers. Minimize shadowing at face of lockers. Provide recessed fixtures with sealed lenses that are rated for wet applications in the shower areas.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide 24 in. (610 mm) deep minimum solid surface materials for countertops and shower and toilet partitions. Provide half-sized Z-shaped lockers and full-size lockers. Provide integral benches (usually part of the locker system) at least 16 in. (406 mm) wide. Solid composite plastic lockers are strongly preferred.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Lockers should be configured as two half-sized lockers per one full-sized locker. Distribute the lockers throughout the area to prevent congestion during periods of heavy use. Provide a privacy screen at the entrance to this area.

TABLE 4-19. BREAK/WAITING ROOM

Description/ Usage	The break/waiting room accommodates vending machines for snacks and drinks and a small seating area.
Ceiling Ht.	8 ft. (2.4 m).
Finishes	Walls. Provide a low-maintenance, durable finish such as egg-shell latex paint. Floor. Provide low-maintenance sheet or tile vinyl flooring material with rubber base. Ceiling. Provide ACP or painted gypsum ceiling.
Plumbing	Provide a stainless steel sink in the counter.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide outlets and power required by equipment and vending machines.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet PA/Audio. Provide speaker. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Counter with base and upper cabinets.
Furnishings Fixtures & Equipment (FF&E)	Microwave, vending machines, two four-top tables, eight chairs, and trash receptacles.
User-provided FF&E	
Special Requirements	

TABLE 4-20. RECYCLING CENTER

Description/ Usage	This room is used for the collection, short-term storage, and separation of recyclables. Provide a direct access to receiving/service entrance.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. ACP.
Plumbing	Provide a floor drain and a hose bibb.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Receptacles for the separation of various products: glass, plastic, paper, etc. Heavy-duty, commercial shredder.
User-provided FF&E	
Special Requirements	

TABLE 4-21. MEDICAL OFFICE/RECEPTION

Description/ Usage	The medical office and reception area accommodate medical staff general administrative work and the receiving and processing of personnel receiving medical examinations. The space includes a small waiting area, a transaction/reception counter and workstations. Additional waiting function will be accommodated by the adjacent corridor.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Provide controls at the reception desk. Telephone. Provide one line with internal two-way communication at each workstation. Data. Provide one outlet at each workstation and additional outlets to support other required equipment. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Workstations—system furniture for 64 ft. ² (5.9 m ²) workstations: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. One workstation must incorporate a transaction/reception counter.
User-provided FF&E	
Special Requirements	Visually separate the transaction/reception counter from the workstations and the exam rooms to enhance staff, patient, and doctor privacy. The corridor directly outside this space shall incorporate built-in benches to serve as an additional waiting area.

TABLE 4-22. CHECK-IN/ADMITTING/VISION

Description/ Usage	This area is directly adjacent to the reception/waiting area and accommodates private rooms or workstations for patient interviews and taking of vitals such as blood pressure, temperature, etc. It also includes an area with a vision chart and the proper stand-off distances for vision exams.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Vinyl tile with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication at each workstation. Data. Provide one outlet at each workstation. Security. Provide lockable cabinets for supplies.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Provide partitions (or constructed walls) to accommodate privacy requirements for interviews. Provide tables and chairs.
User-provided FF&E	
Special Requirements	Interview areas must accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-23. MEDICAL EXAM ROOM

Description/ Usage	Private room used to conduct routine medical examinations.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Vinyl tile with vinyl or rubber base. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide one outlet. Security. Provide lockable cabinets for supplies/medications.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide a solid-surface counter top with under-mount sink on floor-mounted storage cabinet. Paper towel dispenser, soap dispenser, and robe hook. Provide a wall-mounted, flip-down writing table for note taking.
Furnishings Fixtures & Equipment (FF&E)	Examination table, wheeled chair or stool for the doctor, and trash receptacle.
User-provided FF&E	
Special Requirements	Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-24. DENTAL EXAM ROOM

Description/ Usage	Private room used to conduct routine dental examinations. Dental cleanings are not performed.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Vinyl tile with vinyl or rubber base. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide one outlet. Security. Provide lockable cabinets for supplies/medications.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide a solid-surface counter top with under-mount sink on floor-mounted storage cabinet. Paper towel dispenser, soap dispenser, and robe hook. Provide a wall-mounted, flip-down writing table for note taking.
Furnishings Fixtures & Equipment (FF&E)	Dental exam chair and associated equipment, a wheeled chair or stool for the dentist, and trash receptacle.
User-provided FF&E	
Special Requirements	Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-25. DOCTOR LIBRARY AND TRANSCRIPTION ROOM

Description/ Usage	This office accommodates doctor and dentist administrative functions and includes a medical resource library.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide one line at each workstation. Data. Provide one outlet at each workstation. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 39. Rating does not need to be field verified.
Casework/Built-in Equipment	
Furnishings Fixtures & Equipment (FF&E)	Provide workstation systems furniture for 64 ft. ² (5.9 m ²) workstations: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Provide bookshelves for medical resources.
User-provided FF&E	
Special Requirements	Note this is an administrative work area only; medical files are not stored here and patients will not occupy this space. Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules.

TABLE 4-26. DENTAL X-RAY

Description/ Usage	Area to provide dental x-rays for all training reservists. Room is typically divided by shielding with the x-ray controls on one side and the chair for the reservist on the other side. Changes in equipment technology may alter the design of this room; coordinate the design with the planned equipment.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Medical Facility Requirements, and Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line at x-ray control station. Data. Provide one outlet at x-ray control station. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Counter with base and wall cabinets.
Furnishings Fixtures & Equipment (FF&E)	Dental chair, x-ray machine and control station, image developing equipment.
User-provided FF&E	
Special Requirements	Provide x-ray shielding as required in Chapter 3, Medical Facility Requirements, for this application. Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-27. AUDIO BOOTH

Description/ Usage	Room to provide hearing tests for all training reservists. The booth may be set-up for testing of one or two reservists. If the booth is configured for two tests, the control station portion of the booth shall be configured for a single technician to administer two tests simultaneously. The reservists are in a sound-proof booth with the technician at a control console with visual control of both reservists while the reservists do not have visual contact with each other.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and electrical service designed specifically for the audio equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line at the audio control station. Data. Provide one line at the audio control station. Security. None required.
Acoustics	Provide an acoustically-sealed environment specifically designed for audio testing. Doors, windows and partitions shall all have acoustical sealing.
Casework/Built-in Equipment	Sound-proof partition with a vision panel to the control station.
Furnishings Fixtures & Equipment (FF&E)	One or two chairs for the reservists taking the exam. Workstation/control station for the technician and associated testing equipment.
User-provided FF&E	
Special Requirements	Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-28. IMMUNIZATION ROOM

Description/ Usage	This area is for providing immunization shots to all training reservists. It may not be a fully-enclosed room.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and dedicated electrical outlets for all the equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface counter with base and wall cabinets.
Furnishings Fixtures & Equipment (FF&E)	Provide one refrigerator for immunizations. Provide chairs designed for administering immunizations.
User-provided FF&E	
Special Requirements	Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-29. BLOOD DRAW

Description/ Usage	This room is for drawing, initial processing through a centrifuge, and storing blood samples. It is directly adjacent to the medical toilet to also allow processing of urine samples.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and dedicated electrical outlets for all the equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface counter with base and wall cabinets.
Furnishings Fixtures & Equipment (FF&E)	One refrigerator for blood samples and a centrifuge (counter or floor model).
User-provided FF&E	
Special Requirements	Provide a carousel from the medical toilet for transfer of samples. Locate carousel near the sink. Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-30. MEDICAL TOILET

Description/ Usage	Single-use, unisex toilet for patient use that is directly adjacent to the blood draw.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Epoxy or enamel painted moisture-resistant gypsum wall board with a ceramic tile wainscot. Provide full-height ceramic tile on wet walls; consider full-height ceramic tile on all walls. Floor. Ceramic tile. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	One water closet and one wall-hung lavatory. Provide a floor drain.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide power to the air hand dryer.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Toilet accessories: air hand dryer, toilet paper dispenser, robe hook, grab bars, and soap dispenser. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Provide a carousel to the blood draw area for transfer of samples. Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-31. MEDICAL FILE ROOM

Description/ Usage	This room provides secure medical file storage.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Secure, high-density, automated medical file storage system to accommodate separate dental and medical records for each reserivist.
User-provided FF&E	
Special Requirements	Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules.

TABLE 4-32. MEDICAL SUPPLY ROOM

Description/ Usage	This room provides secure medical supply storage for non-perishable items such as gloves and needles.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, Medical Facility Requirements, and Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Provide 18-in-deep (455-mm), adjustable shelving for medical supplies.
User-provided FF&E	
Special Requirements	Finishes shall comply with the requirements in Chapter 3, Medical Facility Requirements, to meet the need for an aseptic environment.

TABLE 4-33. MEDICAL EQUIPMENT STORAGE

Description/ Usage	This room provides storage for larger items such as CPR dummies, back boards and other deployable medical supplies.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. VCT with vinyl or rubber base. Ceiling. None required.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Provide 36-in-deep (915-mm), adjustable shelving for medical equipment.
User-provided FF&E	
Special Requirements	

TABLE 4-34. UNIT CLASSROOMS

Description/ Usage	Unit classrooms are used for meetings, training, testing, muster, etc. Rooms are sized to accommodate from 25 to 100 students at 20 ft. ² (1.86 m ²) per student, and any room larger than for 25 includes movable partitions to divide the space into 25-student sections. See Chapter 2, Layout and Adjacencies, for more information on sizing of individual rooms. The classrooms are directly adjacent to the unit administrative area.
Ceiling Ht.	12 ft. (3.7 m).
Finishes	Walls. Painted gypsum wallboard. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical and for all dedicated equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker in each divided space. Telephone. Provide one line with two-way communication in each divided space. Data. Provide outlets for all dedicated equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 45. Rating does not need to be field verified. Floors materials shall have a high NRC and be manufactured specifically for open office environments. Provide ceiling materials that have a high AC rating. See Casework/built-in equipment for partition acoustics.
Casework/Built-in Equipment	Provide heavy-duty, highly durable, movable partitions with a 55 STC rating for the room dividers. To achieve the required STC, partitions shall extend above the dropped ceiling tiles and insulation provided in the ceiling around the partition openings. Powered partitions are preferred, but the durability and acoustical criteria take precedence. Retractable projector screen and a built-in ceiling projector mount.
Furnishings Fixtures & Equipment (FF&E)	Lectern; two-person, leg-powered activity tables; and stackable chairs.
User-provided FF&E	Computer projectors.
Special Requirements	

TABLE 4-35. UNIT ADMINISTRATIVE AREA

Description/ Usage	The unit administrative area groups all of the unit offices and workstations into a consolidated area. Each unit gets two private offices and three workstations that will be shared. Directly adjacent to the unit classrooms and the unit storage.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board or vinyl wall covering. Floor. Carpet with vinyl or rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Ensure an adequate number of circuits to power all equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication for each office and one line in the open office area, plus as needed to accommodate required equipment. Data. Provide data outlets for each office and workstation and to support required equipment. Security. None required.
Acoustics	Private offices. Provide wall and door construction with a factory STC rating of 45. Rating does not need to be field verified. Open offices. Partition and floor materials shall have a high Noise Reduction Coefficient (NRC) and be manufactured specifically for open office environments. Provide ceiling materials that have a high Articulation Class (AC) rating.
Casework/Built-in Equipment	Counters for work surfaces and equipment such as printers and cabinets for storage of administrative supplies.
Furnishings Fixtures & Equipment (FF&E)	Private offices. Provide office desk, office chair, file cabinet, bookshelf, desk lamp, and one side chair. Open offices. Provide systems furniture for 48 ft. ² (4.5 m ²) workstations: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage.
User-provided FF&E	Computers and other equipment.
Special Requirements	

TABLE 4-36. UNIT STORAGE

Description/ Usage	A room for storage of equipment and unit supplies, directly off the unit administrative area.
Ceiling Ht.	12 ft. (3.7 m).
Finishes	Walls. CMU or painted gypsum wall board. Floor. Sealed concrete. Ceiling. None required.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Freestanding shelving.
User-provided FF&E	
Special Requirements	

TABLE 4-37. UNIT TOILETS

Description/ Usage	Separate male and female toilets for reservist use.
Ceiling Ht.	8 ft. (2.44 m).
Finishes	Walls. Epoxy or enamel painted, moisture-resistant gypsum wall board with a ceramic tile wainscot. Provide full-height ceramic tile on wet walls; consider full-height ceramic tile on all walls. Floor. Ceramic tile. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	Water closets, urinals and lavatories. Provide a floor drain in each toilet.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide power to the air hand dryers.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface countertops supported at both ends with either underhung or integral sinks. Wall-hung lavatories are also acceptable. Water closet and urinal partitions. Toilet accessories: air hand dryers, toilet paper dispensers, robe hooks, grab bars, and soap dispensers. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	If the unit areas are divided between the first and second floors, also divide the unit toilets between the first and second floors and provide a Janitor's closet associated with or in proximity to the second floor toilets. The closet includes a floor mop sink with hot and cold water and a hose connection, a floor drain, and storage for pails, mops, vacuums, and related cleaning supplies and equipment. Include a lockable door (which can be opened from the inside) with a vision panel. Provide lockable cabinets for cleaning supplies. Provide exhaust ventilation directly to the outside.

TABLE 4-38. DRILL HALL

Description/ Usage	This is a multipurpose space that provides a large, open auditorium-like space for musters, classroom training, drill assessment, team building scenarios, physical fitness, lectures, and ceremonies or presentations.
Ceiling Ht.	25 ft. (7.62 m).
Finishes	Walls. Painted CMU. Floor. VCT with vinyl or rubber base. Ceiling. Exposed painted structure.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide additional outlets in the stage floor.
Lighting	Provide Lighting System per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speakers and PA controls. Telephone. None required. Data. None required. Security. None required.
Acoustics	Reverberation time shall equal 1.0 second. Provide additional acoustical control with sound baffles, banners, and acoustical materials. Provide noise attenuation measures to mitigate acoustical problems resulting from mechanical systems, plumbing systems, and vibration transmitted through the facility structure.
Casework/Built-in Equipment	Provide a pass-through window to the mess room.
Furnishings Fixtures & Equipment (FF&E)	Folding chairs and tables on rolling carts for seating 200 people.
User-provided FF&E	
Special Requirements	Provide a stage (raised platform) at the end opposite the entrance from the mess. As budget and mission requirements dictate, consider designing this space to accommodate large-audience audio-visual presentations, which may require items such as a built-in screen, built-in wiring, and additional controls.

TABLE 4-39. DRILL HALL STORAGE

Description/ Usage	Space behind the drill hall stage for storage of folding tables and chairs on rolling carts and other miscellaneous items such as flag poles and podiums.
Ceiling Ht.	25 ft. (7.62 m).
Finishes	Walls. Painted CMU. Floor. Sealed concrete. Ceiling. Exposed painted structure.
Plumbing	None required.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	

TABLE 4-40. URINALYSIS AREA

Description/ Usage	Separate male and female toilets directly off the drill hall and designed to facilitate supervision during urinalysis testing.
Ceiling Ht.	8 ft. (2.44 m).
Finishes	Walls. Epoxy or enamel painted, moisture-resistant gypsum wall board with a ceramic tile wainscot. Provide full-height ceramic tile on wet walls; consider full-height ceramic tile on all walls. Floor. Ceramic tile. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	Male. One water closet, two urinals, and one wall-hung lavatory. Female. Two water closets and one wall-hung lavatory. Provide a floor drain in each toilet.
HVAC	Provide system per Chapter 3, HVAC.
Fire Protection	Provide system per Chapter 3, Fire Protection.
Power	Provide outlets per Chapter 3, Electrical. Provide power to the air hand dryers. Provide at least one duplex outlet in the drill hall wall to one side of the entrance to the urinalysis area to accommodate a registration table and equipment.
Lighting	Provide system per Chapter 3, Electrical.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. Provide at least one outlet in the drill hall wall to one side of the entrance to the urinalysis area. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Water closet and urinal partitions shall not impede direct vision supervision during urinalysis testing. Water closet partitions shall have doors for when the toilet is used at other times, but these doors shall be securable in a fully-open position. Toilet accessories: air hand dryers, toilet paper dispensers, robe hooks, grab bars, and soap dispensers. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Ensure the layout of the room provides adequate space behind each water closet and urinal for a supervisor to stand during urinalysis testing.

APPENDIX A REFERENCES

- ADAAG, *Americans with Disabilities Act Accessibility Guidelines*, United States Access Board, <http://www.access-board.gov/adaag/html/adaag.htm>
- ADA and ABA Accessibility Guidelines for Buildings and Facilities*, July 2004, United States Access Board, <http://www.access-board.gov/ada-aba.htm>
- Architectural Barriers Act of 1968*, Public Law 90-480, United States Access Board, <http://www.access-board.gov/adaag/html/adaag.htm>
- AWI Quality Standards Illustrated, Current Edition*, Architectural Woodwork Institute, 1952 Isaac Newton Square West, Reston, VA 20190, (703) 733-0600, www.awinet.org
- LEED™ Green Building Rating System, The United States Green Building Council, 1015 18th Street, NW, Suite 805, Washington, DC 20036, www.usgbc.org
- NAVFACINST 11010.45, Comprehensive Regional Planning Instruction.
- NFPA 101, *Life Safety Code*, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA, 02169-7471, 617-770-3000, <http://www.nfpa.org>
- OPNAVINST 11010.20G, Facilities Projects Manual, SECNAV/OPNAV Directives Control Office, N09B15, Washington Navy Yard, Bldg. 36, 720 Kennon Street, SE Rm 203, Washington Navy Yard, DC 20374-5074, <http://neds.nebt.daps.mil/usndirs.htm>
- Technical Guide for the Integration of Secret Internet Protocol Router Network (SIPRNET)*, latest version.
- UFC 1-200-01, *General Building Requirements*, Unified Facilities Criteria Program, <http://dod.wbdg.org>
- UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*, Unified Facilities Criteria Program, <http://dod.wbdg.org>
- UFC 3-100-10N, *Architecture*, Unified Facilities Criteria Program, <http://dod.wbdg.org>
- UFC 3-120-10, *Interior Design*, Unified Facilities Criteria Program, <http://dod.wbdg.org>
- UFC 3-200-10N, *Civil Engineering*, Unified Facilities Criteria Program, <http://dod.wbdg.org>
- UFC 3-210-02, *POV Site Circulation and Parking*, Unified Facilities Criteria Program, <http://dod.wbdg.org>

UFC 3-300-10N, *Structural Engineering*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

UFC 3-400-10N, *Mechanical Engineering*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

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<http://dod.wbdg.org>

UFC 3-450-01, *Noise and Vibration Control*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

UFC 3-500-10, *Electrical Engineering (Draft)*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

UFC 3-600-10N, *Fire Protection Engineering*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*, Unified Facilities
Criteria Program, <http://dod.wbdg.org>

UFC 4-030-01, *Sustainable Development*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

UFC 4-510-01, *Medical Military Facilities*, Unified Facilities Criteria Program,
<http://dod.wbdg.org>

APPENDIX B SPACE PLANNING

B-1 SPACE PLANNING GUIDELINES.

The NOSC space program is determined by a detailed planning analysis to be conducted according to UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*. Figure B-1 provides the basic guidelines for planning the individual spaces identified in Table 1-1. Figure B-1 also includes a sample space program for a hypothetical facility that meets the following criteria: Located on-base, 15 reserve units, 400-reservists weekend drill population, 12 full-time staff, and a full medical suite.

FIGURE B-1. SPACE PLANNING GUIDELINES AND SAMPLE SPACE PROGRAM

Functional Program Area	Base Area		Space Allocation Standard	Sample*		
	ft. ²	m ²		ft. ²	m ²	
Administrative Support	ID Check	96	8.92	Standard for all facilities	96	8.92
	Recruiting office	250	23.23	Per 2 recruiters;115 sf/addl recruiter, TBD by activity	250	23.23
	Quarterdeck	500	46.45	Standard for all facilities	500	46.45
	Full-time staff (FTS) spaces	130	12.08	Per full-time staff person and covering private offices, workstations, file and general administrative equipment and workspaces	1560	144.92
	Commanding Officer office					
	Executive Officer office					
	Senior Enlisted office					
	Open office area					
	Service counter/waiting area	260	24.15	Standard for all facilities	260	24.15
	ID Service area	60	5.57	Standard for all facilities	60	5.57
	Navy family services office	140	13.01	Standard size if included	140	13.01
	Copier/mail nook	0.6	0.06	Per mail box. Copier included in FTS space; mail nook includes 13 FTS std. boxes (8sf) + .6sf/unit	17	1.58
	Mail Distribution	60	5.57	Standard for all facilities	60	5.57
	Mail Receiving	100	9.29	Standard for all off-base facilities; not required on-base	0	0.00
	Conference room	500	46.45	500sf >500 PN, + 50sf for each additional 200 PN up to 700sf max	500	46.45
	Funeral Honors Office	400	37.16	Standard for all facilities, includes coffin storage	400	37.16
	Distance learning center	1000	92.90	1000sf >400 PN + 180sf for each additional 200 PN up to 1540sf max	1000	92.90
	Mess	160	14.86	Standard for all facilities	160	14.86
	SIPRNET	100	9.29	Standard for all facilities	100	9.29
	Supply storage	340	31.59	340sf > 400 PN + 25sf for each additional 100 PN	340	31.59
	Fitness Room	450	41.81	Standard for all facilities	450	41.81
	Public toilets			Included in multiplier		
	Shower/locker room	TBD	TBD	Provide 6 showers for 1st 100 PN + 1 shower for each additional 100 PN up to 13 shower max (at 12.25sf/shower) Provide 1 locker per FTS + 50 lockers for first 200 PN + 50 lockers if population exceeds 200 PN (at 8sf/locker)	1006	93.46
Break/waiting room	300	27.87	300sf >400 PN + 150sf >800 PN +100sf for each additional 400 PN over 800 PN	300	27.87	
Recycling area	76	7.06	Standard for all facilities	76	7.06	
Telecommunications Closet			Included in multiplier			
Medical Suite	Medical office/reception	430	39.95	430sf >400 PN (incl 2 staff) + 90sf for each additional staff + 50sf for each additional 200 PN	430	39.95
	Check-in/Admitting/Vision	64	5.95	Per 400 PN	64	5.95
	Medical exam room	180	16.72	180sf >400 PN (2 rooms) + 1 room >1200 PN + 1 room if population exceeds 1200 PN (at 90sf/room)	180	16.72
	Dental exam room	80	7.43	Per dental chair	80	7.43
	Doctor library and transcription room	200	18.58	Standard size if included	200	18.58
	Dental x-ray	100	9.29	Standard size if included	100	9.29
	Audio booth	216	20.07	Standard size if included	216	20.07
	Immunization room	60	5.57	Standard size if included	60	5.57
	Blood draw	120	11.15	Standard size if included	120	11.15
	Medical toilet	50	4.65	Standard size if included	50	4.65
	Medical file room	24	2.23	Per every 100 PN	96	8.92
	Medical supply closet	60	5.57	Per every 100 PN	240	22.30
	Medical equipment storage	300	27.87	Standard size if included	300	27.87

PN = Reserve personnel in weekend drilling population

* Sample covers an on-base facility for 15 units, 400 PN, 12 FTS, and a full medical suite

FIGURE B-1. SPACE PLANNING GUIDELINES AND SAMPLE SPACE PROGRAM

Functional Program Area		Base Area		Space Allocation Standard	Sample*	
		ft. ²	m ²		ft. ²	m ²
Unit Areas	Unit Classrooms	20	1.86	Per PN. See UFC Chapter 2, Layout & Adjacencies, for how this breaks-down into individual rooms	8000	743.20
	Unit Administrative area					
	Private office	180	16.72	Per unit (2 offices of 90sf each)	2700	250.83
	Workstation	195	18.12	Per unit (3 ws of 65sf each)	2925	271.73
	Unit toilets			Included in multiplier		
	Unit Storage	50	4.65	Per unit	750	69.68
Drill	Drill Hall	3000	278.70	3000sf >100 PN + 750sf for each additional 100 PN up to 6000sf max	5250	487.73
	Drill Hall Storage	180	16.72	Provide 100sf + 80sf per 100 PN	420	39.02
	Urinalysis Area	180	16.72	Standard for all facilities	180	16.72
	Support space			Included in multiplier		
Subtotal - Net Spaces					29,636	2,753.18
Net-to-Gross Factor at 35%					10,373	963.61
Total Building					40,009	3,716.80

PN = Reserve personnel in weekend drilling population

* Sample covers an on-base facility for 15 units, 400 PN, 12 FTS, and a full medical suite