



AIR MOBILITY COMMAND

Commander's Guide to Facilities Excellence



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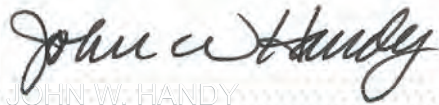
Commander's Charge

The AMC Commander's Guide first appeared in the early 1990's to promote the need to raise our facility standards in the context of a shrinking budget. This second edition recognizes the great progress we've made since then, and further supports the need to continue to evolve and enhance these standards.

The United States Air Force and the Air Mobility Command have a rich heritage, both in mission and in the associated facilities. These facilities compose our installations - the communities where our people and their families work, live, play, and serve. Our facilities are the foundation upon which our flying mission capability rests, and that is what this book is all about. It helps us to better understand the many issues that impact the quality of our communities.

We must do everything possible to ensure we design and construct attractive, functionally flexible facilities to support our missions. We must also ensure we make sound use of taxpayer's investments - to provide and maintain the best possible facilities our resources allow. Facilities excellence involves a total attitude, a total commitment. By delivering superb communities, we will significantly improve our mission capability and quality of life for our people.

All commanders must share the vision of installation and facilities excellence that are depicted in this guide. With great pride in the evolution of our command, let us build upon our past and strive for excellence today and tomorrow.



JOHN W. HANDY
General, USAF
Commander



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Introduction

Our Installations are small communities where people work and live. Excellent facilities are a critical component of excellent installations. The quality of facilities has significant impact on our ability to support the mission, and to attract, motivate, and retain highly skilled and dedicated people. Investment in outstanding facilities translates to investment in quality people and excellence in operational mission capability. The success of our communities is directly affected by our vision and our efforts.

Develop AMC installations to maximize mission accomplishment, optimize use of existing facilities, and provide the most efficient, safe, and professional surroundings possible. Design standards are the wellspring from which installation quality is drawn. Urban, architectural, and engineering standards form the vision. Maintenance standards help insure that materials and systems give prolonged service and superior life-cycle performance. A facility that is out of context with the base design theme, or located at an incompatible site, is a 50-year mistake.

Use this guide as a reference document to achieve success. In short, establish a vision, plan, design, execute, and maintain. Continually survey the base for compliance with our standards and look for ways to improve the community. Excellence is a continuous journey.

Installation Excellence

Pleasant and efficient environments do not happen by accident. Excellence takes deliberate effort, properly managed, with commitment by all members of the Command. The combination of basic principles, with comprehensive base and area planning, and quality design, ensures a sound foundation for success.



Leadership –

Senior staff and unit commanders must lead the way, and involve tenants in the process. Coordinate between organizations and make sure they communicate with one another. Rely on the professional staff.

Community Interface –

Be a “Good Neighbor.” Work with the local community and officials to ensure adjacent land uses are compatible; to resolve transportation issues; and to ensure off-base development preserves force protection measures on base.

Establish Goals / Vision –

Develop a vision. Define objectives to implement and maintain facilities excellence that can be passed on to our successors. At the very least, have:

- Master Plan / Community Plan
- Architectural and Design Standards
- Architectural Compatibility Review Board

Adhere to valid, established principles and standards, but cautiously adjust the objectives based on feedback and evaluation.

Heritage / Historic Preservation –

Honor our heritage and embrace the richness that significant historical facilities contribute to the installation by preserving and maintaining them. Coordinate with the State Historical Preservation Office (SHPO) to preserve facility and mission heritage. Seek opportunities for the adaptive use of existing properties. Rehabilitate facilities that are useful and structurally sound. Dispose of unusable or unneeded buildings responsibly.



Environmental Stewardship –

Excellent facilities meet the present needs and consider the quality of life for future generations. Be good stewards of our environment. Preserve and restore our natural and man-made resources. Address environmental planning, conservation, restoration, compliance, and pollution prevention. Clean up contaminated sites. Create and maintain a viable recycling program. Properly handle hazardous materials. Coordinate with other Federal and State agencies.

Sustainable Design –

Employ principals of sustainable design and development. Design high quality facilities with lower life-cycle costs. Demand buildings and systems that are energy efficient and environmentally friendly. Details, equipment, materials, and systems such as heating, cooling and lighting are important. Use building materials that require less energy to produce and create.

Maintenance –

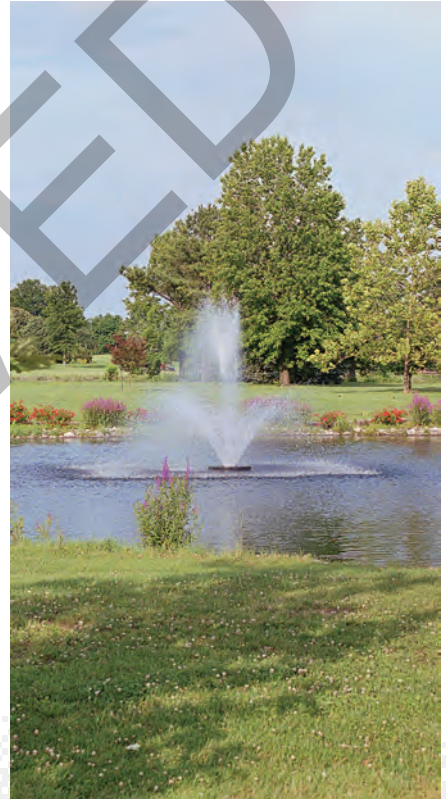
Keep what we have looking neat and well cared for. Remove visual clutter. Effective, routine maintenance and proper house-keeping sustain excellent facilities and improve the installation.

Self-Help –

Use the Self-Help program to achieve timely quality-of-life enhancements that might not otherwise be attainable. Encourage self-help to facilitate improvement, a sense of ownership, and unit pride, but also control it. Develop and enforce base standards for self-help work. Provide convenient, adequately staffed stores and give customers the right tools, materials, oversight, and training.

Planning

Outstanding planning is essential to facilities excellence. Without it, installation development lacks coherent design and direction, and creates problems for our successors.



Installation Development –

Our Installations must work well, look good, be safe and secure, present a strong sense of a unified community, and reflect the principals of good town planning. The base community as a whole should demonstrate a sense of arrival, orientation, order, and mission. Like a small town, some facilities will be more prominent. Comply with established Air Force requirements for runways to avoid airfield waivers and minimize expenses to maintain excess airfield pavements.

General Plan –

This is the installation's master plan and contains the long-range vision and policy regarding future development and operations. The General Plan consists of five component plans: Commander's Summary; Architectural Compatibility Plan; Landscape Plan; Utility Plan; and Military Family Housing Community Plan. Use the General Plan as a 10-20 year framework to guide broad, large-scale decision-making.

Priority Improvements –

Creative, high impact, and cost effective improvements make a positive lasting difference. Develop and follow a consolidated Wing Five-Year Plan. Begin by improving first impressions; then address problem areas based on a prioritized project list. Use successful examples to influence future projects.

Implementation –

Use all the available funding sources and programs, as new construction alone will not satisfy all of our requirements. Program sufficient funds to do projects right. Include underground utilities, communications, roads, and facility excellence issues.



Land Use / Sub-area Plans –

Locate facilities in their proper functional area, compatible with adjacent uses. Group similar uses together. Apply “highest and best use” real estate concepts. Do not simply place facilities in available locations. Study and develop specific areas of the base with detailed sub-area plans. Plan for future facility expansion by ensuring that sufficient adjacent land and infrastructure are available. Avoid overdeveloping an area, or creating traffic and parking problems.

Force Protection –

Integrate force protection and security features into master plans, site selection, and base development. Comply with requirements based on risk assessments. Ensure a high-quality visual appearance.

Temporary Facilities –

Control and limit the use of temporary facilities, eliminating them whenever possible. Modular buildings, metal sheds, and trailers add clutter to the base and should only be used in an emergency.

Planning Professionals –

Involve design professionals in the planning and development process. Use certified planners and registered architects, engineers, and interior designers for the appropriate tasks. Have a registered architect and a trained and certified community planner on staff.

Design

Take a “whole community” perspective, addressing every aspect of installation design beginning with site planning issues such as access, infrastructure, and facility orientation. Continue through the development of all facilities’ exteriors and interiors.



Design Excellence / Quality –

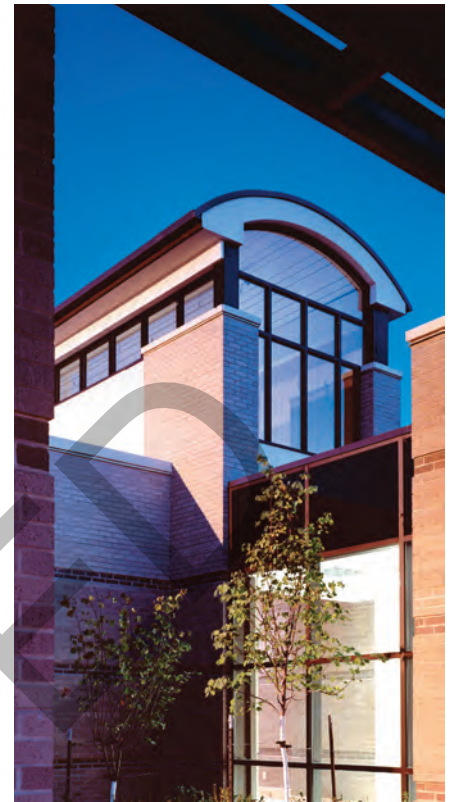
Design facilities for the long-term and demand excellence. Quality is more than “cosmetic.” In addition to looking good, our facilities must also function well; meet user expectations; be safe and accessible; be economical to build, operate, and maintain; save energy; be durable; be flexible for future growth and change; respect the environment; and overall make a positive contribution to the community. Comply with all current laws, codes, and regulations.

Base Appearance –

Base appearance plays an integral part in forming the image of our command. Each AMC installation must communicate professional and pleasant surroundings. Each must reflect a strong tie to AMC, and at the same time, identify with its own community and regional character.

Site Development –

Site improvements, such as landscape, signs, and parking, are essential for the completeness of any project. Reflect the planning context and preserve land as a valuable resource. Develop site plans to allow for facility expansion and integrate existing site features such as topography, vegetation, and views. Orient buildings to promote quality of life, energy efficiency, and force protection. Consider the views to and from the facility.



Architectural Compatibility –

Create a consistent design theme and character to unify a functionally and aesthetically diverse community. Develop an Architectural Compatibility Plan (ACP) to define standard colors, materials, and details for all exterior features such as architecture, landscaping, signs, and other visual elements.

Architectural Compatibility Review Board (ACRB) –

Establish and use an ACRB as the base approval authority to maintain design standards and visual quality. Use the ACP to guide ACRB review process.

Interiors –

Interior design greatly influences the quality of a facility – its functional layout, finishes, and furnishings. Prominent spaces should receive extra attention based on their hierarchy, but all interiors can affect job performance. Quality interiors are complete, fully coordinated, and use complimentary details and accessories. Use sound professional judgment – rather than personal likes and dislikes.

Design Professionals –

Utilize the skills and knowledge of the professional staff and hire Architectural-Engineering (A-E) firms that produce high quality designs. Involve design-oriented personnel in the A-E selection process. Select firms that understand architectural compatibility, and have proven experience with the project type.

Components

All physical features of an installation affect its quality. Buildings, sites, open spaces, grounds, and infrastructure make up the installation facilities. Include all of these components in your design standards, as they are the keystone to success.

Designing the components correctly will yield a cohesive whole - organized and related, achieving the desired strong sense of community and visual unity.

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Paving

The safe and efficient movement of vehicles and pedestrians depends on a well planned and developed system of streets and pavements. Maintain a comprehensive paving plan that addresses new construction as well as the maintenance of existing paved areas.



Airfield Pavement –

Ensure an adequate, well-maintained pavement system without obstructions.

Streets –

Provide an efficient network of streets that promotes safe traffic flow. Include primary, secondary, and tertiary use levels. Remove unnecessary streets. Intersect streets at right angles and avoid offset intersections. Use asphalt paving for most road and vehicle parking areas. Minimize curb cuts along roadways and avoid utility cuts that require patching.

Parking –

Relate parking areas to facility entrances, but avoid visually overwhelming the building. Develop functional lots to serve multiple facilities and define them with pedestrian connecting islands and landscaping. Use consistent stall angles and sizing; 90-degree, 9-foot wide spaces and two-way circulation aisles are preferred. Limit reserved spaces and restrict on-street parking to residential areas. Avoid using wheel stops.

Striping –

Minimize striping and be consistent base-wide. Use white as the standard color. Place crosswalks perpendicular to roads with parallel reflective striping.

Curbs –

Use integral curbs and gutters for all streets and parking lots. Provide roll curbing in housing areas and header curbs on outlying roadways. Perimeter, macadam, or dirt roads may exclude curbs. Provide curb ramps at all intersections and crosswalks. Do not paint curbs to control parking.

Walkways –

Encourage pedestrian circulation with a hierarchy of walks in a connected network. Provide a sidewalk on at least one side of every street. Ensure the walkways are pleasant experiences, ensuring properly sized, well lighted, defined with landscaping, and free of utility encroachments. Use accent paving in courtyards, plazas, entrances, and other high-profile sites.

Landscape

Enhance the community and individual facilities by providing a high quality landscaped environment appropriate for the locale. Use landscaping to minimize negative impacts of unsightly features.



Landscape Plan –

Develop a base wide plan to provide guidance and standards for landscaping, grounds development, and maintenance. Update the plan regularly. Include general guidelines such as:

- Preserve existing trees where possible.
- Mix evergreen and deciduous plants.
- Avoid planting trees and shrubs too close to structures, sidewalks, or streets.
- Group plantings to create shrub massing and avoid solitary placements.
- Use flowerbeds in high visibility areas only and minimize the use of annuals.
- Define planting areas with walkways, edging, concrete pavers, or curbs.

Plant List –

Appropriate trees, shrubs, and turfs add beauty, promote energy efficiency, inhibit erosion, and enhance safety by helping to control drifting snow, dust, glare, and noise. Create and use an installation specific plant list to identify regional species and appropriate use. Select varieties that require minimum watering, pruning, or trimming.

Streets –

Reinforce the hierarchy of streets with street tree plantings. Concentrate along major thoroughfares.

Parking / Utility Areas –

Reduce the negative impacts of parking areas and utility elements with vegetative screening and earth berming or mounding. Provide planting islands within parking lots and planting areas at the perimeters to provide shade and appeal.

Facilities –

Landscaping is required for all new facilities and may include an automatic irrigation system. Adjust the density of landscaping to fit the hierarchy of the facility. Provide a landscape buffer between buildings and paved areas.



Open Space –

Provide open spaces to buffer developed zones, promote quality of life, and provide visual relief within the installation. Return suitable areas to a natural state and establish improved, semi-improved, and unimproved ground maintenance levels. Expand existing wooded areas along roadways and where appropriate with native trees and understory plants to reduce mowing. In tree clusters, replace grass with naturalized shrub beds and leaf litter mulch to simplify mowing. Use plantings in open spaces to avoid the “vacant lot” appearance of empty sites.

Mulch Beds and Edging –

Place mulch beds around trees and shrubs to increase moisture retention and minimize weed growth. Use ground fabrics under rock mulch. Define beds with quality commercial edging avoiding plastic strips and scalloped concrete. Revitalize organic mulch beds at least once a year.

Self-Help –

Create clearly defined standards for all self-help improvements and control their implementation. Limit the material options for landscaping projects.

Maintenance and Care –

Comply with the landscape maintenance plan. Provide appropriate water conserving irrigation, feeding, weeding, and pruning to ensure the health and growth of all plant materials. Avoid ornamental pruning and allow shrubs to mass naturally. Revitalize existing areas by removing and replacing overgrown, dead, or unhealthy plantings.

Site Furniture

Use consistent elements throughout the installation. Site furnishings become a positive design feature helping to unify the visual character of the installation when properly selected and placed.



Style –

Establish a simple, attractive, and coordinated family of site furnishings to complement the installation architecture and regional character. Use commercial quality, factory finished, durable materials.

Color –

Generally, use a single color as an accent to compliment the base exterior color scheme. Ban unsightly elements such as red ash cans and yellow pipe bollards.

Placement –

Use where needed functionally or sparingly as a design feature or accent. Avoid random or excessive use.

Bollards –

Use bollards to enhance pedestrian areas and provide protection from vehicle traffic.

Outdoor Seating –

Provide comfortable benches or seat walls near building entrances, courtyards, and major walk intersections. Limit the use of tables to informal gathering places.

Trash and Ash Receptacles –

Place receptacles on paved sites, clear of circulation. Use litter and ash receptacles consistent with the family of site furnishings.

Bike Racks –

Locate bicycle racks near secondary entrances, where appropriate. Place racks on paved surfaces, avoiding conflicts with circulation.

Vending –

Place dispensers in building interiors away from high profile locations. Screen backs and sides from view.

Screens, Walls, and Fences

Integrate screens, walls and fences as consistent design elements throughout the installation. Develop detailing for these enclosures that is higher in quality than the equipment or area that is being screened. Plan and design building and site utility elements to minimize the need for screening.



Standards –

Establish installation standards based on purpose and location. Purposes include: visual accents, enclosures, screening unsightly elements, access control, and increased security. Use a minimum variety of durable permanent materials, compatible with adjacent architecture and landscape features. High visibility locations require a higher visual quality. Use appropriately sized landscaping in conjunction with walls and fences.

Landscape Screens –

Where possible, use landscaping and earth berms instead of walls. Use a three-tier landscaped screen that combines ground covers, shrubs, and small trees.

Walls –

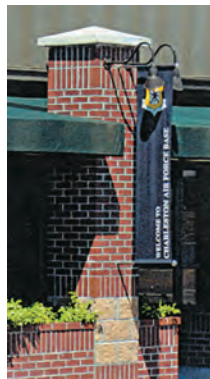
Use walls to screen dumpsters and to screen equipment that is adjacent to a facility. Ensure screen walls are high enough to conceal the equipment. Limit gates to only enclosures in very high visibility areas. Use solid metal gates with factory finish.

Fences –

Decorative metal fencing with masonry or stucco accents can be used for high-visibility sites where solid walls are not required. Avoid overly ornate designs. Limit the use of vinyl-coated or factory-painted chain link or wire fencing to industrial or remote locations. Do not use wood or vinyl slat inserts and avoid barbed wire. Permanent wood fencing is only appropriate in housing and recreation areas. Install adequate perimeter fences to improve security and maintain a physical barrier to unauthorized base entry.

Exterior Signs

Design, control, and maintain signs as positive visual elements to enhance base appearance. Ensure signs clearly and consistently communicate necessary directions and information.



Sign Standards –

Develop and maintain an installation sign program based on AMC and AF Sign Standards. Use consistent sign faces, backs, poles and mounts with the standard brown pole color, style, placement, and heights. Use flexible systems to accommodate changes.

Uncluttered Image –

Minimize the number of signs. Eliminate super-graphics, and unnecessary, redundant, and outdated signs. Prohibit taping temporary signs on doors, walls, or windows.

Street Signs –

Include the Command shield on all street signs. Provide one street name sign for each street at intersections.

Facility Signs –

Provide one identification sign per building listing function and address that is readable from the street (except for multifunctional facilities with multiple entrances). Freestanding signs are preferred to facility mounted. Avoid placing shields or emblems on buildings.

Building Number Signs –

Use one building number sign per building. Locate it according to current AMC sign standards.

Monument Signs –

Minimize the use of monument signs and limit to special facilities. Use base standards and materials, complementing the base theme.

Special Signs –

Design electronic marquee signs to be compatible with the architectural theme and only locate them inside the main gate and at the flightline executive entrance. Avoid signs with changeable letters. Do not place warning signs on walls or doors unless required by code or regulation.

Maintenance –

Ensure all signposts are vertical; signs are level, straight, and plumb.

Ancillary Structures

Make the design and materials for ancillary structures similar to the predominant architectural theme. Limit the number of structures and carefully locate them on the base to improve the overall installation image.



Develop Standards –

Use consistent designs that comply with the architectural theme and base standards for materials, color, and detail. Use landscaping to enhance the structures.

Control Locations –

Limit these structures to avoid visual clutter. Consolidate locations and coordinate the siting of all structures with each other and adjacent buildings.

Pavilions –

Consolidate pavilions between several facilities to create shared multipurpose gathering areas. Pre-manufactured pavilions may be used in low-visibility locations, if they comply with architectural guidelines. Avoid wood pavilions and gazebos except in recreational areas.

Bike Shelters –

Bike storage structures shall match the materials of the adjacent facility. Do not use fully enclosed structures.

Bus Shelters –

Coordinate the placement with landscaping and site elements to allow for views and provide wind protection. Place to avoid conflict with circulation.

Kiosks –

Develop kiosks to accommodate community announcements at visible pedestrian-oriented locations. Regulate the posting of information.

Lighting

Provide exterior lighting to increase safety and security, enhance appearance, and create a sense of orientation.



Light Quality –

Use appropriate illumination levels and lighting controls. Balance the functional needs with aesthetic concerns. Direct all utility lighting toward the ground to minimize light pollution. Organize placement of fixtures to avoid excessive numbers and visual clutter. Coordinate all lighting with security requirements.

Street and Parking Lights –

Use uniform, consistent fixture styles, lamp types, and finishes throughout the base. Select fixtures that fulfill the intended purpose and reinforce the architectural theme. Avoid bright finishes and trendy mountings. Metal halide lamps are preferred, but high-pressure sodium lamps are acceptable. Do not intersperse different lamp types in the same area. Avoid low-pressure sodium lamps.

Accent Lighting –

Illuminate important buildings, signs, and outdoor areas with architectural or landscape lighting. Avoid industrial style fixtures. Use pedestrian-scaled, aesthetically pleasing fixtures along high-use walkways and plazas. Do not attach area lighting to the building walls. Make above ground spotlights inconspicuous.

Special Purpose Lighting –

Install appropriate lighting for aircraft parking aprons, ramps, flightlines, and runways. While this lighting is utilitarian, it should not be unsightly. Use quartz lights where quick-start operation is required.

Utilities

Make utility systems and their supporting equipment items as unobtrusive as possible. Develop and locate utility components to minimize the requirement for screening. Manage them to improve the quality of the installation and lower life-cycle and maintenance costs.



Site Systems –

Place electrical services underground and transformers on concrete pads to reduce overhead visual clutter. Locate visible equipment within enclosures or behind screens or landscaping. Bore or jack under pavements in lieu of trenching. Paint fire hydrants uniformly to match the installation color plan and blend with the environment.

Storm Drainage –

Provide underground drainage and discourage the use of open ditches. Configure detention basins to blend with the site development and include low maintenance landscaping.

Building Systems –

Visually integrate utility components into the facility design so they blend and visually fade away. Organize and coordinate visible items, such as louvers and antennas, with the architectural features. Align elements with one another on the horizontal and vertical planes. Conceal electrical and communication components and avoid surface-mounted conduits and equipment, except inside industrial spaces. Match colors of equipment components, such as fire alarm bells and cabinets, to the mounting surface. Locate all utility service entry points and meters inconspicuously or within mechanical yards.

Utility Rooms –

Avoid placing equipment on roofs. Provide utility rooms on the main level with exterior access and paved walkways. Provide adequate clearance to remove or service equipment such as cooling coils.

Industrial Systems –

Paint storage tanks to minimize their visibility. Do not use multiple colors, supergraphics, logos, and glossy finishes.

Architectural Features

Create and promote a consistent architectural theme through the recurring features of individual buildings, such as roofs, materials, and colors. Architectural compatibility is achieved when the appearance of our installations, facilities, and surroundings is in harmony.



Standards –

Establish and follow a consistent theme through the development of an Architectural Compatibility Plan (ACP). Comply with AMC guidance and respect existing facilities and the regional character. Consistent color, materials, form, style, façades, and details ensure installation coherency. Use the ACP to identify architectural features and standards and apply them to all facility improvements and projects regardless of funding type.

Color –

Develop a comprehensive color and application plan for every exterior feature including walls, roofs, doors, windows, gutters, downspouts, utility and mechanical elements, and any other visible element. Keep colors consistent across the base and use the colors to reinforce the base theme. Generally, use similar color schemes for all buildings – one basic wall color, one trim color, and one accent color. Limit the color palette using earth tones (beige, tan, brown) and neutrals (gray, white, beige) as the prominent colors.

Materials –

Use durable, low maintenance materials with integral or factory applied colors. Avoid field painted products. Ensure all materials are appropriate for local climatic conditions and energy efficiency practices. Eliminate the use of paint on exterior concrete. Do not use exterior painted concrete blocks in new construction.



Mass / Scale –

Relate buildings to each other in scale and form so that they appear to belong together by their overall profile or silhouette. Maintain a human scale in all facilities and break up the mass of large structures with sub-massing components.

Details –

Thought, refinement, and coordination of details is critical to achieving excellence in facility design. Details are equally important to the building form. Emphasize a facility's significance in the community with its architectural detailing.



Roofs –

Roof color, material, and form contribute to architectural unity throughout the base. Use proven, cost-effective roof systems with high durability, weather resistance, and low maintenance. Sloped standing seam metal is the preferred standard. Convert existing flat roofs to sloped wherever practical. Coordinate roof style and color with exterior finishes. Use consistent detailing, with similar edges, shapes, and slopes. Keep roofs uncluttered and minimize penetrations. Avoid roof top mechanical equipment and screen large vents. All exposed equipment and vents shall match the roof color.

Wall Systems –

Limit the variety of wall materials on the installation. Ideally, use one or two primary materials throughout the base. However, combining an accent material with the primary material will add interest to the installation. Unity, not conformity, is the goal. Factory finished metal buildings or panels are only acceptable in industrial and flightline areas.

Windows and Doors –

Windows and doors offer an opportunity to tie buildings together and link new buildings with the historic heritage. They significantly impact the function and character of our buildings and the quality of interior space. Aluminum door and window frames are preferred for most locations. Operable windows and tinted, energy-efficient glazing are encouraged. Avoid the use of mirrored glazing and spandrel glass.



Entrances –

Entrances are points of arrival and departure, providing opportunities to create focal points, and to establish first impressions. Delineate the importance of the building by the size and architectural detailing of the entrance structure. Coordinate site and building designs and incorporate plazas, courtyards, and arcades into primary entrances when appropriate for the use.

Service Areas –

Service areas are important utility spaces that must be designed to reflect the overall level of quality of the facility. Integrate them fully into the building design using matching materials and detailing. Develop building massing and orientation to minimize the appearance of service and storage areas. Use compatible walls or landscaping screening when necessary.

Uncluttered Appearance –

Make trash enclosures, dumpsters, downspouts, gutters, air conditioning equipment, and other unsightly building elements unnoticeable with finishes that match or blend with the facility background colors. Avoid the use of graphics, logos, emblems, and painted stripes / bands, as they detract from the professional appearance and cause visual distraction.

Interior Features

Quality interiors promote pride, commitment, and productivity. Incorporate interior finishes that are tasteful, coordinated, easily maintained, and that convey a professional image.



Base and Building Standards –

Establish interior finish standards for each building. Update the standards as specific products and finishes are discontinued. Limit base-wide standard products to those that simplify maintenance and repair, such as light fixtures or ceiling tile.

Efficient Layouts –

Provide professionally developed interiors with clear circulation and properly sized, functionally oriented spaces.

Comfort –

Provide efficient heating, ventilating, and air conditioning since these systems have great influence on the building occupants. Provide natural ventilation. Keep partitions low for efficient air movement.

Facility Support Areas –

Provide pleasant break areas and ample storage areas for equipment. Develop stairways similar to primary corridors. Reflect high quality standards in restrooms, locate them conveniently for personnel, and maintain visual privacy. Locate support areas which do not require "daylight" away from exterior walls.

Open Office Plans –

Flexible and adaptable interior designs facilitate responsiveness to changing requirements. Limit private offices, use open office layouts, and incorporate movable wall systems to provide flexibility. Ensure electrical and communication changes can be readily accommodated.

Lighting –

Ensure proper illumination levels. Provide natural light whenever possible. Use consistent lamp color throughout a facility. Include direct, indirect, and task lighting. Use aesthetic accent lighting to add warmth and interest to functional lighting.



Details –

Recess fixtures such as fire extinguishers, emergency lights, drinking fountains, and restroom accessories. Conceal all pipes, wiring, connections, cables, and conduit. Provide factory finished equipment and components to match the surface on which they are mounted. Flush-mounted sprinkler heads are the standard.

Finishes –

Use durable, cost-effective, timeless finishes that are easy to clean and maintain. Comply with life safety codes.

Colors –

Use neutral colors for permanent finishes and accent colors on accessories. Bright, cheerful interiors positively affect personnel. Make equipment colors compatible with other interior finishes.

Wall Finishes –

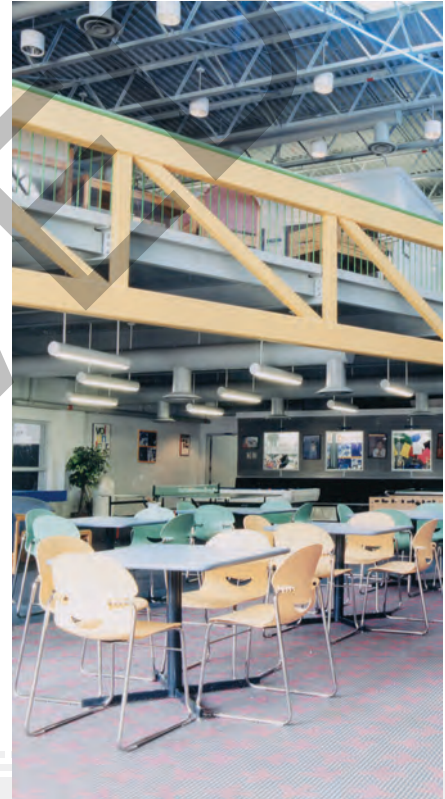
Plain concrete or concrete block walls (painted or unpainted) are not appropriate in non-industrial areas. Use commercial grade wall coverings. Provide noise control and water resistant materials when required. Protect walls and corners in high-use areas. Limit the use of wood paneling to accents and wainscoting.

Flooring –

Use commercial quality flooring which meets accessibility and life safety codes to enhance facility appearance and lower maintenance. Provide hard surface flooring in high-traffic, wet areas, and adjacent to maintenance areas. Use mats at entrances and vestibules.

Ceilings –

The preferred material is white, 2x2 acoustical tile, with a recessed white grid. Use gypsum board as accents to enclose ductwork, or where required for wet areas. Use white paint with a minimum of 95% light reflectivity. Organize the appearance of all elements that penetrate the plane.



Artwork –

Use artwork and wall décor that is professionally framed and mounted. Items should coordinate with the interior design theme and have its subject appropriate to the functional area. Mount items with the focal point or image centered at approximately eye level.

Window Treatments –

Window coverings should complement the overall ambience, and aid energy conservation in a room. Use quality commercial materials suited to functional and aesthetic requirements.

Plants and Accessories –

Use plants to visually soften a space. Both live and professional quality silk plants require maintenance. Coordinate accessories such as planters, clocks, bulletin boards, trash cans, etc. with the design scheme. Use easels for the temporary display of posters and announcements.

Housekeeping –

Proper and timely maintenance, repair, and housekeeping are essential for excellent facilities. Take care of what we have and keep it neat and orderly. Ensure that correct maintenance procedures are provided for all finishes.

Interior Signs –

Comply with the Americans with Disabilities Act (ADA). Use a changeable modular commercial sign system, consistent in format, content, and placement. Coordinate sign colors to the design scheme, including fire panel graphics. Provide building directories with floor plans, room number and identification signs, wayfinding, and specialty signs, using the minimum number and size to convey the message.

Furnishings

Proper furniture planning will maximize space utilization, minimize the cost of change, support technology and job function, encourage communication, and provide comfort. Select commercial grade, durable, low-maintenance, attractive furnishings with colors and fabrics that are compatible with other interior features and finishes. Obtain new furniture for new facilities.



Systems Furniture –

Use panel or desk-based systems furniture in all open office environments. Wood trim can upgrade supervisory spaces. Balance privacy and enclosure needs while promoting team spaces to facilitate communications and create a sense of community. Provide sufficient storage, work surface area, ergonomic support, task lighting, and cable management. Allow for accessories and enhancements to personalize workspace. Standardize manufacturer products and finishes within a facility.

Freestanding Furniture –

Limit freestanding furniture to private offices or higher-level office suites. Select wood or laminate furniture, suited to the user's job function and level. Accommodate work-related storage and desk space, equipment hardware and cabling, and proper ergonomic support.

Chairs –

Provide fully adjustable, ergonomic chairs for use in daily tasks. Provide other seating such as guest, conference room, training and break room seating as the function requires and budget allows.

Tables –

Select laminate tops with vinyl or wood edges for maximum durability. Wood veneers may be used for tabletops in higher-level conference rooms or offices. Avoid using glass or protective coverings when contrary to manufacturer warranties and recommendations.

Fabrics and Finishes –

Use commercial-quality upholstery that meets life safety codes and wearability standards. Coordinate furniture fabric and finishes with the interior design scheme. Avoid trendy colors and patterns.

Facilities

All facilities, regardless of their use, must be efficient, safe, and comfortable places for our people to work, live, and play. Our base communities are composed of these places:

- *Mission support facilities are directly related to the military purpose of the installation.*
- *Community support facilities take care of the people and their families by providing for social, recreational, care, and service needs.*
- *Outdoor areas are the civic places within the community.*
- *Residential places provide the living facilities for families, singles, and travelers.*

The planning, design, and component standards identified in the previous sections apply to all AMC facilities. This section provides numerous photographic examples of excellent AMC facilities, and highlights critical, unique, or important aspects of particular facility types.

Where AMC units are tenants on other MAJCOM installations, comply with the host architectural themes and standards for exterior surfaces and surroundings. Follow AMC standards and guidelines for interiors. Functional efficiency of facility and site design shall comply with AMC requirements. When others locate facilities on an AMC installation, they must comply with our exterior standards.

Mission Support

Mission support is the heart of AMC and its facilities shall reflect the highest professional standards of planning, design, construction, operation, and maintenance.



General –

Mission Support facilities range from people oriented administrative buildings to large industrial facilities. Bringing functional and visual unity to this wide variety of building types is a key factor to providing excellent communities. Work centers must be efficiently configured, and professionally maintained. These facilities must represent the pride and stature of AMC's mission.

Base Approaches –

Carefully consider arrival and departure approaches to ensure they extend a strong identity and an image of excellence. Coordinate with the local community to enhance the appearance of installation entry corridors, promote security, and limit congestion. Incorporate traffic signs early enough to direct visitors.

Entry Control Facilities –

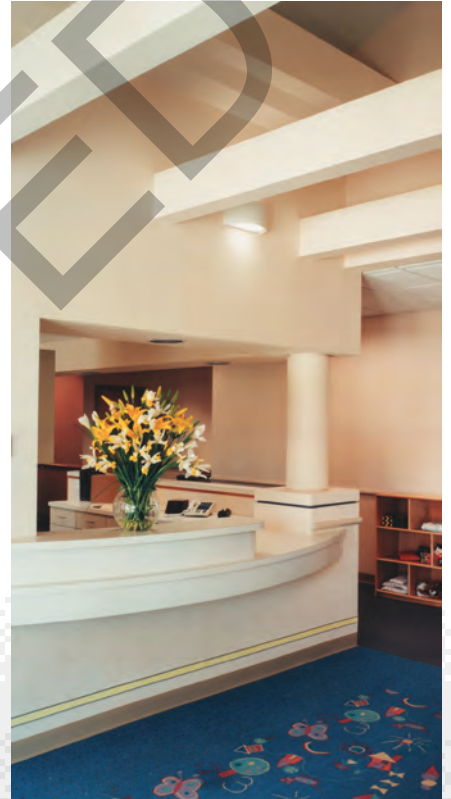
Use entry gates, visitor centers, guardhouses and entry gate canopy / I.D. check stations to establish a positive first impression of the installation. They must be consistent with the base architectural theme and impart an immediate impression of professionalism and commitment to facilities excellence. Use landscaping and lighting to enhance the image, but ensure visibility for security. Accommodate varying Force Protection conditions.



Administrative Facilities –

Reflect the standards of high quality professional office buildings and relate each facility's importance to the installation. Clearly identify the main entrance and consider the views from and of the building. Create positive first impressions by providing a lobby / reception area.

Use open office environments, which accommodate changes in mission. Provide lighting, power, communication, and mechanical systems that meet the current need, accommodate expansion, and respond to future technologies. Give conference rooms special design attention relative their importance and specific purpose.



Education / Training Support –

Provide facilities that are comparable to university classroom settings: well-lit, spacious, and conducive to learning. Create spaces with well-defined seating arrangements and clear views to the instructor. Develop flexible space that can either be opened or closed for special events. Include support space and systems for equipment. Provide acoustical control between adjacent areas. Select furniture suitable for the tasks. Ensure restrooms and break areas will not be overwhelmed during class intermissions.

Customer Service –

Customer service areas often establish a lasting impression of a wing, base, or unit. Convey a welcoming impression with a well defined and functional reception area that makes each visitor or customer feel that they are important. Provide spacious, well-furnished work and waiting areas to support both customers and service personnel. Convenient restroom access, and directional and information signs for visitors and new personnel, are critical.



Passenger Support –

AMC's passenger operations serve military members and their families worldwide. They must convey AMC's definition of excellent facilities and customer service. Develop facilities consistent with the installation's exterior design standards. Ensure they meet safety and security requirements. Design passenger terminal interior spaces to facilitate customer service and passenger processing throughout the building. Provide well organized administrative areas to efficiently support "behind the counter" functions.

Flightline Operations –

Provide high-quality flightline buildings such as Base Operations, Squad Ops / AMU's, Freight Terminals, Control Towers, Hangars, and support facilities. Flightline functions are quite diverse, however, unify the image of the area by the building designs. Design flightline buildings with attention to detail and quality comparable to more prominent facilities.

Base Operations is the "front door" to a base from the flightline. Develop it as a main entrance to the installation. The welcome sign should reflect the base's architectural style and complement the adjacent buildings. Portable buildings are prohibited on parking aprons. Keep the number of signs to a minimum and create clear, concise content.





Industrial Facilities –

Buffer industrial operations such as the Base Civil Engineer, Supply, Maintenance, and Transportation from main installation entrances. Avoid large, monumental complexes that disregard the human scale. Keep sites uncluttered. Eliminate unnecessary infrastructure and remove old equipment, unused paving, and walks. Use concrete curbs to define road and parking lot edges.

Industrial facilities are as unique as the missions they house. However, common standards apply as a whole. They should be pleasant, safe, and provide ample space to “do the job right.” Design and maintain facilities to minimize safety hazards. Avoid excessive use of signs and warning tape.

The physical and technical nature of the work performed in these facilities requires special emphasis on space, power, and lighting. Cooling, heating, and ventilating systems are often “life supporting” and must be well maintained, operative, and effective. Include air curtains or other energy conserving barriers where interior / exterior interfaces occur, such as between warehouses and loading docks. Locate break rooms on exterior walls with windows. Provide outdoor break and gathering areas wherever possible.

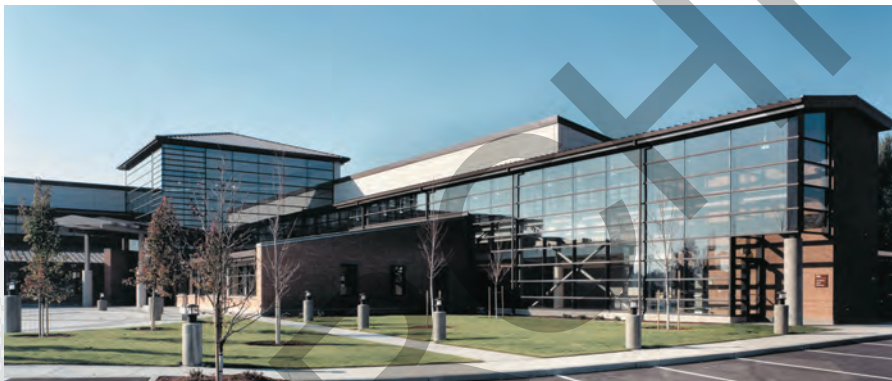


Utility Facilities –

Ensure that structures housing utility systems, mechanical systems, and storage / disposal equipment are designed appropriately to contribute to installation excellence. Avoid allowing these facilities to become offensive to view and incompatible with the higher standards seen elsewhere around the installation. Make them as inconspicuous as possible. Keep sites clean and free of extraneous clutter such as fences, signs, and equipment. Enclose or screen exposed equipment.

Community Support

Community support facilities provide AMC members, their families, and retirees excellent care, service, social and recreational opportunities. Develop these facilities to ensure that they improve quality of life and support daily needs.



General –

Community support facilities are a vital part of the installation. Maintain stringent standards for site planning, architectural compatibility, and parking. Locate these facilities near residential areas and provide safe, easy pedestrian and bicycle access. Carefully integrate vehicular circulation and parking to minimize congestion and pedestrian conflicts. Consider shared use of parking lots where possible.

Medical Facilities –

Provide a relaxing environment for professional, state of the art medical care. Include a vestibule with a covered entrance and automatic doors with an adjacent information counter, reception area, and comfortable, spacious waiting area. Use low contrast color schemes.

Family Support –

Family Support Centers and Housing Offices must reflect a professional, caring environment. They must be easily identifiable, readily accessible, and proximate or connected to other related activities (such as American Red Cross). Make the interiors pleasant, warm, comfortable, relaxing, and inviting.



Child Development Centers –

Child Development facilities and their outdoor play areas should provide fun, healthy, safe, and secure environments for nurturing, learning, and growth. Meet the standards set by governing statutes, policies, and regulations with child safety as a priority. Provide a covered entry at the main entrances. Scale furniture to the child and use washable and durable finishes.

Chapels –

Chapels are special focus community facilities. They must reflect genuine care and commitment to our people and their families, in a multi-denominational setting. They often also serve as multi-purpose centers. Ensure both interior and exterior are very high quality design.

Exchanges and Commissaries –

Provide commercial quality, customer-oriented facilities and services, and locate these facilities compatibly with adjacent uses. Facility designs shall conform to the established architectural standards of the installation, including landscaping, and signs. Minimize product advertising and customer inconveniences at the main entrances. Pay particular attention to locations of vending machines, newspaper stands, and other clutter. Adequately screen delivery and service areas.



Food Service –

All facilities must meet the Air Force's high food service standards while promoting a quality dining experience. Make them comparable in design to commercial cafeterias and restaurants. While food quality and selection are most important, quality facilities and furnishings are essential. Use designers with restaurant, commercial kitchen, and/or Air Force dining facility experience.

Dining Facilities –

Locate dining facilities near work centers and dormitories. Include an attractive covered entrance, vestibule, and lobby. Provide clear, efficient circulation for full service during peak periods. Visually separate food preparation and serving from dining rooms, yet maintain a sense of openness. Provide natural lighting. Use commercial grade kitchen equipment. All facility and furniture finishes must be durable and easy to clean and maintain. Screen delivery and trash areas.

Fast-Food Operations –

Facility designs and signs shall comply and integrate with the established installation standards. Compatible materials, details, architectural features, and landscaping are required. Carefully plan for the associated vehicle and pedestrian traffic flow.



Youth Centers –

Develop Youth Centers near large housing areas. Include amenities generally associated with indoor recreational facilities found in the region, such as gymnasiums, classrooms, and snack areas. A main reception area with a single entrance for security is recommended.

Fitness Centers –

These centers are multi-purpose facilities capable of accommodating a full range of fitness activities. Develop a health club atmosphere with an entry lobby. Provide adequate viewing and bleacher areas for court areas. Include sufficient locker space for daily and long-term use. Equipment areas must be flexible to accommodate changes. Provide durable interior finishes for these high-use facilities. Include natural lighting whenever possible. Locate support recreational areas such as tennis courts and running track near the main facility.



Entertainment / Recreation Activities – Ensure facilities such as theaters, bowling centers, hobby shops, etc. are comparable to state of the art commercial facilities. Consider consolidating these indoor activity and entertainment functions. Use durable interior finishes and furnishings.

Golf Courses – Courses should be well maintained and comparable to public facilities. Take advantage of natural features and use the course landscape for screening and buffering. Eliminate unsightly netting at driving ranges. Provide a commercial quality clubhouse with a pleasant vehicular approach. Create a relaxed, casual atmosphere while using the base architectural standards. Include outdoor patios and viewing areas. Visually separate maintenance areas from the clubhouse. Provide adequate storage for golf carts in structures that match the clubhouse design.



Outdoor Activities –

Locate outdoor facilities near the population they serve and provide fun, creative, active spaces. Each recreation facility must present a positive appearance and include necessary equipment. Provide attractive refuse and recycling receptacles and adequately service.

Camp Grounds –

FAMCAMP areas shall provide facilities and services for all types of camping. These include level tent areas as well as paved RV parking surfaces, complete with utility hookups, laundry facilities, showers, restrooms, nature walks, and play areas. Include landscaping.

Athletic Fields –

Provide permanent, modern restroom facilities and include attractive, clean, and functional snack facilities. Recommend paved parking, enclosed official's box, electronic scoreboards, and enclosed dugouts. Mount field lights on storm-resistant poles and run all utilities underground. Provide bleachers or grandstands on concrete pads.

Playgrounds –

Provide a variety of play spaces and adequate seating. Emphasize safety and meet playground certification standards. Include drinking fountains and attractive landscaping with shade trees.

Picnic Areas –

Provide picnic areas with convenient parking and shelter. Include light, power, water, and drainage.

Recreational Trails –

Create bike and fitness trails in a path network, connecting housing to recreational areas. Be sensitive to noise levels. Make major hiking, jogging, and biking trails of asphalt, cinder, or other paved surface, at least 8 feet wide. Exercise trails should be easily identifiable, and well marked with distances. Provide regularly spaced rest areas with benches.

Outdoor Areas

Develop outdoor areas to serve as a forum for displaying AMC's rich military heritage while highlighting the natural environment. Ensure these spaces are accessible and have appropriate paving, landscaping, and lighting.



General –

Provide outdoor places for people to use and gather in order to create civic opportunities that enrich the community. Develop these spaces as focal points that contribute to the installation's sense of organization and orientation. Select locations for these features with care and deliberate intent. Ensure the scale is appropriate for the location by considering adjacent facilities and the items displayed.

Courtyards and Plazas –

Integrate exterior pedestrian spaces into building designs whenever possible. Create spaces to enhance architectural features such as the building entrance or to connect adjacent facilities with an exterior usable space. Include landscape, accent lighting, and site furniture such as benches and trash receptacles.

Outdoor Displays –

Place memorials, plaques, static displays, and flagpoles in highly visible locations that encourage pedestrian interaction. Provide paving for accessibility, to highlight the display, and to minimize maintenance. Group and light banners or flags to highlight important ceremonial features and locations.

Residential

High-level mission accomplishment, productivity, and morale relate directly to high-quality housing facilities. Residential facilities provide our communities' homes as well as temporary quarters.



Military Family Housing –

Make housing communities comparable to well developed off-base housing areas. Establish strong neighborhoods that include quality housing, outdoor spaces, convenient access to community facilities, adequate parking, and complementary landscaping. Site housing facilities away from industrial areas and the flightline and use greenbelts to buffer them from other installation areas. Use appropriate, non-institutional names for housing areas.

Encourage the development of convenient neighborhood parks, and paths. Create small scale playgrounds in locations away from traffic, taking advantage of common areas within the neighborhood. Reduce the visual impact of automobiles. Control and coordinate landscaping, especially self-help efforts. Establish a lawn, tree, and shrub maintenance standard and follow a plant list. Provide a patio with privacy fencing and sufficient exterior storage for each unit.

Use architectural features compatible with regional and base standards. Provide efficiently arranged floor plans with effective circulation and ample closet / storage space. Vary roof heights, setbacks, building shapes, and massing. Emphasize front entrance, storage, kitchen, and bathroom improvements. Keep all materials and components well maintained. Encourage families to care for and improve homes. Allow for limited personalization by the occupants.



Lodging –

Provide high quality, comfortable visiting quarters, distinguished visitor facilities, and temporary living facilities. The lodging office, lobby, and front desk form a guest's first impression. Keep them spacious and uncluttered. Provide convenient short-term parking and automatic doors at the main entrance. Ensure guests have direct access from vehicles to facilities for convenient loading and unloading of baggage. Combine attractive landscaping with integrated pedestrian-scaled lighting. Include a lighted exterior sign.

Visiting Quarters –

VQ facilities should be comparable to quality hotels. They are a home away from home for travelers. Use multi-story designs with a well defined main entrance.

Distinguished Visitor –

DV facilities and services should be the best that we have to offer. They must support all the needs of the distinguished traveler and represent our very best efforts at hosting. Use top quality finishes and furnishings in suite arrangements.

Temporary Living –

Provide quality apartment-style TLF units to house families between assignments. Use sturdy hardwood furnishings with rounded corners and avoid glass insets. Accommodate typical kitchen and laundry appliances. Consider site amenities to include covered pavilions, barbecue grills, and especially playground areas. Place in proximity parking areas that can accommodate large recreational vehicles and trailers.



Dormitories –

Housing is one of the most important quality of life factors influencing our people. Provide dormitories that provide comfortable, permanent homes similar to apartment communities with the amenities necessary to create a neighborhood. Always plan for future expansion.

Include well developed outdoor areas and provide covered motorcycle and bicycle parking, patios with adjacent barbecue grills, and convenient walkways. Parking must be convenient without overwhelming the complex.

Clearly define and develop the main entrance, including weather protection, integrated landscaping, and lighting. Locate dayrooms and bulk storage for easy access by all occupants. Use commercial quality materials and furnishings that are extremely durable and maintainable. Establish a base standard for dorm furniture.

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Related Documents

The following related documents are intended to compliment and further define the standards found in this document.

AMC Commander's Excellence Guides

AMC Facilities Design Guides

AMC Policy Letters

United States Air Force Design Guides and Standards

Department of Defense Standards and Unified Facilities Criteria

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