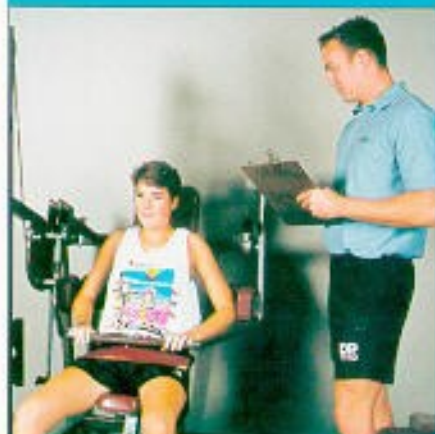


# AIR COMBAT COMMAND FITNESS CENTER STANDARDS AND FACILITIES GUIDE



*doing good things for people*

# LETTER FROM THE COMMANDER



1

*"Air Combat Command professionals--Providing the world's best combat Air Forces--Delivering rapid, decisive air power--Anytime, Anywhere."*

Anytime, anywhere--each of us is committed to support this state of readiness. We must be physically and mentally ready to accept this challenge when it comes. While promoting unit cohesion and esprit de corps, fitness centers also contribute a key element in pursuing one of the most important ACC goals to "create a spirit of wellness and fitness in all our people through quality physical, mental and spiritual programs."

Commanders and fitness center managers must pursue quality, state-of-the-art facilities and programs with passion and creativity. Use this guide to stimulate improvements and renovation ideas, as well as help design projects and plans that will make the most of our resources. The result will be top-notch, world class facilities our people deserve.

A handwritten signature in black ink that reads "John M. Loh". The signature is written in a cursive, flowing style.

John M. Loh  
General, USAF  
Commander

# TABLE OF CONTENTS

1

## FIRST IMPRESSIONS 3

- Parking
- Landscaping
- Building Entry

2

## FACILITY LAYOUT AND SERVICES 7

- Building Diagram
- Lobby
- Service Counter
- Locker Rooms
- Sauna/Steam Room/  
Jacuzzi
- Administration

3

## ASSESSMENT AREAS 13

- Ergometry Testing Area
- Fitness Assessment

4

## CONDITIONING AREAS 17

- Cardiovascular  
Training Area
- Aerobic Training Area
- Strength Training Area

5

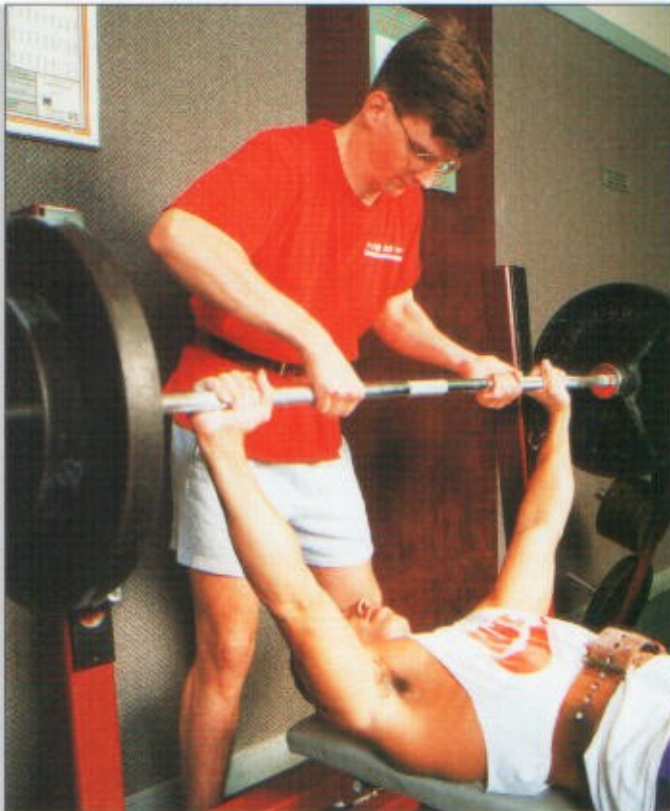
## FITNESS ACTIVITIES 21

- Basketball/Volleyball
- Racquetball
- Outdoor Facilities
- Indoor Pool
- Indoor Running Track

6

## ANCILLARY SUPPORT 27

- Indoor Storage Areas
- Maintenance/Mechanical
- Contracted Services



# FIRST IMPRESSIONS



3

## ACC Vision

*"Quality products and quality service begin  
with quality thinking."*

*An essential aspect of Fitness Centers is FIRST IMPRESSIONS. These features introduce and define the atmosphere of the center.*

*Initially, a patron arrives at the center through the parking area; therefore, this area must be attractively landscaped, clean of litter and accessible to its patrons. Landscaping beautifies the building with colorful plants that are easy to maintain. The building entry must be identifiable with pertinent information prominently displayed.*

*Fitness Centers are a key element in the well-being of the Air Force community. Good first impressions are vital to begin a positive physical program.*



- Parking
- Landscaping
- Building Entry



# 1



## PARKING

- Provide enough parking for peak patron volume.
- Provide sufficient parking spaces for handicapped customers.
- Construct curbs along streets and parking, avoid concrete bumper blocks.
- Provide separate parking for motorcycles and bicycles.
- Keep parking lot clean and litter free.
- Mark parking area according to current sign directives.

*Use landscaped islands with exterior lighting to divide parking.*

5

## LANDSCAPING

- Landscape attractively, using low maintenance greenery.
- Use landscape screening, fencing or wall to hide undesirable features.
- Plant evergreens with deciduous trees, providing year-round color.



*Keep sidewalks clean, maintained and edged.*



*Enhance building entrance and walkways with landscaping.*

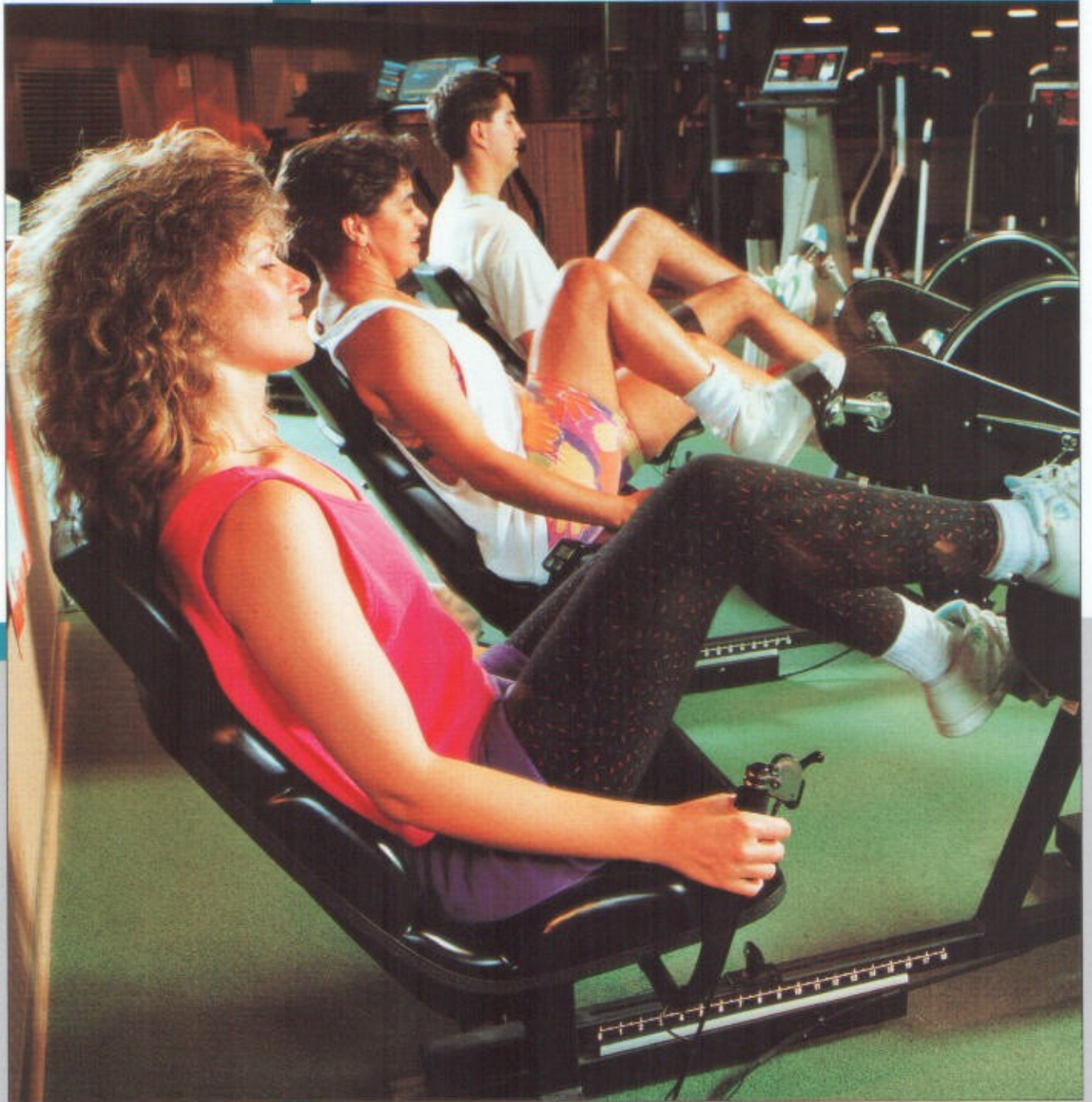


*Display business hours of operation.*

## **BUILDING ENTRY**

- Use appropriate signs.
- Place address numbers in a visible, inconspicuous location.
- Keep windows and doors clear and free from visible clutter.
- Locate trash cans and cigarette waste containers near entry.

# FACILITY LAYOUT AND SERVICES



7

## ACC Style

*"...creating a working climate that inspires trust, teamwork, quality and pride."*



*A well designed and efficient Fitness Center is characterized by the FACILITY LAYOUT AND SERVICES. The design of the fitness center and convenient placement of the equipment helps determine your customers' overall satisfaction with the program.*

*The lobby and the service counter form the waiting area for guest registration. The service counter advertises the program schedule and other recreational activities. Support these areas with trained, friendly personnel during hours of operation. Locker rooms need to be placed near the activity rooms with control and supervision by service counter staff.*

*Together, these areas are a transition between the point of arrival, check-in and physical activities. Easy access to these areas further aids in the patron's physical fitness endeavor.*



- Building Diagram
- Lobby
- Service Counter
- Locker Rooms
- Sauna/Steam Room/  
Jacuzzi
- Administration

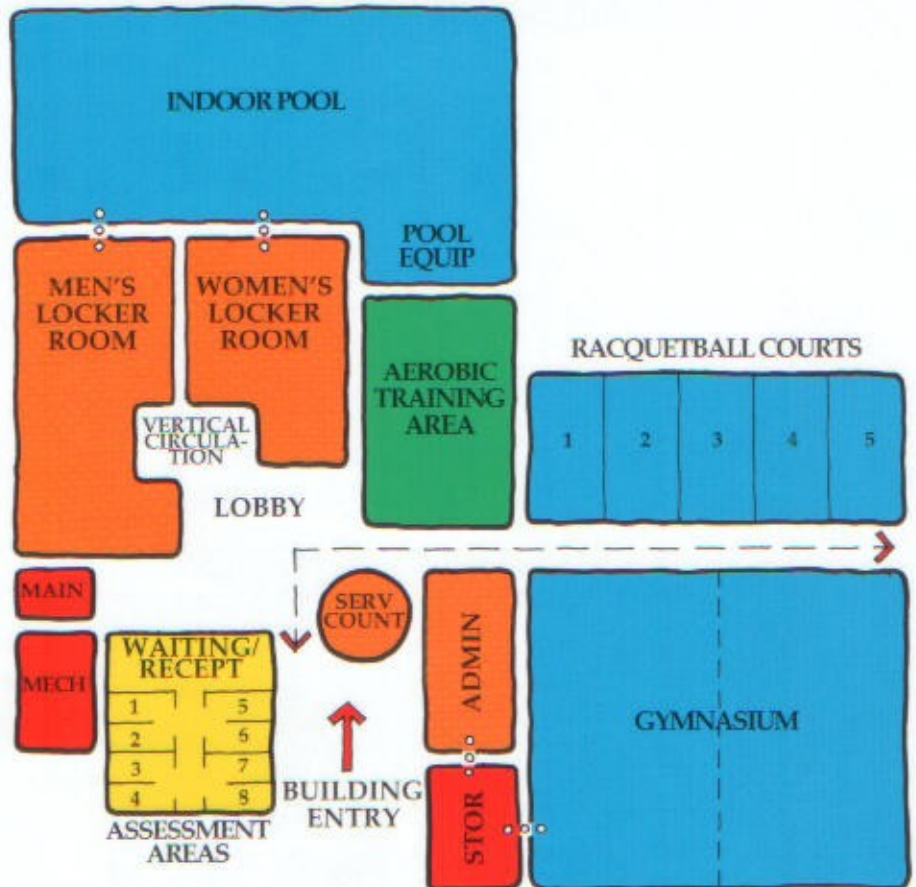


# 2

## BUILDING DIAGRAM

### LOWER LEVEL

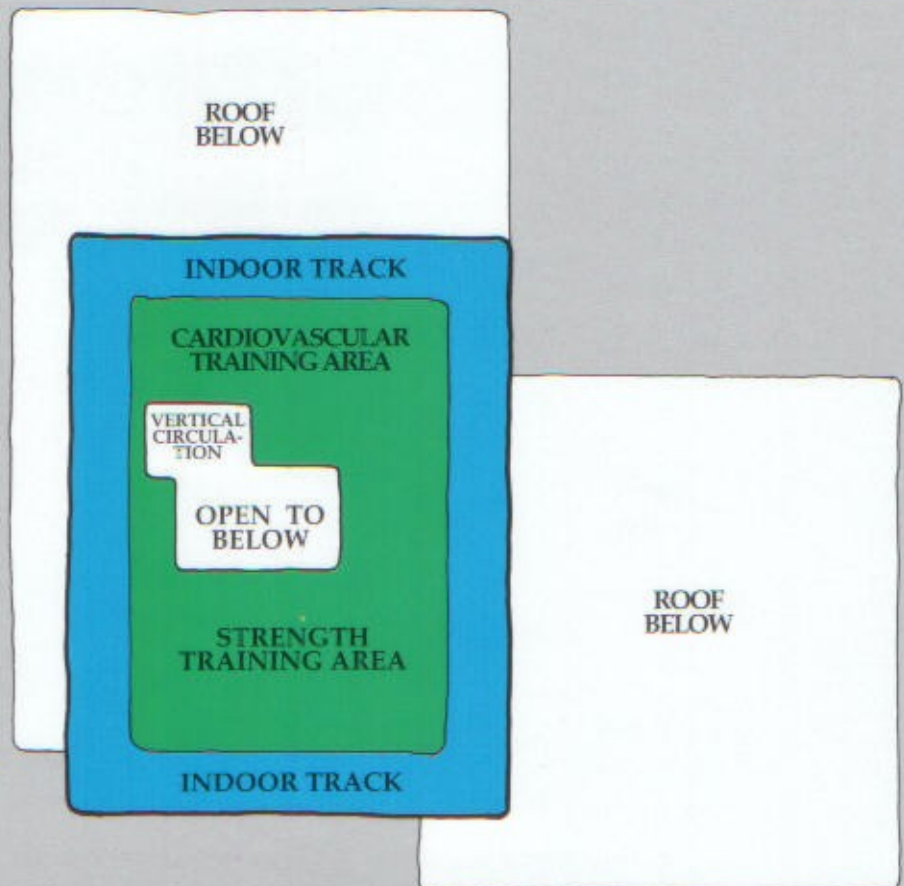
- Locate service counter near entry and administration, providing views of lobby and aerobic classes.
- Position assessment area near building area and adjacent to lobby.
- Place locker rooms near lobby with direct access to pool.
- Position gymnasium and racquetball areas independently to accommodate high ceilings.



9

### UPPER LEVEL

- Locate running track around the perimeter of the upper level.
- Position vertical circulation away from the perimeter.
- Separate cardiovascular and strength training areas.
- Arrange training equipment to allow uninterrupted patron circulation.





*Establish a professional appearance.*

## LOBBY

- Provide attractive signs and appropriate artwork.
- Design lobby so traffic flows easily to locker rooms and other areas of the fitness center.
- Locate drinking fountain conveniently for all facility users.
- Provide durable seating area.
- Install low maintenance floor covering to handle high traffic.
- Install status boards for intramural standings, varsity standings, jogging clubs, and other related activities.

## SERVICE COUNTER

- Keep counter clean and uncluttered.
- Ensure employees wear distinctive and appropriate uniforms and name tags.
- Keep check-out items neat and organized for inventory.



*Locate service counter near entry.*



*Provide a towel exchange service.*



*Locate benches in changing and locker areas.*

## LOCKER ROOMS

- Provide adequate space for traffic flow.
- Supply sufficient number of lockers for daily and permanent use.
- Design locker rooms with 25% to 35% of facility's total space.
- Allow 15 to 25 square feet of space per person in locker rooms.
- Provide seating benches, one set for two rows of lockers.
- Provide individual climate control for locker rooms.
- Provide anti-fungal, anti-bacterial type carpeting in changing and locker areas.
- Provide slip-resistant surfaces in the wet areas.
- Provide sufficient number of toilets and showers (private and community), located separately from changing and locker areas.
- Provide liquid body soap in shower areas. Provide hairdryers, paper towel dispensers and scales in vanity areas as amenities for patrons.

## 11

- Ventilate locker rooms to prevent moisture and steam build-up.
- Install circuit breaker mechanism that shuts off automatically in all areas that could be exposed to water.
- Install telephone or emergency call system in locker rooms.
- Locate drinking fountain in locker rooms.



*Install tile floors for restrooms and durable type II vinyl wallcovering or tile for walls.*

## SAUNA/ STEAM ROOM/ JACUZZI

- Offer either separate or coed facilities for men and women.
- Use attractive signs, emphasizing safety and proper use of the facilities.
- Provide easy access from locker rooms.
- Determine sauna size according to climate.
- Use porous flooring in sauna and jacuzzi area to absorb water.
- Install thermometer inside sauna.
- Ensure sauna ceiling height is 4 feet above the highest bench and a minimum of 9 feet above the floor.
- Design steam room to be at least 8 feet by 8 feet.
- Ensure lighting is at least 30 foot-candles.
- Provide temperature and panic alarms with available monitors in control area.



*Design whirlpools to hold at least 500 gallons of water.*



*Install computer hook-ups at staff work stations.*

## ADMINISTRATION

- Provide bulletin boards, marker boards, and chalk boards.
- Locate work areas away from distractions.
- Allow adequate space for storage.
- Install central telephone system for staff areas.
- Provide sufficient office space for meeting/training room for staff.
- Provide director with a private office.

# ASSESSMENT AREAS



13

## ACC Style

*"When we take care of our customers we take care of ourselves."*

- Ergometry Testing Area
- Fitness Assessment

**G**ood mental and physical well-being are essential to the Air Force Community. ASSESSMENT AREAS evaluate and recommend programs to aid in this pursuit.

Air Force mandatory testing is performed in the Ergometry Testing area. Cardiovascular endurance is tested and evaluated for each individual. Test results are reviewed by trained staff who offer necessary recommendations. Further testing is provided in the Fitness Assessment area. Here, the applicant is tested for body strength, proportion of body fat, flexibility, and blood pressure. Testing centers require knowledgeable staff and a comfortable, relaxing environment.

Assessment Areas monitor the fitness of the Air Force members, their families, and civilians. A personalized fitness program enhances and improves the wellness of the community.



3



## ERGOMETRY TESTING AREA

- Provide one test station per every 1000 active duty personnel.
- Allow for 8 feet by 8 feet for test stations, with 7 foot partitions for added privacy.
- Install carpet in test station areas.
- Provide separate locker room or changing area.
- Keep area ventilated and well-lit.
- Maintain room temperature between 68-70 degrees Fahrenheit.
- Provide oscillating fans when temperature is above 70 degrees.

*Provide semi-private testing areas.*

15



*Provide a comfortable, private area to review test results.*



*Furnish waiting area with chairs, tables, bulletin board and magazine stand.*



## FITNESS ASSESSMENT

- Install equipment to measure aerobic capacity, muscular strength, muscular endurance, flexibility, body fat percentage and blood pressure.
- Offer private or semi-private area to review and discuss assessment results with patrons.
- Provide classroom for 20-25 persons for fitness/wellness education classes.

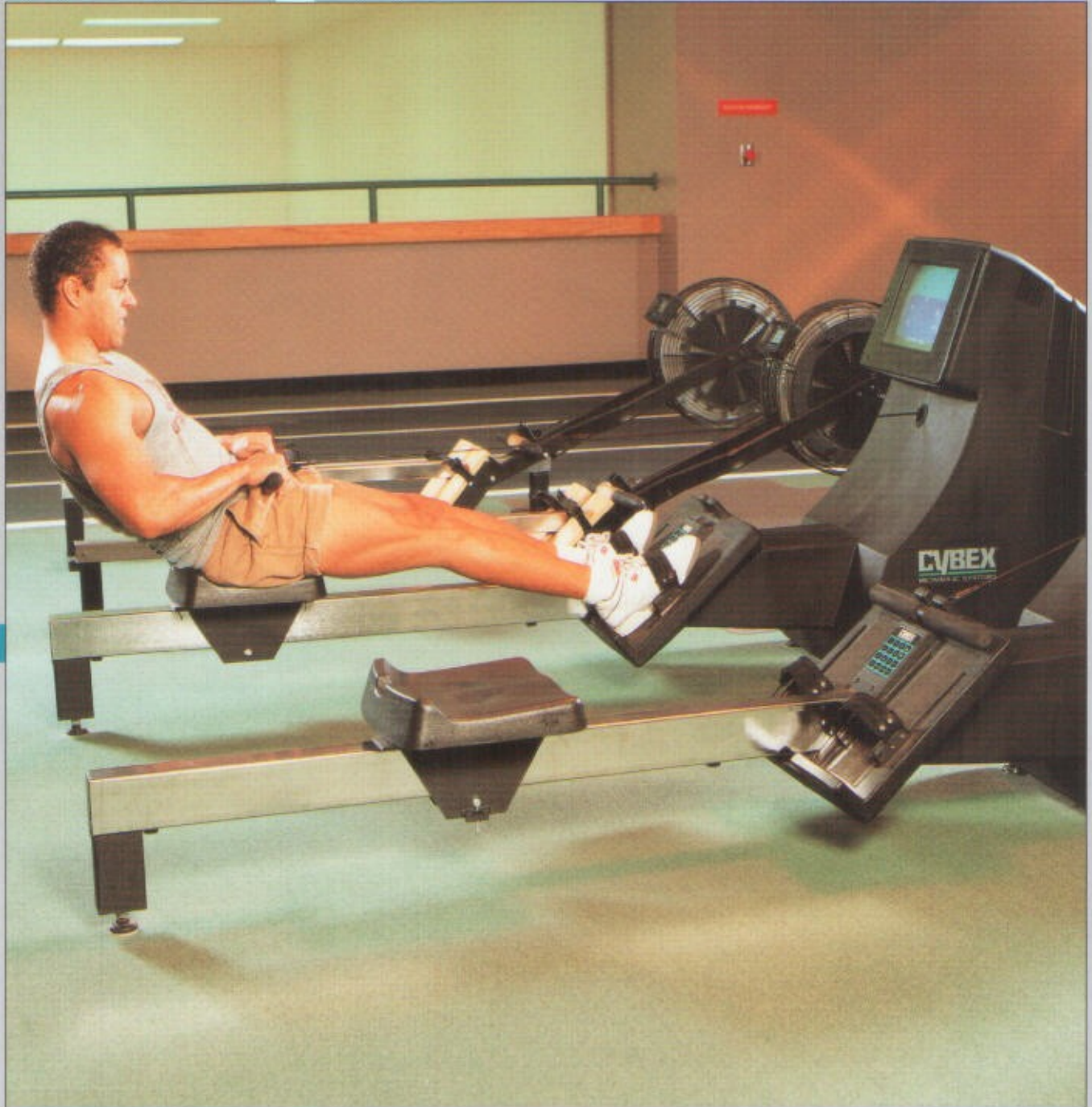


*Designate area for flexibility testing.*



*Provide semi-private areas for fitness assessment testing.*

# CONDITIONING AREAS



17

## ACC Vision

*"The first step toward creating an improved future is developing the ability to envision it."*

**C**ONDITIONING AREAS are vital to the ACC mission for Fitness Centers. The exercise activities performed in these areas improve health and morale.

Training areas enrich personal goals and develop team interaction. Modern strength training and aerobic equipment provide opportunities for muscular and cardiovascular conditioning. Warm-up and cool-down areas with floor mats provide opportunity for flexibility training. Areas for team sports provide a setting for further conditioning and camaraderie.

Complete and comfortable recreational facilities ensure physical and mental preparedness and enhance Air Force readiness.



- Cardiovascular Training Area
- Aerobic Training Area
- Strength Training Area

4

# FITNESS ACTIVITIES



21

## ACC Style

*"Deliver quality products to all our customers. Strive for a culture of continuous improvement—make it better."*

*Provide Universal, Nautilus or similar equipment.*



## **STRENGTH TRAINING AREA**

- Provide free weight equipment with accessories such as benches, racks and collars.
- Display appropriate signs describing exercises.
- Use shock absorbing, heavy duty, low maintenance floor covering.
- Install sound and video systems.
- Install durable, illustrated signs showing proper training techniques.



*Ensure area is well-lit, well-ventilated and mirrored.*



*Offer a range of free weight sizes.*

*Provide at least 20 square feet for each piece of equipment.*

*Arrange in a manner that facilitates patron traffic flow.*



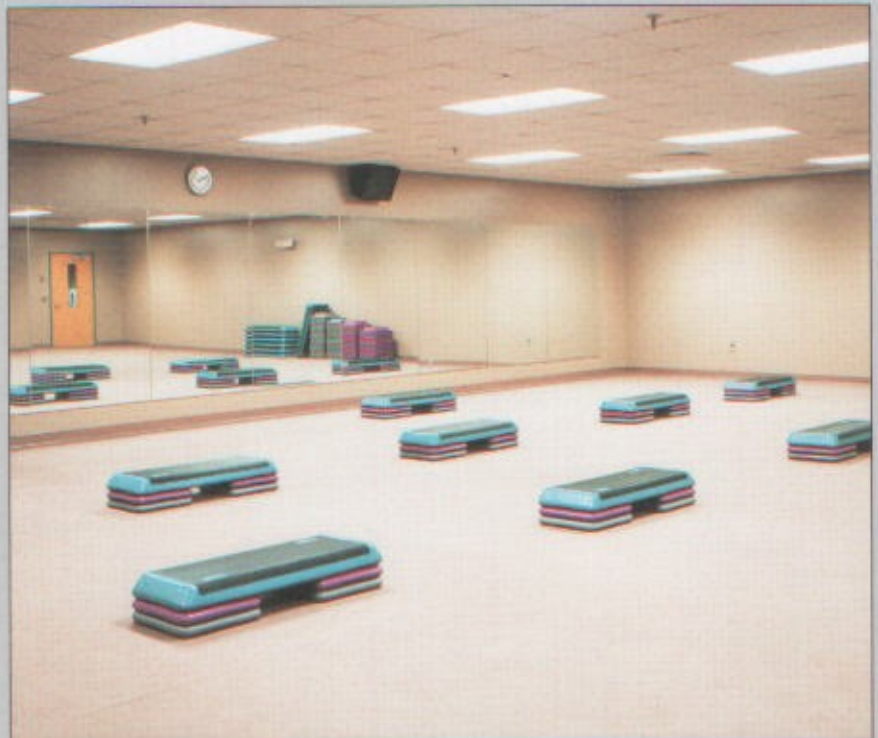
### CARDIOVASCULAR TRAINING AREA

- Equip training areas with stationary bikes, stair machines, treadmills, rowing machines, and similar equipment.
- Provide adequate ventilation and lighting.
- Install sound and video systems.
- Allow 20 to 25 square feet of space for each person using the area.
- Install anti-static carpet treated with anti-fungal and anti-bacterial agents.

19

### AEROBIC TRAINING AREA

- Provide adequate sound and video systems.
- Ensure area is well-lit, well-ventilated and mirrored.
- Use carpet or sound/shock absorbing floor covering.
- Provide adequate storage for aerobic class equipment such as steps and mats.
- Provide proper ventilation.
- Prescribe a minimum ceiling height of 10 feet.
- Allow 40 to 45 square feet per user.
- Assure 30 to 50 foot-candles of lighting at the floor surface.



*Provide mirrors on at least two of the four walls.*

*FITNESS ACTIVITIES enable patrons to participate in individual and team athletics.*

*Basketball/volleyball, racquetball and outdoor facilities offer a recreational environment which promotes camaraderie and sportsmanship through team sports. The use of the indoor pool and indoor running track will help achieve personal endurance. These areas will allow patrons to exercise before and after work, during lunch and on weekends.*

*Offering a variety of indoor and outdoor activities lead to a healthier mind and body, creating both a strong individual and Air Force community.*

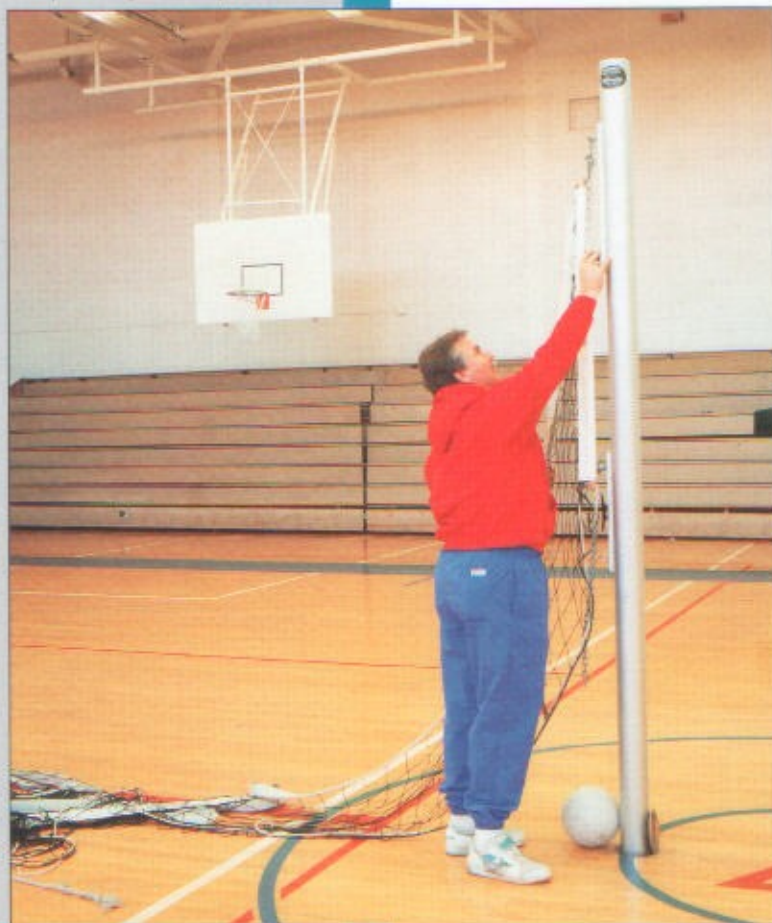


- Basketball/Volleyball
- Racquetball
- Outdoor Facilities
- Indoor Pool
- Indoor Running Track



5

*Build in floor cable and post receptacles for net sports.*



## **BASKETBALL/VOLLEYBALL COURTS**

- Mark floor for multipurpose use, including one regulation size volleyball and basketball court, two half size basketball courts, and a badminton court.
- Install appropriate floor covering for these activities.
- Provide meshed court dividers to allow for simultaneous activities.
- Keep illumination level at least 50 foot-candles at the surface of the floor.
- Ensure ceiling height is at least 24 feet.
- Provide power driven bleachers, folded spectator seating or roll away bleachers with smooth wall-like surface to maximize available space.
- Allow 3 square feet of space per spectator.

23



*Pad wall behind backboard area.*



*Install safety glass doors for spectator viewing and player protection.*



## RACQUETBALL

- Provide at least four regulation size racquetball courts, properly marked.
- Provide bleachers or seats for spectators.
- Install appropriate floor covering for these activities.
- Ensure illumination is 50 foot-candles at the surface of the floor.
- Install ventilation ducts flush with the ceiling surface.

*Display attractive signs concerning court safety and proper eye protection.*



- 1 - THERE IS A TEN-MINUTE GRACE PERIOD FOR ALL RESERVATIONS. FIRST-COME-FIRST-SERVED IF A RESERVATION IS NOT MADE OR KEPT.
- 2 - EYE PROTECTION IS REQUIRED AND AVAILABLE AT THE EQUIPMENT CHECK-OUT OFFICE.
- 3 - BLUE, GREEN, OR RED BALLS ONLY. BLACK BALLS WILL NOT BE USED.
- 4 - PROPER ATHLETIC ATTIRE IS REQUIRED.
- 5 - BLACK SOLED, SOCCER STYLE, OR STREET SHOES ARE NOT PERMITTED ON THESE COURTS.
- 6 - SQUASH WILL NOT BE PLAYED ON THESE COURTS.
- 7 - THIS AREA IS RESTRICTED TO ACTIVE DUTY MILITARY MONDAY - FRIDAY FROM 1100 - 1400 EXCLUDING HOLIDAYS.



## OUTDOOR FACILITIES

- Construct fields according to current association guidelines.
- Place telephone or emergency call system adjacent to play areas.
- Place scoreboards outside of playing areas.
- Design storage areas with sufficient space.
- Provide equipment for appropriate line marking.
- Provide all-weather bleachers for spectators.
- Ensure field lighting is at least 100 foot-candles at ground level.

*Provide fields for a variety of sports such as soccer, football, volleyball and softball.*



*Construct and maintain recreational facilities.*

The facilities on this page are encouraged to be included as a part of your total fitness center. Local climactic conditions, customer demand and funding constraints should be considered before incorporating them into your plans.



## INDOOR POOL

- Provide a 25 meter lap pool as a minimum.
- Install a shower in the natatorium for use before entering the pool (and/or jacuzzi, if co-located.)
- Establish easy access from locker rooms.
- Provide lifeguard stands and at least one lifeguard on duty for every 50 people in the water.
- Use signs to display pool safety rules.
- Provide pool access for handicapped patrons.
- Indicate pool depths in a visible location along the pool's edge.

*Provide movable lane dividers for lap swimming.*

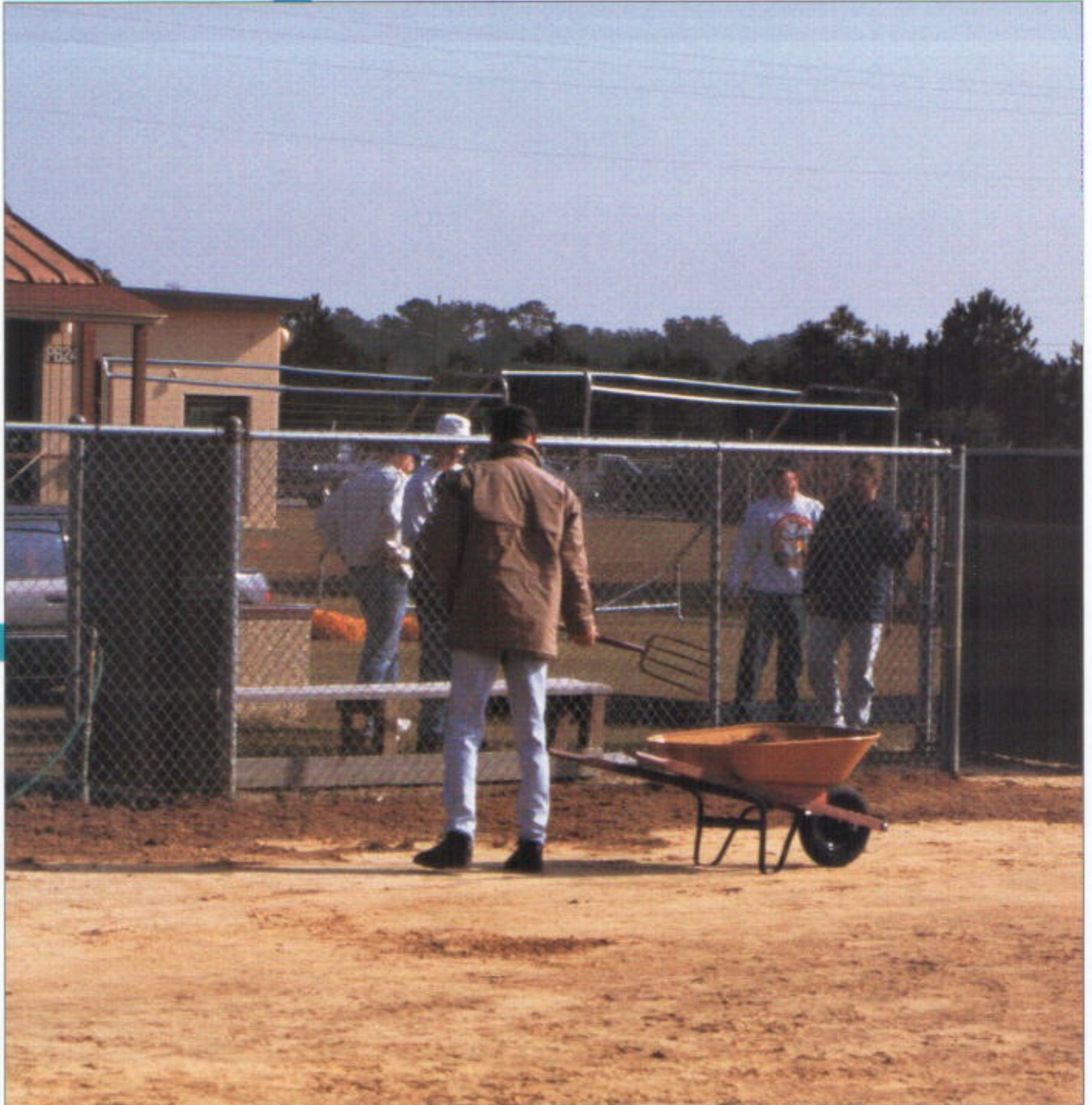
## INDOOR RUNNING TRACK

- Provide a 200 meter track as a minimum.
- Provide chart so runners may measure distance.
- Install rubber based resilient surface.
- Bank corners to prevent knee and ankle injury.
- Provide a minimum of three lanes.
- Use appropriate surface material.



*Install banked curves for interior track.*

# ANCILLARY SUPPORT



27

## ACC Style

*"Delivering a quality product or service is an art.  
Be an artist at your skill."*

- Indoor Storage Areas
- Maintenance/  
Mechanical
- Contracted Services

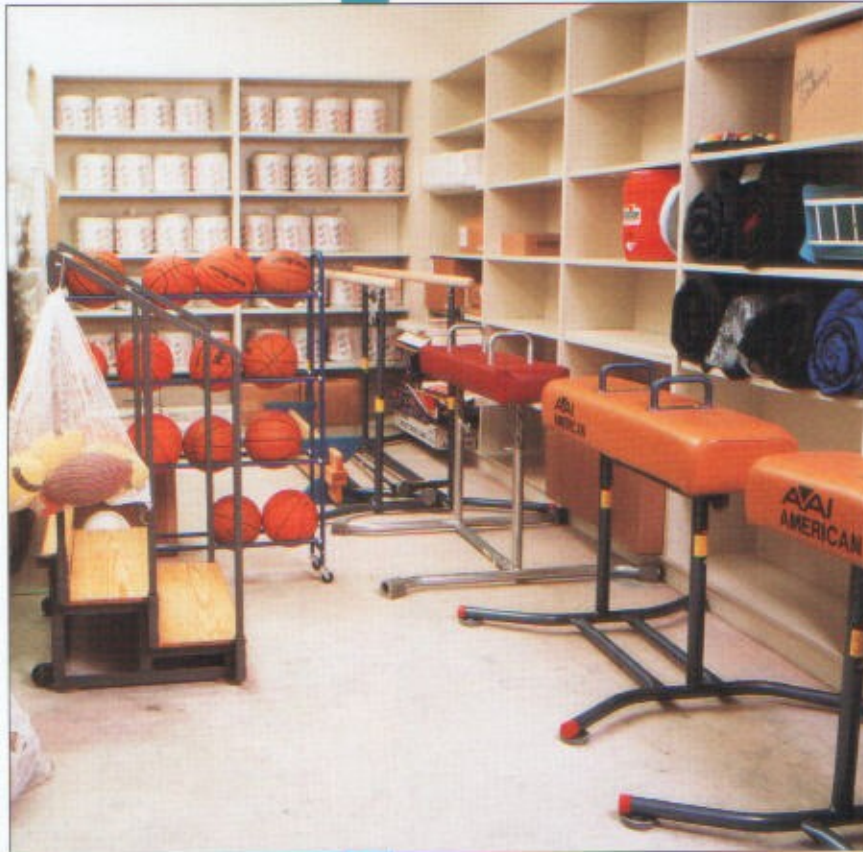
*Outdoor storage areas, maintenance/mechanical functions and contracted services comprise the ANCILLARY SUPPORT.*

*These areas allow staff to control the environment and help the facility to operate smoothly, from maintaining proper air temperature to supplying patrons with clean towels. Although not always visible to the patron, these areas are vital to the daily operation of the Fitness Center.*

*The ancillary support areas are necessary for a fully functional Fitness Center.*



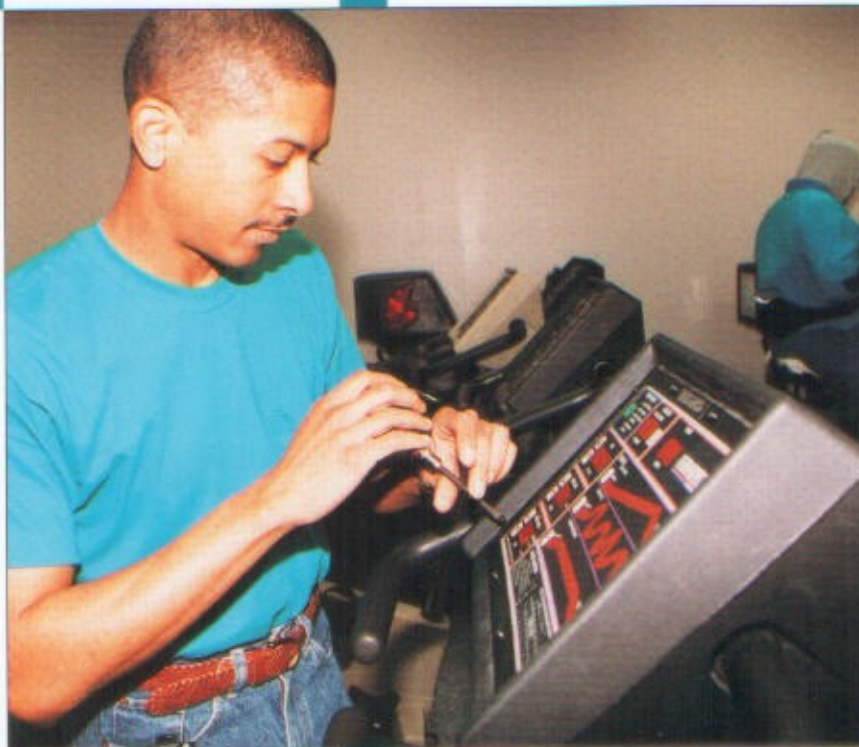
6



*Keep storage area, neat, clean and organized.*

## INDOOR STORAGE AREAS

- Provide storage for equipment used in various activities.
- Keep equipment properly maintained, cleaned and stored in secure area.
- Provide racks and shelves to accommodate equipment.
- Locate central storage area next to control desk.
- Allow for a minimum of 200 square feet of storage space.
- Include temperature/humidity controls and proper lighting.
- Locate sufficient storage to be accessible from various sport activity areas.
- Provide storage for outdoor equipment.
- Provide storage area for clean/soiled laundry.



*Provide a maintenance program to keep fitness equipment functioning properly.*

## MAINTENANCE/MECHANICAL

- Centrally locate janitorial closets.
- Provide storage for building cleaning equipment.
- Install storage area for grounds maintenance equipment.
- Provide mechanical system with separate zones for adequate temperature control.
- Provide ventilation through air conditioning, opened windows, or other ventilation systems.
- Design plumbing to accommodate peak customer hours.
- Allow for sufficient lighting.

## SAMPLE MATRIX

TASK	FREQUENCY
------	-----------

### FLOOR MAINTENANCE

---

<b>Sweep</b>	
Halls and corridors	7 days a week
General rooms	3 days a week
<b>Wet mop</b>	
Halls and corridors	7 days a week
General rooms	3 days a week
<b>Damp mop/Dust mop</b>	
gym/racquetball floors	7 days a week
<b>Buff</b>	
gym/racquetball floors	2 days a month
<b>Maintain/Strip</b>	
gym/racquetball floors	2 days a year
Clean Walk-off Mats	1 day a month
<b>Vacuum</b>	
Halls and corridors	7 days a week
General rooms	3 days a week
<b>Shampoo</b>	
Halls and corridors	2 days a year
General rooms	as req'd

### DUSTING

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Low Dust (inc.tops of lockers)	1 day a month
High Dust	4 days a year

### WINDOW WASHING

---

Exterior Windows	2 days a year
Entryway storefront	7 days a week
Interior Glass	3 days a week

### TRASH SERVICE

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Empty Trash	7 days a week
Collect Trash (Admin office)	2 days a week

### RESTROOM/LOCKER ROOM MAINTENANCE

---

Clean drinking fountain	7 days a week
Disinfect mirrors, sinks, counters	7 days a week
Descalc toilets and urinals	7 days a week
Disinfect showers	7 days a week
Sweep/damp mop	7 days a week
Disinfect walls/partitions/saunas/steam room	7 days a week

## CONTRACTED SERVICES

- Obtain contract services for maintenance and repair of fitness equipment.
- Obtain linen contract services for towels and jerseys.
- Ensure contracted cleaning is in accordance with command fitness center cleaning standards.

Sample matrix shown at left

ACC  
**SERVICES**  
*doing good things for people*



*Prepared by*  
Air Combat Command, Directorate of Services  
Langley Air Force Base, Virginia 23665-2795