

CHAPTER 701. NATIONAL CEMETERY SYSTEM - ADMINISTRATION BUILDING

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CHAPTER 701. NATIONAL CEMETERY SYSTEM - ADMINISTRATION BUILDING

1. APPROVAL OF CRITERIA

Criteria approved by the Department of Veterans Affairs (VA) on September 18, 1984.

2. DEFINITION

This chapter identifies and defines the administrative spaces needed at each Department of Veterans Affairs (VA) national cemetery.

3. PROGRAM DATA REQUIRED

- a. Projected staffing by position.
- b. Projected burials/day.

4. SPACE DETERMINATIONS

Space for cemeteries with less than 1 burial/day must be planned on an individual project basis.

a. Administrative Offices

(1) Office, Director

- (a) 1-6 burials/day .....13.9 NSM (150 NSF)
- (b) Over 6 burials/day .....18.6 NSM (200 NSF)

(2) Office, Secretary (When staffed) ..... 8.9 NSM ( 96 NSF)

b. General Office

(1) Office, Assistant Director/Administrative Officer or Assistant (When staffed) .....

11.2 NSM (120 NSF)

(2) Work Stations - Cemetery Representative, Clerk, Receptionist ..... 6.0 NSM ( 64 NSF) per person

(The receptionist work station should be contiguous to the lobby. If a receptionist is not provided, one of the other work stations should be contiguous to the lobby to serve as a receptionist.)

(3) Operational Center (includes ADP capability)

Consolidated center for communications filing, reference, reproduction and storage supporting the administrative and general office staff.

(a) 1-6 burials/day .....18.6 NSM (200 NSF)

Note: 2.3-3.7 NSM (35-40 NSF) of the 18.6 NSM (200 NSF) may be allocated as a storage closet.

(b) **7-15 burials/day** .....22.3 NSM (240 NSF)  
**NOTE:** 7.4-9.3 NSM (80-100 NSF) of the 22.3 NSM (240 NSF) may be allocated as a storage closet.

(c) **Over 15 burials/day** .....26.0 NSM (280 NSF)  
**NOTE:** 7.4-9.3 NSM (80-100 NSF) of the 26 NSM (280 NSF) may be allocated as a storage closet.

**(4) Lunch Area With Kitchen Unit**

(a) **1-6 burials/day** ..... 4.2 NSM ( 45 NSF)  
 (Space is provided for a kitchen unit only.)

For cemeteries with 1-3 burials/day the kitchen unit may combined with the operational center increasing the space to 22.8 NSM (245 NSF).

For cemeteries with 4-6 burials/day the kitchen unit may be combined with the multipurpose room increasing the space to 18.1 NSM (195 NSF).

(b) **Over 6 burials/day** ..... 15.3 NSM (165 NSF)

(5) **Storage - Cemetery Representatives' Uniforms** .....001.0 NSM ( 1 NSF)  
 per Cemetery representative  
 (Minimum =  
 0.2 NSM ( 2 NSF))

Provides a closet for Government-issued blazers, pants and/or skirts for cemetery representatives.

(6) **Housekeeping Aids Closet** ..... 3.7 NSM ( 40 NSF)

**c. Multipurpose Room**

(Conference room, family room)

(1) **1-3 burials/day**

**NOTE:** *The need for the room and the space required will be determined on an individual project basis.*

(2) **4-6 Burials/Day** .....13.9 NSM (150 NSF)  
 (Will also function as lunchroom)

(3) **Over 7-15 Burials/Day** .....18.6 NSM (200 NSF)

(4) **Over 15 Burials/Day** .....26.0 NSM (280 NSF)

**d. Lobby**

(1) **1-6 Burials/Day** .....22.3 NSM (240 NSF)

(2) **7-15 Burials/Day** .....29.7 NSM (320 NSF)

(3) **Over 15 Burials/Day** .....37.2 NSM (400 NSF)

- e. Toilet (Wheelchair) ..... 4.8 NSM ( 52 NSF)  
(Minimum 1,  
Maximum 2)

*NOTE: The number of toilets required will be determined on an individual project basis depending on the proximity of public toilet facilities to the administration building. These facilities are for use by staff and/or visitors as required.*

**5. OPERATING RATIONALE (BASIS OF CRITERIA)**

**a. Administrative Offices**

**(1) Office, Director**

- Tasks .....Receives visitors, dignitaries  
Writing, no typing  
Conference
- Users .....Director  
General Public  
Dignitaries
- Support Service Areas .....Secretary  
Assistant Director
- Special Requirements .....Separate, totally enclosed office  
Must convey a public image.  
Conference seating for four at desk. Conference seating for six in lounge seating.

**(2) Office, Secretary**

- Tasks .....Controls visitors to Director's and Assistant Director's offices.  
May act as receptionist when no receptionist is authorized.  
Typing, writing, filing.  
Tasks responsibilities similar to personnel assigned to General Office.
- Users .....Director  
Assistant Director
- Support Service Areas .....Operational Center  
Interment Files  
General Office  
Conference Room

**b. General Office**

**(1) Office, Assistant Director/  
Administrative Officer or  
Office Assistant**

- Tasks .....Assists Director  
Supervises office personnel.  
Typing, writing, telephone

Filing/reference  
 Correspondence  
 Personnel  
 Interment Records  
 Receives visitors

Support Service Areas .....Operational Center  
 Assistant Director  
 Director  
 Lunchroom

Special Requirements .....Separate office area but not necessarily totally enclosed.  
 Comfortable guest seating.  
 Visitor seating for two at desk.

**(2) Work Stations - Cemetery  
 Representative, Clerk, Receptionist**

Tasks .....Greets visitors, burial parties, dignitaries.  
 Dispenses information, handout maps.  
 Typing, writing, filing/reference.

Users .....Receptionist, Clerk,  
 Cemetery Representative  
 All visitors

Support Service Areas .....Interment Files  
 Operational Center  
 General Office

Special Requirements .....Receptionist work station at standard desk height.  
 May be free standing or built-in. Telephone control for all stations.  
 Must be contiguous with lobby.

**(3) Operational Center**

Tasks .....No personnel stationed at this location.

Users .....All administrative personnel.

Support Service Areas .....This is the center for filing, reference, reproduction and is a support  
 function.

Special Requirements .....Maximum use of volume for storage and work surfaces with minimum  
 but efficient circulation.  
 Interment files (drawers for 120 mm x 200 mm (5" x 8") cards).  
 Computer equipment.  
 Personnel files.  
 Correspondence files.  
 Supplies.  
 5-year records  
 Reproduction equipment.

Work surfaces.  
 Paper cutter, hole punches, etc.  
 Communications radio (microphone, base equipment, etc.).  
 Wall-mounted or other flat file system for 760 mm by 1077 mm (30" by 42") tackboard

(4) **Lunch Area With Kitchen Unit** .....This provides an area shielded from public view where 2-3 staff can have lunch.

(5) **Storage Cemetery Representatives' Uniforms** .....This is a secured storage closet/locker for cemetery representatives' Government issued uniforms (blazers and pants or skirt.)

(6) **Housekeeping Aids Closet**

**c. Multipurpose Room**

Task .....No personnel stationed at this location.  
 Informal public and family meetings/ receptions.  
 Community and veteran organization meetings.

Users .....Director with staff and/or visitors.  
 Receptions for dignitaries and other visitors.  
 Chaplain with large family groups. Director with local veterans organizations.  
 Educational conferences.  
 Burial parties/families of veterans.  
 General public.  
 Dignitaries.  
 Community and veteran groups.

Support Service Areas .....Lunchroom

Special Requirements .....Comfortable, must convey an image.  
 If windows are provided, light control will be necessary to the extent required for projection. Storage for supplies and projection equipment is required. Food and beverages may be served. May function as lunchroom.  
 Will be used for public functions at night.

**d. Lobby**

Tasks .....Public reception, waiting, and information for visitors, burial parties and dignitaries.

Users .....Public visitors.  
 Burial parties.

Support Service Area .....Receptionist.  
 Conference.  
 Restrooms.

Special Requirements .....Lounge seating should not be crossed with major circulation routes.  
 Seating should be self-contained group(s).  
 Circulation control for all building functions.  
 Provides a public image. The character of space must be noninstitutional.  
 The scale, volume and all parts must create a significant space which invites and welcomes the public, illustrating the very highest level of architectural presence.  
 Must be capable of being used after regular cemetery hours to provide public access to areas open for community use.  
 Amount of seating to be maximum possible within the special requirements stated, but no less than four.

e. **Toilet (Wheelchair)**.....These facilities are for use by staff and visitors.

**6. DESIGN CONSIDERATIONS**

a. Figure 701.F1 provides the interrelationship of the functions within the administration building.

b. Shared office space may be planned for the Assistant Director, Secretary and Waiting, and Staff Assistant/Administrative Officer.

c. Width of aisle(s) in the operational center shall be a minimum of 1070 mm (3'6").

d. The operational center shall be planned as a centralized area directly accessible from the general office area.

e. It is desirable to provide visual screening of the general office area from the lobby.

f. Provide for fire and security alarm system.



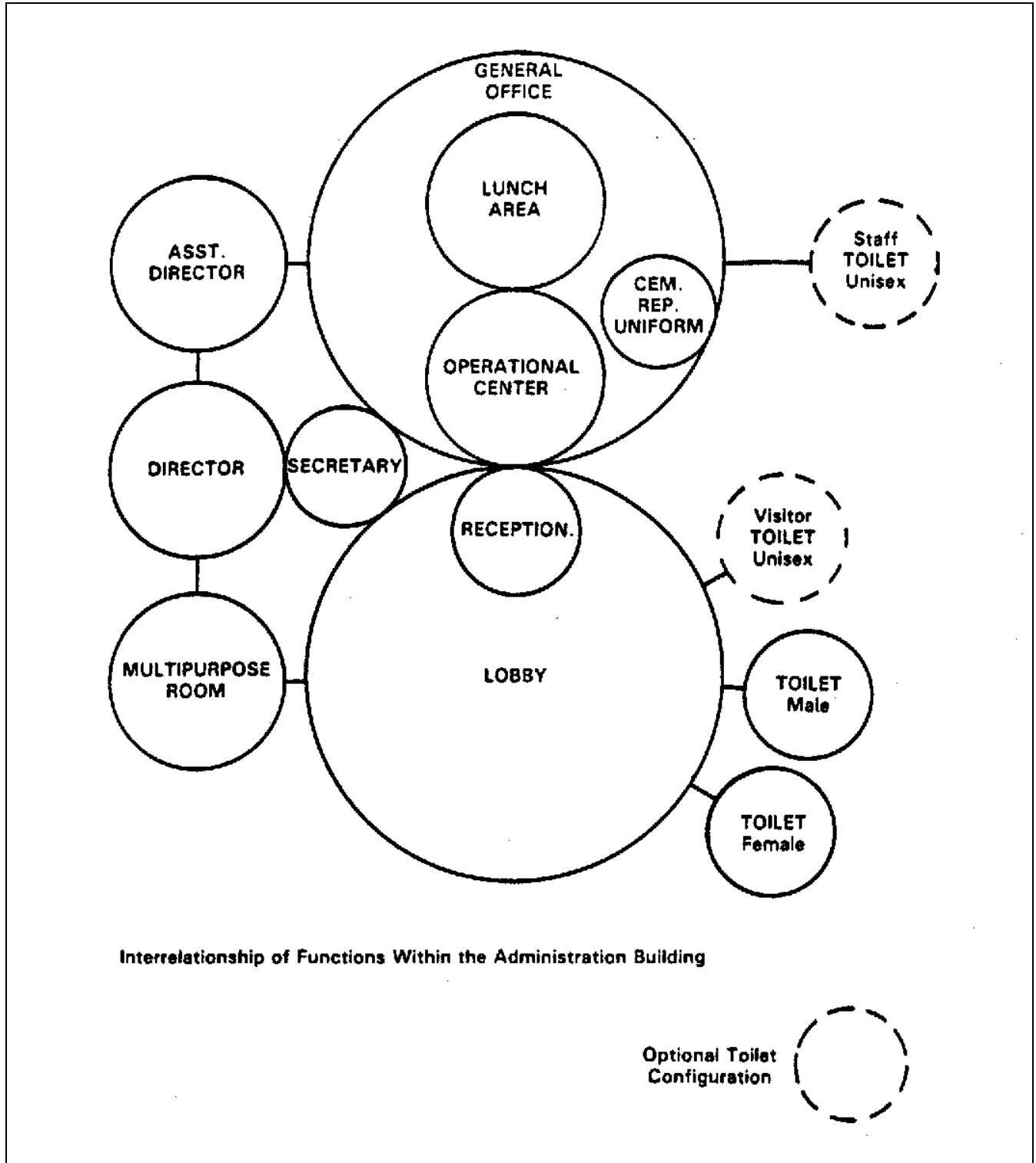


Figure 701.F1. - Department of Memorial Affairs - Administration Building