



DEPARTMENT OF THE ARMY  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON DC 20310-0600

DAIM-FD

DEC 14 2004

MEMORANDUM FOR RECORD

SUBJECT: Army Standards for Army Lodging

1. The Army Facilities Standardization Committee (AFSC) has approved the attached Army Standards for Army Lodging. These standards are effective immediately and must be applied to construction of new Army Lodging facilities on all Army installations. The AFSC must approve any planned deviation from the Army Standard.
2. The objective of these new Army Standards is to provide criteria and guidance for the planning, programming, design, and construction of an Army Lodging Facility that will meet the needs of official travelers and operations staff. These standards provide the functional relationships needed to design an Army Lodging Facility and associated site support areas.
3. These mandatory Army Standards are being incorporated into a Standard Design that will provide floor plans and design criteria. The Army Facilities Standardization Subcommittee (AFSS) will soon issue the Standard Design. The AFSS must approve any planned deviation from the Standard Design.
4. The co-chairs for the Facilities Design Team (FDT) for Army Lodging are Mr. Steve Coulson, CFSC-BPL, 703-681-5373, [steve.coulson@cfsc.army.mil](mailto:steve.coulson@cfsc.army.mil); and Ms. Patti Richardson, CFSC-BPL, 703-681-7752, [patricia.richardson@cfsc.army.mil](mailto:patricia.richardson@cfsc.army.mil); 703-681-7752.

  
LARRY J. LUST  
Major General, GS  
Assistant Chief of Staff  
For Installation Management  
Chairman, AFSC

  
RONALD L. JOHNSON  
Major General, GS  
Director Installation  
Management Agency  
AFSC Member

  
JAMES A. CHEATHAM  
Major General, USA  
Acting Director for Military  
Programs  
AFSC Member

Encl

## The Army Standard for Army Lodging

November 2004

- Army Lodging Facility Standards are implemented to consistently meet the needs of all official travelers. Design criteria provide the mandatory adjacencies, functional relationships, associated space, and specific requirements for all furniture, fixtures, finishes, and equipment.

The Army Standards for Army Lodging are as follows and are based on the mid-level, economy scale, hospitality industry standards.

Item	Criteria
Vestibule	This is the primary entrance for guests and their visitors. There must be a fire department annunciator panel. Doors must have electronic key card access. There must be one closed circuit television camera (CCTV) at the front entrance outside of vestibule.
Lobby	This is the primary entry and congregating area for guests and their visitors, and provides the first impression of the facility. Signage/way-finding is required to public amenities, such as vending, public toilets, administration, public phones, elevators, and guest rooms by room number, and exit signage.
Front Desk	This is the area where guests check in and out of the facility. The configuration and functional relationship between the vestibule, lobby, and front desk must be maintained. It must provide adequate space for circulation behind work counter. Must have CCTV monitor, access control capability, and duress alarm.
Luggage Storage Room	Area provides for secure storage of guest items associated with early arrivals and/or for departing guests awaiting transportation. Must be directly accessible from the Front Desk. Door locks must have electronic key card access.
Bell Cart Station	Area provides for storage of bell carts when not in use. The configuration and functional relationship between the vestibule, lobby, front desk, and bell cart station must be maintained.
Public Corridors	The public corridors provide access to and emergency egress from guest rooms and public areas. Directional signage is required. Minimum ceiling height of 8'4" must be maintained. Minimum corridor width of 6' must be maintained.
Passenger Elevator	To provide vertical circulation from ground floor to all other floors in the facility for guests. The elevator must be sized to accommodate a stretcher for medical emergencies. Minimum load capacity shall be 2,500 pounds; minimum opening 3'6".

Item	Criteria
Breakfast Bar/Seating Area	This is a self-service area for continental breakfast that must include breakfast seating and breakfast serving areas. The configuration and functional relationship between the Lobby, Front Desk and Breakfast Bar/Seating Area must be maintained.
Janitor Closet	A Janitorial Closet is required adjacent to public restroom area.
Public Restrooms	Must have handicapped accessible male and female restrooms configured to allow a functional relationship with the lobby, front desk, and breakfast bar areas. These restrooms must be separate from staff restrooms.
Guest Laundry Rooms	These rooms will be used by guests to do their personal laundry. The rooms will include washing machines, dryers vented to the outside, a vending/change machine, folding table and seating area. Door must be electronic key card access and include viewing panel.
Housekeeping Closets	These rooms will be used to store individual housekeeping carts when they are not in use; one week's supply of amenities; and three days supply of linen for the rooms served. Door must be electronic key card access. Plumbing must include one mop sink and one floor drain.
Management Offices	Private offices for the Facility Manager, Assistant Manager, and Front Desk Supervisor must be functionally co-located with the front desk and administration office. Doors must be electronic key card access. Signage is required.
Administration Office	Must have an open-office area with workstations, a general work area to support office equipment and storage for office supplies. Door(s) must be electronic key card access.
Administrative Conference/Training Room	An area is required in all facilities for staff training and recurring meetings. Door(s) must be electronic key card access. Signage required.
Cash Counting/Safe Room	Each facility must have a secure room where Front Desk agents reconcile shift cash functions (balance cash drawer; make shift deposit, etc.). Duress alarm required. Door must be electronic key card access.
Service Corridor	Provide access to and emergency egress from service areas (i.e. - Maintenance, Break Room, Housekeeping, Staff Toilets, Central Storage, Receiving, etc.). Ceiling height must be 8'4" minimum. Minimum corridor width shall be 8'. Signage/way finding is required. Door locks must be electronic key card access.

Item	Criteria
Service Elevator	To provide vertical circulation from ground floor to all other floors in the facility for services, staff, and movement of equipment. Must have emergency telephone. Elevator must be sized to accommodate king size mattress, housekeeping service cart, and/or a stretcher for medical emergencies. Minimum load capacity shall be 3,000 pounds.
Housekeeping Office	Private office for Executive Housekeeper must be functionally co-located with back-of-house support areas and in-house laundry. Signage required. Door lock must be electronic key card access.
In-House Commercial Laundry	A commercial grade laundry must be provided in each facility. This area will be used to wash all bed and bath linens, uniforms, drapes and bedspreads. Includes storage for dirty/clean laundry. Door(s) must be electronic key card access. Emergency eye-wash station required.
General & Bulk Storage Rooms	Two separate storage rooms adjacent to the receiving area and functionally co-located with back-of-house support areas are required. Door(s) must be electronic key card access.
Maintenance Area	A work room for minor repair and maintenance work is required. Must be functionally co-located with back-of-house support areas. Door(s) must be electronic key card access.
Receiving	An area is required to centrally receive all deliveries. It must be co-located with an outside receiving dock large enough to accommodate one commercial delivery truck. Must include CCTV camera and intercom to front desk to monitor and control access drive gate. Manual dock leveling mechanism and dock bumpers are required. Exterior roll up door required. Door(s) must be electronic key card access.
Receiving Office	Must provide an office for receiving functions. Must be a minimum of 75sf and functionally co-located with the receiving area. Door must be electronic key card access.
Staff Break Room	Must be provided in all facilities. Must be co-located with back-of-house support areas and housekeeping office. Built in kitchenette with full size refrigerator is required. Must provide individual lockers to secure personal belongings.
Staff Restrooms	Must have handicapped accessible male and female restrooms configured to allow a functional relationship with the staff break room and back-of-house support areas. These restrooms must be separate from public restrooms.

Item	Criteria
Guest Room – Standard	Lodging accommodation; single room with a private bathroom; no kitchen facility. Must be 300 sf including bath and closet. Door must be electronic key card access. All furniture, fixtures, finishes, and equipment must be selected through professional interior design service. Standard design criteria implementation, configuration, and layout required for all facilities.
Guest Room – Extended Stay	Lodging accommodation that includes a combination studio-type living/sleeping/study room, a private bathroom, and a kitchenette. Must be 300 sf including bath, kitchen and closet. Door must be electronic key card access. All furniture, fixtures, finishes, and equipment must be selected through professional interior design service. Standard design criteria implementation, configuration, and layout required for all facilities.
Guest Room – Family Suite	Lodging accommodation that includes a living/dining area, a separate bedroom, a private bathroom and a kitchenette. Must be 450 sf including bath, kitchen and closet. Door must be electronic key card access. All furniture, fixtures, finishes, and equipment must be selected through professional interior design service. Standard design criteria implementation, configuration, and layout required for all facilities.
Guest Bulk Storage	Must provide an area that will be used by guests for storing luggage and other bulk items. Door must be electronic key card access.
Gear Wash Room*  * Market Specific	These rooms are required at those facilities that provide lodging to personnel who are participating in field exercises; used by guests coming in from field exercises to clean their personal equipment. Must be a minimum of 170 sf. Door must be electronic key card access.
Study Room*  * Market Specific	These rooms are required at those facilities that support a school environment; they will be used by guests for small group study sessions and meetings. Must be a minimum of 250 sf. Door must be electronic key card access.
Multi-Purpose Room	Must provide an area for guests to perform the basic business functions of e-mail, fax, photocopy, and telephone. Must be a minimum of 250 sf. Door must be electronic key card access.
Parking	Parking for patrons and staff is required. Must provide a covered walkway/porte cochere from drive-up to entry vestibule. Must provide temporary parking for registration. Must provide ADA compliant parking. Staff parking will be distinctively marked and located for access to staff entrance. Standard ratio for parking spaces is one per every two guest rooms.
Service Road/Drive	Service road/drive must be provided to allow vehicular access to the loading dock/receiving area. The service drive will be a controlled access point.

## **BACKGROUND**

Applicability: These criteria apply immediately to all new NAF Major Construction and all Sustainment, Restoration and Modernization (SRM) Army Lodging projects. The functional relationships are mandatory and shall be retained.

General Design Philosophy: In concert with the Department of the Army's Standardization Program, and to provide predictability and consistency in facilities and services for both the official traveler and staff, regardless of location, Army Lodging facilities are designed to provide accommodations commensurate with the mid-level, economy scale, hospitality industry standards (e.g. Marriott's Hampton Inn & Suites and Residence Inn; Hilton's Homewood Suites; and Holiday Inn's Holiday Inn Express).

The overall objective is to provide Facility Design Standards that ensure consistency in product and establish Army Lodging as a recognized First Choice brand for the official traveler. The design standards provide the owner with the mandatory functional and spatial relationships to operate with built-in efficiencies that reduce operating costs while providing the official traveler with a consistent, quality lodging hospitality experience.

## GUIDANCE

All Facility Standards presented herein are intended to compliment and enhance the Commander's Guide, Army Installation Design Standards and each Garrison's Installation Design Guide. All new construction and SRM projects will be built to International Building Code (IBC) standards for construction and will wholly incorporate the requirements of:

- 1.) UFC 4-010-01 DoD Antiterrorism Standards for Buildings
- 2.) UFC 3-600-01 Fire Protection Engineering for Facilities
- 3.) Uniform Federal Accessibility Standards (UFAS) – ADA
- 4.) SPiRiT Green Building Rating System (Sustainable Design)

Landscaping - Must use plants that are indigenous to the region. Plants must be used for utilitarian purposes such as wind control or shade. The skillful use of plant materials around buildings, along walkways, and in parking areas shall be integrated to significantly increase energy efficiency and reduce ambient air temperature around the building.

Parking & Sidewalks - Must provide drive-through porte-cochere that will allow at least one automobile to stop under cover and a second automobile to pass. Acceptable alternatives will include an attractive overhang or canopy that extends to the sidewalk/driveway and provides cover for guests to load and unload. Provide dedicated pull-up area with 15-minute parking zone provided for guest loading and unloading at main lobby entrance. All parking areas must have adequate lighting. Must provide curb, gutter, and paved sidewalk from parking area to primary building entrances. Adequate lighting must be provided along all walkways and at all steps.

### Site Support Areas

- Outside seating must be provided around the facility based on locally determined guest needs and in accordance with Installation Design Guidelines. When provided, benches must be proximate to main entrances, and covered and/or uncovered picnic tables and barbecue grills must be proximate to lodging operations.
- Mechanical equipment (condensers, transformers, steam pipes, etc.), delivery and trash dumpster areas must be screened from public view in keeping with building design and/or Installation Design Guidelines.
- Grounds maintenance storage facility must be effectively blended into the local environment by using landscaping or fence screening.
- Loading dock/Delivery area must be designed to provide adequate access to support all lodging functions.

Roof - Roof design will rely on the building design; either sloped or built-up (for example, built-up roof must have tar and gravel coating). Insulation must exist between roof and highest occupied floor.

Drainage/Gutter Systems - Drainage for the building must prevent ponding and storm sewer backup. Grading must slope away from the building; roof drainage must be controlled. Parking areas, sidewalks, and building entrances must also have controlled drainage to prevent damage to the building foundation and other systems.

Plumbing - A circulating pump or other approved in-line system must be installed to provide hot water to the tap at 110° F, 75 % diversity for 30 minutes. All exposed plumbing fixtures (pipes, spouts, and faucets) must be brushed stainless steel. Each hot and cold water supply must have an individual cut-off valve. ABS pipe is not permitted. Where PVC drainage pipe is used above public spaces, the area must be insulated for sound control.

Heating, Ventilation, & Air Conditioning – Each lodging facility HVAC system will be designed to support location and existing conditions. Individual through-the-wall, built-in air conditioner & heat pump units must provide year-round comfort with individual heating and cooling temperature controls. Ceiling-mounted exhaust ducted to the exterior of the building must provide ventilation. Make-up air must be provided by an outdoor air intake ducted to the fan coil unit. Use of an energy management system is required and must be able to save a minimum of 30% of guest room HVAC costs by maintaining room temperature at an energy-conserving level when the room is unoccupied.

Electrical - Copper wire must be used for all circuit wiring within the building. Electrical outlets must be placed to allow convenient connection of fixtures and appliances. Electrical wiring must be concealed from guests' view. Power, communications, cable TV outlets and other junction boxes must be separated.

Communications Infrastructure - To provide an upgrade path for the future, all lodging facilities must have both fiber optic cabling and Category 6 copper wiring. Two telephone lines must be wired to each lodging unit. Line 1 will be used for telephone communications. Line 2 will be used for modem communications. The telephone line (Line 1) must be terminated at a wall jack in the bedroom and living area. The modem line (Line 2) must be terminated at a wall jack in the living area. All wall jacks must be single RJ-11 telephone jacks, except in the study area where dual jacks must be provided. Single wall jacks and dual jacks must be located at same height as electrical receptacles.

Additional Guidance - The Army Lodging Standard Design Criteria provide specific functional application for all areas.