



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

MAR 12 2008

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MEMORANDUM FOR

Commander, US Army Corps of Engineers (CEMP), 441 G St NW,
Washington, DC 20314
Installation Management Command (IMCOM), 2511 Jefferson-Davis Highway,
Arlington, VA 22202

SUBJECT: Army Standard for Youth Centers

1. The enclosed Army Standard for design and construction of Youth Centers are hereby approved for implementation. The standard applies to all Army Youth Centers for middle school youth (ages 11-15) and teens (ages 16-18). Only the Assistant Chief of Staff for Installation Management has authority to approve exceptions to this standard. Waivers from the Army Standard must be approved in accordance AR 420-1.
2. The standard is mandatory for Military Construction, Army (MCA) and Nonappropriated funded projects FY 08 and beyond.
3. The co-chairs for the Facilities Design Team (FDT) for Child and Youth Services are Ms. Linda Harwanko, IMWR-CY, Linda.Harwanko@fmwrc.army.mil, 702-681-5384, Ms. Margaret (Peggy) Hinson, IMWR-CY, Margaret.Hinson@fmwrc.army.mil, 703-681-5399; and Mr. James T. Clark, CEHNC-ED-CS-A, James.T.Clark@hnd01.usace.army.mil, 256-895-1673.
4. The FDT POC at the USACE Center of Standardization for Child and Youth Services is Mr. Richard Grulich, CEHNC-ED-CS-A, Richard.D.Grulich@hnd01.usace.army.mil, 256-895-1670.

ROBERT WILSON
Lieutenant General, GS
Assistant Chief of Staff
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Enclosure
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THE ARMY STANDARD FOR YOUTH CENTERS

Description:

Youth Centers are designed primarily for use by middle school youth (ages 11-15) and teens (ages 16-18). These facilities provide safe, supervised, healthy, accountable and age-appropriate activities for youth and teens. The Youth Center supports opportunities for youth and teens to develop their physical, educational, social, recreational, and emotional needs. The Army Standards for Youth Centers are based on Army Baseline Standards and Department of Defense requirements for certification.

The standards support the framework for Army Youth programs in four Service Areas:

- *Academic Support, Mentoring, and Intervention Services* (i.e., Homework Centers),
- *Life Skills, Citizenship, and Leadership Opportunities* (i.e., Computer Labs, workforce preparation, youth councils)
- *Sports, Fitness and Health Options* (i.e., Multi-Purpose room and outdoor activity space for individual or group sports and fitness activities, skill building clinics; Snack Bar/Culinary Arts area for nutrition counseling and self help skills)
- *Arts, Recreation, and Leisure Activities* (i.e., Areas/activity rooms for self-directed activities, individual or group lessons).

CATEGORY CODE	DESCRIPTION
74066	Youth Center

Facilities covered in this standard are for youth centers for middle school youth (ages 11-15) and teens (ages 16-18). Youth Center capacities are as follows:

Small	60 – 90 capacity
Medium	105 - 135 capacity
Large	150 -180 capacity

Applicability

- The Army Standard applies to Army facilities worldwide.
- The Army Standard is mandatory for all construction projects effective in FY08 and beyond.
- All geographic districts shall incorporate the mandatory design criteria described herein in close coordination with the USACE designated Center of Standardization (COS) for Child and Youth Services.
- All Youth Center projects must be reviewed by the COS and IMCOM Center of Expertise to ensure conformance with the Army Standard.

Waivers:

- Only the Assistant Chief of Staff for Installation Management has authority to approve exceptions to the Army Standards.
- Waivers from the Army Standard must be requested in accordance with AR 420-1 and the Army Facilities Standardization Program Charter, latest edition.
- All waiver requests to the Army Standards require COS conflict resolution prior to submission by the Garrison Commander.
- Garrison Army Standard waiver request submissions must be received in sufficient time to allow complete review by the Facility Design Team and development of recommendations or courses of action for the AFSC to consider prior to implementation into project design.
- Late submissions and/or project delays are NOT sufficient stand-alone justification for accelerated review or other dispensation for not meeting the Army Standard contained herein.

THE ARMY STANDARD FOR YOUTH CENTERS

Item	Mandatory Criteria
Lobby/Central Counter/Reception Desk	Must have a lobby which contains a central counter for clerk to view/observe the youth entering and exiting the facility, as well as, parents and visitors. The configuration and functional relationship between the main entry and the central counter/reception desk must be maintained. Provide communication and data connectivity to include access control and central intercom system.
Patron/Visitor Waiting Area	Must have a waiting area for parents and visitors adjacent to the central counter/reception desk. Waiting area to contain seating and will also serve as an area where a few youth can gather and socialize when not in use by parents/visitors.
Director's Office	Must be located in close proximity to the central counter/reception desk and must be directly accessible from the waiting area. Provide communication and data connectivity.
Administrative Office Space	Administrative office space, with the exception of the Sports and Fitness Director office, is to be located in close proximity to the Director's office and in the vicinity of the facility entry. Provide communication and data connectivity.
Copy/File Room	This room to be within the administrative area. It houses copy machines, printers (other than those dedicated to specific individuals), filing cabinets and storage for general office supplies. Provide adequate electrical and LAN drops
Staff Lounge/Training Room	Must be provided in all facilities and located in the administrative portion of the facility. Provide a solid surface counter top with integral backsplash and single compartment sink/faucet. Provide GFCI electrical outlets above the counter for microwave and other appliances. Provide space for refrigerator and vending machine along with electrical outlets and a water line to support ice making capability in freezer. Must provide space within the lounge/training room for staff to secure belongings (e.g. individual lockers secured to the wall). Provide a minimum of two workstations with computers and internet connectivity and space for table and chairs for staff to work at or eat lunch. Provide communication and data connectivity.
Staff/Visitor Restrooms	Must have handicapped accessible restroom(s) in the entry/lobby of the facility for use by parents, visitors, and staff. Restroom(s) must be separate from those used by youth. Provide one (1) toilet for every 15 full time/full-time equivalent staff on duty at any one given time.
Technology Lab	Must have technology lab strategically located in close proximity to the entry area. The technology lab is a functional and programming requirement in all Youth Centers. Minimum of 525 square foot area for 15 youth (35 sq ft per youth). This space must accommodate 15 computer workstations for youth. Lab to be arranged in a "U" shape for the purpose of full unobstructed monitoring by the Technology Specialist with LAN drops and four-plex electrical outlets along the wall. For the small facility, this area dual functions as a Technology Lab and Homework Center with 7 computer workstations for youth. Non-static, fire resistant, carpeting is required for this area.

Item	Mandatory Criteria
Homework Center	Must provide for a self-contained area adjacent to the Technology Lab in all youth facilities except in the 60 – 90 capacity youth center. In the small youth center, the Homework Center will be incorporated within the Technology Lab. Provide for a minimum of 525 square foot area for 15 youth (35 sq. ft. per youth).
Activity Room(s) – General and Specific	There are two categories of activity rooms: General Activity Room and Special Activity Rooms. <i>General Activity Room(s)</i> for gatherings, club meetings, arts and crafts (with the addition of a sink to include a plaster trap), or for other general uses. For these types of activities, room to accommodate up to 30 youth. <i>Specific Activity Room(s)</i> allow for a variety of indoor activities. Room to afford flexibility in use and designed for more active functions such as dance, yoga, or martial arts. This room is not intended to accommodate team sports. For these types of activities, room to accommodate up to 15 youth.
Commons/Gathering Area	This area is the heart of the program area and a prime gathering place for youth. Space to accommodate 15 youth and depending on the size of the youth center the facility shall have as few as 1 (for the Small facility) and as many as 2 (for the Medium and Large facility). One of the commons areas must be adjacent to the snack bar/culinary arts learning center. Each commons area to be sized a minimum of 675 sq ft. Provide an additional 2 feet of space along circulation routes for locations of moveable cabinets to hold program equipment. A commons area may be used for table games such as pool, ping pong, foosball or air hockey or as a place for youth to gather in a comfortable setting promoting socialization. Install four recessed duplex electrical floor outlets in each common area for electronic table games such as air hockey. Provide for a platform, approximately 16 ft X 18 ft with two risers and a ramp with handrails for handicapped accessibility in the main commons area adjacent to the snack bar. Include vision windows in the wall between the commons area and the multi-purpose room to provide full unobstructed view for youth of activities in the multipurpose room. Vision windows to be at different heights above the finished floor to enable children of various heights the opportunity to view what is happening. Size and material of vision windows to meet fire requirements. The commons area must be provided with diffused or indirect natural lighting to the maximum extent possible. Skylights are not an acceptable means of meeting the natural lighting requirement. Ceiling to be no lower than 15 ft in the main commons area. Provide sound absorbing materials (e.g. noise panels) in this area to prevent echoing and to reduce the noise level.
Snack Bar/Culinary Arts Area	Snack Bar equipment to be NSF commercial grade approved equipment. Culinary Arts area to emulate a “home-type” kitchen environment - equipment for this area to be approved by Center for Health Promotion and Preventive Medicine. Counters to be made of a solid surface polymer, such as “Corian”. Both counters to enable youth to sit on stools looking into this area to view staff preparing snacks and participate in cooking activities (lifetime skill). One section of the counter to include a cook top with a sink at the end of the counter to enable youth to wash hands before eating or learning how to prepare food items. Provide for a minimum of 3 duplex outlets underneath the 36” high counter to plug in small appliances such as mixer, blender, etc. The counter on the opposite side, which is to be used for serving snacks, should be raised to 42” high with overhang for knee clearance. Cabinets should be constructed of high end/quality plywood for durability. Particle board not acceptable as plastic laminate does not last- the substrate fails in a short period of time. Must

Item	Mandatory Criteria
	<p>provide for a dry storage area to store food items not refrigerated. Floor drain must be provided.</p> <p>Provide space for 2 vending machines and electrical outlets to support in close proximity to the snack bar area.</p> <p>Preference for dumpster location is in close proximity to the Snack Bar/Culinary Arts Area. Dumpster is not to be placed in front of the facility.</p>
Multi-Purpose Room	<p>Must include a multi-purpose room (High school full basketball court size to include accommodations for bleachers) with an electrically operated drop divider curtain. Ceiling to be minimum clear height as appropriate for high school basketball (24 ft. minimum clear). Bleachers, if built in, to be light weight aluminum and fold into wall only on one side of the multi-purpose room. Provide removable wall padding (mats) for the entire wall space in the multi-purpose room to serve as protection for youth, acoustical attenuation, and reduce maintenance to the walls. Removable mats to serve and dual function as use for gymnastics. Provide variable lighting in this area to support various activities taking place in this space (e.g. sports events and dances). Protective mesh covers will be installed for all external fixtures. Two (2) basketball goals (shatter proof and breakaway) are to be provided for full-court play. Four (4) basketball goals (adjustable height/electrical with manual override/and fold against the wall) are to be provided for half-court play. Must provide markings for basketball full court and 2xhalf court and volleyball. Install flush receptacles for insertion of volleyball stanchions with covers when not in use. Athletic flooring must be multipurpose and resilient to wear to allow for multiple activities to take place (e.g. rollerblading, basketball, volleyball, etc.) Wood flooring is not acceptable. Accommodate for electric score boards and plug in of portable radios, etc. Each end of court will be pre-wired for dual scoreboard installation (that can be used independently for cross court games) and drops for score table usage. Two (2) public restrooms accessible off the corridor from the multi-purpose room to the outside are required. Provide a wall mounted fold out diaper changing table in each of these public restrooms.</p>
Storage Rooms	<p>Large storage and issue rooms adjacent to the multi-purpose room accessible from the interior. Storage is for programming supplies and equipment, as well as, storage for large pieces of sports & fitness equipment, bats, balls, roller skates, etc. Provide a mezzanine above one of the storage areas for uniform storage to be accessed by the CYS Sports & Fitness Director.</p>
Sports Director's Office	<p>Office for the Sports Director to be located in close proximity to the multi-purpose room and storage room(s) for sports and fitness equipment and uniform storage area. Office to also be adjacent to the laundry area as the majority of laundry being done in the youth center will be for uniform washing and drying. Provide communication and data connectivity.</p>
Laundry Room	<p>Must provide space for residential grade washer(s) and dryer(s) for laundering sports uniforms and other items associated with the operation of a youth center (e.g. props and clothes for drama). Locate laundry room on an exterior wall to allow for horizontal venting of the dryers. Laundry room to be secured with locking mechanism. Provide for a laundry tub and self priming floor drain to prevent sewer gases from filtering into the facility. Provide counter for folding clothes with upper and lower cabinets for storage of laundry materials.</p>

Item	Mandatory Criteria
Teen Room/Lounge	<p>When a teen room/lounge is provided, it is to be located so that access can be monitored by the central check-in counter. This space provides older teens (16-18 yrs of age) with their own space to socialize and have access to more independent activities like computers, college preparation, and watching television in a home like environment.</p> <p>Provide data connectivity. Allocation:</p> <ul style="list-style-type: none"> * Teen room for 15 = 2 LAN drops * Teen room for 30 = 3 LAN drops
*Patio	A covered patio to be accessible off the snack bar/culinary arts area.
Male/Female Toilet Areas for Youth	Separate male and female toilet rooms for youth are required. Requirement is for one toilet and one sink per 15 youth. Where multiple toilet stalls are provided in the male (boys) restroom, one (1) urinal may be substituted for a toilet.
Janitorial Closet	A janitorial closet is required adjacent to the male (boys) and female (girls) toilet rooms. Closet to be equipped with a low mop sink, a place to store janitor's equipment and cleaning supplies, and a rack to promote hanging/air drying of mops. Door must have a locking mechanism and be designed to swing out into the corridor 180 degrees to prevent impeding on emergency egress.
Vision Panels	Vision panels are interior windows in corridor walls and doors that are integral to visual monitoring and provide an additional risk prevention measure. Vision panels in corridor walls shall extend from normal 6'8" – 7'-0" height to 54 "above the finished floor. Vision panels in doors to be a minimum of half-height glass and shall be provided with a12" wide side-lite. Vision panels must be provided in all doors, within the facility, with the exception of the adult restrooms.
Intercom System	Must have a built in intercom system capable of allowing staff to communicate with the main reception desk and other areas of the building.
Video Monitoring System/Closed Circuit Television (CCTV)	Must have video monitoring system to deter and reduce the risk of child abuse and protect staff from unwarranted allegations of abuse. Conduits, power, and cabling are to be installed as indicated on the standard design.
Video Monitoring Equipment Room	Separate room or area will be provided to store the equipment racks for the video monitoring security system. Racks are approximately 48"W x 30"D x 84" H. Special consideration for heat build up is required. Targeted temperature is 70 degrees F. Maximum temperature is 85 degrees F.
Outdoor Activity Area	<p>Youth outdoor activity area should provide at a minimum:</p> <ul style="list-style-type: none"> * Hard surface patio area with optional shade structure * Open field area should none be accessible to the facility * Hard surface area for basketball <p>Hose bibs and out-door electrical outlet are required.</p>
Parking	Parking for patrons and staff is required. Parking Allocation: 1 parking space per each full time staff; 1 per every 4 patrons, and 60 additional spaces for sporting events. Parking for handicapped to be in accordance with ADA. Buses to deliver and pick up youth curbside on sidewalk that leads directly into the facility. Locate bicycle racks near the facility entrance in a secure location.

Item	Mandatory Criteria
Exterior Lighting	Exterior lighting systems provided for parking areas, sidewalks, service yards, service drives, building entrances and perimeter.
Service Road/Drive	Service road/drive must be provided on the side of the building adjacent to the mechanical room, providing vehicular access to the snack bar service entry, mechanical yard, electrical room and storage room. All vehicular pathways must be kept away from children and pedestrian pathways and outdoor activity areas.
Controlled Entry Access	A buzzer security system, with manual override, must be installed to facilitate entry into the facility.
HVAC	HVAC units will provide heating and air conditioning for the entire facility excluding the Mechanical and Electrical Rooms which require only heating. A system with zoning flexibility must be provided to accommodate variations in usage (e.g. evenings, weekends, events).
Mechanical /Electrical Room	Mechanical room to open directly to the exterior of the building with no access to the interior space or direct access to the playground. Mechanical yard must be located away from the outdoor activity area for noise and environmental considerations.
CATV (Cable Television)	Provide empty boxes and conduits for 1 CATV in the teen room and 1 CATV in the staff lounge.
Communication Room	Provide separate room for communication sized to meet the minimum DOIM requirement for electrical boxes and connections.
Drinking Fountains	Drinking fountains to be provided in the interior of the facility.
Energy Policy Act 2005 (EPACT 05) and Executive Order 13423 (E.O. 13423)	Youth Centers shall be designed in compliance with statutory requirements for federal facilities IAW EPACT 05 and E.O. 13423.
Sustainability	Youth Centers are designed to meet current sustainable development and design policy requirements as established by the Department of the Army.

GUIDANCE

Size classification - The size is classified by the number of youth to be accommodated in the primary program space. A separate teen room is dependent on the installation requirement and accounts for the range in facility capacity. An additional 60 youth may be accommodated in the multi-purpose room.

Facility Site – The Child Development Center (CDC) will be evaluated for security requirements in accordance with UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings, latest edition. The facility is not to be sited near or next to facilities that sell or serve alcoholic beverages or tobacco products or in close proximity to an adult recreation facility or Soldier quarters. Parking area and roadways shall be provided with curbs and gutters.

Grading – The site will be graded to drain away from the new structure to existing drainage ditches or storm drain systems.

Utilities – All utilities, except storm water, will be routed from the new structure underground to the existing source.

Landscaping – Irrigation of turf and significant landscaping may be required in geographical areas which are arid. Landscaping is an important tool in the implementation of Force Protection measures. Landscaped earth berms shall be used to provide an attractive natural barrier. Shrubs, bushes, trees, flowers, etc. used around the Youth Center and outdoor activity area shall be evaluated for potential hazard or toxicity. No toxic chemicals or herbicides shall be used to clear the site of unwanted irrigation.

Interior Color Scheme – Standardized interior colors schemes have been developed for the Garrison to select from.

Specific Activity Room(s) – are designed for more active functions such as dance or martial arts. As such, these rooms may need to accommodate different flooring and features (such as mirrors for dance), depending on the intended use. The designer needs to coordinate for any special requirements (e.g. flooring, walls, ceiling height, etc.) for these type activity rooms. Specific activity rooms to accommodate up to 15 youth.

Floor Drains – All toilet and wet areas to include janitor and laundry rooms and multiple locations in the kitchen must have floor drains.

Casework – Provide for solid surfacing counter tops and high quality cabinets. Millwork is required as shown in the Standard Design. Millwork is to be constructed out of plywood. Particle board is not acceptable. Solid surface countertop (or better) must be provided. Materials other than solid surfacing would need IMCOM Center of Expertise approval.

Exterior Windows - Exterior windows (single or double hung operable windows) shall meet the UFC 4-010-01 requirements for ATFP. All windows are to be screened.

Interior Windows - All interior windows shall be tempered safety glass.

Life Safety - The building fire protection systems, shall be designed in accordance with the applicable standards contained in the Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities, UFC 4-740-06, Youth Centers, and National Fire Protection Association (NFPA) 101, Life Safety Code. A complete automatic sprinkler system shall be provided in accordance with UFC 3-600-01 and NFPA 13. The fire alarm system shall be designed in accordance with NFPA 72, which will provide pull stations at each exterior exit door and textual (voice) audible and visual (strobes) notification devices. Smoke detectors for Youth Centers will be in accordance with UFC 4-740-06. Placement of the enunciator panel is a local fire department call. If there is no preferred location, then the panel shall be

placed in the entrance of the facility. Where possible, the Mass Notification System (UFC 4-021-01) shall be integrated with the fire alarm system.

Video Monitoring Security System/Closed Circuit Television (CCTV) - AR 415-15 - Appendix L, Information Systems Support is the source of Army policy for funding of video monitoring equipment. MILCON/MCA dollars are to be used for cabling and fittings, connectors, terminal strips, and similar devices needed to install the cable up to the outlet device plate. Operating Maintenance Army (OMA) dollars are used to purchase and install monitors, cameras, parent viewing monitors, operating consoles, etc. for the video surveillance system. The equipment, external to the outlets, is considered personal property.

Accessibility – The Youth Center shall be designed in compliance with the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities.

Signage – The facility shall be identified as a “Youth Center”. The installation/garrison or community name or geographic location of the facility may be used for public identification purposes. Location of sign is a site-adapt issue. The facility signage is to be in accordance with the Installation Design Guide.

Antiterrorism/Force Protection – The most current guidance (UFC 4-010-01, Force Protection) must be incorporated into the site layout and standard design using. A Mass Notification System shall also be provided using UFC 4-021-01, Design, and Operation & Maintenance for Mass Notification Systems. To protect the facility and its occupants, consider a natural approach without degrading the visual surroundings as a method of protection.

UFC 4-740-06 –The Army Standards comply with the Unified Criteria for Youth Centers, UFC 4-740-06, dated 12 January 2006. Additional guidance contained within.

**MINIMUM INTERIOR ROOM FINISH SCHEDULE REQUIREMENTS
YOUTH CENTERS**

ROOM NAME	FLOOR MATERIAL	BASE MATERIAL	WALLS MATERIAL	CEILING MATERIAL
VESTIBULE	QT	QT	EPGB	ACT
HALLWAYS/ADMIN AREA	VCT	RB	EPGB	ACT
RECEPTION	VCT	RB	EPGB	ACT
WAITING AREA	VCT	RB	EPGB	ACT
DIRECTORS OFFICE	CPT	RB	PGB	ACT
ADMIN OFFICE	CPT	RB	PGB	ACT
COPY/FILE	VCT	RB	PGB	ACT
STAFF LOUNGE/ TRAINING	VCT/CPT	RB	EPGB	ACT
STAFF/VISITOR HC RESTROOM	CT	CT	CT/EPGB	ACT
SNACK BAR / CULINARY ARTS	QT	QT	EPGB	VACT
DRY STORAGE	QT	QT	EPGB	VACT
COMMONS (BY SNACK BAR)	VCT	RB	EPGB	ACT
2nd COMMONS/GATHERING AREA (Medium & Large Facilities)	VCT	RB	EPGB	ACT
TECHNOLOGY LAB / HOMEWORK CENTER (Small Facility)	CPT	RB	EPGB	ACT
TECHNOLOGY LAB (Medium & Large Facilities)	CPT	RB	EPGB	ACT
HOMEWORK CENTER (Medium & Large Facilities)	CPT	RB	EPGB	ACT
ACTIVITY ROOMS, GENERAL	VCT	RB	EPGB	ACT
ACTIVITY ROOMS, SPECIFIC	VCT	RB	EPGB	ACT
STORAGE, TYPICAL	VCT	RB	PGB	ACT
MULTI-PURPOSE ROOM	ATHL FL	RB	PCMU	E STRU
SPORTS DIRECTOR'S OFFICE	CPT	RB	PGB	ACT
LAUNDRY	QT	QT	EPGB	ACT
MALE	CT	CT	CT/EPGB	ACT
FEMALE	CT	CT	CT/EPGB	ACT
HALL, MULTI-PURPOSE ROOM	VCT	RB	PCMU	ACT
JANITOR	CONC	RB	EPGB	ACT
VIDEO MONITORING EQUIPMENT ROOM	VCT	RB	PGB	ACT
COMM. ROOM	CONC	RB	PGB	ACT
MECHANICAL ROOM	CONC	RB	PGB	E STRU
STORAGE, SPORTS EQUIPMENT	CONC	RB	PGB	E STRU
STORAGE, SPORTS EQUIPMENT MEZZANINE	STEEL		PGB	E STRU
STORAGE, OUTSIDE	CONC	RB	PGB	E STRU

MINIMUM INTERIOR ROOM FINISH SCHEDULE REQUIREMENTS
YOUTH CENTERS

OPTIONAL AREAS:				
TEEN ROOM/LOUNGE AREA (OPTION)	VCT	RB	EPGB	ACT
STORAGE, TEEN AREA (OPTION)	VCT	RB	PGB	ACT
MECHANICAL ROOM, TEEN AREA (OPTION)	CONC	RB	PGB	E STRU

FINISH SCHEDULE LEGEND

ACT	Acoustical Ceiling Tile
ATHL FL	Athletic (Multi-Purpose) Floor
CONC	Concrete Floor (Sealed)
CT	Ceramic Tile (Sealed)
CPT	Carpet (Anti-Static)
EPGB	Epoxy Painted Gypsum Board
E STRU	Exposed Structure
PCMU	Painted Concrete Masonry Units (Gloss or Semi-Gloss/Sealed)
PGB	Painted Gypsum Board (Semi-Gloss or Eggshell Finish)
QT	Quarry Tile
RB	Rubber Base
VACT	Vinyl Faced Acoustical Ceiling Tile
VCT	Vinyl Composition Tile