

3.0 ARMY COMMUNITY SERVICE CENTER (ACSC) <VER>(REV 2.0 – 30 JUN 2012)</VER>

3.1. GENERAL REQUIREMENTS:

The design must comply with the Army Standards for the facility type; Army Standard for Army Community Service Center (ACSC), which is provided in Attachment A of this Section. The design must comply with the functional layouts and arrangements indicated. Room types, sizes and configurations, ceiling heights, and finishes are mandatory as denoted in the standard designs and Attachment B, Army Community Service Center Room Descriptions. Any construction details, wall sections, and building elevations are purely illustrative.

3.1.1. FACILITY DESCRIPTION:

The ACSC is a comprehensive social readiness program designed to assist the Commander by identifying emerging readiness issues and provide comprehensive, coordinated and responsive services which promote self-reliance, resiliency and stability of soldiers, retirees, civilian employees and their families. The project site should be developed for efficiency and to convey a sense of unity or connectivity with the adjacent buildings and with the Installation as a whole. The configuration and functional relationships are mandatory and shall be retained.

3.1.2. FACILITY RELATIONSHIPS:

Floor plans will be provided by the ACSC Center of Standardization (COS). The floor plans are mandatory. Additional mandatory items such as finishes will be identified for each project. Provide space conducive to an office environment where staff members meet with customers in dedicated offices

3.1.3. ACCESSIBILITY REQUIREMENTS:

Design must comply with the Architectural Barriers Act (ABA) Accessibility Standard for DOD facilities as currently amended. The ACSC must be easily accessible both by military personnel and military personnel family members and reservists.

3.1.4. BUILDING AREAS: (NOT USED)

3.1.5. ADAPT BUILD MODEL: (NOT USED)

3.2. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

3.2.1. FUNCTIONAL SPACES

A. PRIMARY SPACE

1) **Classrooms:** Locate near an entrance and provide easy access from the lobby. Classrooms sizes must have the ability to support a max of 70 students; the classrooms maximum capacities are attainable by using movable partitions. The classrooms provide very basic teaching requirements and are equipped for wiring of student computers.

2) **Administrative/Program/Support/Offices:** Group all program office(s) of similar function in the same general area. The Victim Advocacy Program and Family Advocacy Program(s) must be grouped together near the rear of the facility and have access to an entrance to allow for privacy and discretion during and after counseling. Relocation Readiness Program must be located adjacent to the lending locker to allow benefit of making recommendations and ease of access to household items. The New Parent Support Program must allow the flexibility for providing classroom demonstration. In general terms Army Community Service staff members may be dual-tasked with oversight of as many as two or more programs offices. As a minimum the following offices must be identified and included in every size facility - each program office must function as a separate office with the exception of Family Advocacy Program (FAP)/ Victim Advocacy Program (VAP) which has the option of maintaining one shared program office or option to function as two distinct program offices. All others require separate offices: Relocation Readiness Program (RRP), Deployment or Mobilization & Stability and Support Operations (SSO's), Copy /Graphics, Staff Office, Exceptional Family Member Program (EFMP), Financial Readiness Program (FRP), Administrative Assistant, Director's Office, Employment Readiness Program (ERP),

Army Family Action Plan (AFAP), Army Family Team Building (AFTB), New Parent Support Program (NPS), Volunteer Office, Army Volunteer Coordinator (AVC), Army Emergency Relief (AER), and Information & Referral (I&R) Specialist.

- 3) **Decompression Waiting Room**: Locate near the Family Advocacy Program/Victim Advocacy Program office(s). The decompression waiting room must offer seating and provide patrons an environment to regain and retain composure both prior to and after counseling.
- 4) **Kitchen/Teaching Kitchen/Break Area**: Provide residential size appliance(s) such as electric free-standing range and oven, and refrigerator positioned in a side-by-side arrangement. The teaching kitchen area must allow the flexibility of preparing and reheating small meals with use of commercial sized microwave. The kitchen/teaching kitchen must offer seating ability in the form of tables and chairs for the purposes of training and demonstrations.
- 5) **File Room**: Provide a centralized client file area where files can be accessed by staff and ultimately filed at the receptionist area.
- 6) **Storage Area/Secure Storage Area**: Provide space to store office equipment, classroom furnishings, household goods and electronic equipment etc. At minimum area approximately 1- 3 percent of overall building square footage must be dedicated for storage/secure storage.
- 7) **Conference Rooms**: Locate next to a classroom to allow flexibility of expanding the space using movable partitions. The maximum allowable number of conference rooms is four.
- 8) **IT/Video Conference**: Provide audio visual system with multimedia projection capability for communication purposes with CONUS and OCONUS military installations.
- 9) **Computer Resource and Display Area**: Strategically locate the computer lab adjacent to the entry area. Minimum requirements per facility size: small facility must accommodate 4 computer workstations; medium facility must accommodate 6 computer workstations; both large and extra large facility space must accommodate 8 computer workstations. Also, provide capabilities for telecommunication plug-in.
- 10) **Interview Room**: Locate near the lobby, the area will allow place to perform private screening prior to being referred to various program offices.
- 11) **Lending Closet**: Provide space to house basic housekeeping items for temporary loan. Locate near an entrance that would facilitate loading and handling large items.

B. COMMON AREAS

- 1) **Lobby/Front Desk/Security Desk**: Provide a center counter allowing the clerk to view/observe visitors. The configuration and functional relationship between the main entry and reception desk must be maintained. Lobby shall meet the accessibility requirements stated in Paragraph ACCESSIBILITY REQUIREMENTS above.
- 2) **Public Toilet(s)**: Provide restrooms accessible to individuals with disabilities near the entry/lobby of the facility for use by patrons, and visitors. Toilets must be accessible from the classroom areas. Separate male and female toilet areas are required.
- 3) **Staff Restroom(s)**: Provide restrooms accessible to staff with disabilities. A maximum of two unisex toilets is required.
- 4) **Vestibule**: Provide an enclosed transition space between the exterior and the lobby or building interior. Provide a minimum of 7 feet clearance between interior and exterior doors.
- 5) **Corridors**: Corridors shall have a minimum width no less than 5 feet.
- 6) **Janitor's Closet**: Provide a minimum of one Janitor's Closet per floor. Each Janitor's Closet shall have a minimum area of 30 square feet. Each Janitor closet shall have a mop sink, mop rack, and space for buckets, vacuum and storage for janitorial supplies
- 7) **Mechanical, Electrical, and Telecommunications Rooms**: Size mechanical rooms to accommodate equipment maintenance and repair access without having to remove other equipment. First floor exterior access is required for centralized mechanical room. Telecommunications rooms shall comply with the requirements of ANSI/TIA/EIA-569-B.

- 8) **Vending Area**: Provide vending machines in all the facilities. Locate vending machines adjacent to the lobby positioned off a highly used path of the facility. For effective learning students need an opportunity for a break area separate from the classroom.
- 9) **Recyclables Storage**: Provide one recyclables storage per building. Locate the recyclables storage on the first floor with access to the complex trash/recyclables dumpster area. Recyclables Storage shall be fully enclosed and ventilated. Recyclables Storage shall be sized to accommodate a minimum of six 50-gallon barrel sized recyclable containers, with adequate circulation space to allow access to move each container in and out of the Recyclable Storage with a dolly, without having to move the other containers.

3.3. SITE FUNCTIONAL REQUIREMENTS

A. PARKING

1) **Privately Owned Vehicle (POV) Parking**: Design and construct the POV parking, within the designated construction area. Base the location and design of the POV parking area(s) on the Installation's site constraints. Ensure that the location of parking complies with UFC 4-010-01. See paragraph 5.2.3, "VEHICLE PAVEMENTS", for additional information. Provide POV parking spaces for 100 percent of the personnel. Parking for patrons and staff is required based on the size of the facility. Where possible provide sidewalks that lead from the car directly to the front entry without crossing traffic lanes.

B. ACCESS DRIVES AND LANE

1) **Service Drives**: Provide service drives to each building. Locate the drives in accordance with UFC 4-010-01. Restrict access to the drives, where applicable, as required by UFC 4-010-01. Design the pavements as required by paragraph 5.2.3, "VEHICLE PAVEMENTS". The minimum access drive width shall be 10 feet. Design and construct drives with curb and gutter when necessary for drainage purposes.

2) **Emergency Vehicle/Fire Access Lanes**: Provide fire access lanes. Drives designed to support emergency vehicle traffic shall be a minimum of 20 feet wide per NFPA requirements. Access must be provided to three sides, minimum and must be within 33 feet of a building's entrance. Design the fire access lanes in accordance with NFPA 1, UFC-3-600-01, and the installation's requirements.

C. **SPECIAL SETBACKS**: Site the ACSC a minimum of 148 feet from the installation perimeter and 82 feet from trash containers, roadways and parking lots. If these standoff distances are not provided, the ACSC shall be hardened as described in UFC 4-010-01. The facilities shall be oriented in a manner, which takes advantage of desirable views. To protect the facility and its occupants, consider a natural approach without degrading the visual surroundings as a method of protection. The preference is for visibility of views from within the building to the exterior.

3.4. SITE AND LANDSCAPE REQUIREMENTS

A. SITE STRUCTURES

1) **Dumpster Area**: Locate, design, and construct the dumpster enclosure area(s) and screening. Dumpster screening shall be aesthetically and architecturally compatible with the building it serves and shall be designed in accordance with the Installation's guidelines. Locate the dumpster areas in accordance with UFC 4-010-01. Position the GFGI dumpsters outside of restricted areas to allow for servicing activities.

B. LANDSCAPING/HARDSCAPING

1) **Non-Vehicular Walks**: Construct non-vehicular pedestrian and troop formation sidewalks of Portland cement concrete having a minimum nominal thickness of 4 inches. Design uniform and symmetrical joint patterns in accordance with AASHTO standards. The length to width ratio shall not exceed 1.25 for non-reinforced pavements. Locate walks paralleling buildings beyond the eave drip line and at least 5 feet from the foundation.

a) **Pedestrian Sidewalks**: Sidewalks shall be a minimum of 6 feet wide. Restrict vehicular access to the sidewalks, as required by UFC 4-010-01.

2) **Roadway Pavement**: Sidewalks designed to support emergency and service vehicle traffic will be considered roadway pavements and shall be designed to meet the AASHTO standards. Construct vehicular supported walks of Portland cement concrete having a minimum nominal thickness of 7 inches. Design joints

uniformly, symmetrical, and in accordance with AASHTO standards. Do not exceed the length to width ratio of 1.25 for non-reinforced pavements.

3.5. ARCHITECTURAL REQUIREMENTS

A. **GENERAL:** Provide durable and easily maintainable materials. Do not use exterior materials that require periodic repainting or similar refinishing processes. Material exposed to weather shall be factory pre-finished, integrally colored or provided with intrinsic weathering finish.

B. **WALLS:**

1) **Exterior Walls:** Where Exterior Insulation and Finish Systems (EIFS), or any other material except CMU or other Masonry material is used as exterior finish material, it shall be in conjunction with a Masonry wainscot. EIFS shall be "high-impact" type and shall be "drainable" type. Masonry units shall be tested for efflorescence. Efflorescence testing shall conform to the provisions of ASTM C67. CMU construction shall comply with the provisions of ASTM C1400.

C. **MOLD AND MILDEW:** The Designer of Record shall provide details in the design analysis and design showing steps taken to mitigate the potential growth of mold and mildew in the facility. All gypsum board shall achieve a score of 10, the highest level of performance for mold resistance under the ASTM D3273 test method. All gypsum board shall be transported, handled, stored and installed in accordance with the GYPSUM ASSOCIATION – Guidelines for Prevention of Mold Growth on Gypsum Board (GA-238-03).

D. **ROOF SYSTEMS:** Minimum roof slope for membrane roof systems shall be 1/4 inch per foot. Minimum roof slope for pitched roof systems shall be 3 inches per foot. Membrane roof systems shall be fully adhered. Structural standing seam metal roofs shall comply with the requirements of ASTM E1592. Roof system shall be Underwriters Laboratory (UL 580 Class 90) rated or Factory Mutual Global (FM) I-90 rated. Roof system shall comply with applicable criteria for fire rating.

1) **Roof Mounted Equipment:** For roof mounted equipment, provide permanent access walkways and platforms to protect roof. Roof mounted equipment on pitched roof systems is unacceptable. Roof mounted equipment on membrane roof systems shall be completely screened by the roof parapet.

2) **Roof Access:** Roof access from building exterior is prohibited.

3) **Trim and Flashing:** Gutters, downspouts, and fascia shall be factory pre-finished metal and shall comply with SMACNA Architectural Sheet Metal Manual.

E. **OPENINGS:**

1) **Storefronts/Curtain Walls & Entrances:**

a) **Storefronts (Main Entrance Doors):** Provide aluminum storefront doors and frames with Architectural Class 1 anodized finish, fully glazed, with medium or wide stile for entry into lobbies or corridors. Provide doors complete with frames, framing members, subframes, transoms, sidelights, trim, muntins, and accessories. Framing systems shall have thermal-break design. Storefront systems shall be capable of withstanding area wind loads, thermal and structural movement required by location and project requirements, and shall comply with applicable codes and criteria.

b) **Curtain Wall Systems:** Curtain wall systems shall be capable of withstanding area wind loads, thermal and structural movement required by location and project requirements, and shall comply with applicable codes and criteria.

2) **Windows:** Material and installation shall comply with applicable codes and criteria.

a) **Exterior Windows:** Provide insulated, high efficiency window systems, with thermally broken frames complying with applicable codes and criteria.

b) **Interior Windows:** (Not Used)

3) **Doors and Frames:** Fire-rated and Smoke Control Doors and Frames: Comply with applicable codes, criteria and requirements of labeling authority. STC ratings shall be of the sound classification required and shall include the entire door and frame assembly.

- a) **Exterior Insulated Hollow Metal Doors & Frames:** Provide insulated hollow metal exterior doors for entry to all spaces other than corridors, lobbies, or reception/waiting rooms. Doors and frames shall comply with applicable codes and criteria. Doors shall be minimum Level 3, physical performance Level A, Model 2. Frames shall be minimum 12-gauge, with continuously welded mitered corners and seamless face joints. Doors and frames shall be A60 galvanized, shall comply with ASTM A653 and shall be factory primed. Fire-rated openings shall comply with applicable codes, and the requirements of the labeling authority. Door and frame installation shall comply with applicable codes and criteria.
- b) **Interior Insulated Metal Doors:** Comply with applicable codes and criteria. Doors shall be minimum Level 3, physical performance Level A, Model 2; factory primed.
- c) Provide insulated metal doors at janitor closets, and stairwell doors.
- d) Provide solid core insulated hollow metal doors with a wood grain finish at offices.
- e) **Solid Core Wood Doors:** Provide flush solid core wood doors with Grade A hardwood face veneer for transparent finish. Stile edges shall be non-finger jointed hardwood compatible with face veneer. Provide flush solid core wood doors at doors within classrooms.
- f) **Interior Hollow Metal Frames:** Comply with ANSI A250.8/SDI 100. Frames shall be minimum Level 3, 16 gauge, with continuously welded mitered corners and seamless face joints; factory primed.

4) **Hardware:**

a) **Door Hardware:** All hardware shall be consistent and shall conform to ANSI/BMHA standards for Grade 1. Provide closers for all exterior doors, all doors opening to corridors and as required by codes. Exit devices shall be installed on all building egress doors.

(1) **Finish Hardware (Master Keying System/Cores):** All requirements for hardware keying shall be coordinated with the Contracting Officer. Extension of the existing Installation keying system shall be provided, the Installation keying system is «ACSC_KEYING_SYSTEM». Cores shall have not less than seven pins; cylinders shall have key-removable type cores. Disassembly of knob or lockset shall not be required to remove core from lockset. Locksets for mechanical, electrical and communications rooms only shall be keyed to the existing Installation Master Keying System. HVAC terminal units that are accessed from a central corridor shall have a deadbolt to minimize protrusion into corridor. Plastic cores are unacceptable.

(2) **Fire and Exit Door Labeling:** Install hardware for fire doors in accordance with the requirements of applicable codes. Exit devices installed on fire doors shall have a visible label bearing the marking "Fire Exit Hardware". Other hardware installed on fire doors, such as locksets, closers, and hinges shall have a visible label or stamp indicating that the hardware items have been approved by an approved testing agency for installation on fire-rated doors. Hardware for smoke-control door assemblies shall be installed in accordance with applicable codes.

(3) **Auxiliary Hardware:** Provide other hardware as necessary for a complete installation.

5) **Glass and Glazing:** Material and installation shall comply with applicable codes and criteria.

6) **Louvers and Vents:**

a) **Exterior:** Exterior louvers shall have bird screens and shall be designed to exclude wind-driven rain. Exterior louvers shall be made to withstand wind loads in accordance with the applicable codes. Wall louvers shall bear the Air Movement & Control Association (AMCA) International certified ratings program seal for air performance and water penetration in accordance with AMCA 500-D and AMCA 511. Louver finish shall be factory applied.

F. **EXTERIOR SPECIALITIES:**

1) **Bird Habitat Mitigation:** Provide details in the design necessary to eliminate the congregating and nesting of birds at, on, and in the facility.

G. **ELEVATORS/CONVEYING SYSTEMS:**

1) **Elevators:** Elevators: Provide elevators for buildings that exceed three stories. Provide elevator system that complies with the most current editions of ASME A17.1 and ASME A17.2 in their entirety, and additional requirements specified herein. The first elevator shall be centrally located and shall have a minimum rated load capacity of 3500 pounds (1588 kg), with center opening doors and interior dimensions sized to accommodate a

fully extended Emergency Medical Services (EMS) gurney and four average size adults. Gurney size shall be based on the "STRYKER Power-PRO XT" gurney. An additional elevator as specified above shall be provided for every additional 100 persons or fraction thereof, over the first 200 persons the building is designed to accommodate, unless a traffic analysis determines otherwise. Such traffic analysis shall be included in the Design Analysis.

2) **Elevator Inspector:** The Elevator Inspector shall be certified in accordance with the requirements of the most current editions of ASME A17.1 and ASME QE1-1 and licensed in elevator inspection by the State where project is located. The Certified Elevator Inspector shall inspect the installation of the elevator(s) to assure that the installation conforms with all contract requirements. The Elevator Inspector shall be directly employed by the Prime Contractor and shall be independent of the Elevator System Manufacturer and the Elevator System Installer. The Elevator Inspector shall witness the acceptance inspections and tests, approve all results and sign and certify the successful results. The Elevator Inspector, after completion of the acceptance inspections and tests, shall certify in writing that the installation is in accordance with the contract requirements. The Elevator Inspector shall bring any discrepancy, including any safety related deficiencies, to the attention of the Contracting Officer in writing, no later than three working days after the discrepancy is discovered.

H. **ACOUSTICAL REQUIREMENTS:** Exterior walls and roof/floor/ceiling assemblies, doors, windows and interior partitions shall be designed to provide for attenuation of external noise sources such as airfields in accordance with applicable criteria, but no less than the following:

- 1) **Exterior Walls:** STC 49
- 2) **Interior Partitions:** STC 49
- 3) **Sound conditions** (and levels) for interior spaces, due to the operation of mechanical and electrical systems and devices, shall not exceed levels as recommended by ASHRAE Handbook criteria. Provide acoustical treatment for drain lines and other utilities to prevent noise transmission into the interior of offices.

I. **THERMAL REQUIREMENTS:**

1) **Thermal Insulation:** Provide exterior wall, floor, and roof/ceiling assemblies with thermal transmittance (U-values) required to comply with the proposed energy calculations for the facilities. Insulation shall not be installed directly on top of suspended acoustical panel ceiling systems. See Paragraph 3.12 Energy Conservation for details.

3.5.1. FINISHES AND INTERIOR SPECIALITIES

A. **GENERAL:** Provide sustainable materials and furnishings that are easily maintained and replaced. Maximize use of day lighting. Provide interior surfaces that are easy to clean and light in color. Design barracks interior with a residential ambience.

B. **FINISHES:** Designers are not limited to the minimum finishes listed in this paragraph and are encouraged to offer higher quality finishes.

1) **Minimum Finish Requirements:** Wall, ceiling and floor finishes shall conform to the requirements of the IBC, NFPA and UFC 3-600-01. Where code requirements conflict, the most stringent code requirement shall apply.

a) **Walls:** All wall finish shall be minimum 5/8 inch painted gypsum board, except where stated otherwise. Use impact resistant gypsum board in corridors, storage rooms, stairwells and activity rooms and centralized laundries (if centralized laundries are required by RFP).

b) **Ceilings:** All ceiling finishes shall be minimum 5/8 inch painted gypsum board, except where stated otherwise.

c) **Floors:**

(1) **Resilient Flooring:** Resilient flooring shall be a minimum 1/8 inch thick, conforming to ASTM F1066, Class 2, through-pattern tile, Composition 1, asbestos free, with color and pattern uniformly distributed throughout the thickness of the tile.

(2) **Porcelain/Quarry Tile:** See Standard Design for Locations.

(3) **Ceramic Tile:** See Standard Design for Locations.

- (4) **Sealed Concrete:** See Standard Design for Locations.
- d) **Counter Tops:** Countertops in bathroom, kitchen and public toilet be minimum ½ inch thick cast 100 percent acrylic polymer solid surfacing material with waterfall front edge and integral covered backsplash.
- e) **Window Stools:** Window stools shall be minimum ½ inch thick cast 100 percent acrylic polymer solid surfacing material.
- f) **Elevator(s) Finishes:** Where applicable- Elevator interior walls, ceiling, doors and fixtures shall have a satin No. 4 stainless steel finish. Floor finish shall be resilient flooring as specified in Paragraph 3.5.1 above. All elevators shall be furnished with removable hanging protective pads and fixed hooks to facilitate conversion to use for moving freight.
- 2) **Minimum Paint Finish Requirements:** All paints used shall be listed on the "Approved product list" of the Master Painters Institute, (MPI). Application criteria shall be as recommended by Master Painters Institute (MPI) guide specifications for the substrate to be painted and the environmental conditions existing at the project site. Except factory pre-finished material, provide surfaces receiving paint with a minimum of one prime coat and two finish coats. Paints having a lead content over 0.06 percent by weight of nonvolatile content are unacceptable. Paints containing zinc-chromate, strontium-chromate, mercury or mercury compounds, confirmed or suspected human carcinogens shall not be used on this project.
- a) **Exterior Surfaces:** Exterior paints and coating products shall be classified as containing low volatile organic compounds (VOCs) in accordance with MPI criteria. Application criteria shall be as recommended by MPI guide specifications. Provide an MPI Gloss Level 5 Finish (Semi-gloss), unless otherwise specified.
- b) **Interior Surfaces:** Interior paints and coating products shall contain a maximum level of 150 g/l (grams per liter) of volatile organic compounds (VOCs) for non-flat coatings and 50 g/l of VOCs for flat coatings. Provide an MPI Gloss Level 5 Finish (Semi-gloss) in wet areas and a flat finish in all other areas.

C. INTERIOR SPECIALITIES:

1) Signage & Directories:

- a) **Exterior Signage:** Signage for the Army Community Service Center must comply with requirements of UFC 4-730-01, Family Service Centers; reference section 3-3.3 Exterior Signage.
- b) **Stair Exit Door Signage:** The inside face of each stair exit door on the first floor shall be furnished with a photo-luminescent sign. Photo-luminescent signs shall be manufactured and tested in accordance with the most current versions of ASTM E2072 and ASTM E2073. Sign shall be minimum 14-inches wide by 10-inches high, and shall be made of anodized aluminum. Lettering shall be red text on a yellow background. Lettering shall be upper case, and shall read as follows: "EMERGENCY EXIT ONLY" (minimum 4-inches high letters) "SECURITY ALARM WILL SOUND IF DOOR IS OPENED" (minimum 3-inches high letters). Signs shall be mounted centered on interior face of door above exit device.

2) Visual Display Units/Cases:

- a) **Bulletin Boards:** Provide one bulletin board centrally located on all floors. Bulletin board shall be 4 feet-0 inches high and 6 feet-0 inches wide. Bulletin boards shall have a header panel and shall have lockable, glazed doors. Glazing shall be laminated glass.

- 3) **Toilet Accessories:** Furnish and install the items listed below and all other toilet accessories necessary for a complete and usable facility. All toilet accessories shall be Type 304 stainless steel with satin finish.

- a) **Public Toilet(s):** Toilet accessories shall conform to the requirements of the ABA and shall include, but are not limited to the following:

- (1) Glass mirrors on stainless steel frame and shelf – at each lavatory
- (2) Liquid soap dispenser – at each lavatory
- (3) Combination recessed mounted paper-towel dispenser/waste receptacle
- (4) Sanitary napkin disposal at each female/unisex toilet
- (5) Recessed mounted lockable double toilet paper holder – at each water closet.
- (6) Sanitary toilet seat cover dispenser – a minimum of one per toilet room
- (7) Grab bars – as required by ABA

- 4) **Wall Protection:**
- a) **Chair Rail:** Chair rails shall be installed in areas prone to hi-impact use, such as corridors and lobby.
- b) **Corner Guards:** Provide surface mounted, high impact resistant, integral color, snap-on type resilient corner guards, extending from floor to ceiling for wall/column outside corners in high traffic areas. Factory fabricated end closure caps shall be furnished for top and bottom of surface mounted corner guards.
- 5) **Storage Shelving:**
- a) **Janitor's Closet:** Provide a minimum of six linear feet of 18 inch deep, heavy duty, stainless steel shelving for storage of janitorial supplies.
- 6) **Fire Extinguishers, Cabinets & Mounting Brackets:** Furnish a list of installed fire extinguisher cabinets and mounting brackets (including location, size and type) to the Contracting Office Representative. Provide a list of all required portable fire extinguishers, with descriptions (location, size, type, etc.) and total number per type. See also Section 01 33 16, Attachment D, "SAMPLE FIRE PROTECTION AND LIFE SAFETY CODE REVIEW", paragraph 1.14.

3.6. STRUCTURAL REQUIREMENTS

A. **GENERAL:** Structural Requirements are those defined by the designer. Design must comply with ICC IBC.

3.7. THERMAL PERFORMANCE – NOT USED

See paragraph 6.7

3.8. PLUMBING REQUIREMENTS

A. **DOMESTIC WATER:**

- 1) **Heating System:** Domestic water heating system shall be sized based on 20 gallons of 110 degrees F hot water consumption per occupant during morning peak period. Peak period duration shall be 30 minutes. Hot water storage capacity shall be based on 75 percent usable storage and a storage temperature of 140 degrees F. Domestic hot water distribution shall be at 120 degrees F from a central system mixing valve. Domestic hot water distribution piping shall be designed to handle up to 180 degrees F water temperatures.
- 2) **Pipe Sizing:** For domestic hot water pipe sizing, peak hot water flow rate shall be based on all showers flowing simultaneously at a rate of 2.0 gpm per shower. Waste stacks, building waste drains, and lift stations (if required) shall be sized with consideration of increased flow rates as well. Domestic water piping shall be sized in compliance with the methods described in the IPC.

B. **FIXTURE FLOW RATES:**

- 1) **Water Closets:** Shall have a maximum flow rate of 1.28 gallons per flush or dual flush with an equivalent average flush volume of 1.28 gallons per flush.
- 2) **Bathroom Lavatory:** Shall have a maximum flow rate not to exceed 0.5 gpm.
- 3) **Kitchen Sinks:** Shall have a maximum flow rate not to exceed 1.0 gpm.
- 4) **Janitor Sinks:** Shall have a maximum flow rate not to exceed 2.0 gpm.
- 5) **Urinals:** Shall have a maximum flow rate not to exceed 0.5 gpm.

C. **DRAINS, INTERCEPTORS, SEPARATORS & CLEANOUTS:**

- 1) **Cleanouts:** Requirements and locations are as required.
- 2) **Drains:** Requirements and locations are as required.

D. **PLUMBING FIXTURES:**

- 1) **Commercial Plumbing Fixtures:** Commercial plumbing fixtures should be installed in compliance with the IPC and manufacturer's instructions.

3.9. COMMUNICATIONS AND SECURITY SYSTEMS

A. **TELECOMMUNICATION SYSTEMS:** Telecommunications systems shall be design, furnished and installed in accordance with I3A. See paragraph 6 for possible additional requirements.

- 1) **Cabling, Patch Panels & Connectors:** Provide in accordance with the latest edition of TIA 568. Telecommunications outlets shall be provided per the applicable criteria based on functional purpose of the space within the building.
- 2) **Equipment Racks:** Racks shall be floor mounted, located near the center of the telecommunications room. Provide 100 percent spare rack capacity. Provide a minimum of 36 inches of clearance in the front and back and 24 inches on sides.
- 3) **CATV:** All CATV outlet boxes, connectors, cabling, and cabinets shall conform to applicable criteria unless noted otherwise. All horizontal cabling shall be homerun from the CATV outlet to the nearest telecommunications room unless indicated otherwise.

B. **MASS NOTIFICATION SYSTEMS:** **<ACSC_MASS_YES>** MNS shall be provided as a combined system with the fire alarm system. MNS shall be integrated into the installation's area wide MNS (Giant Voice). See Paragraph 6 for further requirements. **</ACSC_MASS_YES><ACSC_MASS_NO>**Not used. **</ACSC_MASS_NO>**

3.10. ELECTRICAL REQUIREMENTS

A. **GENERAL:** Electrical power and lighting shall be provided to the facility as specified below, in accordance with APPLICABLE CRITERIA, GENERAL TECHNICAL REQUIREMENTS, all IEEE Standards (including Recommended Practice) where the scope is applicable to this design effort, all UL Standards where the UL scope is applicable to this design effort and where itemized, in the combined interdisciplinary areas cited. Select electrical characteristics of the power system to provide a safe, efficient, and economical distribution of power based upon the size and types of loads to be served. Use distribution and utilization voltages of the highest level that is practical for the load to be served. Power shall be provided for all installed equipment requiring power including but not limited to lighting, HVAC, convenience receptacles and government furnished government installed equipment. The effect of nonlinear loads such as computers, other electronic equipment and electronic ballasts shall be considered and accommodated as necessary. Transient voltage surge protection shall be provided on service equipment.

- 1) Perform a short circuit study as an integral part of selecting and sizing electrical distribution components (all equipment shall be fully rated; that is, do not use series-combination rated equipment).
- 2) Perform a coordination study to ensure that protective device settings are appropriate for the expected range of conditions (depending on the design and construction schedule, it is acceptable to design adequate protective devices with adjustable features, followed by a coordination study required during construction to specify the correct settings).
- 3) Circuit breakers, disconnect switches, and other devices that meet the OSHA definition of energy-isolating device shall be lockable.
- 4) Do not exceed 5 percent combined voltage drop on feeders and branch circuits if the transformer providing service is located within the facility. If the transformer is located exterior to the facility, limit the combined voltage drop for service conductors, feeders, and branch circuits to 5 percent. Individual voltage drop on branch circuits should not exceed 3 percent. Branch circuits supplying sensitive circuits should be limited to 1 percent voltage drop.
- 5) When facility electrical design includes a 480/277V power distribution system, mechanical systems and lighting systems shall generally be fed from the available 480/277V power distribution system. All other systems shall be fed via 120V source as applicable.

B. **POWER:**

- 1) **Panels:** Panelboards located in accessible areas, shall be lockable and keyed to one master key.
- 2) **Outlets:**
 - a) In general, provide wall duplex outlets, not less than 10 feet on center. Provide not less than one duplex outlet per wall on walls less than 10 feet long. Locate outlets to eliminate the need for extension cords. Provide a

minimum of one 125 volt duplex receptacle per corridor for housekeeping. No point along a corridor wall at 18" above finished floor shall be more than 25 feet from a receptacle. Provide a minimum of two 125 volt duplex receptacles in mechanical rooms in addition to those required by NFPA 70. This requirement does not apply to the small mechanical rooms used for individual dwelling units. In addition, provide a minimum of one 125 volt duplex receptacle in each electrical room. Provide power receptacles for vending machines and ice cube machine-dispensers.

- b) Computer outlets shall be duplex, 20 amp, 125 volt, 2-pole, 3-wire grounding type receptacles. Connect a maximum of three duplex computer outlets to a branch circuit. Provide conduit and wiring for power to screen projector, screen motor and laptop computer in each of the conference room(s). Provide a duplex 125 volt, 20, 2-pole, 3-wire grounding type receptacle next to each CATV outlet. For Small Army Community Service Center, provide 4 four-plex outlets for 4 computer workstations in the Computer Resource and Display Area. For Medium ACSC provide 6 four-plex outlets for 6 computer workstations in the Computer Resource and Display Area, Large and Extra Large Army Community Service Center, provide 8 four-plex outlets for 8 computer workstations in the Computer Resource and Display Area. Include at least one receptacle per office for a laser printer with a load of 1000VA.
- c) Above counter receptacles shall be mounted in the vertical wall space above the counter-top.
- d) Data, CATV, and similar electronic equipment outlets shall each be provided with an associated duplex receptacle.
- e) Provide GFCI outlets in the restrooms and water accessible work areas. Provide weatherproof GFCI outlets for all exterior outlets.
- f) Unless unavoidable, to minimize sound transmission, do not install "back-to-back" outlet boxes.

C. LIGHTING LEVELS, FIXTURES & CONTROLS:

1) Exterior Lighting:

- a) **Site Lighting:** Provide general site lighting to ensure that parking areas and the exterior facility, including facility aprons, open storage areas, walkways, etc., have adequate lighting for safety, evacuation, and security measures. Exterior area lighting systems should consist of color corrected high intensity discharge lighting units mounted on poles and located within the clear zone and on the primary facility. Illumination levels shall be 50 lux for areas adjacent to the primary facility and 5 lux for parking areas.
- b) **Perimeter Security Lighting:** Protective lighting systems shall be provided in response to project specific requirements to deter trespassers and make them visible to guards. Levels of exterior lighting for protected areas shall conform to the requirements in the IES Lighting Handbook. Lighting circuits shall be controlled by a photoelectric cell with manual override. If the facility is near a flight line, site lighting cannot interfere with or be a distraction to aircraft operations or movement at night.
- c) **Lighting Control:** Perimeter security lighting protective lighting circuits shall be provided with photocell control with a manual "ON/OFF/AUTO" control switch independent of the control device for the ASHRAE 90.1 nonexempt lighting. The facility aprons and open storage area lighting circuits shall be provided with photocell control with a manual "ON/OFF/AUTO" control switch independent of the control device for the ASHRAE 90.1 nonexempt lighting.

2) Interior Lighting:

- a) Provide fluorescent luminaires with premium efficiency electronic programmed start fluorescent ballasts or better. For spaces where the "Standard Design Guide, Army Community Service Center (ACSC), Room By Room Descriptions" of a space does not specify a particular light level target, the illumination shall be in accordance with the recommendations of the IESNA, within this document, and other applicable criteria and standards. Provided lighting levels shall be within +/- 10 percent of required lighting levels.
- b) Lighting controls shall be provided in accordance with ASHRAE 90.1.
- c) Counter top task lighting shall be installed under cabinets utilizing fixtures with manual on/off switching. Task lighting switching shall be separate from general lighting switching.
- d) Lighting in common areas such as corridors and lobbies shall have automatic occupancy sensor detection switching. Sensors in corridors shall be wired such that only the lighting fixtures within the activation range of a particular sensor shall turn on.

e) Lighting in mechanical, electrical, and telecommunication rooms shall utilize fixtures with manual on/off switching. Lighting levels in mechanical and electrical rooms shall be 30 foot-candles.

D. GROUNDING:

1) **Lightning Protection:** Perform a lightning protection risk assessment in accordance with NFPA 780 to determine if building requires a lightning protection system. The building shall be grounded in accordance with NFPA 70 for the incoming service, building steel, lightning protection as applicable, telephone service, piping, and internal grounding requirements.

2) **Cathodic Protection System:** Corrosion protection for the facility shall be provided by coordinated material specification and/or provision of a cathodic protection system to assure corrosion will not compromise system operation for the 50 year infrastructure design lifetime of the facility. Provide an appropriate Cathodic Protection System when the design analysis of a corrosion engineer indicates cathodic protection is recommended to assure corrosion will not compromise system operation for the 50 year infrastructure design lifetime of the facility.

3.11. HEATING VENTILATING AND AIR CONDITIONING (HVAC) REQUIREMENTS

A. HVAC DESIGN CRITERIA:

1) **Ventilation:** Ventilate corridors in accordance with ASHRAE 62.1 by supply from the dedicated outdoor air unit.

2) **Exhaust:** Shall meet minimum ASHRAE 62.1 requirements.

B. **TEMPERATURE CONTROLS:** Primary Spaces temperature control shall be through the direct digital control (DDC) system. Each office shall have a heating/cooling unit with thermostat/temperature control sensor located in common area. Occupant control will include fan selection (on/off) and an occupant temperature set point adjustment mechanism that allows +/- 2 degrees F of adjustment from the DDC programmed set points (70 degrees F heating, 75 degrees F cooling). Additionally, the DDC controls shall monitor each office for sub-cooling. The DDC system shall record an alarm event if the space temperature drops below 71 degrees F (adjustable) when the outside air is greater than 85 degrees F (adjustable). Occupant control shall also include ability to select heating or cooling mode. HVAC system shall be able to provide for year round heating or cooling in individual offices as selected by the occupants. Occupant controller shall not have any provisions for occupant adjustment beyond that stated in this paragraph. Any further adjustments beyond as described shall be by authorized personnel only.

3.12. ENERGY CONSERVATION REQUIREMENTS

A. **ENERGY PERFORMANCE:** The building, including the building envelope, HVAC systems, service water heating, power, and lighting systems shall be designed to achieve a non-plug load energy consumption that is at least 40% below the consumption of a baseline building meeting the minimum requirements of ANSI/ASHRAE/IESNA Standard 90.1-2007 (see paragraph 5.10 Energy Conservation). (Note: Plug loads shall be included in building energy modeling but are subtracted in the final calculation of Energy Performance. See section "Design After Award" for additional guidance.)

1) **Solar Water Heating:** ~~<SOLARWATER_HEATING_ACSC>~~In addition, the building shall be designed and constructed to provide 30% of domestic hot water by use of solar hot water system.~~<SOLARWATER_HEATING_ACSC><SOLARWATER_HEATING_ACSC_NO>~~Not Used.~~<SOLARWATER_HEATING_ACSC_NO>~~

B. **COMPLIANCE DOCUMENTATION:** The required energy conservation features shown in the following tables contribute to the achievement of the above energy performance and are life cycle cost effective for a ACSC facility. Use of the required energy conservation features does not eliminate the requirement for energy analysis calculations documenting compliance. Document compliance with the above energy performance utilizing the methodology described in ASHRAE 90.1, Appendix G as discussed in section 01 33 16 Design After Award.

C. **LOAD & SET-POINT SCHEDULES:** The following facility schedules must be used in all facility energy simulations for purposes of documenting compliance with energy performance requirement. The peak values indicated for each schedule shall be used for the baseline energy calculation. The hourly peak fraction values for

various load components for each schedule shall be used for both the baseline and proposed design energy calculations.

1) **ACSC Common Area Internal Load Schedules**

Hr	Occupancy			Lighting			Washer/Dryer Use			Washer SHW		
	Wk	Sat	Sun	Wk	Sat	Sun	Wk	Sat	Sun	Wk	Sat	Sun
1-6	0.00	0.00	0.00	0.30	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00
7-10	0.20	0.20	0.20	0.30	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00
11-18	0.00	0.00	0.00	0.30	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00
19	0.00	0.00	0.00	0.80	0.80	0.80	0.00	0.00	0.00	0.00	0.00	0.00
20-21	0.20	0.20	0.20	0.80	0.80	0.80	0.50	0.50	0.50	0.50	0.50	0.50
22-23	0.40	0.40	0.40	0.80	0.80	0.80	1.00	1.00	1.00	1.00	1.00	1.00
24	0.20	0.20	0.20	0.80	0.80	0.80	0.50	0.50	0.50	0.50	0.50	0.50
Peak	5 occ/floor			1.0 W/ft ² (10.8 W/m ²)			8.4 kW/floor			53.3 gal/hr/flr (202 L/hr/flr)		

2) **ACSC Unoccupied Zones (ie stairwells, mechanical rooms) Thermostat Set-Point Schedules**

Hr	Heating (°F)			Heating (°C)		
	Wk	Sat	Sun	Wk	Sat	Sun
>						
1-24	55	55	55	12.8	12.8	12.8

3.13. FIRE PROTECTION REQUIREMENTS

A. **FIRE DETECTION AND ALARM SYSTEMS:** Provide a fire alarm and detection system in accordance with UFC 3-600-01. Provide a combined fire alarm/mass notification system. The public address system may be combined in this system. The fire alarm system installation shall be supervised by a National Institute for Certification of Engineering Technologies (NICET) Level 3 (minimum) technician. See Paragraph 6 for possible additional requirements.

- 1) **Software:** All software, software locks, special tools and any other proprietary equipment required to maintain, add devices to or delete devices from the system, or test the Fire Alarm system shall become property of the Government and be furnished to the Contracting Officer's Representative prior to final inspection of the system.
- 2) **Smoke Detectors:** Smoke detectors shall be provided per the applicable criteria. Trouble signals shall be transmitted to the fire department.

3.14. SUSTAINABLE DESIGN

Sustainable Design Features are those as defined by the designer. Design must meet EPACT05 requirements.

3.15. ENVIRONMENTAL – NOT USED

See Paragraph 6.15

3.16. PERMITS – NOT USED

See Paragraph 6.16

3.17. DEMOLITION – NOT USED

See Paragraph 6.17

3.18. ADDITIONAL FACILITIES – NOT USED

See Paragraph 6.18

3.19. EQUIPMENT AND FURNITURE REQUIREMENTS

3.19.1. FURNISHINGS

A. **FURNITURE LIST/CHARTS:** Coordinate all furnishings with the user to define requirements for furniture systems, movable furniture, equipment, existing items to be re-used, storage systems, chalkboards/ marker boards. Early coordination of furniture schedule is required so the facility is complete and usable at turnover. All furnishing and equipment shall be coordinated with user prior to selection and installation. Chalkboards/marker boards are required in all classrooms selection of either chalkboard or marker board shall be at user discretion.

B. **WINDOW TREATMENTS:** Provide horizontal mini blinds at all exterior windows. Uniformity of window covering color and material shall be maintained to the maximum extent possible throughout each building.

3.19.2. EQUIPMENT

A. **RESIDENTIAL APPLIANCES:**

1) **Kitchen Appliances:**

a) **Refrigerator:** A full size refrigerator 28 inches wide, 15.5 cubic. feet.

b) **Range:** **<ACSC_RANGE>**Range shall be GFGI electric oven/range 30 inches wide, with a CFCI built-in combination 30 inch wide vent hood and microwave oven. **<ACSC_RANGE><ACSC_RANGE_NO>**Not Used**</ACSC_RANGE_NO>**

c) **Garbage Disposer:** **<ACSC_DISPOSER>**Furnish and install a garbage disposer at the kitchen sink. **</ACSC_DISPOSER><ACSC_DISPOSER_NO>**Not Used **</ACSC_DISPOSER_NO>**

d) **Dishwasher:** Dishwasher is not required.

B. **COMMERCIAL EQUIPMENT:**

1) **Utility Sinks:** Utility sinks shall be CFCI.

2) **Vending Machines:** Vending Machines shall be full-size and shall be GFGI.

3.20. FACILITY SPECIFIC REFERENCES

The Attachment represents the Army Standards at the time of award. The Standards may be updated through the course of the contract. Information provided with the project task orders will take precedence.

A. Attachment A – ACSC Room Descriptions

B. Attachment B – **<ACSC_SMALL>**Floor Plan – Small ACSC**</ACSC_SMALL><ACSC_MEDIUM>**Floor Plan – Medium ACSC**</ACSC_MEDIUM><ACSC_LARGE>**Floor Plan – Large ACSC**</ACSC_LARGE><ACSC_XLARGE>**Floor Plan – Extra Large ACSC**</ACSC_XLARGE>**

Facility Performance Requirements: Army Community Service
Centers

Attachment A
ACSC Room Descriptions

SAMPLE

1. SPACE: Entry

- **FUNCTIONAL DESCRIPTION:** Minimize mechanical air transfer of high traffic doors. Flooring serves to promote cleanliness by removing excess dirt from shoes
- **ADJACENCIES:** Entry must be on direct path from parking and drop-off areas. The entry must have direct visual contact with the reception desk for access control.
- **OCCUPANTS:** Soldiers, Military Families, civilians and visitors. .
- **MINIMUM AREA:** 96 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, durable (able to withstand wet and dirty conditions), easily repairable, and easy to maintain. Flooring must be non-slip. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, repairable, easy to maintain, and durable.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include resistance to environmental conditions, such as changes in air pressure and high humidity, and must be durable.
- **DOORS/FRAME:** Salient characteristics include easy to clean, ability to withstand continuous use, easy to maintain and repair, and compliance to building codes. One set of storefront double 3 foot by 7 foot doors, with flush panic hardware, shall be provided on the outside and inside of the entry vestibule. To ensure maximum visibility, doors shall be fully glazed. Doors shall be provided with closers.
- **SPECIAL REQUIREMENTS:** Inner set of doors shall be provided with a buzzer that rings at the reception desk. Inner doors will be provided with an electronic lock that is controlled at the reception desk to allow access into the facility. The electronic lock system must be provided with a manual override by key from the outside. Manual override shall also be able to allow the doors to remain unlocked.

2. SPACE: Waiting Area

- **FUNCTIONAL DESCRIPTION:** A waiting area provides seating for soldiers, military families and civilians.
-
- **ADJACENCIES:** Must be adjacent to the central reception desk and the entry.
- **OCCUPANTS:** Soldiers, Military Families, civilians and visitors.
- **MINIMUM AREA:** Small: 96 SF, Net. Medium: 288 SF, Net. Large: 432 SF, Net. Extra Large: 592 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, durable, easily repairable, and easy to maintain. A base material, appropriate for the flooring material used, is required

- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, repairable, easy to maintain, and durable. Wall surface must have the ability to absorb pushpins.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45. A “designer” ceiling system may be used in this area.
- **ELECTRICAL:** Both color and lighting considerations impact the overall design. Provide display lighting within casework for merchandising or featured items at caseworks and display cases. Illumination of 40 to 50 foot-candles is recommended in circulation spaces and 30 foot candle is recommended in lobby. A minimum of 50 foot candles is recommended at desk height in various office spaces.
- **WINDOWS:** Salient characteristics include easy to clean and able to withstand continuous use. Individual windows shall be single hung, with only the top portion operable. Screens must be provided.

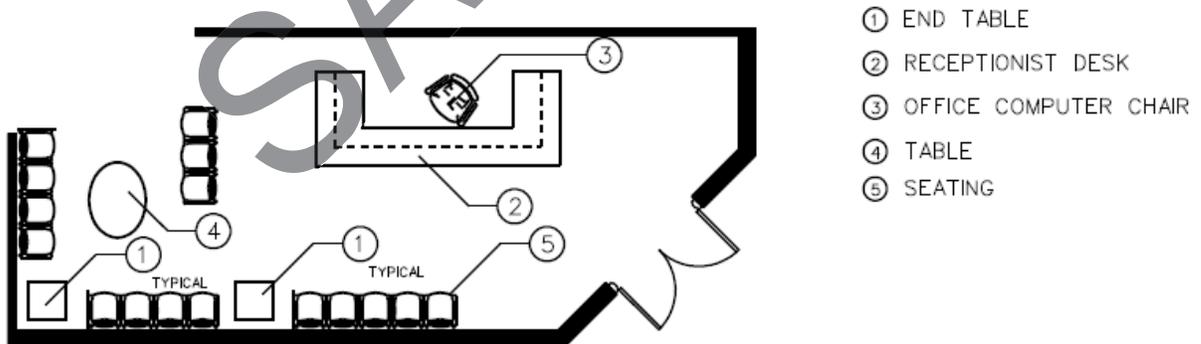
3. **SPACE: Central Counter/Reception Desk**

- **FUNCTIONAL DISCRPTION:** The main access control point with direct visual contact with the entry, and waiting area. This area will view/observe the flow of all patrons and visitors. Location of central intercom system, along with the location of the front (entry) door buzzer and electronic lock release. The central intercom system must be able to communicate with all rooms at one time. A duress alarm may be provided if required. Area must accommodate computers, printers, fax machine, copier, etc.
- **ADJACENCIES:** Adjacent to waiting area and entry. Must have direct visual control of the entry. Must have direct, controllable access to corridor. The desk must have visual oversight of CCTV (video security) monitor which is located in the waiting area. A general office storage room must be accessible from this area or from the Open Office area.
- **OCCUPANTS:** ACS Staff
- **MINUMUM AREA:** Small: 120 SF, Net. Medium: 240 SF, Net. Large: 360 SF, Net. Extra Large: 480 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, durable, and easy to maintain and repair. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, repairable, easy to maintain, and durable. Wall surface must have the ability to absorb pushpins.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must

have a minimum acoustical rating of 45. A “designer” ceiling system may be used in this area.

- **DOORS/FRAME:** Salient characteristics include durability. A counter height swing gate is required. Gate to match reception desk in finish and material. Swing of gate shall not interfere with corridor traffic.
- **CABINET CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, maintain and repair. Cabinets must be durable and be able to withstand impacts without showing damage. Cabinets shall be a minimum of Architectural Woodworking Institute (AWI) 400B, Custom Grade. Counter tops must be provided at both standing height and ADA height. Work surfaces behind counter tops must be at standard working height. Countertop must be appropriate as a writing surface. For safety, all edges, vertical and horizontal, must be eased or rounded. No sharp edges may be provided.
- **ELECTRICAL:** A minimum of 4 quad outlets shall be provided in the small, 6 quad outlets in the medium and large. A minimum of 4 data outlets shall be provided in the small, and 6 in the medium and large. These electrical and data outlets shall be located evenly spaced along the reception counter, and are in addition to the wall outlets required by code.
- **SPECIAL REQUIREMENTS:** Reception desk shall be delineated through the use of special lighting and architectural features etc.

Typical Receptionist/ Lobby layout:



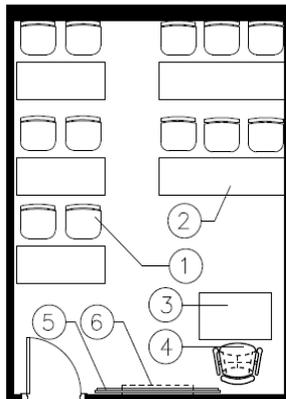
RECEPTIONIST /LOBBY MODULE

TOTAL AREA: XXXX SQ. FT.

4. SPACE: Classroom

- **FUNCTIONAL DESCRIPTION:** Classrooms intended for purposes of receipt of instructional guidance, and lectures.
- **ADJACENCIES:** Located near an entrance and easily accessible from the lobby.
- **MINIMUM AREA:** Small: 600 SF, Net, total. Medium : 2400 SF, Net, total
Large: 3600 SF, Net, total, Extra Large: 4800 SF, Net, total.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, maintain, and repair. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to repair, easy to maintain, and durable.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing. Door shall be fitted with a locking mechanism and lever type handle that allows the door to be opened from the inside while locked. Doors shall be a minimum of half-height glass.
- **VISION/VIEW PANELS:** Must be in accordance with the Army Standard.
- **ELECTRICAL:** Multiple electrical and data outlets to be provided in all classrooms to accommodate computers and other office equipment.
- **SPECIAL REQUIREMENTS:** All classrooms must contain an overhead projection screen.

Typical Classroom layout:



- ① CHAIR
- ② TABLE
- ③ DESK
- ④ DESK CHAIR
- ⑤ CHALK BOARD
- ⑥ OVERHEAD PROJECTION SCREEN

CLASSROOM MODULE

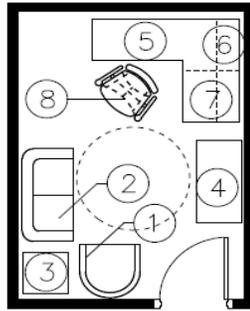
TOTAL AREA: XXXX SQ. FT.

5. SPACE: Program Offices/ Directors Office/ Administrative Support Offices.

- **FUNCTIONAL DESCRIPTION:** Program offices provides service to patrons in areas of finances, spousal and family supports, employment, relocation, new parent support, deployment and mobilization, directors office, administrative support office etc.
- **ADJACENCIES:** Must be group all program office(s) of similar function in the same general area.
- **OCCUPANTS:** Soldiers, Military Families, civilians and visitors.
- **MIMUMUM AREA:** 80 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include seamless, easy to clean and maintain. A base material, appropriate for the flooring material used, is required. Base must be seamless except at inside corners. Base must be sealed to floor with USDA or NSF approved edible caulking.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, repairable, easy to maintain, and durable. Wall surface must have the ability to absorb pushpins and to withstand tape peeling.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **VISION/VIEW PANELS:** Must be in accordance with the Army Standard.
- **ELECTRICAL:** Multiple electrical and data outlets to be provided in all classrooms administrative offices/open office area to accommodate computers and other office equipment. A CCTV (video security) monitor will also be located in the Director's office.
- **SPECIAL REQUIREMENTS:** As a minimum the following offices must be identified and included in every size facility – each program office must function as a separate office with the exception of Family Advocacy Program (FAP)/ Victim Advocacy Program (VAP) which has the option of maintaining one shared program office or option to function as two distinct program offices. All others require separate offices: Relocation Readiness Program (RRP), Deployment or Mobilization & Stability and Support Operations (SSO's), Copy /Graphics, Staff Office, Exceptional Family Member Program (EFMP), Financial Readiness Program (FRP), Administrative Assistant, Director's Office, Employment Readiness Program (ERP), Army Family Action Plan (AFAP), Army Family Team Building (AFTB), New Parent Support Program (NPS), Volunteer Office, Army Volunteer Coordinator (AVC), Army Emergency Relief (AER), and Information & Referral (I&R) Specialist.

Typical Program office layouts:

I.)

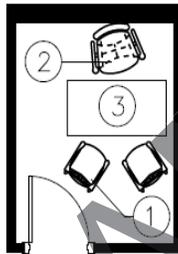


- ① ARM CHAIR
- ② LOVE SEAT
- ③ SIDE TABLE
- ④ FILE CABINET
- ⑤ WORKSTATION
- ⑥ BOOKSHELF
- ⑦ LEGAL DRAWER
- ⑧ DESK CHAIR

PROGRAM OFFICE MODULE

TOTAL AREA: XXXX SQ. FT.

II.)

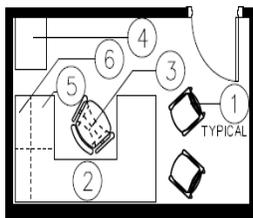


- ① CHAIR
- ② TABLE
- ③ DESK

PROGRAM OFFICE MODULE

TOTAL AREA: XXXX SQ. FT.

III.)



- ① ARM CHAIR
- ② DESK
- ③ DESK CHAIR
- ④ FILE CABINET
- ⑤ LEGAL DRAWER
- ⑥ BOOKSHELF

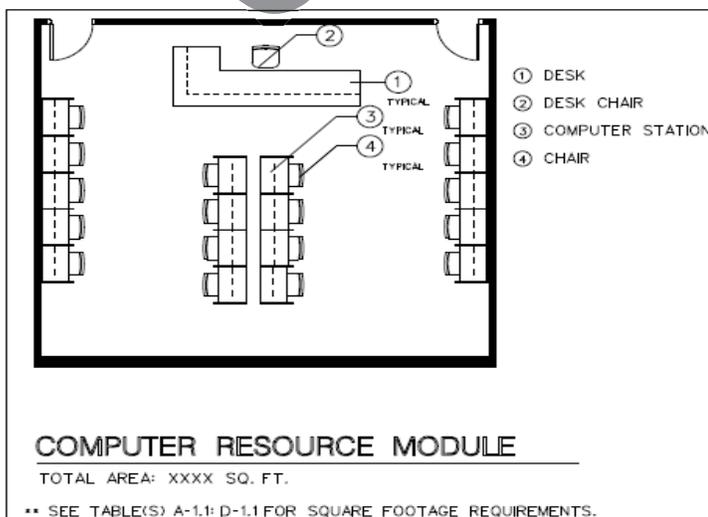
PROGRAM OFFICE MODULE

TOTAL AREA: XXXX SQ. FT.

6. SPACE: Computer Resource

- **FUNCTIONAL DESCRIPTION:** Computer Resource is area used to obtain training, seek employment, obtain assistance with resume writing etc.
- **ADJACENCIES:** Must be adjacent to the entry area.
- **OCCUPANTS:** Soldiers, Military Families, civilians and visitors.
- **MIMUMUM AREA:** 200 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be easy to clean and maintain, and must be durable. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be easy to clean and maintain, and must be durable.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing. One 3' x 7' door is required, and door shall be fitted with a locking mechanism and lever type handle that allows the door to be opened from the inside while locked.
- **VISION/VIEW PANELS:** Must be in accordance with the Army Standard.
- **ELETRICAL:** Multiple electrical and data outlets to be provided in the computer resource room to accommodate computers and other office equipment.

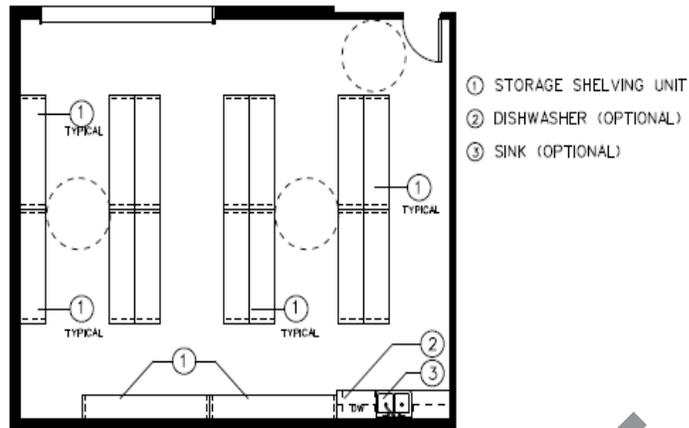
Typical Computer Resource layouts:



7. SPACE: Lending Closet

- **FUNCTIONAL DESCRIPTION:** The lending closet provides basic housekeeping items for temporary loan to incoming and out-going families.
- **ADJACENCIES:** Must be adjacent to an entrance that would allow ease of loading and handling large items.
- **OCCUPANTS:** Soldiers, Military Families, civilians and visitors.
- **MINIMUM AREA:**
Small: 168 SF, Net.
Medium: 504 SF, Net.
Large: 840 SF, Net.
Extra Large: 1176 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, maintain, and repair. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to repair, easy to maintain, and durable. Wall surface must have the ability to absorb pushpins and to withstand tape peeling.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing.
- **WINDOWS:** Salient characteristics include easy to clean and able to withstand continuous use. Individual windows shall be single hung, with only the top portion operable. Screens must be provided.
- **ELECTRICAL:** Multiple electrical and data outlets to be provided in the lending closet.

Typical Lending Closet layout:



LENDING CLOSET MODULE

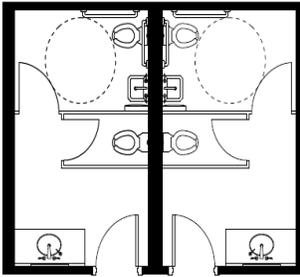
TOTAL AREA: XXXX SQ. FT.

8. SPACE: Public and Staff Toilets

- **FUNCTIONAL DESCRIPTION:** ADA compliant toilet area for staff, parents and visitors. A separate men's and women's toilet will be provided for public use.
- **ADJACENCIES:** Public toilets must be located directly adjacent to the Waiting Areas. Staff toilets must be accessible from the corridors, and should be spread out around the facility.
- **OCCUPANTS:** Soldiers, Military Families, civilians and visitors.
- **MINIMUM AREA:** Staff - 36 SF, Net, Staff - 96 SF, Net,
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be easy to clean and maintain, and must be durable. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be easy to clean and maintain, and must be durable.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing. Door shall be fitted with a locking mechanism and lever type handle that allows the door to be opened from the inside while locked.
- **PLUMBING:** 1 ADA compliance water closet, and 1 ADA compliant lavatory. Floor drains may be provided in these areas.

Typical Toilet layouts:

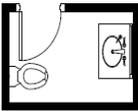
I.)



TOILET MODULE

TOTAL AREA: XXXX SQ. FT.

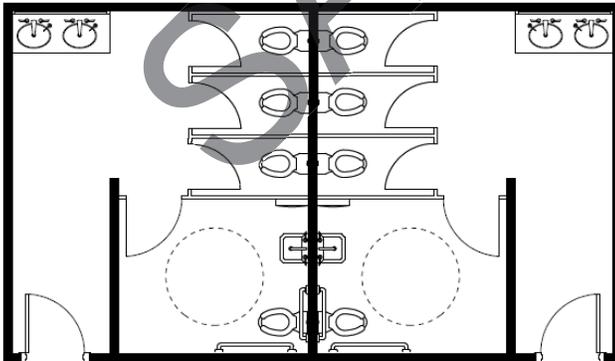
II.)



STAFF TOILET MODULE

TOTAL AREA: XXXX SQ. FT.

III.)



PUBLIC TOILET MODULE

TOTAL AREA: XXXX SQ. FT.

9. SPACE: Janitor Closet

- **FUNCTIONAL DESCRIPTION:** Space to store janitor's equipment and cleaning supplies.
- **ADJACENCIES:** Directly accessible from the corridor.
- **MINIMUM AREA:** 16 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be easy to clean and maintain, and must be durable. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be easy to clean and maintain, and must be durable. Walls must be able to withstand moving of mop buckets and other janitorial supplies, and must be able to resist damage due to moisture.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing. Door must be provided with minimum half-height glass. Door must open 180 degrees into the corridor.
- **PLUMBING:** A utility (mop) sink is required. Floor drain is required in this area.
- **HVAC:** Provide an exhaust fan.
- **SPECIAL REQUIREMENTS:** Adjustable shelves will be provided on at least one wall. Interior shall be marked with a red line 1 inch in width and located 18 inches below the lowest point of the sprinkler head.

10. SPACE: Central Storage

- **FUNCTIONAL DESCRIPTION:** Space for storage of ACS program material.
- **ADJACENCIES:** Directly accessible from the corridor.
- **MIMUMUM AREA:** 120 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include seamless, easy to clean and maintain. A base material, appropriate for the flooring material used, is required. Base must be seamless except at inside corners. Base must be sealed to floor with USDA or NSF approved caulking.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, repairable, easy to maintain, and durable.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing. Doors shall be provided with closers. Door shall be fitted with a locking mechanism and lever type handle that allows the door to be opened from the inside while locked. Doors shall be a minimum of half-height glass.
- **ELECTRICAL:** The Storage Room shall contain a ceiling mounted automatic motion light switch.

11. SPACE: Break room / Kitchen

- **FUNCTIONAL DESCRIPTION:** This is a Non-Commercial kitchen used as a break area to heat food in the microwave and eat of light meals. The room will contain a sink, refrigerator, microwave, table and chairs of sitting.
- **ADJACENCIES:** Directly accessible from the corridor.
- **OCCUPANTS:** ACS kitchen staff.
- **MIMUMUM AREA:** Small: 950 SF, Net. Medium and Large: 1,050 SF, Net.
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include must be durable, easy to clean and maintain, resist slipping, and be easy to repair. A base material, appropriate for the flooring material used, is required.
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include durable, easy to clean and maintain, and one hour fire rating. Steel or Wood Studs with 5/8 inch Type "x" Drywall and Ceramic Tile Wainscot and/or full height fiberglass wall panels.

- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics including clean ability ease of accessibility to mechanical system above ceiling, one hour fire resistant, and reparability. Aluminum Acoustical Ceiling Grid with the size not exceeding 2 feet by 2 feet and supporting Type "X" one hour, 5/8" vinyl faced gypsum panels.
- **DOORS/FRAME:** Salient characteristics include durability. Doors, frames, and hardware must be able to withstand constant opening and closing. Doors shall be provided with closers. Door shall be fitted with a locking mechanism and lever type handle that allows the door to be opened from the inside while locked. Doors shall be a minimum of half-height glass. Exterior door from the kitchen leading to the service entrance shall be equipped with an air curtain.
- **ELECTRICAL:** Provide electrical for appliances and vending machines.
- **FIRE RATING:** All walls, ceiling system, and doors/hardware shall be 1 hour rated.

12. SPACE: Corridor

- **FUNCTIONAL DESCRIPTION:** Main Circulation Space
- **MINIMUM FLOOR and BASE CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, durable, easily repairable, and easy to maintain. A base material, appropriate for the flooring material used, is required
- **MINIMUM WALL CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include easy to clean, repairable, easy to maintain, and durable. Wall surface must have the ability to absorb pushpins and to withstand tape peeling. Also, wall surface must be durable so that impacts from buggies and carts do not damage the wall.
- **MINIMUM CEILING CONSTRUCTION/SURFACE PERFORMANCE:** Salient characteristics include ease of accessibility to mechanical system above ceiling, durable, and must provide an aesthetically pleasing surface, free of sags or other defects. Must have a minimum acoustical rating of 45.

