



AIR MOBILITY COMMAND

GUIDE TO EXCELLENT
SERVICES FACILITIES





AMC Services facilities are critically important to the well-ness, morale, and readiness of our people. These facilities support the entire Air Mobility Team — military and civilian professionals in the Air Force, Air National Guard, Air Force Reserve, their family members, and retirees.

Standards which must guide our work to plan, program, and design a wide spectrum of Services facilities are in this guide. Use it to ensure delivery of the highest quality facilities in support of the Air Mobility Team as they provide Responsive Global Reach for America...Every Day.

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Chapter 1

Introduction

A. General

This guide provides the basic criteria to organize, evaluate, plan, program, and design Air Mobility Command (AMC) Services facilities. The information presented is intended to make commanders and their staffs aware of important design considerations and to aid them in project development. Services facilities should maintain a quality environment that offers a full range of support services for our active duty, reserve, guard, civilian, family members, and retirees.

These facilities should provide an atmosphere in which customers feel comfortable while receiving quality assistance. This guide is for use by commanders, base civil engineers, Services activity managers, Headquarters AMC staff, design architects and engineers, and others involved in Services facility design and construction. It is intended to help all participants better understand Services design standards and participate in an effective project development process. Use this guide to supplement other Air Force and Department of Defense (DoD) policies and instructions.

B. Project Development

The key elements to successful facility delivery are planning, programming, design, and construction.

1. Planning

Good planning serves as the foundation for meeting the objectives of the Services organization. Planning must be long-term and lead to a timetable for project completion.

The Services facilities should be easily identifiable and located close to other support activities. The facilities may be separate buildings or built into consolidated structures with other support activities.



Skylights allow natural light into the interior spaces.



Select furniture and accessories that are attractive and complement the building's interior finishes.



Outdoor recreational facilities should include a checkout counter for rental equipment.



Coordinate finishes, colors, textures, and furnishings to complement the overall building design and image.

When planning a new facility, complete the site selection prior to preparing a DD Form 1391, Military Construction Project Data, for an individual project.

2. Programming

Programming includes determining user requirements, developing solutions, identifying funding sources, and forwarding programming documents to the appropriate review and approval authorities. Each programmed project should be consistent with the Base Comprehensive Plan. Work is classified as maintenance, repair, or minor construction. Information required during preparation of the DD Form 1391, which initiates project development, is found throughout this guide.

3. Design

Design includes concept development, design reviews, and construction documents. It is important for civil engineering and the user to actively communicate throughout the design process to bring about a successful project.

Life safety code requirements take precedence over other facility improvement requirements. All facilities should be barrier free and accessible by the disabled in accordance with the Americans with Disabilities Act (ADA) and Uniform Federal Accessibility Standards (UFAS).

The designer should complete a comprehensive interior design (CID) standard for your facility before beginning any major design project. The CID addresses interior finishes, artwork, signs, and furnishings. It ensures that even small upgrade projects support the design objectives for the entire facility. Refer to the AMC Interior Design Guide for an expanded discussion of interior design.

Integration of engineering, architectural, and interior design considerations during project development creates a well-coordinated interior design. Analyze an existing facility's structural, electrical, communications, and mechanical systems before planning interior design upgrades.

4. Construction

To ensure that design goals are met and design requirements are satisfied, quality reviews must be conducted. Project engineers are required to review contractor submittals, and civil engineering construction management personnel and the user are responsible for conducting on-site inspections.

C. Facility Types

Services facilities cover a wide range of uses, such as fitness, family services, community support, recreational, and social programs. These facilities provide a working and living environment to attract and retain quality people. Well-designed facilities are essential to the physical and mental well-being of military personnel and their families.

1. Mission Sustaining

These facilities support activities required to meet the mission of the Air Force. They are supported almost entirely with appropriated funds. See Chapters 3 through 6 for mission sustaining facilities.

- ◆ Community Activities Center
- ◆ Sports and Fitness Center
- ◆ Library
- ◆ Dining Facility

2. Basic Community Support

The base is like a small community and offers social activities to complement mission sustaining functions. Income generated from the activities in these facilities supplements appropriated funds to cover operating expenses. See Chapters 7 through 11 for basic community support facilities.

- ◆ Outdoor Recreational Facilities
- ◆ Skills Development Center
- ◆ Child Development Center
- ◆ Youth Activity Center
- ◆ Lodging Facilities



Identify the building through a professionally manufactured sign adjacent to the building entrance.



Ensure there is sufficient space for creative play structures within the child development rooms.

3. Revenue Generating

These facilities sustain activities to boost morale, *esprit-de-corps*, and family and unit cohesion through social interaction. They are supported entirely with non-appropriated funds. See chapters 12 through 15 for revenue generating facilities.

- ◆ Collocated Club
- ◆ Golf Course Clubhouse
- ◆ Bowling Center
- ◆ Aero Club



The interior space should integrate architectural elements, interior finishes, and furnishings.

Chapter 2

Interior Standards

A. General

A quality Services facility reflects the AMC standard of “understated excellence” and creates an environment where professionals can provide quality services in a comfortable setting. Select facility finishes for cost-effectiveness, life cycle maintenance, and appearance. Interior finishes that are durable and easy to maintain are essential to user satisfaction. Quality interiors provide an environment which improves job performance and customer satisfaction.

B. Color Concepts

Designers need to direct special attention to color selection. The facility designer should provide a timeless color scheme. Use accent colors sparingly to complement a neutral color scheme.

Select accent colors for carpets, wallcoverings, and upholstery that are subject to periodic change. Incorporate accent colors in graphics, borders, accessories, and artwork for design scheme consistency.



Creative interiors designed in good taste reflect “understated excellence.”

C. Floor Coverings

Consider multi-colored tweeds or patterned carpet for high-use areas, such as corridors, lobbies, and game rooms, to help mask stains. Use solid color carpeting for specific distinguished visitor lodging facilities. Specify carpets that are solution dyed and have an antimicrobial finish for child care and food service facilities. Use quarry tile in kitchens, food preparation areas, snack bars, and vestibules. Provide recessed walk-off mats in vestibules and on the interior side of doors that open directly to the outside.

Provide ceramic tile floors in rest rooms to hold up to daily cleaning. Select a sealed concrete floor for use in non-public rooms including storage rooms, janitor's closets, and mechanical/electrical/communication rooms. There will be special flooring requirements in the sports and fitness center, child development center, skills development

center, bowling center, and golf course clubhouse. This information can be found in reference material listed on page 64.

D. Wallcoverings

Use vinyl wallcovering, acoustic wallcovering, ceramic tile, and paint finishes for ease of maintenance and to present a less institutional appearance.

E. Accessories

Framed artwork, wall murals, and plants complement the interior finish and reinforce the design scheme. Live plants and professional-quality silk plants are acceptable. Choose only professionally framed pictures, paintings, and awards with color schemes and images that contribute to the facility's decor. Throughout all facilities, secure artwork with concealed fasteners to prevent theft.



Heavy-use and high-traffic areas require attractive and highly durable materials.

F. Signs

Develop an interior sign plan as part of the comprehensive interior design. Use professionally made signs, appropriately sized for viewing distances, and compatible with the facility design scheme. Signs should clearly direct visitors to specific services and organizations within the facility.

G. Lighting

Natural and artificial lighting are important factors in creating a quality interior appearance. Lighting affects the perception of space and color. The designer should provide natural and accent lighting in lobby areas and administration areas. Consider glass block walls to filter light from one room to another.



Signs should identify all locations within a facility.



Use skylights and glass exterior walls when possible to maximize available natural light.

COMMUNITY ACTIVITIES CENTER



Use of architectural elements, lighting, and plant materials can provide visual interest.

Chapter 3

Community Activities Center

A. General

The community activities center serves as a hub of recreation to enhance the life of the military community through leisure-time activities. Organized activities include bingo, dances, talent shows, and a variety of small game competitions. Games are also available for team and individual participation. The center offers a base community theater group and entertainer's workshop; information, tickets, and tours (ITT); mailing services; and an information center for base and surrounding community recreation activities.

Design the community activities center to accommodate a wide range of group sizes and activities. Create an open floor plan with easy access and visibility between the different functional areas. See Figure 3-A for an illustration of the functional relationships between areas. The facility should express a lively, informal appearance. Consider the use of natural light to help define the various spaces and create a design scheme that applies throughout the facility. The concept floor plan for the community activities center is shown in Figure 3-B.

B. Main Entrance and Lobby

This area includes the vestibule, main entrance, circulation, and lobby.

- ◆ Design the main entrance to allow visibility of activities and easy orientation to the different areas.
- ◆ Provide a vestibule as an airlock for the main entrance.
- ◆ Lobby and circulation space should be sufficient to accommodate large groups.



The service desk is the first point of contact for customers entering the facility.

C. Administration and Support Areas

This area consists of the service desk, ITT office, administration office, and rest rooms.

- ◆ Locate the office and service desk near the main entrance, with supervision of the entrance and functional areas.
- ◆ Rest rooms should be located close to the multi-purpose area with the entrances visible from the service desk.
- ◆ Use fluorescent lights for administration and support areas, and incandescent track lighting to highlight artwork and bulletin boards.

D. Social Recreation Area

This area includes a game room, lounge, dining area, kitchen and snack bar, and outdoor dining patio.

- ◆ Design the social recreation area as an open area with defined subspaces.

COMMUNITY ACTIVITIES CENTER



Provide access to outdoor patio from the social recreation area.

- ◆ Design the game room to be large enough to accommodate pool tables, ping pong tables, dart boards, pinball machines, and video games.
- ◆ Provide sofas, lounge chairs, tables, and a television in the lounge.
- ◆ Use incandescent lighting with dimmer controls in the dining area.

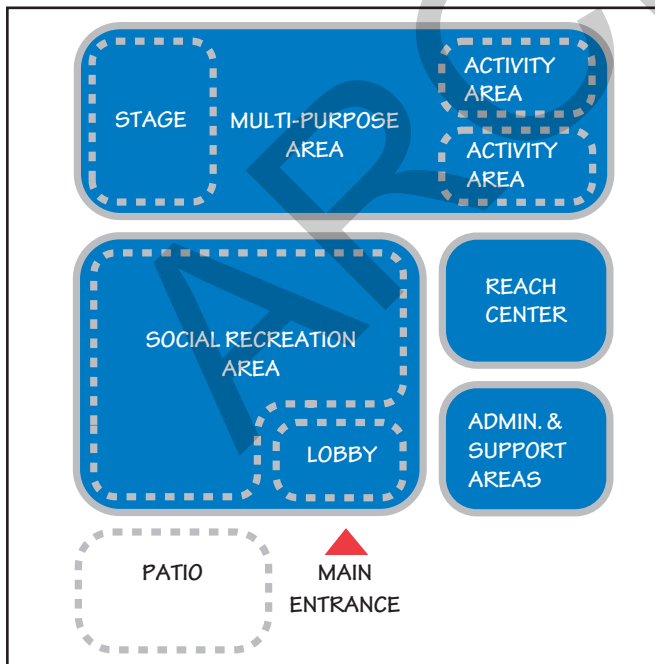


Figure 3-A: Functional Area Relationships for the Community Activities Center.

- ◆ Provide tables and chairs in the dining area for up to 40 people.
- ◆ Use commercial grade kitchen equipment. Each Services organization will determine the type and amount of equipment required.
- ◆ Pave the patio area with concrete or brick and surround with grass. Locate barbecue grills near the patio.

E. Multi-Purpose Area

This space is a large open area with a high ceiling, designed to accommodate ballroom type functions and instructional classes such as aerobics and martial arts. Other features include a stage and separate activity and meeting areas.

- ◆ Locate the multi-purpose area so it is accessible from the social recreation area and the service desk.
- ◆ Design the area to support ballroom type activities of varying sizes such as orientations, festivals, commander's calls, and dances. Incorporate a large stage with dressing rooms and storage rooms.
- ◆ Divide meeting rooms with acoustical movable partitions to accommodate various size groups.

F. Recreation, Education, Awareness, and Community Hub (REACH) Center

The REACH center provides information referral and an outreach program. These include activities such as leisure interest assessment; recreation resource information; referral to services or community organizations; fitness education; family; and unit cohesion.

- ◆ Locate the REACH Center near the main entrance.

- ◆ Furnish a waiting area for parents and children visiting the REACH Center. Also, provide a table and chairs for customers to fill out forms.
- ◆ Include an inviting and attractive information and referral area with adequate space for brochures, pamphlets, flyers, and books.
- ◆ Provide a private area for consultation sessions on leisure time needs.
- ◆ The REACH Center should maintain three separate phone lines: two lines for information and referrals, and an additional line to maintain communications with on- and off-base recreation services.



The REACH Center matches services and organizations with the customer's leisure interests.

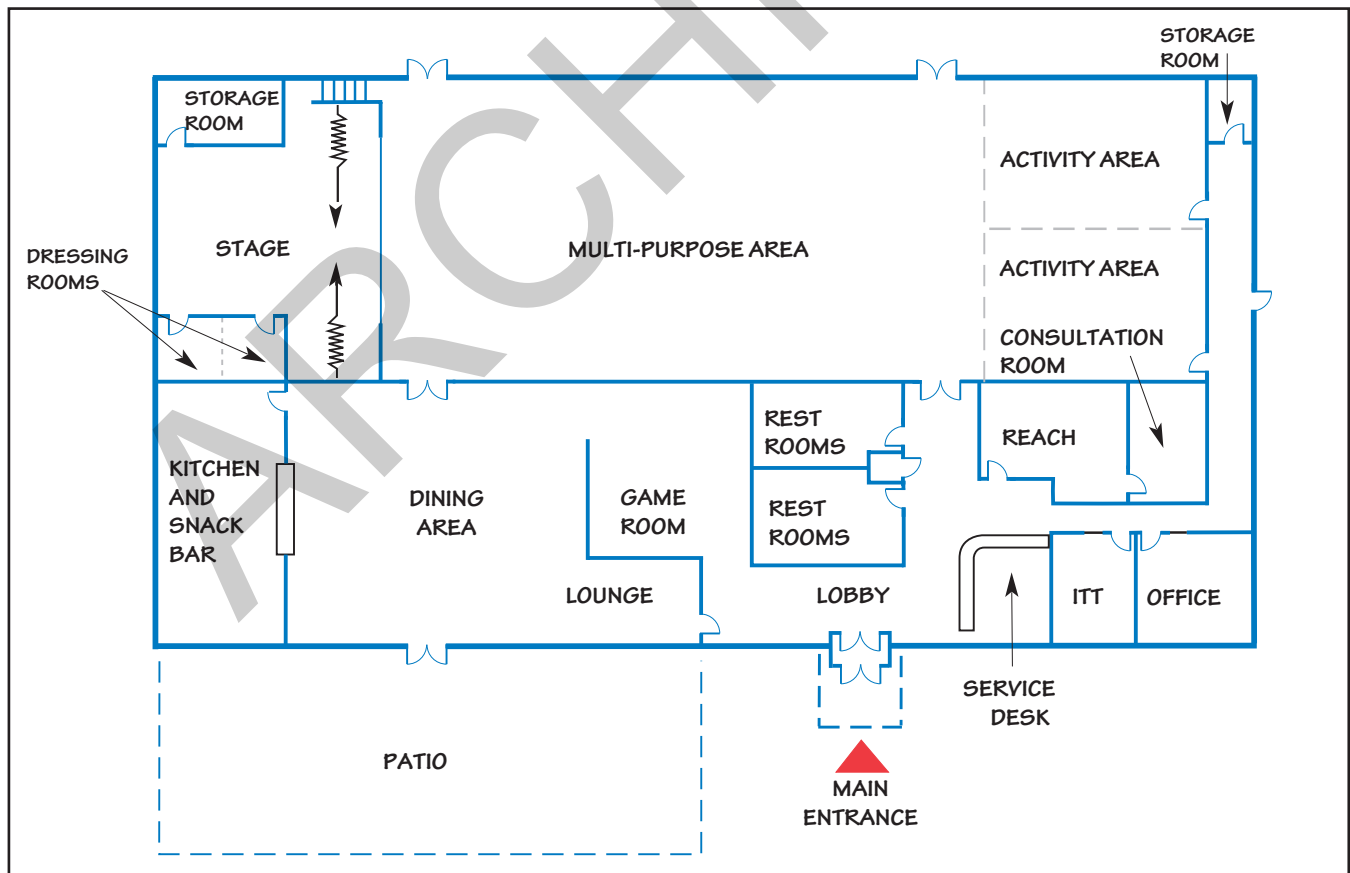


Figure 3-B: Concept Floor Plan for the Community Activities Center.



The sidewalk landscaping provides color and visual interest while directing customers to the sports and fitness center entrance.

Chapter 4

Sports and Fitness Center

A. General

The sports and fitness center is a key facility in support of AMC's Five-Star Fitness Program. The center promotes the health, welfare, and morale of all Air Force patrons. Functional layout, appearance, and adequate space to accommodate fitness equipment are essential for a quality sports and fitness center.

Design of the sports and fitness center is comparable to that of a commercial health club. The area should be attractive and comfortable for all customers. Figure 4-A illustrates the functional area relationships for the sports and fitness center. The concept floor plan appears in Figure 4-B.



Large open areas are needed for aerobics classes.

B. Main Entrance and Lobby

This area includes the vestibule with a double door entrance, a customer service counter for equipment issue, and customer seating. Provide a bulletin board for intramural competition results, event times, and sign-up sheets. The entrance should allow direct access to the following:

- ◆ Locker rooms
- ◆ Gymnasium
- ◆ Public rest rooms
- ◆ Staff offices with a vision panel to the counter

C. Fitness Testing Room

The sports and fitness center includes an ergometry testing program. A fitness specialist who supervises this program is assigned to this room.

- ◆ Design the testing room to be well-lit and air conditioned.
- ◆ The fitness testing room should be a private area with permanent walls and lockable doors.

D. Multi-Purpose Room

This area should be a large open room that can be used for martial arts and aerobics classes.

- ◆ Install acoustical, movable partitions to accommodate two class sizes.
- ◆ Alternative floor systems include spring-loaded hardwood floors, low-pile carpet above a pad, and synthetic and specially made aerobics flooring.
- ◆ Provide a well-lit, well-ventilated space. Use natural lighting (skylight or windows) when possible.
- ◆ Install an instructor-controlled sound system.
- ◆ Cover at least one wall with six-foot-high mirrors.
- ◆ Include a mounted ballet bar for stretching.



Include adequate space for different types of fitness equipment.



The gymnasium should support a variety of sports.

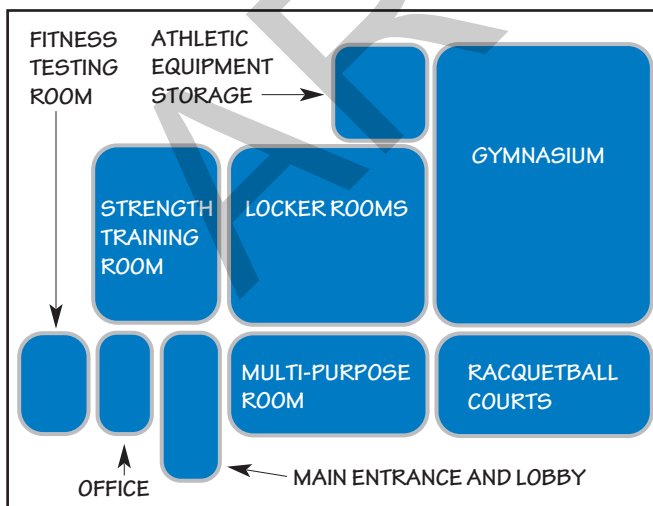


Figure 4-A: Functional Area Relationships for the Sports and Fitness Center.

E. Strength Training Room

This room is primarily used for body building and weight training.

- ◆ Ensure the floor is structurally sufficient to bear the load of the weight machines. If possible, locate this area on the ground floor.
- ◆ The floor surface should be synthetic rubber designed to reduce noise caused by dropping weights.
- ◆ Do not overcrowd this space. For safety reasons, provide an average of 46 square feet for each piece of stationary equipment
- ◆ Use skylights, windows, plants, and graphics throughout these areas. Provide at least one mirrored wall.
- ◆ Offer a variety of fitness equipment for men and women.

F. Gymnasium

The gymnasium hosts a variety of sports, including basketball, volleyball, tennis, and badminton.

- ◆ Design the gymnasium to be accessible from the lobby and all locker rooms.
- ◆ Locate athletic equipment storage adjacent to the gymnasium, i.e., volleyball nets, volleyballs, wrestling mats.
- ◆ Provide wall-mounted retractable seating.
- ◆ Use hardwood flooring with floor markings for a variety of sports.
- ◆ Use synthetic rubber on the running track around the perimeter.
- ◆ Install padded wall mats behind sport goals for safety.
- ◆ Provide retractable regulation basketball backboards and practice backboards on the sides.
- ◆ Fixed building equipment includes score boards and an electrically operated center court curtain for concurrent volleyball games.

G. Locker Rooms

The locker room area is comprised of rest rooms, changing areas, sinks, showers, and steam rooms and saunas.

- ◆ Provide spacious changing areas with wide benches and a sufficient number of lockers to meet the current demand. The men's and women's areas should include sufficient electrical outlets and a mirror/shelf combination above the sink area.
- ◆ Design modern rest room and shower facilities. Provide privacy curtains for showers and drying areas.
- ◆ Locate separate steam rooms and saunas for men and women adjacent to, or within, the changing areas.

H. Racquetball Courts

The racquetball courts will double for handball and racquetball games.

- ◆ Design regulation size courts with hardwood flooring. Wall finish should be a plastic laminate with markings.
- ◆ Spectator viewing may be accommodated through a safety glass wall.
- ◆ Provide small recessed storage compartments for personal items inside the racquetball courts.

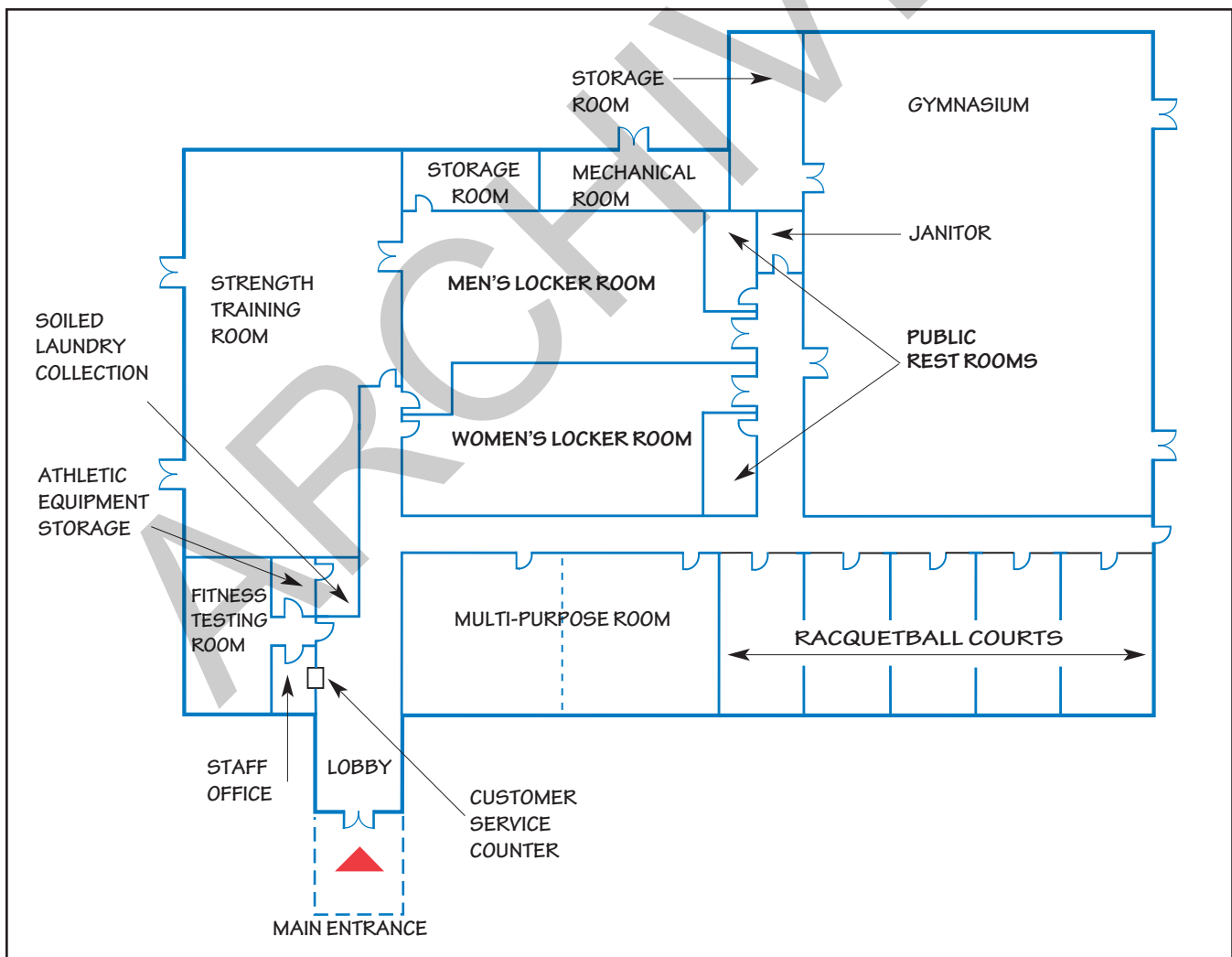


Figure 4-B: Concept Floor Plan for the Sports and Fitness Center.



Shelving and movable furnishings may be used to define separate reading areas.

Chapter 5

Library

A. General

The library provides information that is essential to support the AMC mission. It supports the professional military and voluntary education programs, and promotes productive use of leisure time for military personnel, DoD civilians, and their families. A one-story facility is preferred to preclude the need for stairs and elevators. See Figure 5-A for the library's functional area relationships.

B. Main Entrance and Lobby

The main entrance includes the vestibule with automatic door openers. The lobby contains the circulation desk, display cases, entry/exit gates, public telephones, a drinking fountain, and a coin operated copier.

- ◆ This is the only public entrance.
- ◆ Include built-in display cases on both sides of the main entrance.
- ◆ Design the circulation space to allow easy access, orientation, and visibility of various parts of the facility from the main entrance.
- ◆ Locate literature and events displays and exhibits within the lobby area.
- ◆ A circulation desk must be immediately visible from the main entrance and lobby. The staff should be able to view adults' and children's main reading spaces.
- ◆ Provide dedicated electrical outlets within the circulation desk for specialized equipment, such as scanners and computers.
- ◆ Maintain a minimum of four feet behind the circulation desk for staff activities.



Make other areas of the library easily visible from the circulation desk.

C. Administration and Support Areas

The administration and support areas consist of an administration work room, librarian's office, assistant librarian's office, staff break room, staff and public rest rooms, and a service entrance.

- ◆ Administration work spaces should have windows for natural lighting.
- ◆ Provide an administration work room for receiving, processing, and storing materials.
- ◆ Locate the service entrance adjacent to the work room.
- ◆ Include a staff break room with counters and cabinets, if space is available.
- ◆ Rest rooms need to be accessible from the lobby after hours when the remainder of the library is locked.
- ◆ The rest room entrances should be visible from the circulation desk.

D. Adult Services Area

The furnishings and equipment in this area include reference and card catalogs, periodicals, books, study carrels, computers, microforms, audio/visual equipment, and typing stations.

- ◆ The adult reading space should be the focal point of the adult services area.
- ◆ Use alcoves, furnishings, and architectural elements to separate periodicals, reference, and audio/visual spaces.
- ◆ Locate functions which require staff assistance, such as reference and audio/visual, close to the circulation desk.
- ◆ Coordinate the lighting plan with the book shelving.

- ◆ Install a flush-mounted electrical outlet in the floor at each reading station.
- ◆ Anchor the book shelving to ensure the safety of customers.
- ◆ Use soft, even lighting to avoid glare and intensity differences which may be disturbing to readers.

E. Children's Services Area

This area includes children's books for reading and browsing. Additionally, a story alcove accommodates individual and small group activities such as story hour, audio/video presentations, and music appreciation.

- ◆ Enclose this area and locate it away from noise sensitive areas, such as the adult services area.

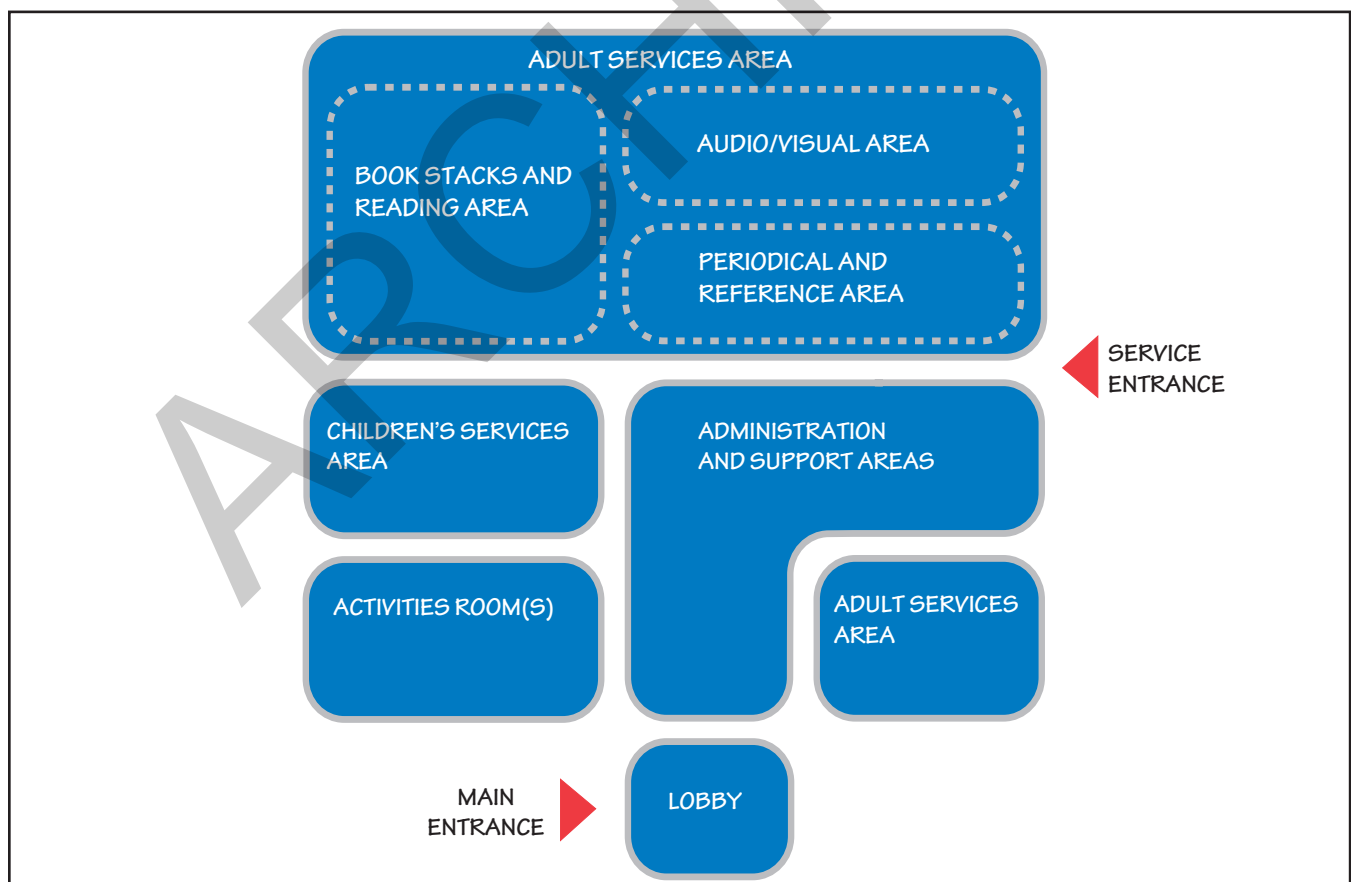


Figure 5-A: Functional Area Relationships for the Library.

- ◆ Surround the children's services area with book shelving.
- ◆ Design the story alcove as the focal point of the children's area.
- ◆ Use free-standing shelving no more than 42 inches high to allow children's access to books and adult supervision of the area. All furnishings and mounting heights should be child-scaled.
- ◆ Install acoustical movable partitions in larger rooms to accommodate different size functions.
- ◆ Locate a coat closet near room entrances.
- ◆ Locate the activities room(s) near the entrance lobby so their use will not conflict with the remaining library functions.
- ◆ Lighting must accommodate the varied uses of the room. Provide general fluorescent illumination with multiple switching for various lighting levels. ■

F. Activities Room(s)

These rooms support meetings, seminars, lectures, audio/visual presentations, temporary exhibitions, receptions, adult study, and other functions not necessarily related to library activities.



Activities room(s) should accommodate a variety of furnishing arrangements.

DINING FACILITY



The dining facility should provide an atmosphere comparable to fine dining establishments.

Chapter 6

Dining Facility

A. General

A dining facility should provide patrons with excellent food and customer service in an atmosphere comparable to that of a quality commercial food service establishment. The dining facility should serve as a hub to the dormitory complex and be located within walking distance. The functional area relationships for the dining facility are shown in Figure 6-A. For the concept floor plan of the dining facility kitchen, see Figure 6-B.



This color-coordinated dining facility provides seating for large and small groups.



A dining facility's exterior should convey an attractive and welcoming appearance.



Ensure all patron traffic from the main entrance is directed toward the serving line.

B. Main Entrance and Lobby

The architectural design should accent and emphasize the main entrance to the facility. The lobby should be spacious enough to accommodate waiting customers during busy periods.

- ◆ The lobby design should present a warm, welcoming appearance. Use music to enhance patron pleasure.
- ◆ Properly locate professionally made signs.
- ◆ Locate newspaper stands and trash receptacles in convenient, unobtrusive locations.
- ◆ Furnish the vestibule with walk-off mats.

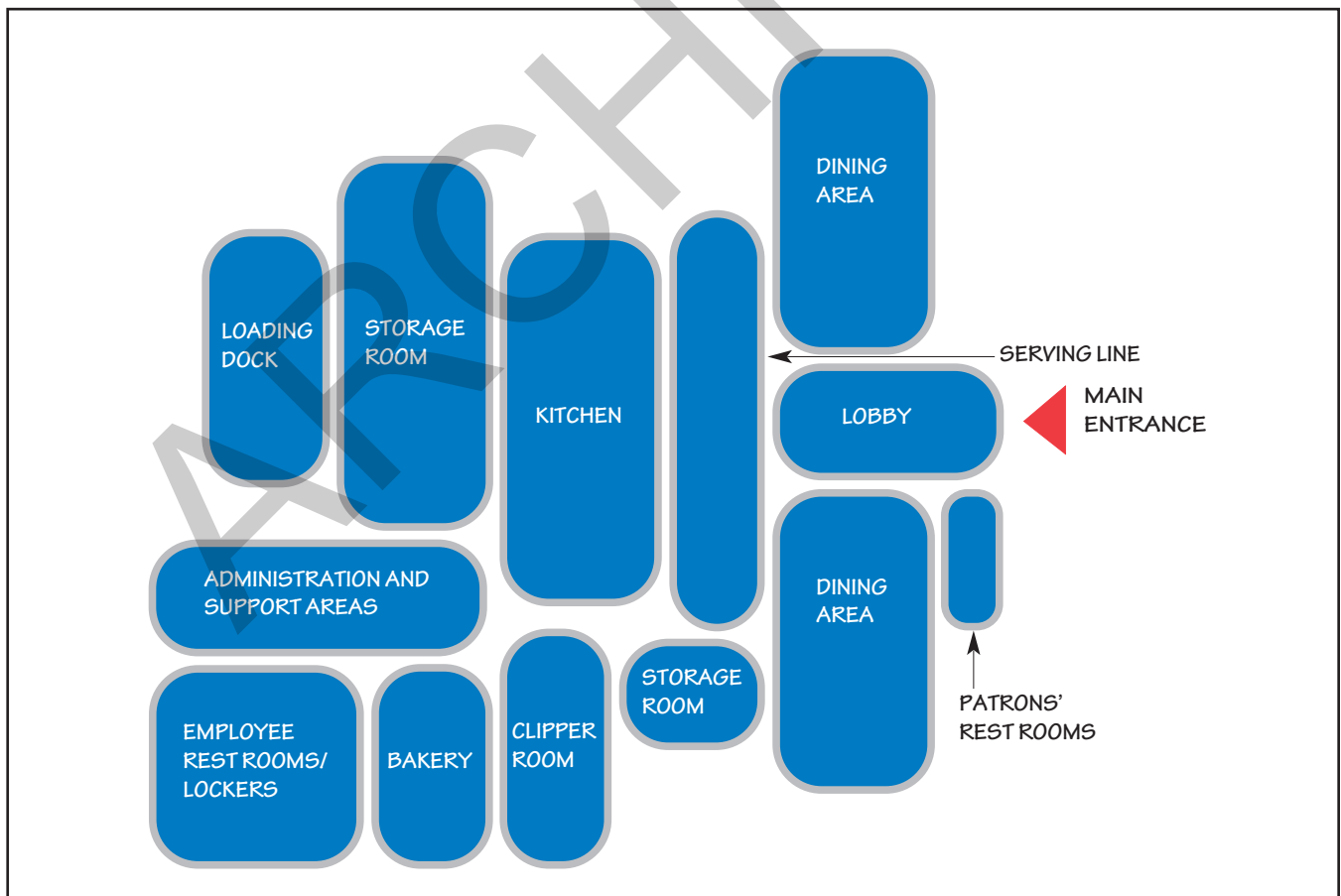


Figure 6-A: Functional Area Relationships for the Dining Facility.



Break up large dining areas with room dividers to create a sense of intimacy.



Innovative use of windows and lighting can add interest to the facility.

C. Administration and Support Areas

Include offices and administration areas necessary to support the facility. Locate the supervisor's office near the kitchen.

- ◆ Furnish computers and communications terminals in all office areas.
- ◆ Include separate employee and patron rest rooms.
- ◆ Patrons' rest rooms should be located near main lobby.
- ◆ To promote a professional appearance, provide utility systems which are as unobtrusive as possible.
- ◆ Provide adequate space for employee training, i.e., customer service and food handling training.

D. Dining Area

The dining area must have an appealing and relaxing atmosphere that fosters customer satisfaction.

- ◆ Design the dining area with customer and employee traffic flows in mind. Traffic flow of customers entering the dining area should be separate from the path used by employees bussing tables.
- ◆ Coordinate finishes to express a single theme in each separate dining area.
- ◆ Vary the size and shape of tables and booths. Use dividers to separate seating areas to create a sense of intimacy.
- ◆ Furnish the dining area with attractive, sturdy furniture. Ensure fabrics are treated to reject stains and allow ease of clean-up.
- ◆ Vary floor and ceiling heights to create different dining areas.
- ◆ Use natural light as much as possible.
- ◆ Select professionally framed artwork and awards that will complement the dining area scheme.

E. Serving Line

Design serving lines for efficiency, allowing space for servers and customers. Serving lines will include cashier stations and should have two means of access to the dining area.

- ◆ Design with flexibility so that one section of the serving line could be used alternately for specialty uses, such as sundae or taco bars.
- ◆ Select finishes for attractiveness, durability, and ease of maintenance. Also, finishes should be impervious to cleaning liquids.
- ◆ Conceal all utilities from customers' view.
- ◆ Provide a continuous sliding tray rail through all service lines to assist customers in handling their food trays.
- ◆ Design the serving line so that all food, beverages, cutlery, and dishes can be replenished from one side.

- ◆ Use computerized menu boards that are easily read. Locate the controls for the board at the cashier stations.
- ◆ Present a clean and appealing appearance behind the serving line.

F. Kitchen

The kitchen design should facilitate the storage, preparation, and serving of food. Take into account security and maintenance procedures as the design progresses.

- ◆ Design the kitchen to be functional with properly equipped work and storage areas.
- ◆ Use finishes that are hard, impervious, easily cleaned, and maintainable.
- ◆ Install non-skid quarry tiles. All floors are required to be level (no pitching to floor drains).
- ◆ Provide emergency power generator hookup for all refrigeration equipment and some cooking and baking equipment.
- ◆ All hoods should have automatic wash-down fire suppression systems.
- ◆ Allow for spot air conditioning or evaporative cooling.
- ◆ Arrange the kitchen so that chefs can easily see all of the cooking equipment from one location.
- ◆ Locate the ice machine for convenience. This equipment should produce both cubed and flaked ice.
- ◆ For improved efficiency, locate the hand sinks, soap, and towel dispensers close to food preparation.
- ◆ Provide equipment that is professional, of high-quality, and easily maintained. Locate the equipment approximately six inches from the walls to allow for adequate cleaning and ventilation.



Design kitchen floor plans to position work tables in the center.



Adequate storage is essential in the kitchen.

G. Storage and Loading Dock

Storage rooms should be convenient to food preparation with direct access from the loading dock.

- ◆ Ensure that storage rooms can be restocked without going through kitchen areas.
- ◆ Provide screening of the kitchen loading dock.
- ◆ Locate a screened waste container area for dumpsters adjacent to the loading dock.

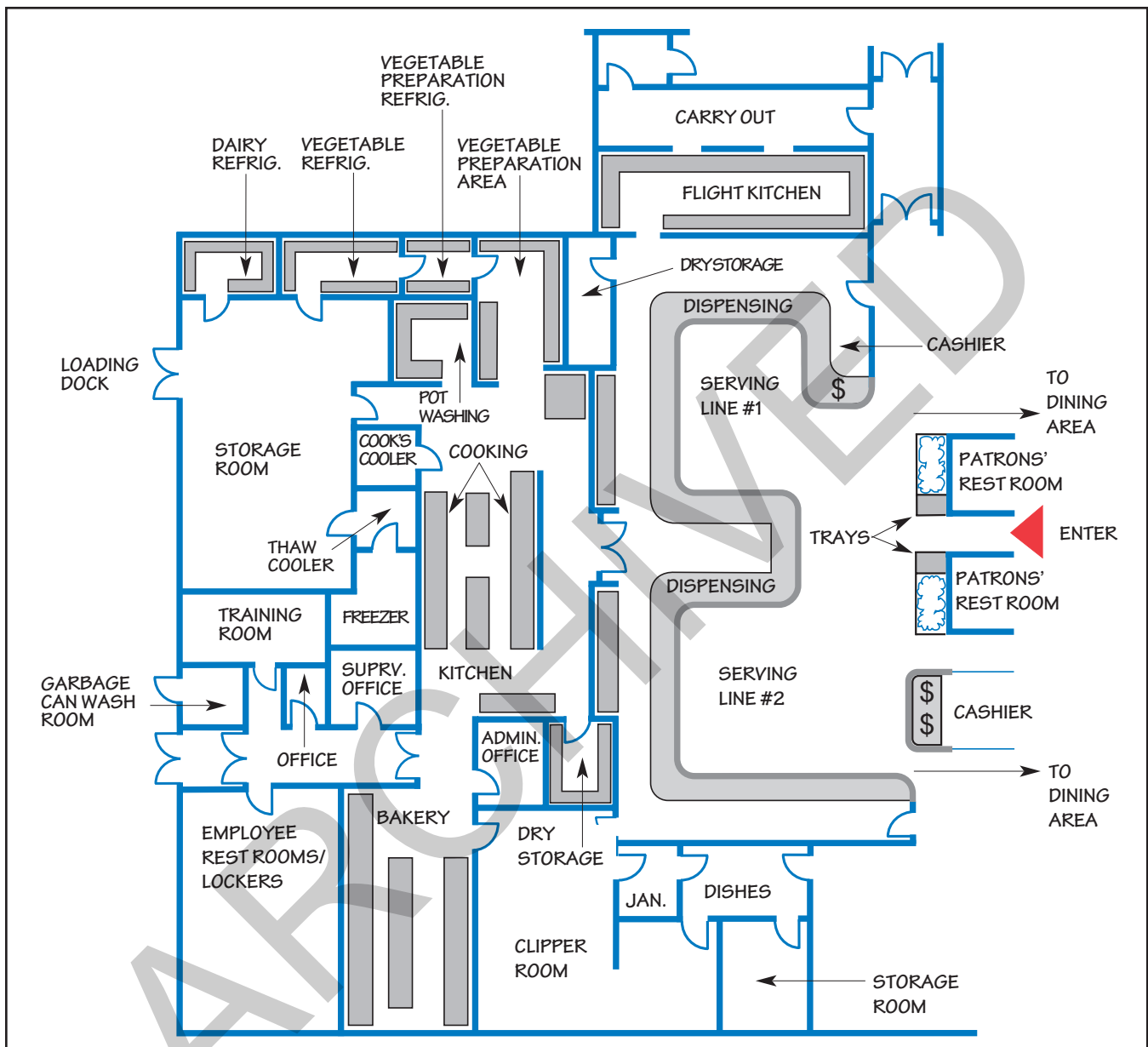


Figure 6-B: Concept Floor Plan for the Dining Facility Kitchen.

H. Clipper Room

Design the clipper room for easy admission of dirty dishes and flatware, as well as replacement of clean dishes to the serving line.

- ◆ Use an exhaust canopy above the dishwasher in place of conventional vent stacks for more effective steam removal.
- ◆ Maintain the equipment manufacturers' recommended clearances for operation, maintenance, and ventilation.
- ◆ Use heat- and steam-resistant materials such as ceramic tiles and stainless steel.
- ◆ Install a mobile, high-pressure dishwasher. ■

OUTDOOR RECREATIONAL FACILITIES



The outdoor recreation facilities should maximize voluntary participation in the most popular sports and activities.

Chapter 7

Outdoor Recreational Facilities

A. General

Outdoor recreation provides families and organizations quality areas and facilities to interact and meet during free time. Activities include fishing, picnicking, baseball, swimming, volleyball, tennis, boating, squadron events, base festivals, and youth functions. A base jogging path is also a desirable feature.

B. Picnic Areas

These areas function as the nucleus for outdoor activities and provide space for relaxation.

- ◆ Construct covered pavilions in the picnic areas. This helps to create a sense of privacy without the use of fences or screens.
- ◆ Place picnic tables on concrete slabs for easy cleanup.
- ◆ Locate barbecue grills close to the picnic tables.
- ◆ Include sizable refuse containers.
- ◆ Install permanent rest room facilities.
- ◆ Place playground equipment adjacent to the picnic pavilions so that parents can keep younger children under a watchful eye.
- ◆ Locate picnic areas near sports fields and courts such as football, soccer, basketball, and volleyball.
- ◆ Install adequate outdoor lighting.



Locate recreational areas to take maximum advantage of the view and natural landscape features.



Covered pavilions create a sense of privacy. Place picnic tables on concrete slabs for easy cleanup.

C. Famcamps

These areas provide facilities and amenities for all types of campers.

- ◆ Install rest rooms with complete shower and laundry facilities.
- ◆ Include a building with a sizable recreation room equipped with cable television and telephone hookups.
- ◆ Construct paved parking surfaces with utility hookups.
- ◆ Design nature walks and play areas with attractive landscaping.
- ◆ Locate trash and recycling bins at each parking space.

D. Swimming Pools and Bathhouses

These facilities provide a wide variety of swimming activities to allow maximum user participation and promote physical fitness and health.

- ◆ Locate a check-in counter at the entrance of the bathhouse to issue passes, secure personal belongings, and provide customer service.
- ◆ Design swimming pools to accommodate an aquatics program that includes lane swimming, swimming classes, competitive swimming, and general recreational swimming.



Design the pool so that recreational and lane swimming can occur simultaneously.



Famcamp areas should provide facilities and services for campers in a relaxing atmosphere.

- ◆ Select finishes for bathhouses that are moisture- and mildew-resistant, and easily cleaned.
- ◆ Use professional signs to indicate hours of operation on the exterior of the bathhouse.
- ◆ Low and high board diving areas can be located at the end of the pool or configured in an “L” shape design.

E. Equipment Rental

This facility offers a wide variety of recreation equipment, including recreational vehicles, campers, fishing boats, and sporting goods.

- ◆ A fenced-in recreational vehicle storage area should be easily accessible from principal base streets. Landscape outside the perimeter fence.
- ◆ Ensure indoor rental, storage, and equipment display spaces are attractive and secure. Locate them in close proximity to the customer service area.
- ◆ Allow space to display the rental equipment for its intended use, such as a camp site scene.
- ◆ Size the check-out counter to handle large items.



Outdoor equipment spaces should be secure and in close proximity to the rental staff.



Provide adequate space to display rental equipment items.

- ◆ Include built-in shelving to store rental equipment.
- ◆ Furnish a reference library with at least two comfortable reading chairs, and a TV and VCR for patron and employee usage. This library should also include books, magazines, destination brochures and maps, catalogs, video tapes, Coast Guard-approved equipment listings, and public telephones. ■

SKILLS DEVELOPMENT CENTER



The skills development center supports various activities to suite patrons' needs. This area provides a custom and do-it-yourself frame shop.

Chapter 8

Skills Development Center

A. General

The skills development center provides the Air Force community assorted activities and programs suited to patrons' needs, such as automotive, woodworking, framing, ceramics, photography, and other arts and crafts. The functional area relationships for the skills development center are shown in Figure 8-A.

B. Main Entrance and Lobby

Design the lobby to orient visitors to the facility and incorporate a display of recent projects. A store collocated with the entrance is for display and sale of crafted items and project materials. Provide visibility into the sales store through a glass window. Install a bulletin board to identify instructors' names, class times, and sign-up sheets.

C. Administration and Support Areas

Centrally locate the administration area, including offices, classrooms and rest rooms. If possible, locate the janitor's room near the rest rooms. Locate the mechanical room away from classroom areas.

D. Automotive Skills Area

Design the automotive skills area to support and encourage military personnel in the maintenance, repair, modification, and improvement of their own vehicles.

Ensure the center contains space for automotive repair classes, club meetings, administration, tool issuance, storage, and the sale of parts.

- ◆ Install an independent exhaust system to vent the heat and fumes of automotive exhausts.



The automotive skills area provides equipment and tools for patrons to properly and safely repair their privately owned vehicles.



Provide high ceilings and an open floor area for ease of vehicle maneuverability.

- ◆ Include signs for directions, information, and warnings.
- ◆ Have utilities in place for all specialized automotive equipment.
- ◆ Provide remote storage buildings for paint and combustibles.

E. Art Studio/Gallery Area

The art studio provides an area to work with metal, plastic, wood, fabric, clay, or other materials.

- ◆ Include natural light in the gallery area to illuminate display areas on walls and floors.
- ◆ Provide storage for projects in process.



Multi-craft areas should accommodate a wide range of uses for various activities and projects.



Provide adequate space in the framing area for a multitude of projects.

F. Framing Area

The framing area includes a storage room for moulding, matting, and glass for do-it-yourself projects. The assembly room is shared by professional framers and do-it-yourself customers.

- ◆ Furnish tables for assembling art work.
- ◆ Locate work stations for do-it-yourself frame work.
- ◆ Include an area to display a selection of the available framing materials and tools.

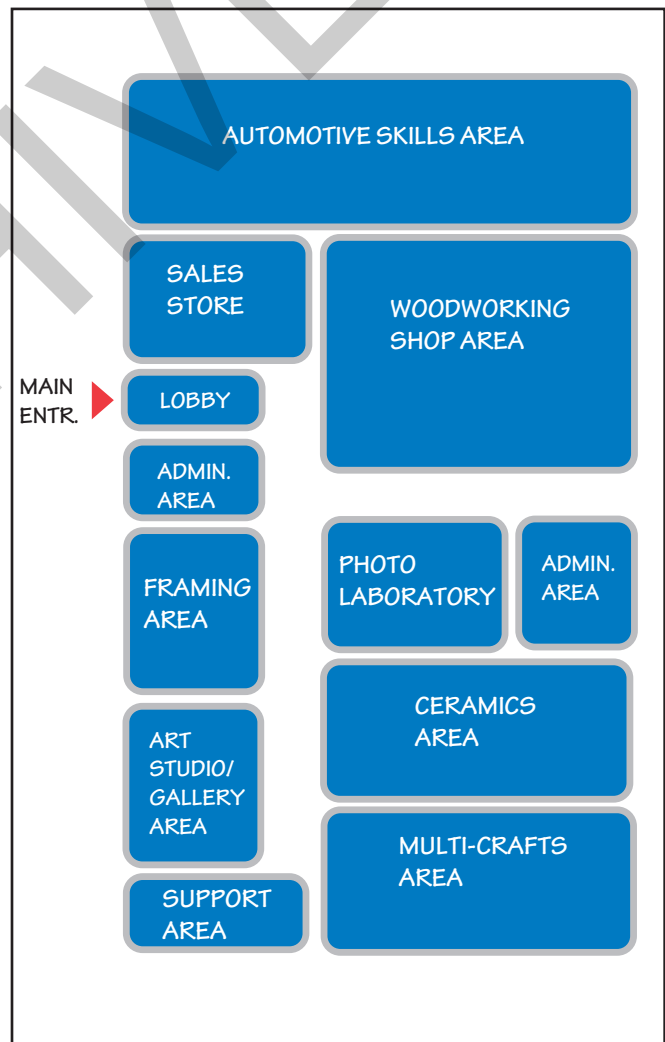


Figure 8-A: Functional Area Relationships for the Skills Development Center.

G. Ceramics Area

The ceramics area includes a studio, supply storage, project storage, work room, and kiln room. The studio requires a large open space, bordered with alcoves for hand molding, mold pouring, and working with a potter's wheel.

- ◆ The adjoining alcoves require counters for glazing and decorating fired objects.
- ◆ Include an exhaust system in the kiln room to vent the heat and fumes.

H. Multi-Crafts Area

Design this area to include multiple studios and various size storage rooms for projects and materials. Separate each studio acoustically and provide separate controls for temperature, humidity, and ventilation.

- ◆ To accommodate a wide range of uses, include counter tops with adjustable task lighting, a large sink, tackable wall surfaces, and electrical outlets.
- ◆ Border the central open space with alcoves and storage cabinets.



A ceramics studio requires ample storage for supplies and projects.

I. Photo Laboratory

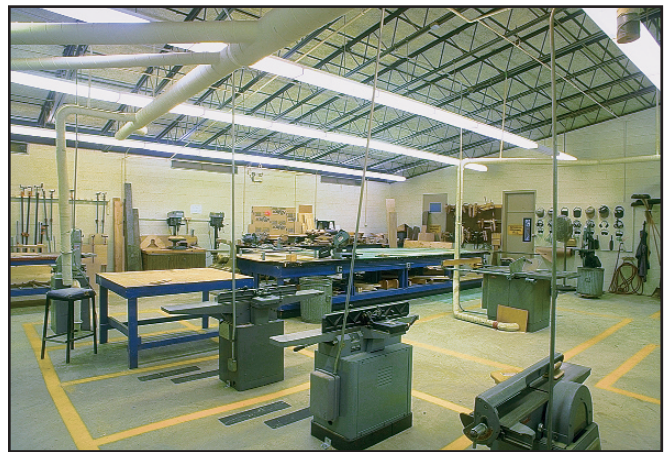
Design this area to include a darkroom, work areas, and storage for projects and materials.

- ◆ Use separate switches for the incandescent light and “red light” in the darkroom.
- ◆ Do not allow light leaks at the entry to the darkroom.
- ◆ Install both hot and cold water in the darkroom and laboratory room.
- ◆ Install an emergency eyewash unit in the darkroom.

J. Woodworking Shop Area

This area includes the wood shop, lumber storage, project storage, finishing room, and optional commercial enterprises, such as a lumber resale room.

- ◆ For safety reasons, power equipment must be located in a large space within the woodworking shop.
- ◆ Install workbenches for using portable power tools.
- ◆ Incorporate a sawdust removal system at major pieces of equipment.



The woodworking shop requires large spaces to cut, sand, and store wood materials.

CHILD DEVELOPMENT CENTER



Child development center playground areas are separated for use by age groups.

Chapter 9

Child Development Center

A. General

The child development center has considerable responsibility in the Air Force community. Its role is to offer a sound program for children which goes beyond simple caretaking. One of the primary objectives of this program is to assist children in developing a positive self-image; therefore, the design of this center should specifically promote a safe, nurturing, and learning environment for children. The functional area relationships for the child development center are identified in Figure 9-A.

B. Main Entrance and Lobby

This area includes a vestibule, lobby, and reception counter, which is the access control point for the facility.

- ◆ Design the lobby as a cheerful, pleasant, inviting area, with children in mind.

- ◆ A reception counter is required for child and visitor check-in. Provide built-in visual monitors to view remote portions of the center.
- ◆ The reception counter should be an internal focal point and provide a view of circulation and child development rooms. Design the counter to accommodate at least three standing patrons.
- ◆ Provide a parent waiting area within the lobby, and a private space for a public telephone.
- ◆ Include a display space for information and program material.
- ◆ Ensure that the main entrance is easily identifiable and accessible. The driveway should allow efficient flow of vehicles during peak times of child drop-off and pickup.



Neutral finishes and furniture are necessary to compliment a multitude of colors and patterns found throughout children activity areas.



The reception counter functions as the control point for the facility.

C. Administration and Support Areas

Administration and support areas include the director's office, staff offices, isolation room, break room, staff/public rest rooms, storage rooms, and a kitchen.

- ◆ A professional with expertise in food service should design the kitchen layout and select equipment. Locate the kitchen adjacent to an exterior wall and near the service entrance.
- ◆ The functions of the break room include staff training, development of program materials, and storage of staff members' personal items.
- ◆ Separate adult rest rooms are required for the staff and general public. Locate the staff rest rooms adjacent to the break room, and the public rest rooms near the main entrance.
- ◆ The director and staff offices should have direct access from the lobby.

- ◆ Include an isolation room adjacent to the reception counter where sick children can wait until they are released to their parents. Observation windows are required between the isolation room and the staff offices.

D. Child Development Rooms

All child development rooms should include child activity areas and functional support areas. Child activity areas in each room include interest centers based on age, such as blocks, reading and listening, and music. Items in functional support areas include learning toilets, chairs for nursing, and cribs.

- ◆ Arrange rooms according to the following age groups:
 - Infant (6 weeks to 12 months)
 - Pre-toddler (12 months to 24 months)
 - Toddler (24 months to 3 years)
 - Preschool (3 years to 5 years)

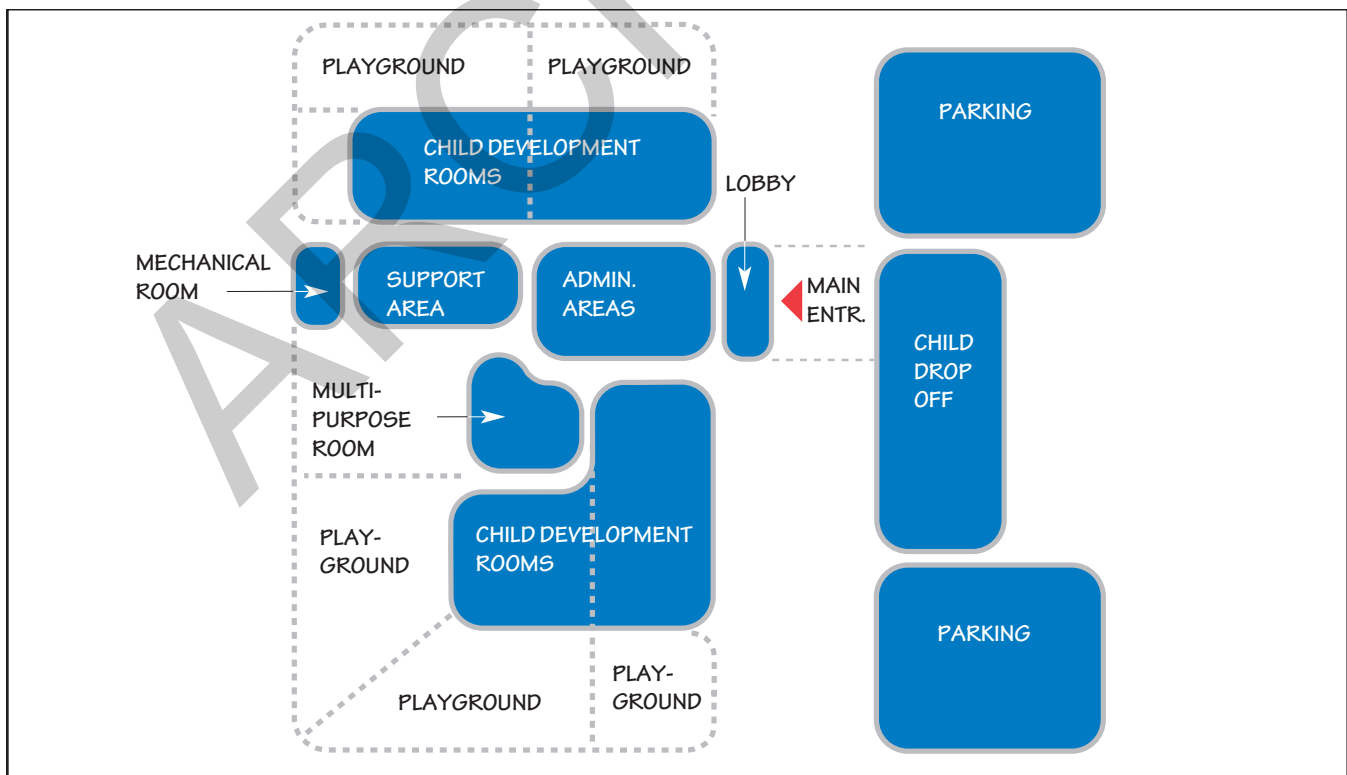


Figure 9-A: Functional Area Relationships for the Child Development Center.

- ◆ Hard surface flooring in child toilet areas must be non-textured, seamless vinyl, or linoleum.
- ◆ Provide wainscot wall treatment that is soil resistant and easily cleaned.
- ◆ All rooms should have a vision panel either in the door or immediately adjacent to the door frame. The vision panel should be a minimum of 100 square inches.
- ◆ Provide one shared children's rest room and one lavatory for each age group. Provide low partitions around fixtures to allow adult supervision.
- ◆ Locate infant and pre-toddler rooms near the lobby for easy access by parents.
- ◆ Preschool rooms require easy access to the playgrounds and adequate space for various interest centers.
- ◆ Use a mixture of natural and artificial light that can be adjusted by the staff during nap times. Consider using some indirect and overhead lighting.

E. Multi-Purpose Room

Design this room to accommodate individual and group activities including wheeled toy play, exercise/gymnastic activities, obstacle courses, ball activities, and group games.

- ◆ Include a storage closet for large pieces of equipment and toys.

F. Outdoor Playgrounds

Outdoor playgrounds promote team play and interaction among large and small groups.

- ◆ Locate playgrounds adjacent to all child development rooms.
- ◆ Install safe playground equipment with proper fall zones and safety surfacing materials.
- ◆ Enclose the playground with a five-foot-high fence with self-closing, self-latching gates.
- ◆ Include outside storage for play materials and wheeled toys.
- ◆ Size equipment to match the age development of the children and meet the U.S. Consumer Product Safety Guide requirement.



Consider safety glass for acoustic privacy and visual access into the child development room.



Provide safe playgrounds with approved equipment and proper fall zones.



Equip the children's rest room with open partitions and low fixtures.



Provide a multi-purpose room large enough for basketball, volleyball, gymnastics, and other indoor activities.

Chapter 10

Youth Activity Center

A. General

The youth activity center provides space and equipment for educational, athletic, and social activities for youths ages six to eighteen. The facility provides youth opportunities to develop physical, social, and cognitive abilities and to experience achievement, enjoyment, friendship, and recognition. The center should present an image that expresses its importance in the lives of the youth within the base community.

Design circulation spaces for direct access from the main entrance to all parts of the building. Minimize long corridors and confusing turns. The number and type of spaces in the building are dependent on the activities offered at the facility.

The youth activity center's basic functional spaces are social, structured activity, gymnasium/multi-purpose, and administration and support. See Figure 10-A for functional area relationships.

B. Main Entrance and Lobby

The lobby primarily serves as an orientation space, but it also can act as a waiting room and place to display trophies, artwork, and exhibits.

The main entrance should be visible from the reception desk and lead directly to rest rooms, the gymnasium, and coat storage.

- ◆ Incorporate lounge seating in the lobby for waiting guests.
- ◆ Design the reception desk so it is clearly visible from the main entrance and projects a friendly, non-institutional image.



Provide a game room to accommodate a variety of recreational games.



Design the game room to accommodate sufficient space to maneuver around table games.

- ◆ Centrally locate the reception desk so that staff members can monitor the entry areas and principal activity areas.

C. Administration and Support Areas

Included in these areas are administration offices, rest rooms, locker rooms, and storage rooms. Provide small offices for staff members since management responsibilities are limited.

- ◆ Locate the administration offices in a quiet part of the building, near the music rooms and structured activity area.
- ◆ Provide at least two offices, one for the director and one for the staff.
- ◆ Locate rest rooms for easy access from all activity areas.



Design an area to support teen activity within the social rooms.

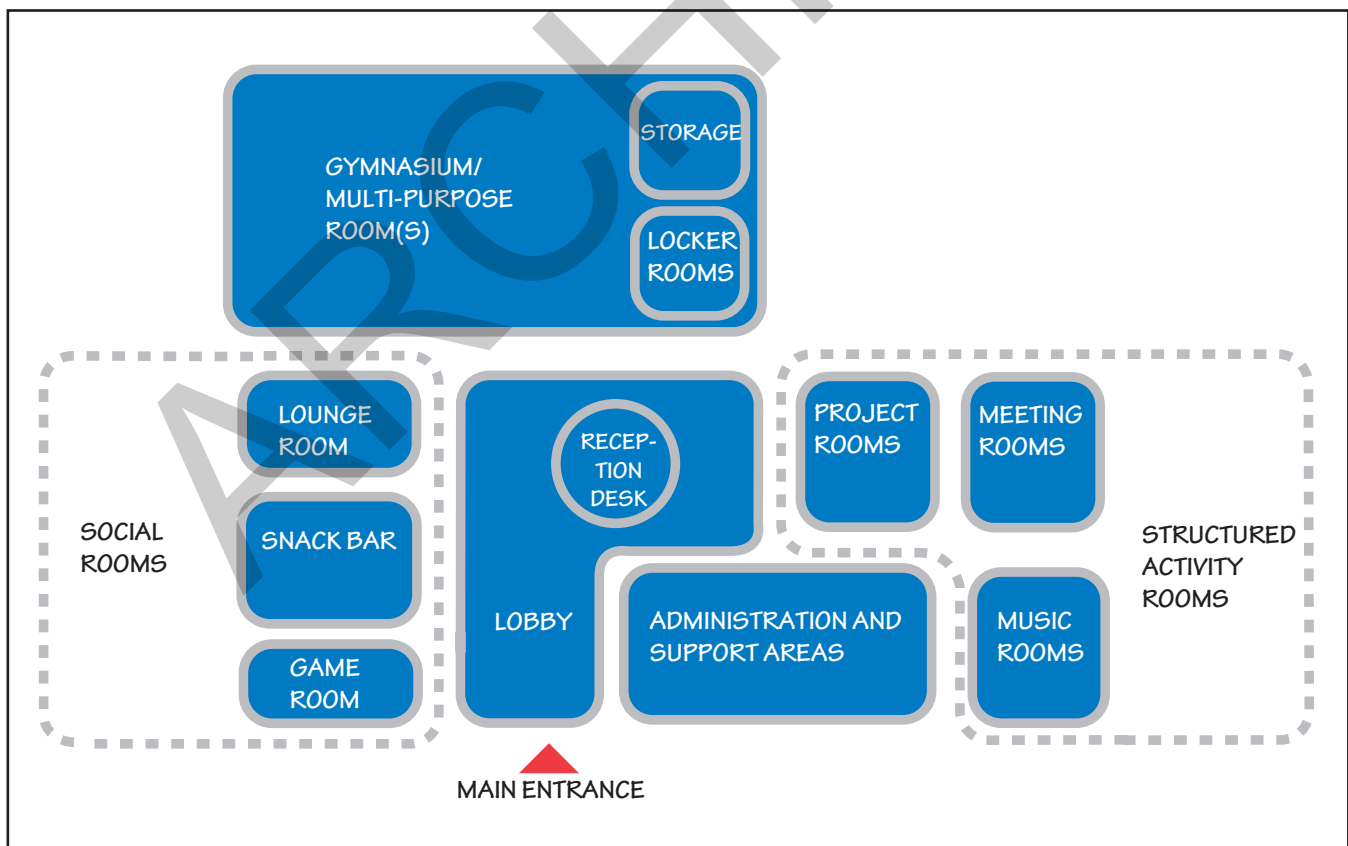


Figure 10-A: Functional Area Relationships for the Youth Activity Center.

- ◆ Include changing areas within the locker rooms.
- ◆ Provide ample storage in various locations for each function: gymnasium, snack bar, game room, administration, music room, project rooms, and meeting rooms. Also include storage for janitorial supplies.
- ◆ Plan for additional future storage and equipment needs.

D. Social Rooms

Social rooms foster casual interaction among youth groups, and can include game rooms, a lounge room, and a snack bar.

- ◆ Design the game room so it is visible from the main entrance, the snack bar, and the reception desk.
- ◆ Provide sufficient space for observing, waiting for turns, and lounging.
- ◆ Within the lounge room provide space devoted to moderately noisy socializing (i.e., TV viewing) and another for subdued activities.
- ◆ Locate lounge room in view of the reception desk or looking into the multi-purpose room for spectator viewing.
- ◆ Consider wall art inspired by the region and created by local youth.
- ◆ Provide room for a snack bar that includes food preparation, a customer service counter, and an eating area with vending machines.
- ◆ The game room should be located adjacent to the snack bar.
- ◆ Indoor and outdoor eating areas may be furnished with tables and chairs, a counter and bar stools, semi-private booths, picnic tables, or a combination of these.

E. Structured Activity Rooms

Meeting rooms, project rooms, and music rooms are structured activity rooms. Separate them from the noisy areas of the facility. Group the project and meeting rooms in an area of the building devoted to organized activity.

- ◆ Design these rooms so they can be expanded into adjoining rooms to accommodate larger groups.
- ◆ These rooms are isolated from other areas by acoustically rated, full-height walls. Also, provide an acoustically absorbent ceiling.
- ◆ Include a storage closet for project equipment and supplies.
- ◆ Provide a counter with double-bowl stainless steel sink in each project room.
- ◆ For sound isolation, locate the music room as far away from the game room and multi-purpose room as possible.

F. Gymnasium/Multi-Purpose Room(s)

Design this room to accommodate a variety of sports and activities including basketball, volleyball, gymnastics, martial arts, and dance.

- ◆ Use tables, chairs, and bleachers that are stackable or can be recessed into the wall.
- ◆ Locate locker rooms and equipment storage adjacent to the gymnasium/multi-purpose rooms.
- ◆ Provide hardwood flooring and a fixed or portable stage.
- ◆ Walls must be non-abrasive and padded to a height of at least six feet to prevent injuries. ■



Lodging facilities should project a “commercial” hotel appearance.

Chapter 11

Lodging Facilities

A. General

The mission of lodging is to provide quality facilities and services to authorized personnel while maintaining maximum occupancy to reduce appropriated travel costs. Fully functional and properly configured lodging facilities will enable lodging personnel to operate efficiently and effectively. Ensure that the AMC standards for excellence are used to provide quality facilities where lodging professionals can provide first-class service.

Lodging facilities are AMC “hotels,” dedicated to customer service and satisfaction. The functional area relationships for lodging are shown in Figure 11-A, and lodging space requirements are shown in Table 11-A. Establish the identity of the lodging operation and facilities with a name and logo.



Convenient customer service should be the consideration when locating the front desk.

B. Main Entrance and Lobby

The main entrance to the lodging operation should be inviting and provide convenient, easy access to the front desk. A traveler's first impression of the base often starts with the lodging lobby.

The lobby should provide a comfortable waiting area for guests, comparable to the quality of a commercial hotel.

- ◆ Extend a canopy from the building's entrance over the customer drop-off point for protection from inclement weather.
- ◆ Provide automatic doors at the main entrance.
- ◆ Design the front desk to be large enough to service several guests at one time, and provide ample counter space to place an open briefcase. Ensure the front desk is uncluttered with equipment built-in or partially hidden.
- ◆ The wall behind the front desk is an ideal place to feature the lodging name and logo.



A well-designed lobby provides a feeling of warmth and comfort to travelers.

- ◆ Locate a sundry sales display case in the lobby where customers may view the items for sale without interfering with guests conducting business at the front desk.

C. Visiting Airmen's and Officers' Quarters

These facilities are considered “home away from home” for the military business traveler, and should be attractive, well-equipped, and comfortable. Quality facilities enhance morale during periods of temporary duty.

- ◆ Except for furnishings, square footage, and bathroom requirements, the building layout for VAQs and VOQs is the same.
- ◆ Develop VAQs and VOQs using a two-story design with perimeter walkway balconies and exterior room entrances, except in northern tier bases where interior corridors are preferred.
- ◆ Design the roof to overhang the second floor balcony.
- ◆ If possible, in building's that do not have elevators, install a mechanical lift for guests' baggage and supplies for housekeeping.

- ◆ Use operable windows with screens.
- ◆ Provide wooden, solid core entry doors with security locking devices and viewers.
- ◆ Use automatically closing exterior doors that lead to interior hallways. Ensure that a single key will open the building entrance doors and individual room doors.



Use a variety of material patterns and textures to tie color schemes together.

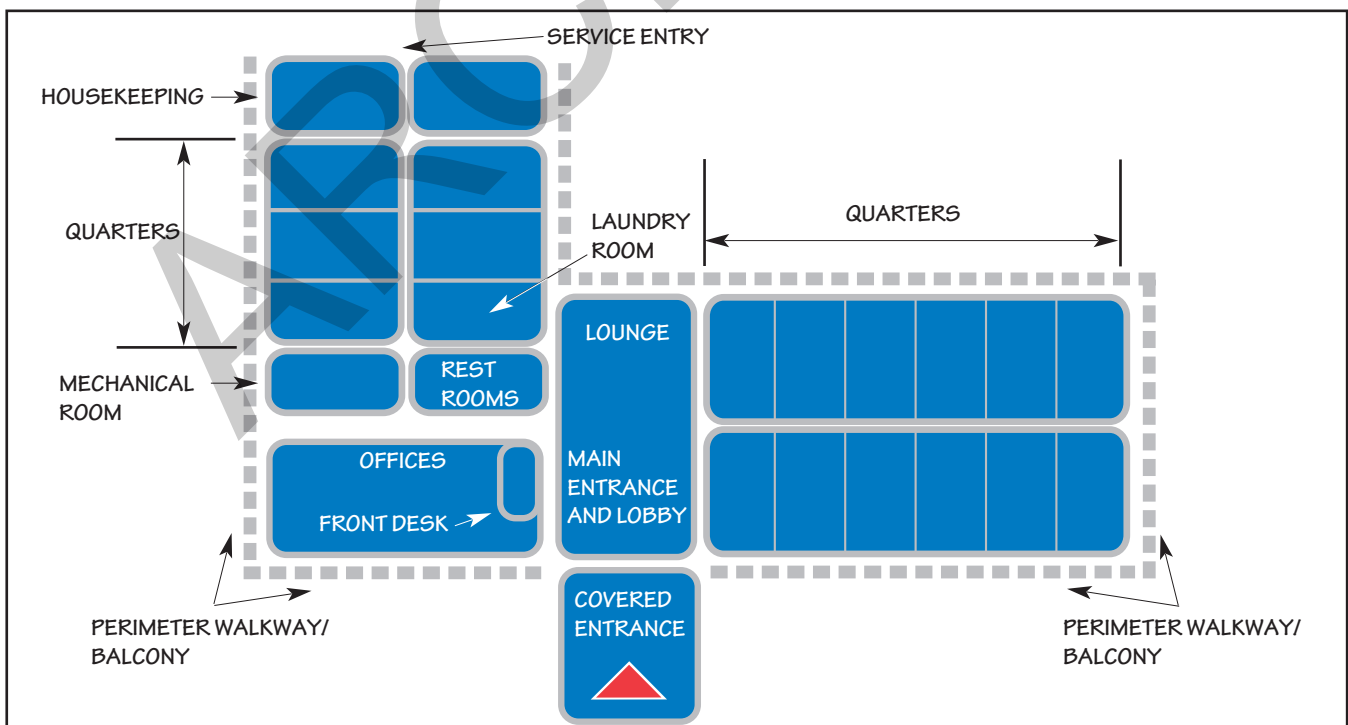


Figure 11-A: Functional Area Relationships for the Lodging Facilities.

LODGING SPACE REQUIREMENTS		
FUNCTIONS	NET SQUARE FEET	NET SQUARE METERS ⁽¹⁾
1. Visiting Officers' Quarters	270 (Private Bath per Person)	25
2. Visiting Airmen's Quarters	180 (Shared Bath per Person)	17
3. Temporary Lodging Facilities	450 (Per Unit)	42
Legend: (1) Square Meters = .0929 x Square Footage (All measurements are rounded.)		

Table 11-A: Lodging Space Requirements.

- ◆ Install thermostats in each room to allow guests to control the interior temperature.
- ◆ Install combination temperature and smoke detectors in each rooms.

D. Lounges

Lounges in VAQs and VOQs provide guests a place to socialize away from their rooms.

- ◆ Locate lounges near laundry rooms and vending facilities.
- ◆ Use framed wall art and plants to enhance decor.
- ◆ Use a combination of tables lamps and overhead light fixtures to provide general lighting.

E. Laundry Rooms

Provide commercial grade clothes washers and dryers at no cost to lodging guests. Provide at least one washer and dryer for every 20 bed spaces in VOQs and VAQs, and at least one for every five families in the TLF. Laundry facilities should be centrally located, preferably on each floor. Washers should have variable water levels, temperatures, and speeds.

- ◆ Provide the proper type of electrical receptacles. Electrical and water connections for all laundry equipment should be 36 inches high, so they are accessible, yet concealed by machines.

- ◆ Conceal all ducts, conduit, and piping.
- ◆ Use a heavy duty exhaust fan to remove heat and moisture from the laundry room.
- ◆ Provide a counter for folding clothes and adjacent steel hanging rod.
- ◆ Allow space for vending machines with detergent, bleach, and water softener products.

F. Housekeeping Facilities

Housekeepers need sufficient storage space for carts, cleaning solution, clean and soiled linens and towels, room supplies, amenities, etc.

- ◆ The design should include one housekeeper's storage room and one janitor's closet per floor. The janitor's closet with a service sink and space for cleaning equipment storage should be located adjacent to the housekeeper's room.
- ◆ One duplex receptacle with ground fault wiring should be included in janitor's closet and housekeeper's room.
- ◆ Ensure adequate shelf space is available.
- ◆ Provide a separate room for storage of soiled linen and towels.

G. Temporary Lodging Facility

This facility provides economical short-term housing for families making permanent change of station moves. A safe, comfortable, attractive, and well-designed Temporary Lodging Facility (TLF) can make family relocation more pleasant and less stressful. Figure 11-B provides a concept floor plan for the TLF.

- ◆ Design the TLF to provide comfort, privacy, and storage.
- ◆ Provide thermostats in each TLF for guests to control the temperature.
- ◆ The TLF should be designed to accommodate five adults comfortably. Plan each unit to also include a crib, if necessary.
- ◆ Design the TLF for easy housekeeping by occupants and the lodging staff.
- ◆ Provide fully functional kitchens that include a sink, range with self cleaning oven, automatic dishwasher, microwave, frost-free refrigerator with automatic ice maker, and cabinets.
- ◆ Bathrooms should include quiet flush toilets and residential-type fiberglass tub and shower units with nonskid floors.
- ◆ Provide an adequately sized parking lot which includes convenient access to each TLF unit entry from a parking space.
- ◆ Playgrounds and recreational facilities should be next to the TLF so that children have direct access without crossing parking lots or streets.



Provide fully functional kitchens for TLF residents.



Lodging rooms should provide all the comfort of home.

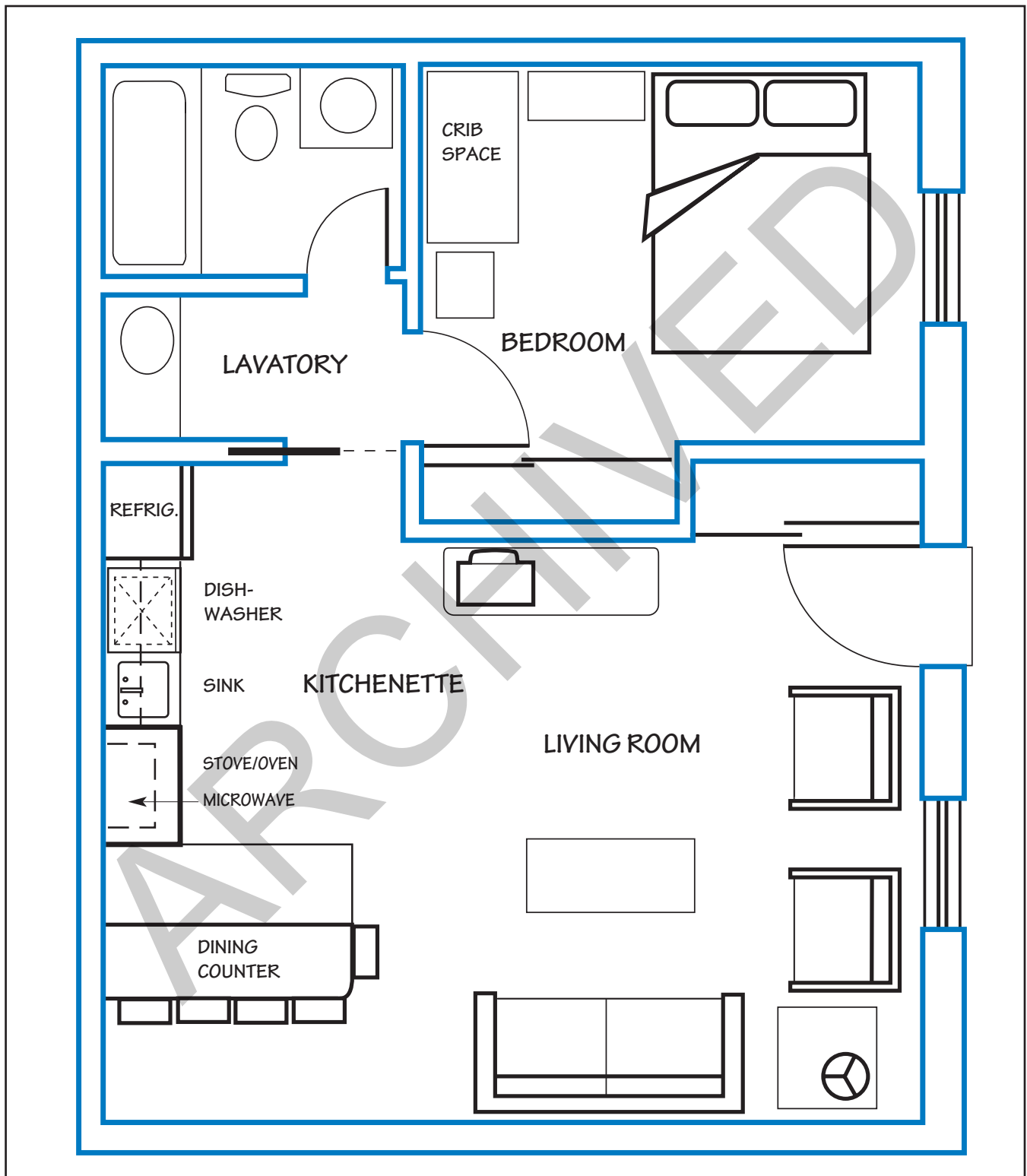


Figure 11-B: Concept Floor Plan for the Temporary Lodging Facility.

COLLOCATED CLUBS



Tables of varying heights accommodate numerous personal comfort preferences.

Chapter 12

Collocated Club

A. General

Collocated officer and enlisted clubs are the standard configuration for all new construction and major renovations in locations where market demand does not support separate facilities. The collocated club must provide a variety of quality programs and services within the facility. This facility should provide a relaxing and pleasant environment that meets the dining and social needs of officer and enlisted club members.

Design this facility with separate officer and enlisted club programs and services. The configuration will consist of common use of the ballroom, kitchen, cafeteria area, and administration areas. The functional area relationships for a collocated club are shown in Figure 12-A. Provide separate officer and enlisted parking, covered entrances for the drop-off and pickup points, lobbies, rest rooms, dining rooms, lounges, and game rooms. The exterior design should present a unified appearance; however, the separate entrances should be distinguishable in character from one another. See Figure 12-B for the collocated club concept floor plan.



Provide separate covered entrances that allow for easy drop-off/pickup of officer and enlisted patrons.



An attractive light fixture complements this door and woodwork.

B. Main Entrance and Lobby

Separate entrances and lobbies are required for officer and enlisted personnel. Design the lobbies as points of arrival, with adequate space to allow enough room for waiting and access to the coat rooms, cafeteria area, dining rooms, and ballroom.

- ◆ Locate the coat rooms immediately adjacent to the entrances and in a position that prevents people from blocking access to other areas.
- ◆ Provide easy access between the lobbies and rest rooms, with base and public telephones nearby.
- ◆ Define the waiting areas with seating, tables and lamps, plants, and artwork.
- ◆ Use professionally fabricated and mounted directional signs that are easy to read. Place signs in visible locations.
- ◆ Ensure lobbies have adequate space to accommodate large gatherings.

C. Administration and Support Areas

The administration and support areas consist of a staff area, storage rooms, coat rooms, and rest rooms. These areas require accessibility by officer and enlisted personnel. Administration and support areas can be located on the second floor.

- ◆ Administration areas include offices and work spaces to support the members' needs and the operations of the facility. Primary components are as follows:
 - Manager's office.
 - Staff work stations or offices.
 - Provide sufficient space in the caterer's office for several club members to meet at one time.
 - Centrally locate time clock, fax, and copy machines.
 - Public address and background music systems should be hooked up to all areas of the facility.

- ◆ Provide separate coat room areas for officer and enlisted club members. Locate coat rooms next to lobbies.
- ◆ Ensure that coat rooms are large enough to accommodate service attendants for special activities.
- ◆ Locate storage space close to each functional area to present an uncluttered appearance.
- ◆ Use shelving and racks that are portable to facilitate cleaning and configuration changes.
- ◆ Provide separate rest rooms for officer and enlisted members with easy access from the lounges, dining rooms, ballroom, and lobbies.
- ◆ Provide the rest rooms with sufficient fixtures to accommodate full occupancy of the building.

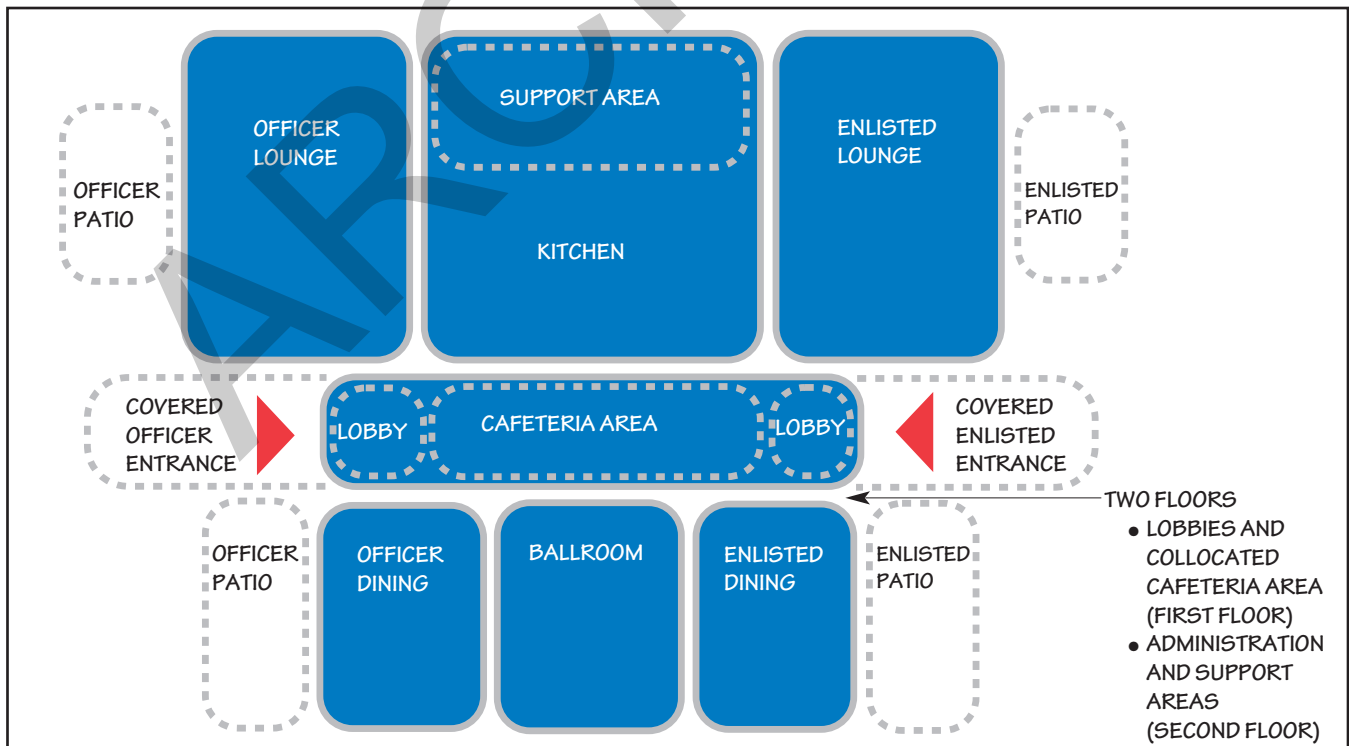


Figure 12-A: Functional Area Relationships for the Collocated Club.

D. Cafeteria Area

The cafeteria requires direct access from the officer and enlisted lobbies, dining areas, and the ballroom.

- ◆ Consider professional cafeteria area design that will enhance customer service.
- ◆ Lay out the cafeteria area to define specific areas and equipment for displaying and serving hot and cold foods, sandwiches, and desserts. Consider separate areas for beverages, a salad bar, and self-service specialty foods.
- ◆ Menu and food display signs must be changeable. Consider using electronic signs.
- ◆ Provide easy access to the back of the cafeteria line for staff to replenish the food line.
- ◆ The back counter should adjoin the kitchen, with provisions for a pass-through window and door access.
- ◆ Locate cashier station(s) near cafeteria area exit(s).

E. Ballroom

This room supports large groups and reception type functions and requires direct access from the lobbies. Various functions include commander's calls, floor and dinner shows, dances, wedding receptions, bingo, meetings, parties, and receiving lines.

Another use of the ballroom is dining room overflow.

- ◆ Locate chair and table storage nearby with enough room to accommodate a variety of furniture.
- ◆ Centrally locate a portable stage to allow visibility from all locations in the ballroom. Locate equipment for a public address and music system adjacent to the stage.
- ◆ Locate a retractable projection screen at the front of the stage.
- ◆ Use modular hardwood dance floor units to extend the dance floor area.



Combine cove lighting, decorative ceiling fixtures, and recessed downlights to create various lighting levels.



Natural light helps create spacious dining areas.

- ◆ Divide the room with acoustical movable walls to accommodate a variety of group sizes.
- ◆ Provide built-in and portable service bars.
- ◆ Control light levels with dimmer switches.

F. Dining

Separate officer and enlisted dining rooms are required. Provide direct patron access from respective lobbies and the cafeteria area. Locate dining rooms adjacent to the ballroom to accommodate overflow.

- ◆ Visually break up the dining room into smaller spaces to create a sense of privacy. This can be accomplished through furniture arrangement, lighting, plants, and variations in ceiling heights.
- ◆ Divide the rooms with acoustical movable walls to allow for multiple uses, such as meetings.
- ◆ Use a variety of light sources and fixtures, and control them with dimmers. Provide decorative ceiling fixtures, recessed downlights, and cove lighting for effective combinations of light sources. This will help create an atmosphere that is appropriate for different meal times.
- ◆ Arrange the staff entrance to the kitchen with separate in and out doors for safety.

Consider the following when developing the interior design for the dining rooms:

- ◆ Various table sizes are required to accommodate a variety of group sizes.
- ◆ Decorative table tops eliminate the need for linen tablecloths.
- ◆ Provide chairs with wheels to allow easy rearrangement of the furniture.
- ◆ Incorporate temporary buffet and salad bar tables in varying arrangements.



Present a bright and attractive interior appearance.

G. Lounges

Maintain separate officer and enlisted lounges. If the patron demand is sufficient, each lounge should be divided into formal and casual areas. To the maximum extent possible, design lounges with windows for natural lighting.

- ◆ In the officer and enlisted lounges, provide sit-down bars, game rooms, and storage. Provide sufficient stools at the bars to accommodate customers without crowding.
- ◆ Use decorative table tops and comfortable seating.
- ◆ Consider design themes in the lounges, such as a sports bar, disco, or upscale 90's theme.
- ◆ Locate dance floors and stages the maximum distance possible from the bar seating area. Strategically place track lighting at the dance floor and stage areas.

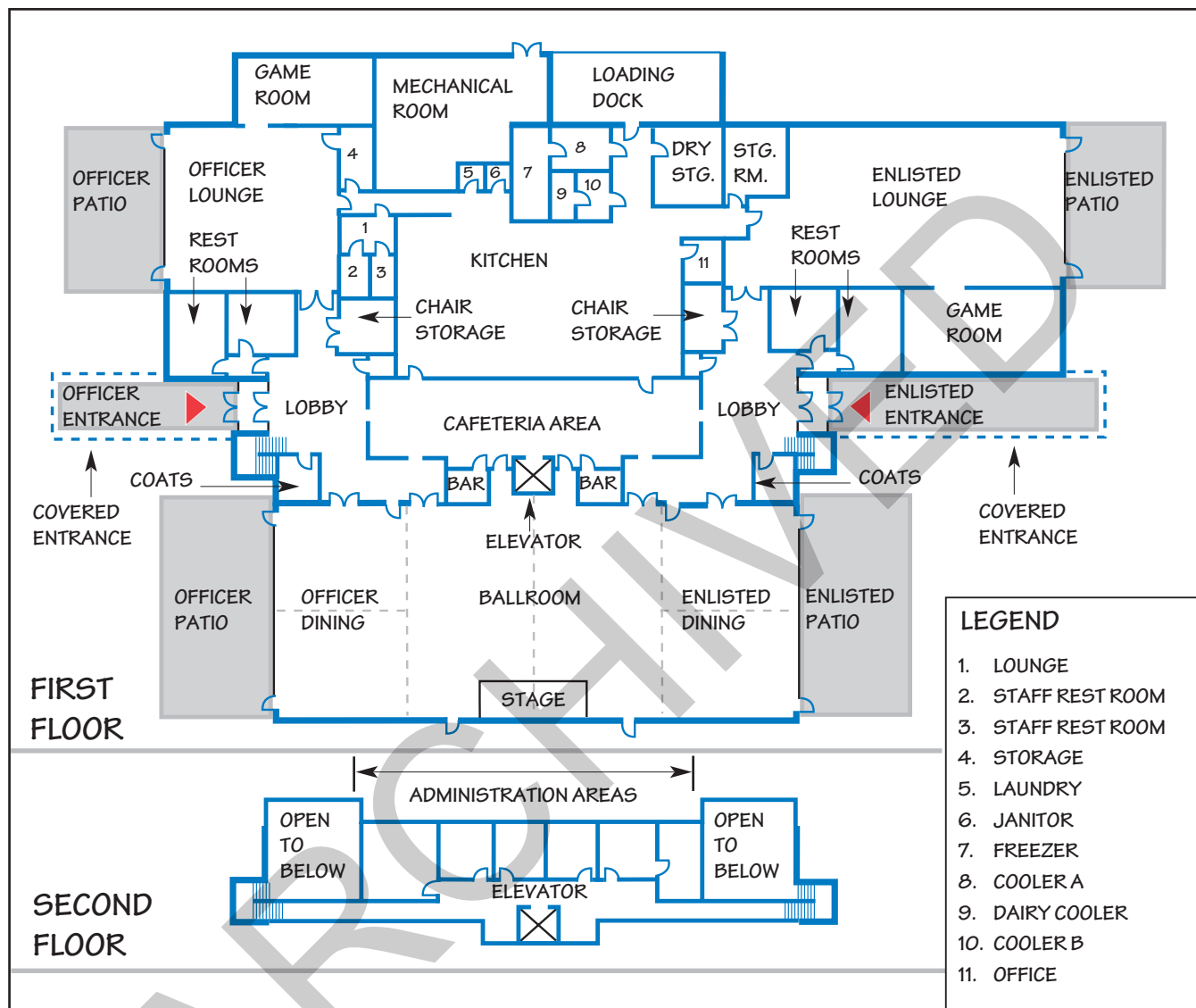


Figure 12-B: Concept Floor Plan for the Collocated Club.

H. Kitchen

The type and capacity of the equipment must meet locally approved meal production goals. The kitchen is required to have hood venting and fire suppression equipment; also, use equipment that is energy efficient. Natural gas is the preferred cooking heat source.

- ◆ Kitchen design layout should provide an efficient traffic flow for service to dining, the ballroom, and lounge operations. Use quarry tile for the floor and ceramic

tile on walls. High lighting levels are required in the food preparation area.

- ◆ Consider special ventilation and air flow requirements in the kitchen.
- ◆ Install a computerized cash register system to expedite food service. This also provides a food tracking system to support the prime vendor program. ■



The golf course provides opportunities for recreation, fellowship, and exercise.

Chapter 13

Golf Course Clubhouse

A. General

The objective of the golf program is to enhance the mental and physical well-being of Air Force members. Attractive and functional indoor and outdoor golf facilities should provide a relaxing and pleasant environment.

The clubhouse contains space for administration activities, pro shop sales, the kitchen, snack bar and dining, locker rooms, and rest rooms. Equipment storage may be incorporated with the clubhouse or developed as a separate building. Its primary use is for storage and maintenance of powered golf carts. Figure 13-A illustrates functional area relationships.

The clubhouse is a popular place to meet for lunch. Design the facility so lunch patrons do not conflict with golfers' traffic patterns.

B. Main Entrance and Lobby

Locate the clubhouse main entrance close to a vehicular drop-off area and convenient to the parking lot.

- ◆ The lobby and circulation should direct patrons past the pro shop to the snack bar/dining/lounge area.
- ◆ Provide separate access to and from the golf course side of the building for direct access to the cart parking area.



Provide space for clothing and equipment displays.

C. Pro Shop and Office

Design the pro shop to have a professional appearance with appropriate shelving, racks, and decor to display retail merchandise. If possible, incorporate windows and natural light in the design to complement the facility's decor.

- ◆ Use a glass-encased counter for display.
- ◆ Locate the building's central paging system behind the counter, hooked-up to interior and exterior speakers.
- ◆ Design the layout to provide effective merchandising and efficient traffic flow for the customers.
- ◆ Provide adequate storage for retail and rental items.



Locate the dining/lounge area adjacent to the snack bar counter.

D. Snack Bar/Dining/ Lounge Area

This space could include a sit-down counter with short-order food preparation equipment, located adjacent to the kitchen and dining area.

- ◆ Professionally display and strategically locate menu boards, price lists, and bulletin boards.

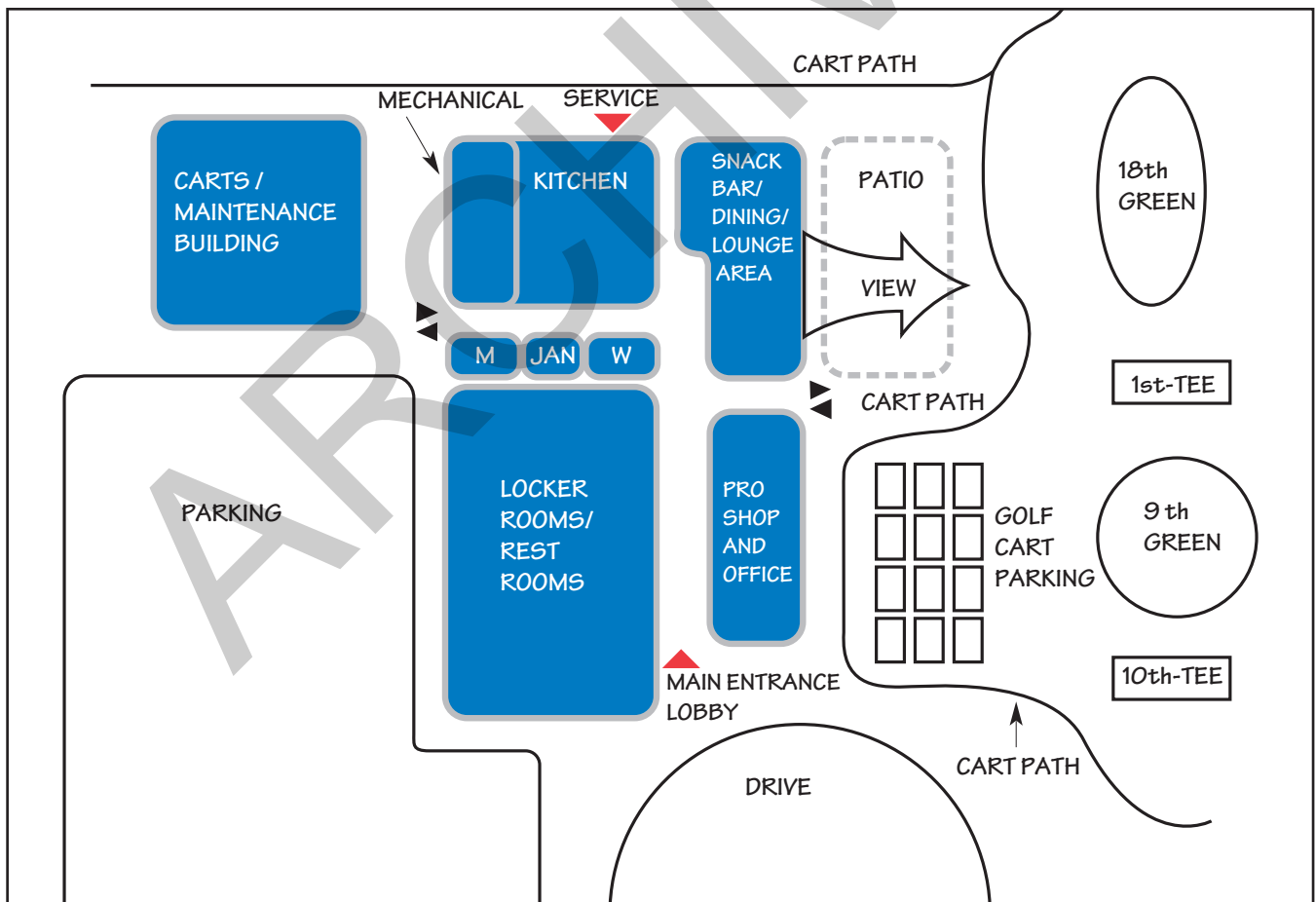


Figure 13-A: Functional Area Relationships for the Golf Course Clubhouse.

- ◆ The kitchen equipment standards are to be based on the type of meals and quantity of patrons to be served. Generally, medium commercial grade equipment is required for this type of a facility.
- ◆ Orient the dining/lounge area with exterior views of the golf course.
- ◆ Provide a partially roofed patio for dining and beverage service. Furnish with patio-style tables, chairs, and umbrellas. Orient the patio to overlook the first tee.
- ◆ Select dining room tables that have decorative tops, and use chairs with wheels.

E. Locker Rooms/Rest Rooms

Separate the public rest rooms from the golfers' locker, shower, and rest room areas. In smaller facilities, combine rest rooms; however, provide separate showers and lockers.

- ◆ Conveniently locate locker/rest rooms for accessibility from any area of the clubhouse.

F. Cart and Maintenance Building

Ensure maintenance and golf cart storage facilities are clean and well-organized with adequate lighting and space.

- ◆ Locate this facility out of the sight line from the clubhouse viewing areas.
- ◆ Provide adequate recharging capabilities for carts.



Design an attractive clubhouse sign to identify the facility.

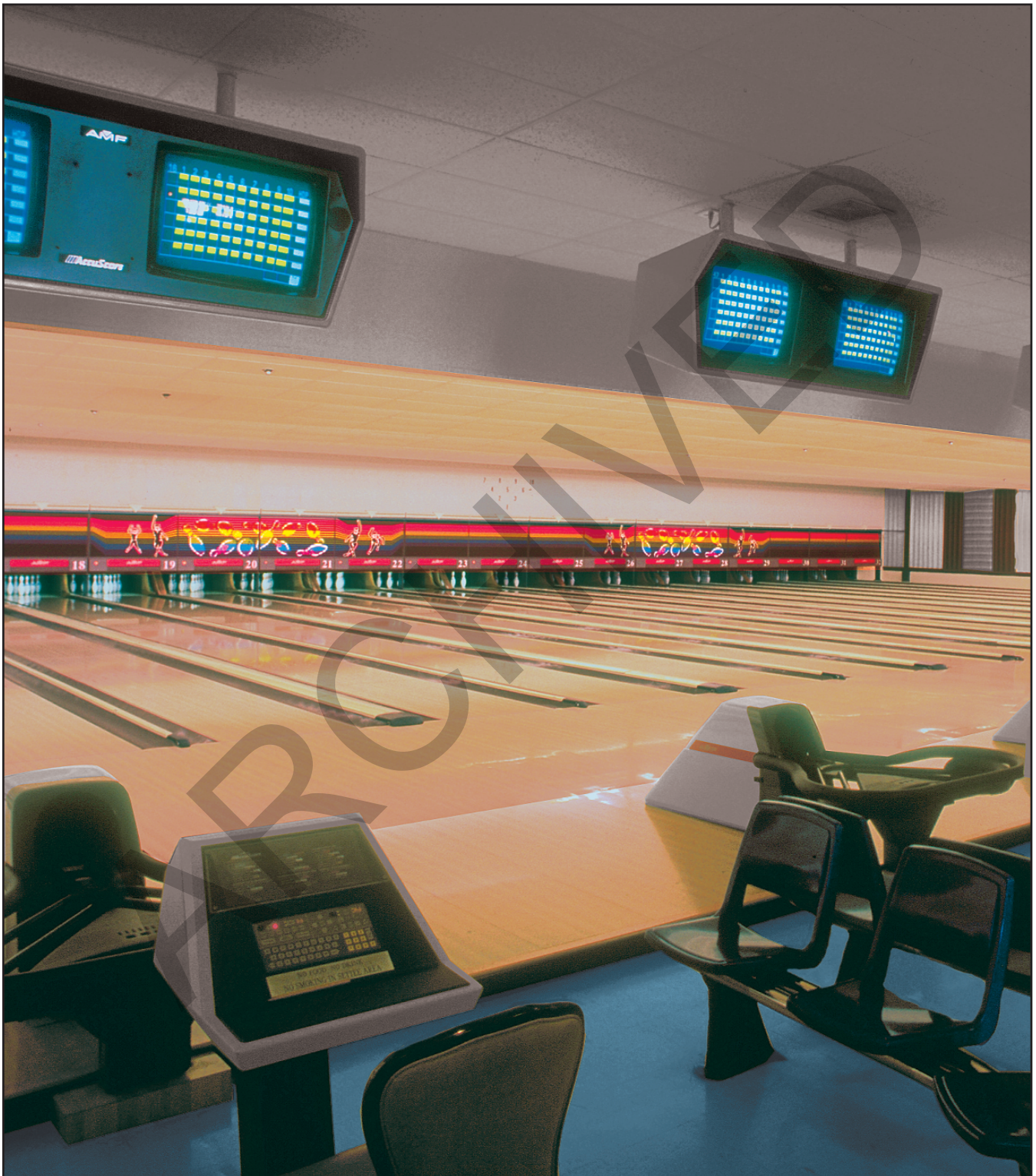


Construct golf cart paths with weather-resistant material.

G. Exterior Considerations

- ◆ Provide professional quality signs in accordance with AMC sign standards. Also, provide a sign identifying the golf course that is visible from the street, and displaying operating hours near the entrance.
- ◆ Use indigenous landscape materials that are neat in appearance and require low maintenance. Use landscaping to screen or restrict views for delivery, service, and storage areas, and the cart and maintenance building.
- ◆ Use sufficient lighting in parking areas and walkways for safety (with automatic timers).
- ◆ Screen dumpsters from view using properly coordinated screening materials.
- ◆ Provide ball washers, trash receptacles, and a bench at each tee box. Locate drinking fountains at several locations throughout the course.
- ◆ Construct paths with weather-resistant material. ■

BOWLING CENTER



Provide decorative graphics on masking units above pin-setting equipment at the end of the bowling lanes.

Chapter 14

Bowling Center

A. General

A well-designed and maintained bowling center will encourage participation in bowling and related uses, such as bowling lessons, the pro shop, concessions, and table and electronic games. The functional area relationships for the bowling center appear in Figure 14-A.

B. Main Entrance and Lobby

The main entrance and the lobby should lead directly to the promenade.

- ◆ Design the main entrance as a focal point when viewed from the parking areas.
- ◆ The lobby should provide orientation to the promenade area and all other patron use areas. When entering the facility, patrons should move by the service desk and be capable of viewing the pro shop.
- ◆ Provide an area in the lobby for public telephones and recessed drinking fountains.

C. Administration and Support Areas

The office staff typically operates the service desk and pro shop. Other staff members monitor the pinsetting equipment.

- ◆ Locate the office adjacent to the service desk and pro shop. The promenade should be visible from the office.



Provide movable display shelving and cases in the pro shop area.



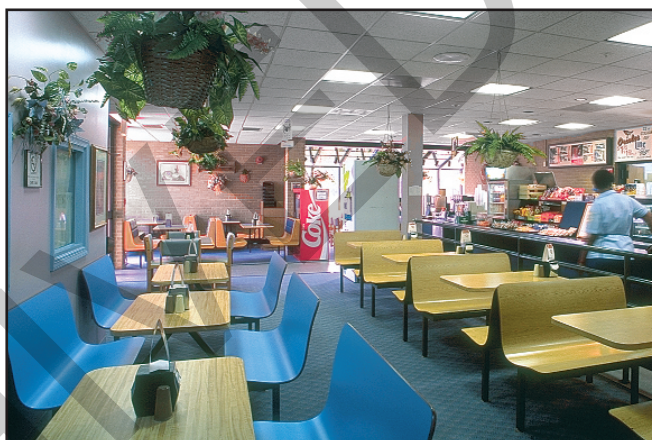
Use of glass walls provides an attractive means to separate the pro shop from the promenade.

D. Promenade

The promenade includes the service desk, pro shop, spectator seating, lockers, and rest rooms, and serves as primary access to other areas of the bowling center. Design this area as a place for people to sit or to transition through the center.

- ◆ Locate the service desk and pro shop adjacent to each other so that a single staff member can operate both. The service desk must be centrally positioned along the promenade area so the staff can view other portions of the facility.
- ◆ Design the pro shop with movable display shelving or racks. Include professional display cases for shoes, balls, gloves, etc.
- ◆ The promenade area serves as an overlook of the bowling lanes. Provide spectator seating and tables along the edge.

- ◆ Provide locker space that is easily accessible from within the promenade. Install approximately 15 lockers per lane.
- ◆ Shield public view into the rest rooms.



Design an attractive and streamlined snack bar.

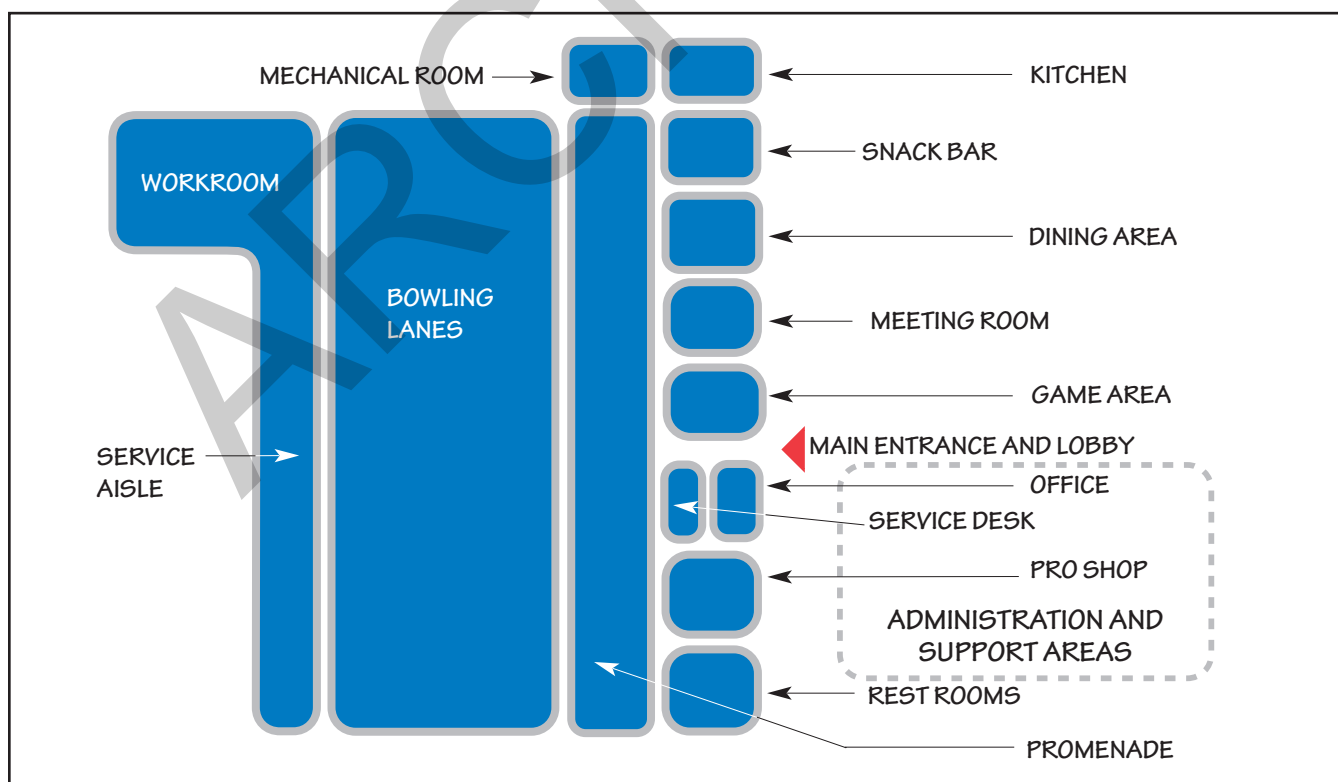


Figure 14-A: Functional Area Relationships for the Bowling Center.

E. Bowling Lanes

These areas include bowler settees (pit area), lane/pinsetters, and workroom/service aisles.

- ◆ The lanes and bowler settees are the focal points of the bowling center. Ensure they are well-lit and visible by spectators and people in other parts of the center, and are recessed 6 to 12 inches below the promenade floor level.
- ◆ Provide a durable, stationary seating to accommodate four or five bowlers per lane, in addition to those at the scoring console.
- ◆ Locate ball storage racks, seven to ten balls per lane, in the bowler settees for convenient access.
- ◆ Incorporate storage of street shoes, coats, bowling bags, etc., in the bowler settees.
- ◆ Ensure the design provides adequate space for automatic scoring equipment.
- ◆ Install professional, attractive masking units above pin-setting equipment. Side walls of the lanes should be acoustically treated. Graphic and art treatments are commercially available for these applications.
- ◆ Provide sufficient space in the workroom for storage of lane finishing equipment and tools.
- ◆ The service aisle should be at least six to eight feet wide and should accommodate pinsetter equipment for maintenance.

F. Snack Bar/Dining Area

This area includes the snack bar/dining area and kitchen.

- ◆ The bowling area should be visible by snack bar customers. Design snack bar/dining spaces to be open and flexible. Use booth style and other fixed seating along an edge of these spaces.
- ◆ Ensure the snack bar service line layout and counter design are attractive and streamlined to reduce waiting time.
- ◆ Provide a service counter between the kitchen and snack bar area.



In the service aisle, include air conditioning for pinsetter equipment and the pin storage area.

- ◆ Provide attractive, good quality condiment stations and trash receptacles.
- ◆ Incorporate incandescent lighting with dimming controls.
- ◆ Small-scale commercial grade equipment should be selected for the kitchen area.

G. Game Area

This area includes table and electronic games.

- ◆ Locate the game area so it can be viewed and supervised by the staff at the service desk.
- ◆ Enclose this area with glass windows to isolate noise from the other public areas.

H. Meeting Room

A meeting room can be a desirable amenity.

- ◆ Locate the meeting room near the snack bar/dining area so it can accommodate dining overflow.
- ◆ If possible, provide an outdoor view from this area, with plenty of natural light. ■



Facilities must provide adequate space and equipment so aircraft can be maintained in a flight-worthy condition.

Chapter 15

Aero Club

A. General

The aero club supports recreational flying activities by providing safe, low-cost, light aircraft operations, and helping members develop skills in aeronautics.

Facilities include a multi-purpose building to support administration, operations, and instructional functions, and a hangar for aircraft maintenance and storage. Locate the facilities away from military aircraft operations. Cost-effective and energy conserving materials, equipment, and devices should be used throughout the facilities.

B. Multi-Purpose Building

The building's size and interior space configuration are dependent on the number of aircraft and club members it supports. Small clubs should rely on acoustical movable walls for division of space to accommodate various group sizes and uses.

- ◆ The administration area should provide space for modular systems furniture.
- ◆ Operations require a space for flight planning and aircraft scheduling. Ensure adequate space is available for bulletin boards, charts, status boards, and flight schedules.
- ◆ Provide a flexible space for instructional purposes. Divide the space with folding partitions to form rooms that are suitable for individual or group classes or training. Some training areas require small booths for study, testing, or a small flight simulator. Equip the area with instructional aids such as marker boards, and audio-visual equipment.



Room partitions help divide space to accommodate different classroom sizes.

- ◆ Storage closets are required for tables, chairs, and instructional equipment.
- ◆ Centrally locate rest rooms for convenient access from all areas of the building.

C. Hangar

- ◆ Design a hangar suitable for aircraft maintenance. Features should include: work benches, storage closets, lighting, and electrical outlets.
- ◆ Include a retail area that provides an in-house inventory of aviator-related resalable merchandise. The area should also provide a storage room for inventory of aircraft spare parts and lubricants to meet the needs of the membership.

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AFM 88-3	Structural Design Criteria Loads
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AFP 88-2	Interior Design Project Manager's Handbook
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AFP 88-38	Facility Design and Planning Child Development Centers
AFP 88-40	Sign Standards
AFP 88-41	Interior Design Guide
AFP 88-46	Facility Design and Planning Multi-Purpose Recreation Facilities
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ADA	Americans with Disabilities Act
DD 4270.1-M	Construction Criteria Manual
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MIL-HDBK 1008B	Fire Protection for Facilities Engineering, Design and Construction
MIL-HDBK 1190	Military Building Code
NFPA 10	Life Safety Code
10 CFR, Chapter 11	Energy Conservation Voluntary Performance Standards for New; Mandatory for Federal Buildings
AMC	Architectural Compatibility Plans
AMC	Commander's Guide to Facility Excellence
AMC	Interior Design Guide
AMC	Landscape Design Guide

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