

Facility Performance Requirements: Army Community Service
Centers

Appendix A
ACSC Room Descriptions

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.
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- **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.

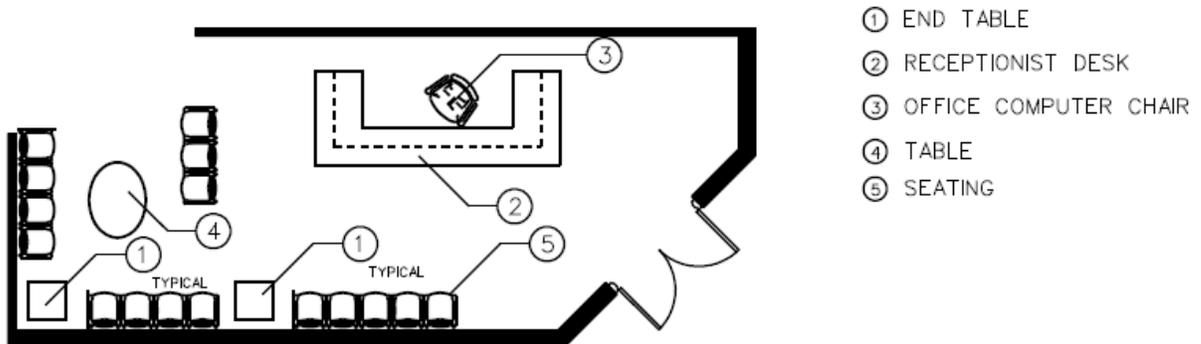
3. **SPACE: Central Counter/Reception Desk**

- **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:



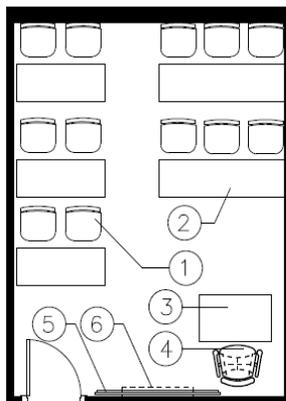
RECEPTIONIST /LOBBY MODULE

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

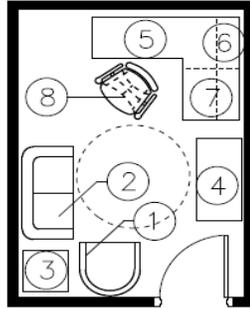
TOTAL AREA: XXXX SQ. FT.

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.)

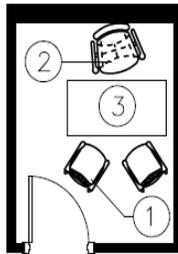


- ① ARM CHAIR
- ② LOVE SEAT
- ③ SIDE TABLE
- ④ FILE CABINET
- ⑤ WORKSTATION
- ⑥ BOOKSHELF
- ⑦ LEGAL DRAWER
- ⑧ DESK CHAIR

PROGRAM OFFICE MODULE

TOTAL AREA: XXXX SQ. FT.

II.)

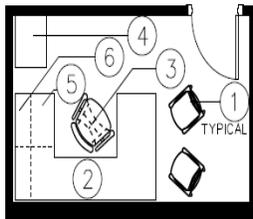


- ① CHAIR
- ② TABLE
- ③ DESK

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

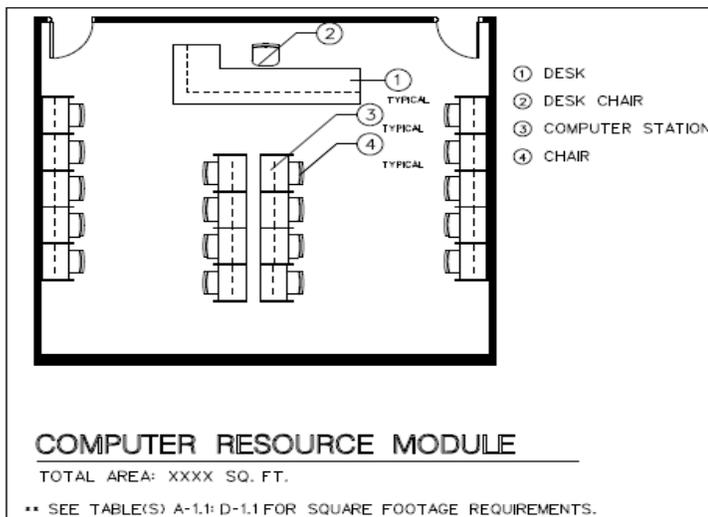
PROGRAM OFFICE MODULE

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.

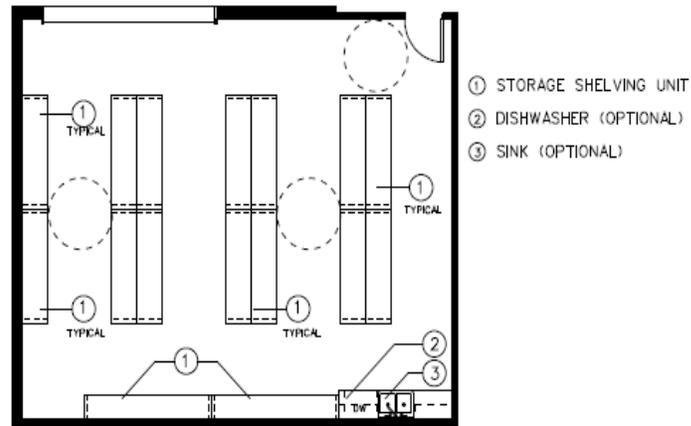
Typical Computer Resource layouts:



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

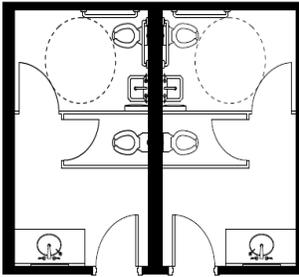
TOTAL AREA: XXXX SQ. FT.

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:

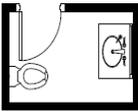
I.)



TOILET MODULE

TOTAL AREA: XXXX SQ. FT.

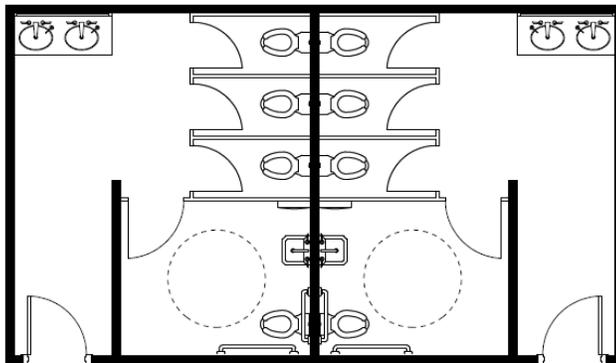
II.)



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.