

UNIFIED FACILITIES CRITERIA (UFC)

DESIGN: CLUBS



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UNIFIED FACILITIES CRITERIA (UFC)

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U.S. ARMY CORPS OF ENGINEERS (Preparing Activity)

NAVAL FACILITIES ENGINEERING COMMAND

AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

Record of Changes (changes are indicated by \1\ ... /1/)

Change No.	Date	Location

This UFC supersedes *Facility Design and Planning: Open Messes, AFP 88-1*, dated 1984.

FOREWORD

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CHAPTER 1

INTRODUCTION

[Photographic illustration to be provided by AFSVA]



1-1 **PURPOSE AND ORGANIZATION.** This Design Guide provides the basic criteria to evaluate, plan, program, and design Club facilities for the purpose of enhancing the quality of life for the Air Force community. This document is intended for use by Base Civil Engineers, Base Services personnel, Base Club Program managers, Major Command and Headquarters facilities and programming personnel, Project Validation Assessment (PVA) teams and design architects and engineers. It is intended to help all participants better understand Club facility requirements so that they can effectively participate in the project development process.

This Design Guide is applicable to all design projects for new or renovated Clubs on Air Force installations, both in the continental United States and overseas. It provides criteria for determining program requirements, site evaluation and planning, overall facility design, and design of indoor and outdoor spaces. Since the project concept, scope and cost must be established by the Project Validation Assessment process, and all proposed projects must be reviewed and approved by AFSVA and the MAJCOM, formal waivers from this Guide are not necessary. However, the people who conduct the PVA process will be directed to provide an explanation of any change from

the Design Guide. The Guide is to be used in conjunction with other Air Force, Department of Defense and industry documents. A list of resources is presented in the Appendix.

1-1.1 **Overview.** The Information in this Design Guide is organized to address the key elements in the planning and design process:

- Chapter 2: Site Design – considerations of location, site organization and access.
- Chapter 3: Building Design – guidance on organization and character.
- Chapter 4: Functional Area Criteria – design criteria for each of the functional areas within the Club, including their relationships.
- Chapter 5: Example Space Allocations and Plans – examples of case studies illustrating five sizes of Clubs, including space programs and plans.
- Chapter 6: Specialized Requirements – technical guidance on materials and equipment, building systems, and regulations.
- Appendix A: Resources and Links.

1-2 **ACTIVITIES – CORE AND OPTIONAL.** Development of the facility space program should reflect the Club activities and food service that should be made available to the full range of military personnel, their dependents, retirees, authorized civilians and guests. Consideration should be given to the current and projected user population to be served by the proposed Clubs, as well as specific population categories with potentially varying recreation and dining needs (such as eligible civilians, military personnel, their dependents, and retirees). The size and arrangement of spaces within the facility and the siting of the building should support and optimize the operation of Club activities.

The primary activities of the Club facility can be summarized as:

- Support of functions – protocol, banquets and entertainment events;
- Dining and food service – for Club members and other authorized personnel on a daily basis
- Entertainment and beverage service – providing lounges, often themed, both formal and informal, that includes some food service as well.
- Miscellaneous related services such as check cashing, catering, off-premise catering, amusement machines, barber shop, snack bar, take-out service, and other retail services in a varied mix based on local needs.

Within these categories, the spaces that make up the facility can be described as “core” and “optional”. Core spaces are essential components of any Air Force Club, regardless of size or location. Optional spaces may be appropriate given the situation at a particular installation, including whether the location is CONUS or OCONUS. Table 1-1 lists these core and optional spaces. The PVA process will confirm

the appropriateness of optional spaces through its determination of project concept, scope and cost.

1-3 **NAME BRANDS AND AIR FORCE SIGNATURE BRANDS.** Air Force Signature Brands and Name Brands in AFBCIF Projects. AFBCIF projects may include both Air Force Signature Brand and/or civilian Name Brand operations within the project scope. The funding and construction of such projects are subject to specific provisions as outlined below. (See AFI 43-205, paragraph 5.14.)

1-3.1 **Air Force Signature Brands.** Signature Brands are Air Force developed branded theme restaurant concepts for Category C activities. Signature Brand projects install into an existing Club facility are funded on a cost share basis between the Air Force MWR Fund and the base, up to a construction cost of \$750,000. Signature Brand projects where construction costs exceed \$750K must be done under the AFBCIF funding process. Air Force Signature Brands must be included in AFBCIF funded Club projects, when validated by a PVA, unless waived by HQ USAF/ILV. Projects that include Signature Brands require a signed Signature Brand Operation Agreement (SBOA) prior to funding approval. The signed SBOA must be part of the project information provided the Panel when they consider the project for funding.

1-3.2 **Name Brands.** Name Brand concepts are brands from the civilian sector. Either the base MWRF or AFBCIF may fund Name Brand operations. Name Brand Fast Food operations may also be funded by AAFES via an MOA. Name Brand projects where the construction costs exceed \$750,000 must use the AFBCIF funding process and be included in the Annual NAF Report to Congress.

1-4 **THE SUCCESS OF A CLUB FACILITY.** The success of a Club facility will depend on the responsiveness of its activity mix to the wishes of the base population, and to the effectiveness of the Club's internal organization, architectural quality, and location on the base. The following sections of this design guide discuss these functional relationships.

Table 1-1. Activity Choices

	CORE ACTIVITIES	OPTIONAL ACTIVITIES
<i>PRIMARY PATRON AREAS</i>		
Functions and Events	Multipurpose/Ballroom Storage	Function Room 1 Function Room 2 Outdoor Terrace Stage Dressing Rooms
Dining and Food Service	Dining	Specialty Food /Beverage Venue Take Out Service Outdoor Terrace
Lounges	Casual Food & Beverage Venue	Formal Lounge Outdoor Terrace Amusement Games Specialty Food / Beverage Venue Gaming / Slot Machines
Miscellaneous Services	Check Cashing/Cashier Vault Counting Room Public Telephones	Retail (local specialties) ATM Barber Shop Tickets and Tours
<i>SUPPORT AREAS</i>		
Food Service	Servery Preparation/Production Storage Walk-in Refrigeration Ware Wash Supervisor	Bakery Pastry Delivery Service
Administration	Operations Office Manager's Office Cashier Catering Sales Room	Assistant Manager's Office Catering Manager's Office
Employee Support	Toilets Lockers Break Room	Showers
Building/ Patron Support	Toilets Custodial Building Storage Mechanical/Electrical Communications General Circulation	Coat Room

CHAPTER 2

SITE DESIGN

[Photographic illustration to be provided by AFSVA]

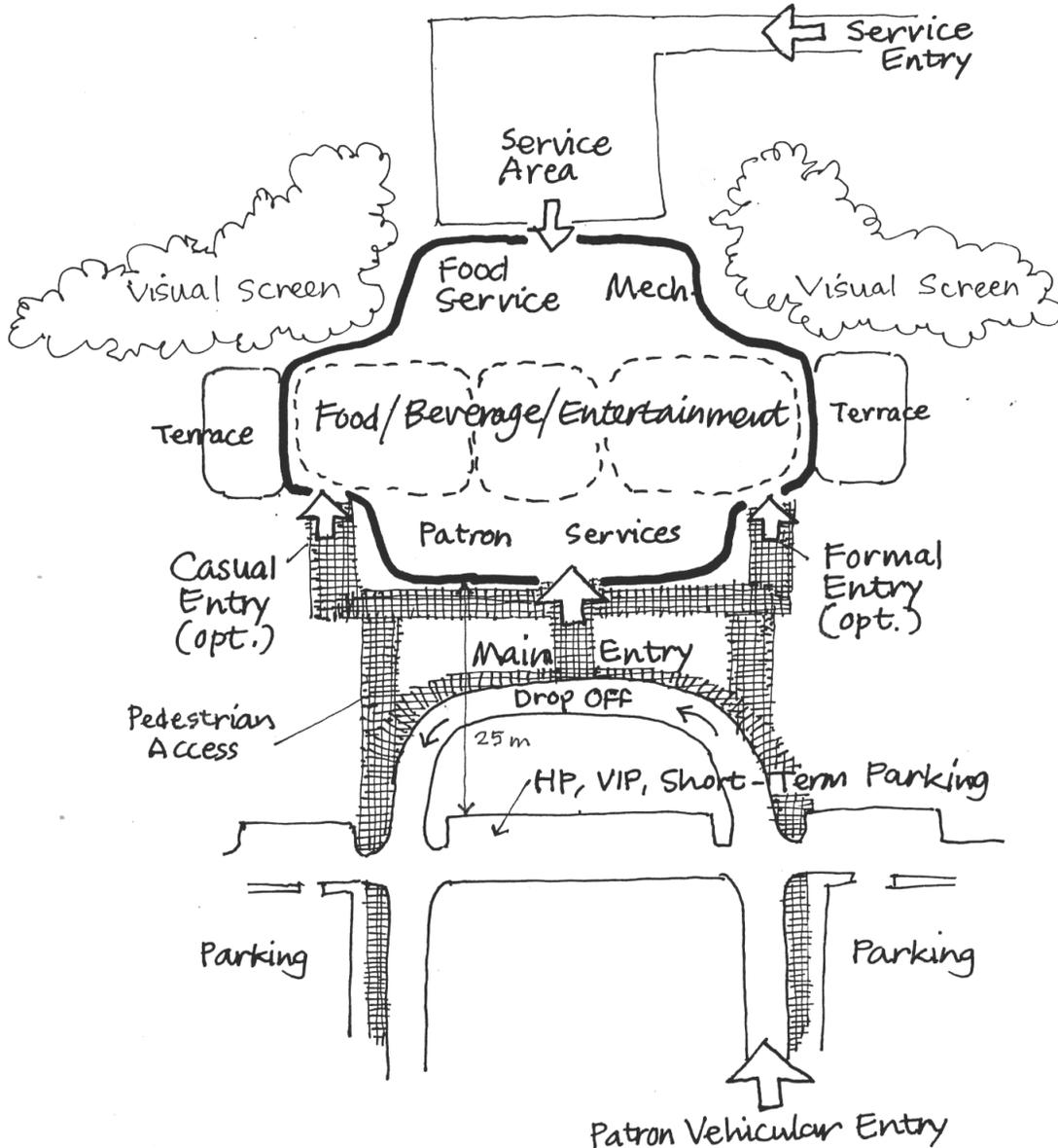


2-1 **LOCATION.** The Club facility should be sited to support the overall base organization in coordination with the Base Comprehensive Plan. It should be placed on a developable site, with access to utilities, relatively flat contours for the building footprint and parking, and good bearing conditions. Because it is a significant building on the installation, it should have a prominent site – central to the base, visible from main arterials, and marked with good signage compatible with the base standards.

Its primary siting consideration is that it should be in a location most convenient to the particular users for whom its program is established. For daytime dining patrons, it should be located near the major daytime work stations of the potential users – such as near the major administrative areas (e.g. headquarters), work areas (e.g., flightline), or commercial center. If it is to be designed for conferences or protocol events, it should be near the relevant headquarters or training complexes where its users are located. For evening and weekend users, it should be convenient for visitors (near visitor’s quarters) and to the residential areas for its target patrons. If it is to be used as an evening entertainment venue (such as providing programs to young airmen), it should be located away from family residential areas.

2-2 **SIZE, CHARACTERISTICS AND ORGANIZATION.** The size of the Club site needs to provide room for two kinds of uses besides the building footprint itself - appropriate landscaping, and access including service functions and vehicle parking.

Figure 2-1 Site Relationship Diagram



2-2.1 Landscaped Setting.

Landscaping. The Club program includes some of the most important or exciting community events that occur on an installation. Hence, its setting should be designed to support the significance and quality of its activities. The landscaping should be developed to complement the design, with planting, paving materials, signage, all markers of good quality, and designed to coordinate with the layout and architectural themes of the building. Space should be allowed for ornamental planting beds at the entries and main pathways, screening for the terraces, and trees and landscaped islands in the parking areas. The planting materials should be chosen to be easy to maintain in the local environment – generally to be of native species and to accord with the base guidelines. Plantings should be placed and specified also to help control the microclimate, particularly of walkways, terraces, and other outside activity areas.

Outdoor Terraces. Club facilities should provide outdoor terraces, particularly when located in temperate climates. The terraces should be placed to support Club programs, particularly in a pattern that provides increased use for patrons and added revenue. As indicated in Figure 3-1 Typical Facility Space Relationship Diagram, the terraces should generally be placed at the ends of the set of spaces needing direct service from the kitchen. These are the ballroom (or main function spaces) and the casual food/beverage area – largely because these are the activity areas whose patronage would be increased by the presence of a terraces. Terraces should also be developed as extensions of other patron spaces where possible, such as adjacent to the formal lounge.

The terrace should be paved with high quality surfaces (such as brick or tile) that are durable and easy to maintain. They should be defined by plantings, contain borders that provide added seating and outlooks, and be configured to improve the microclimate (such as by being in a shaded area and provided with windbreaks).

2-2.2 Site Access and Circulation.

The site design needs to accommodate three kinds of site circulation – patron access, patron parking, and facility services.

Patron Access. The primary traffic consideration should be to develop a good entry sequence for the patron, by car or on foot. The approach drive to the Club should be toward the facility (as opposed to the parking lot) and should include a drop-off loop, especially for Clubs where protocol or formal events are an important part of the program. The drop-off loop should afford sheltered, covered access from curbside to a building entrance, particularly where the climate conditions warrant such protection.

The main parking area should be located to be accessed after passengers are dropped off, with good pedestrian access back to the Club.

Amount of Parking. The amount of parking to be provided should be determined locally – considering such factors as the prevalence of cars on base, the location of the Club with respect to the point of origin and habits of its patrons. Clubs in

most continental, metropolitan areas are likely to require parking in quantities similar to those of their civilian food service counterparts. Based on such standards, a space should be provided for every two lounge seats and every four dining seats – resulting in one space per every 3 – 4 seats in the Club overall. Some prevalent civilian standards (such as codes) are often given in spaces per 1,000 square feet. Since Club facilities have space requirements larger than comparable civilian facilities (such as requirements for administration, cashier, catering office, mechanical and storage), such civilian standards need to be used with caution.

Parking Design. The parking areas should be well landscaped. Especially if the parking area is extensive or in view of any of the major activity spaces, it should be screened and be divided with plantings. The Club itself should be accessible to handicapped persons and the required parking spaces provided as close as possible to the main entrance. Consideration should also be given to having specially marked spaces reserved for VIP's and others as designated Club programs.

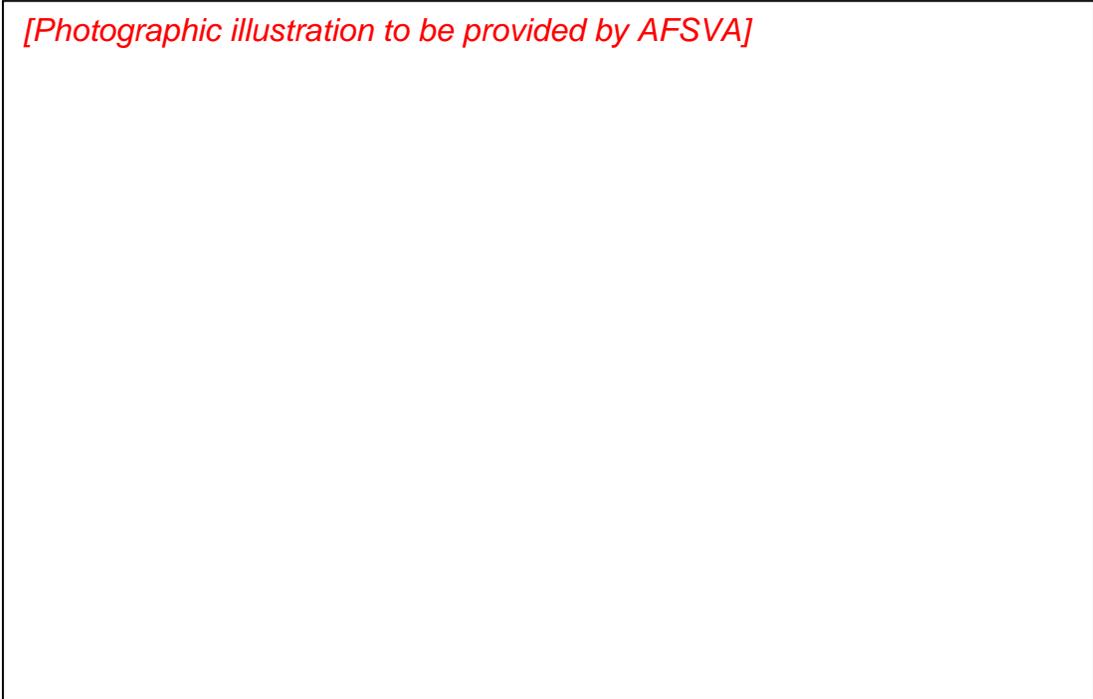
Service. A court should be provided for servicing the building – including food delivery, waste removal, and building maintenance. It should be located out of view of the pedestrian circulation, vehicular approaches, and patron activity areas. The configuration of the space for deliveries and pick-ups should allow for the safe maneuver of the largest vehicles anticipated to come on site. Space should be provided for live parking for service vehicles and for maintenance personnel. The design of the circulation in the service area should allow for clear access to service points, including delivery docks, refuse storage (dumpster sites), grease traps, utility connections, and mechanical and electrical rooms.

Storage. The number of outbuildings should be minimized. The original design of the Club must provide adequate storage space – including space for outdoor maintenance, seasonal equipment, and large stocks of inventory (especially in locations with infrequent delivery). The refrigeration units should also be designed to fit within the primary structure.

2-3 **FORCE PROTECTION.** The design of the site and its size will be heavily influenced by force protection standards. Force protection standards pertinent to each installation shall be adhered in the design of the site – including its requirements for setbacks of roadways, limitation on the direction of approaches, and security and screening measures (particularly in the parking and service areas). Refer to UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings for applicable requirements.

CHAPTER 3
BUILDING DESIGN

[Photographic illustration to be provided by AFSVA]



3-1 **EXTERIOR DESIGN.** The Club is an important community facility – serving patrons engaged in their daily round of activities, seeking quality experiences and entertainment. The activities it supports – food and beverage, entertainment and protocol events – are significant installation activities, requiring the design of the facility to indicate the importance of the facility and give it an appropriately good quality.

The exterior design must be architecturally compatible with its immediate neighbors and respectful of the architecture of the area in which it will be located. In addition, the design and signage must be compatible with the Installation Comprehensive Plan and shall comply with the requirements of both the MAJCOM and installation Architectural Compatibility Standards.

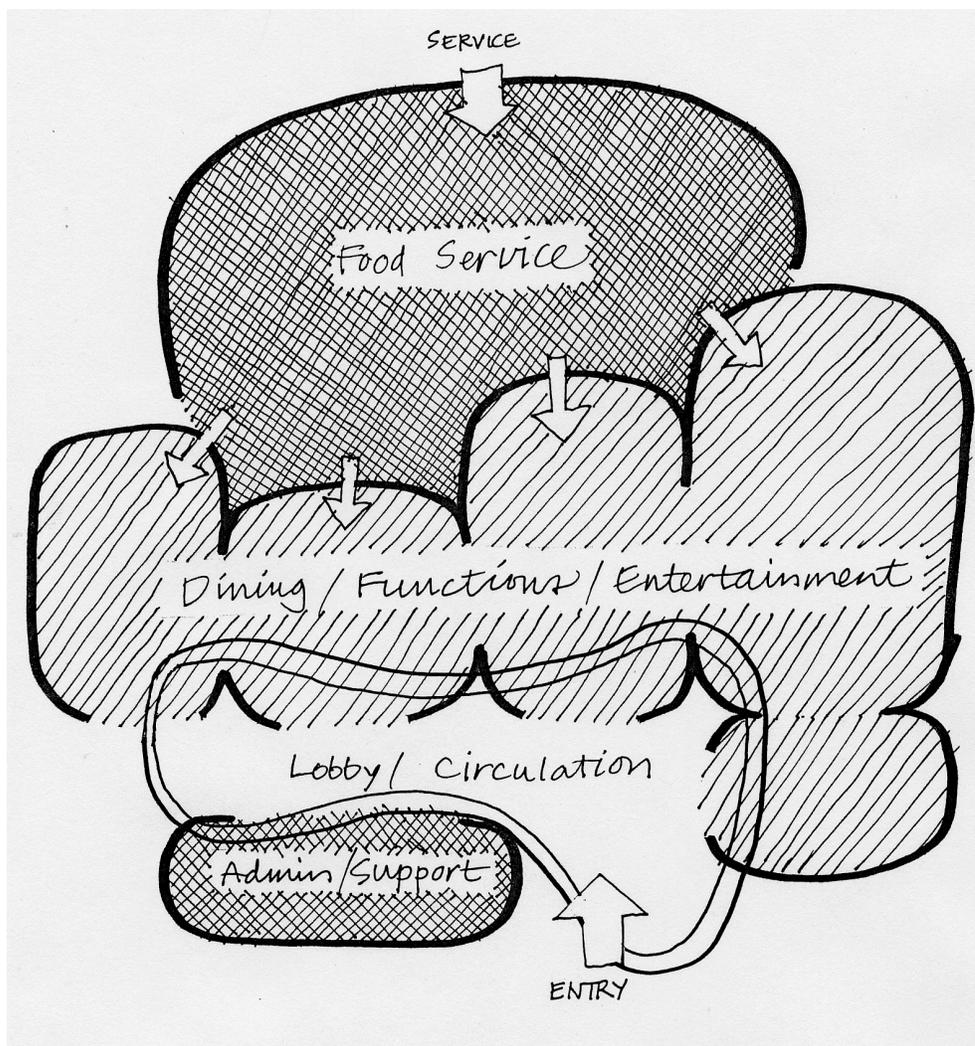
Name and signature brands will require identifying exterior design elements as well as signage. Maintaining operational integrity is a critical to the successful operation of an Air Force Signature Brand. All parties have the responsibility to comply with established standards, policies and procedures. These include an annual

marketing and promotions plan; product, program and service specifications; and standard design elements/trade dress to include both exterior and interior signage.

3-2 **INTERIOR ORGANIZATION AND CHARACTER.** The overall organization of the Club consists of three zones – a zone of function spaces set between the public circulation zones at the front and the food-beverage and building support zone at the back (see Fig. 3-1 Facility Space Relationships). Each of these three zones will have a distinctive character based on its functions.

The character of the facility should depend on the nature of the programs that it is meant to support. For example, if the facility will contain events mainly for young Airmen or enlisted personnel, the atmosphere could be more casual than a facility designed and located to support the main protocol functions of a base. On installations where there is only one Club facility, such distinctions may be developed within the building.

Figure 3-1 Typical Facility Space Relationships



3-2.1 **Lobby, Circulation Spaces.** The experience of the Club as a whole will be set by the quality of the public spaces, just as the lobby areas of a hotel give it its character. The public areas – entry, lobby and circulation – are where the patrons establish their orientation to the activities in the building and interact informally. Hence, these spaces need to be organized to accomplish two purposes – to enable patrons to understand easily the layout of the whole building, and to provide them with areas and furnishings that support socializing activity.

The common areas need to provide a positive experience for a third reason, which is that they link the spaces of the facility together – providing each of them with an entry space and an outlook. The need for extending some function spaces to the public area is especially critical in larger facilities where some major spaces have no exterior outlook. This will be a common occurrence because, as seen in Figure 3-1, any building with more than two spaces needing food service will have some spaces that have no exterior walls, since they are positioned between the circulation space and food service block.

Hence, the entry, lobby and public circulation spaces should be developed to have a strong character. Their qualities could be derived perhaps from regional, programmatic, or stylistic themes – and have a distinctive shape – such as being designed as a courtyard or street. Architectural elements – e.g. archways, courtyards, coffered ceilings or skylights – should be clearly organized to support such themes. The design and its details should give the public domain a distinctive character, helping it serve as a spatial extension of internal spaces as well providing good orientation and socialization opportunities for the Club's patrons.

The lobby and circulation areas should provide patrons with direct access to the cashier, the administration, catering sales room, and support services such as toilets and coat rooms. This area should also provide access to other services that do not require contact with the kitchen such as retail sales, barber shop, and gaming activities. The facility should have a main entrance that affords access to all the patron activities. In larger facilities, other entries could be provided for specific activities, particularly the ballroom or the casual food and beverage venue (especially if it has extended hours with food service). The toilet areas should be located also to support all functions – preferably in at least two locations to avoid causing patrons involved in very different activities to have to mix.

3-2.2 **Main Program Areas.** The main function areas – the lounges, dining room, and function spaces – must be designed to support their specific programs of activities, from special functions requiring kitchen support, to meeting spaces requiring special equipment, acoustical isolation, and room darkening. Special care needs to be taken with respect to entertainment spaces by providing appropriate mechanical and electrical infrastructure to support specialized entertainment activities and air conditioning for large gatherings.

While the Club should have a distinctive overall character, each of these spaces should have further differentiations and design features appropriate for the particular activity. These spaces are often large and should be well proportioned – consider high ceilings and well-detailed means for achieving subdivisions (e.g., coffered ceilings, expressed columns, paneling). Each of these spaces will also require access to storage needed to support multiple uses.

All activities with food service need to be placed with direct access to the kitchen. Patron access should not have to cross service lines. Spaces needing such access are the main dining space, the casual food-beverage venue, the function rooms, and the multipurpose/ballroom. The formal lounge often will serve as a reception area for the ballroom, and will have food service that can be set up before events without requiring direct access from the kitchen.

The major patron spaces – dining, lounge, ballroom areas – should be expandable into or have outlooks on exterior spaces. As discussed above, because the spaces that provide food service to patrons need to be sandwiched between the food preparation and public circulation zones, only the end two of such spaces will be able to have such outlooks or terraces. Which spaces will be interior or exterior will be determined during the Project Validation Assessment (PVA) process. Generally, the functions that have been given terraces or outlooks are those whose patronage, and revenue, will be increased by such locations – usually resulting in the casual food and beverage and major function spaces being given access to the exterior.

3-2.3 Interior Design Standards. In the development of the Clubs interiors, the character of the interior design should support the high expectations that patrons will have for the Club environment and should reinforce the Club's design theme and activities. The finishes in the patron spaces – particularly the dining rooms, function areas, lounges, and general circulation – shall be of high quality and durable materials.

The service areas – such as the kitchen area – should be designed to maintain sanitary conditions and be constructed of durable, utilitarian materials designed to support the specific functions. Toilet rooms should be located according to need (e.g. at specific patron areas such as the formal lounge and the casual food-beverage venue).

It is highly recommended that interior design be made an integral part of the design process. The Air Force has two categories for interior design: Structural Interior Design (SID) and Comprehensive Interior Design (CID). The former is the design of building related interior finishes such as walls, ceilings, floor coverings, and built-in casework, and may also include furniture systems. The latter is the design of interior furnishings and the finishes related to them. These two design efforts should be coordinated so that they reinforce each the same design themes and programmatic goals.

3-3 **DINING/ FUNCTIONS/ ENTERTAINMENT.** The specific set of activities and functional areas included in each Club will be based on the local program needs, as concluded by the PVA process. A wide range of food and beverage service, facilities for functions, lounge/bar and entertainment options are possible. This variety of activity options can be thought of as a “kit of parts” that is available for consideration in the planning of each new or renovated Club. Within this array of options, however, certain basic activities will be provided with a space in every Club:

- Dining: Space for regularly scheduled food and beverage service;
- Multipurpose/Ballroom functions: Space for special catered events, receptions, protocol functions and entertainment;
- Casual food and beverage service: Space for food service and a bar, and casual socializing.

3-3.1 **Kit of Parts Approach.** The planning process for each Club should start with the basic components described above, and add the most appropriate options for the population served, as justified by the PVA process, from the potential array of dining/ functions/ entertainment activities areas.

For example, to augment a casual food-beverage venue, this planning “kit of parts” includes activity options such as adding a formal (quiet) lounge; amusement games within an expanded casual food-beverage lounge; introduction of a specialty food-beverage venue such as a name/signature brand facility; as well as expansion in size of the basic activity. Examples of these options are listed in the following table.

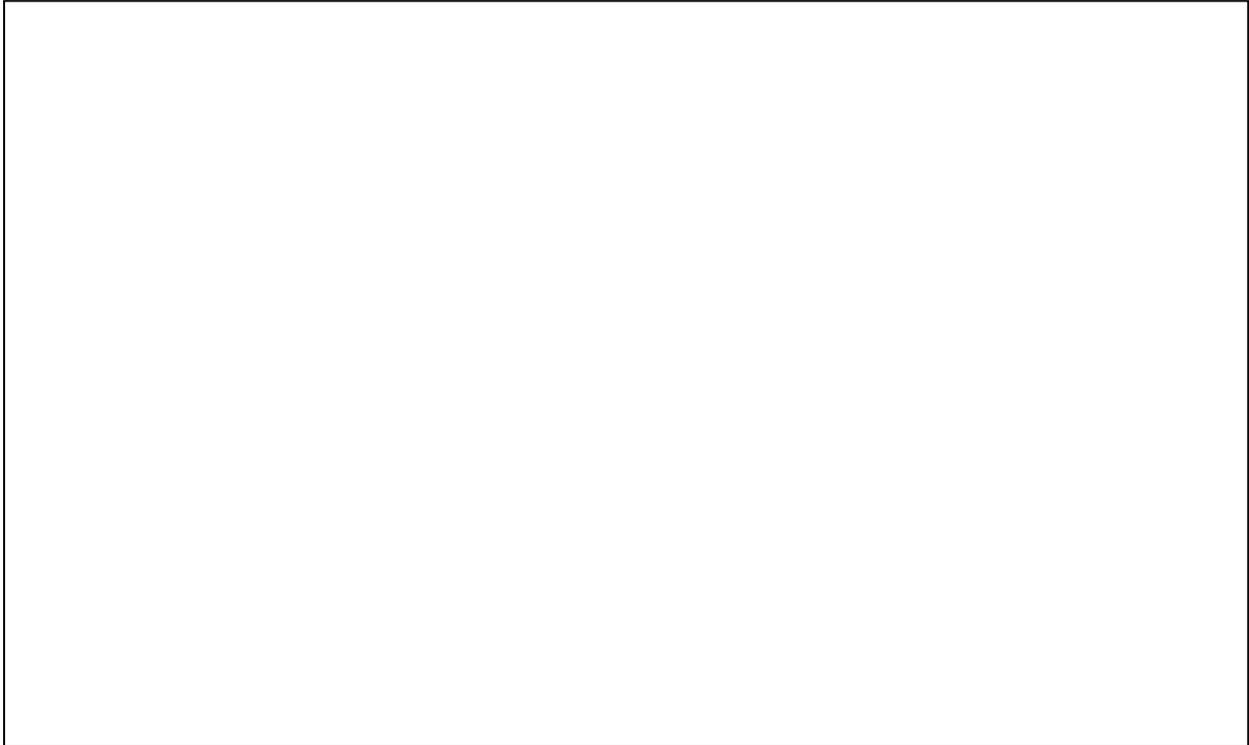
Table 3-1 Dining/ Functions/ Entertainment Activity Options

ACTIVITY	EXAMPLES of OPTIONS
Dining	<ul style="list-style-type: none"> • Main dining space (table seating for 30 to 150 patrons) • Specialty restaurant, such as local cuisine, themed food/beverage service (“steakhouse”) or name/signature brand • Take out
Multipurpose / Ballroom	<ul style="list-style-type: none"> • Multipurpose room (seating for 100 patrons) • Ballroom (banquet seating for 250 to 600 patrons) • Function rooms (table or lecture seating for 100 to 125 patrons)
Lounge	<ul style="list-style-type: none"> • Casual food-beverage venue with bar, for 50 to 200 patrons • Formal lounge with bar, for 30 to 125 patrons • Amusement games area in an expanded casual food-beverage venue • Specialty food-beverage venue, such as themed food/beverage service (“sports bar”) or name/signature brand facility • Gaming / slot machines room (OCONUS only)

3-4 COLLOCATED AND CONSOLIDATED CLUBS. Collocation of officer and enlisted programs in the same facility (under one roof) is the standard configuration for Air Force Clubs. In collocated Clubs, maintain separate bars for officers and enlisted members. Combined dining service is the most effective method, unless the market demand supports separate dining areas. Kitchens and serving areas, cashier services, and special function areas (ballroom, meeting rooms) will be available for use by all members/ranks. The consolidated configuration may be used only in very unusual circumstances, i.e., when the market demand or unit size will not support separate bar activities. (See AFI 34-272, paragraph 1.2, Club Configurations.)

CHAPTER 4
FUNCTIONAL AREA CRITERIA

[Photographic illustration to be provided by AFSVA]



4-1 **GENERAL.** Each activity area within the Club is listed below. The description of each of these spaces includes the following types of functional information:

- Use description
- Relationships and character
- Dimensions, where applicable, and furnishings
- Room finishes and special requirements (core spaces only)

4-2 **DINING/ FUNCTIONS/ ENTERTAINMENT.** This area is the heart of the Club, and includes the various dining, lounge, function and entertainment spaces and their support elements. As the social center and focus of the Club, this area must be directly accessible from the lobby and the main circulation. It must be convenient to the administration area and other patron support spaces at the front of the house. Most of these areas will also require direct access from the food service area at the back of the house.

As discussed in Chapter 3, the array of these activities within a particular Club will be determined by the Project Validation Assessment process. The physical

character of each of the activity spaces will vary, but each should be consistent within itself as well as share a sense of high quality and clarity of organization with the rest. Universal accessibility must be provided, generally by maintaining a single level throughout the area or by providing ramped connections between level changes. Planning for all spaces, but especially the multipurpose/ballroom and function rooms should allow for a proliferation of communications and multimedia capability.

[Photographic illustration to be provided by AFSVA]



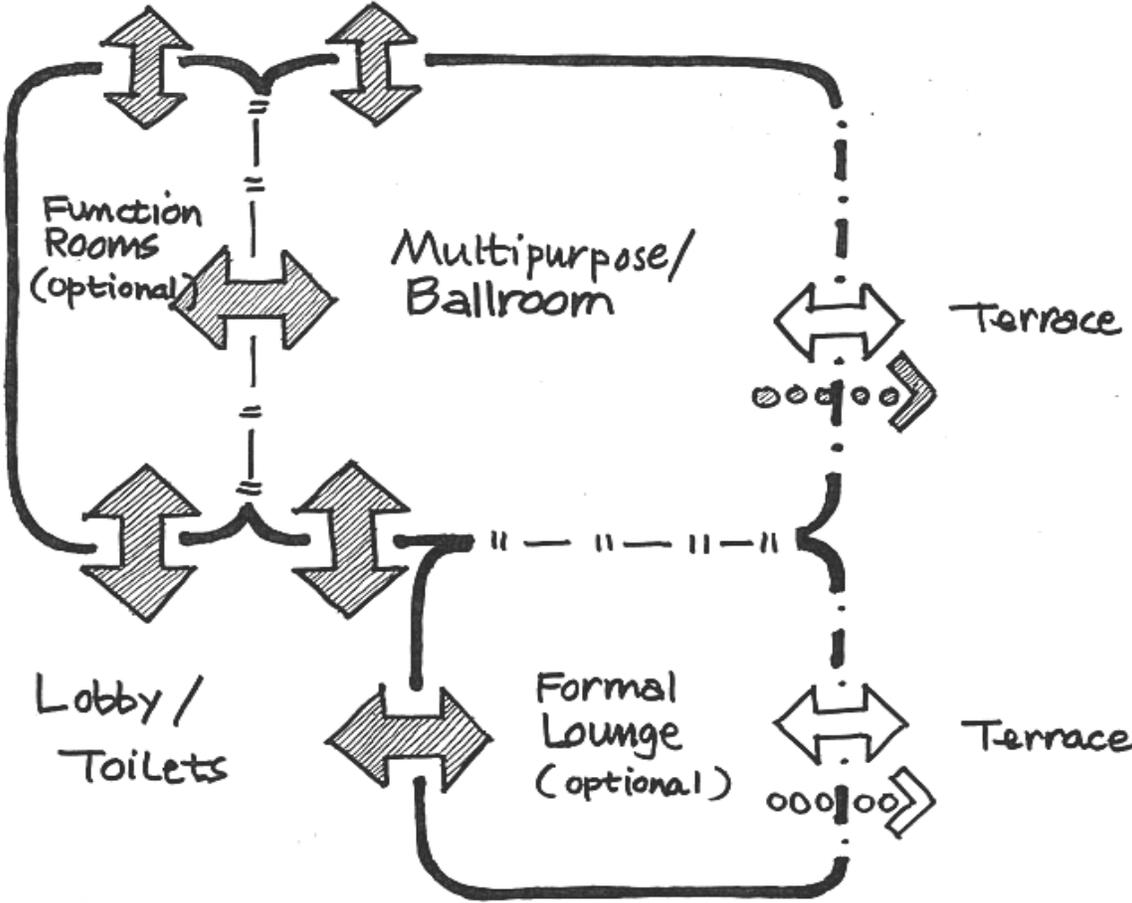
4-2.1 **Multipurpose/ Ballroom.**

4-2.1.1 **Use Description.** Every Club will include a ballroom or multipurpose space that provides a venue for large social and entertainment events, official installation functions, and other catered functions. These may include Commander's Calls, graduation ceremonies, wedding receptions, banquets, floor shows and dance parties, bingo, and use as a night club. This space will be used on an irregular basis, as scheduled for the special events. Therefore it should be able to be closed off without detracting from the interior character of the Club. Consider subdividing this space with moveable walls for smaller activities, especially if separate function rooms are not provided.

In all but very small Clubs, pre-function gatherings for the multipurpose/ ballroom space are likely to occur in the formal lounge. Beverage service will be from the bar in the formal lounge or from one or more portable bars in the multipurpose/ ballroom space.

Figure 4-1. Multipurpose/ Ballroom/ Function Room Relationship Diagram

Kitchen/ Function Storage



KEY

- adjacency or connection required
- adjacency or connection recommended
- visual connection required
- visual connection recommended
- open edge
- glazed edge
- closable edge
- closed edge

4-2.1.2 Relationships and Character.

- Locate the multipurpose/ ballroom space with visibility and direct public access from the main lobby. If additional entrances to the Club are provided, one may provide direct access to this space from a parking area.
- Locate the multipurpose/ ballroom space adjacent to and with direct access to the formal lounge if it is provided.
- Ensure convenient access to toilet rooms dedicated to this space and the formal lounge.
- Provide direct access to an outdoor terrace, and generous windows to give views to the exterior.
- Provide direct service access from the food service area.
- Provide an adjacent storage room for tables, chairs and other furnishings and moveable equipment.
- Create focal points with appropriate backgrounds within the space for head table and portable stage locations.
- Consider providing visibility to this space by glazing a portion of the wall to the Club circulation. Include draperies or other closure for privacy.
- Design the space with a sense of spaciousness and permanence, while preserving its essential flexibility. Avoid overly long and narrow spaces. A nearly square plan would be ideal, but a proportion of 2 to 1, length to width, is acceptable.

4-2.1.3 Dimensions and Furnishings.

- Accommodate changeable types of furniture arrangements, including seating at 8-person round tables, theater seating, and stand-up cocktail service. Include space for a dance floor, and for a portable stage.
- Provide bar service stations as permanent or moveable facilities within the multipurpose/ ballroom space.
- Allow a minimum net area of square meters (12 square feet) per person for banquet seating.
- The seating capacity and total size will be determined by the conclusions of the Project Validation Assessment.
- For bingo, include space for number selection and prize display.

4-2.1.4 Finishes/Special Requirements.

- Consider providing a high ceiling, such as a cathedral ceiling, with lower ceiling areas for service spaces and possibly at the entry.
- Provide durable, attractive wall finishes, such as brick, wood, or gypsum wallboard (painted or with site-applied vinyl wall fabric – do not use prefinished wallboard).

- Operable walls must be flat panel type, with finishes consistent with the rest of the space. Do not use accordion-type dividers. Dividers should have a minimum STC rating of .
- Provide room darkening draperies or other light control systems at window areas.
- Provide incandescent lighting, utilizing adjustable accent lighting for dramatic effect. Consider indirect fluorescent lighting in coves. Avoid conventional exposed fluorescent lighting. A variety of lighting levels will be required, to support the various activities. See Table 6-4 for the recommended lighting levels.
- Special consideration should be given to the acoustical character of the ballroom, and to noise control between the ballroom and the function rooms, the kitchen and other food service spaces.
- Provide lighting circuits with dedicated dimmers at all potential portable stage locations. Provide floor outlets for portable lighting and equipment.
- Provide communications connections for a sound system, the public address/background music system, and the point-of-sale system. Consider security cameras at cash handling locations.
- See Chapter 6 for other specialized requirements.

4-2.2 **Function Rooms.**

4-2.2.1 **Use Description.** Function rooms will complement the ballroom or multipurpose space by providing a smaller venue for special events, such as meetings and other installation functions and smaller social and entertainment events. They will be able to be open to and be combined with the ballroom, or closed with operable walls to create a separate, self-sustaining activity venue. This space will be used intermittently, as scheduled for the special events. Beverage service, if required, will be from portable bars in the function rooms.

4-2.2.2 **Relationships and Character.**

- Locate the function rooms adjacent to and with direct access to the multipurpose/ ballroom space.
- Locate the function rooms with good public access from the main lobby. If additional entrances to the Club are provided, one may provide direct access to this area.
- Ensure convenient access to toilet rooms dedicated to the function rooms, the ballroom and the formal lounge.
- Provide direct service access from the food service area.
- Locate adjacent to a storage room for tables, chairs and other furnishings and moveable equipment.
- Create a focal point with appropriate background within the room for head table and portable stage locations.
- Design the function rooms with a sense of spaciousness and permanence, while preserving their essential flexibility. Consider the

proportions of the space that results when combined with the ballroom, and avoid overly long and narrow spaces.

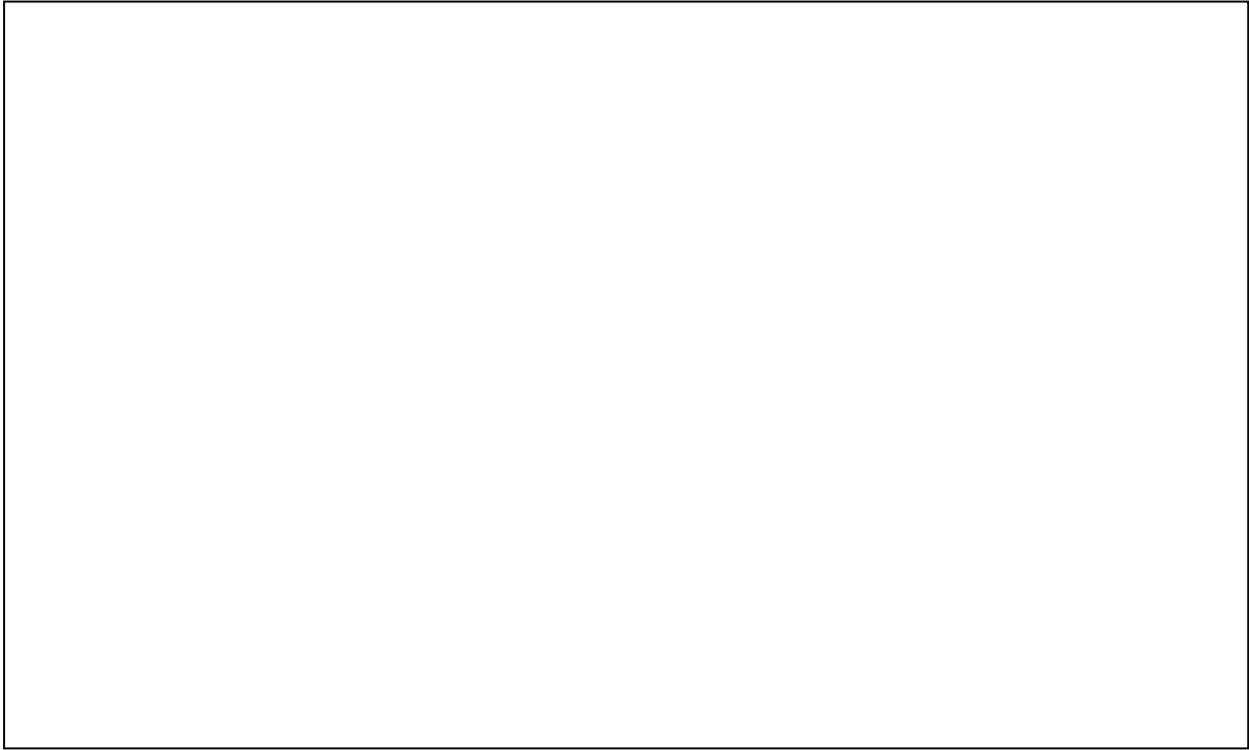
4-2.2.3 Dimensions and Furnishings.

- Accommodate changeable types of furniture arrangements, including lecture-format seating and seating at tables, and stand-up cocktail service. Include space for a portable stage for conference presenters or a head table.
- Provide space for moveable bar service stations within the rooms.
- Allow a minimum net area of [REDACTED] square meters (12 square feet) per person for banquet seating, or [REDACTED] square meters (7 square feet) per person for lecture seating.
- The seating capacity and total size will be determined by the conclusions of the Project Validation Assessment.

4-2.2.4 Finishes/Special Requirements.

- Consider providing a high ceiling, such as a cathedral ceiling, with lower ceiling areas at the perimeter of the room.
- Provide durable, attractive wall finishes, such as brick, wood, or gypsum wallboard (painted or with site-applied vinyl wall fabric – do not use prefinished wallboard).
- Operable walls must be flat panel type, with finishes consistent with the rest of the room. Do not use accordion-type dividers. Dividers should have a minimum STC rating of [REDACTED].
- Provide room darkening draperies or other light control systems if window areas occur.
- Provide incandescent lighting, utilizing adjustable accent lighting for dramatic effect. Consider indirect fluorescent lighting in coves. Avoid conventional exposed fluorescent lighting. A variety of lighting levels will be required, to support the various activities. See Table 6-4 for the recommended lighting levels.
- Special consideration should be given to the acoustical character of the function rooms, and to noise control between the function rooms and the ballroom, the kitchen and other food service spaces.
- Provide communications connections for a sound system, the public address/background music system, and the point-of-sale system. Consider security cameras at cash handling locations.
- See Chapter 6 for other specialized requirements.

[Photographic illustration to be provided by AFSVA]



4-2.3 Dining.

4-2.3.1 **Use Description.** The main dining space is used for open dining for all patrons. Its hours of operation will depend on the market potential at the specific installation. Whether intended for casual or more formal dining, it will typically provide a smaller and quieter food service venue than the other spaces in the Club such as the casual food and beverage venue. It may also provide the locus for a specialty restaurant, such as a branded food operation, a restaurant with a special theme or one featuring a particular, perhaps local, cuisine.

The main dining space should be designed to be an architectural focal point within the Club, and visible from the lobby. Its architectural and interior design features should be substantial and permanent. If space planning relationships preclude an exterior orientation, provide generous daylighting through skylights and consider emphasizing visual openness to the lobby or to a courtyard.

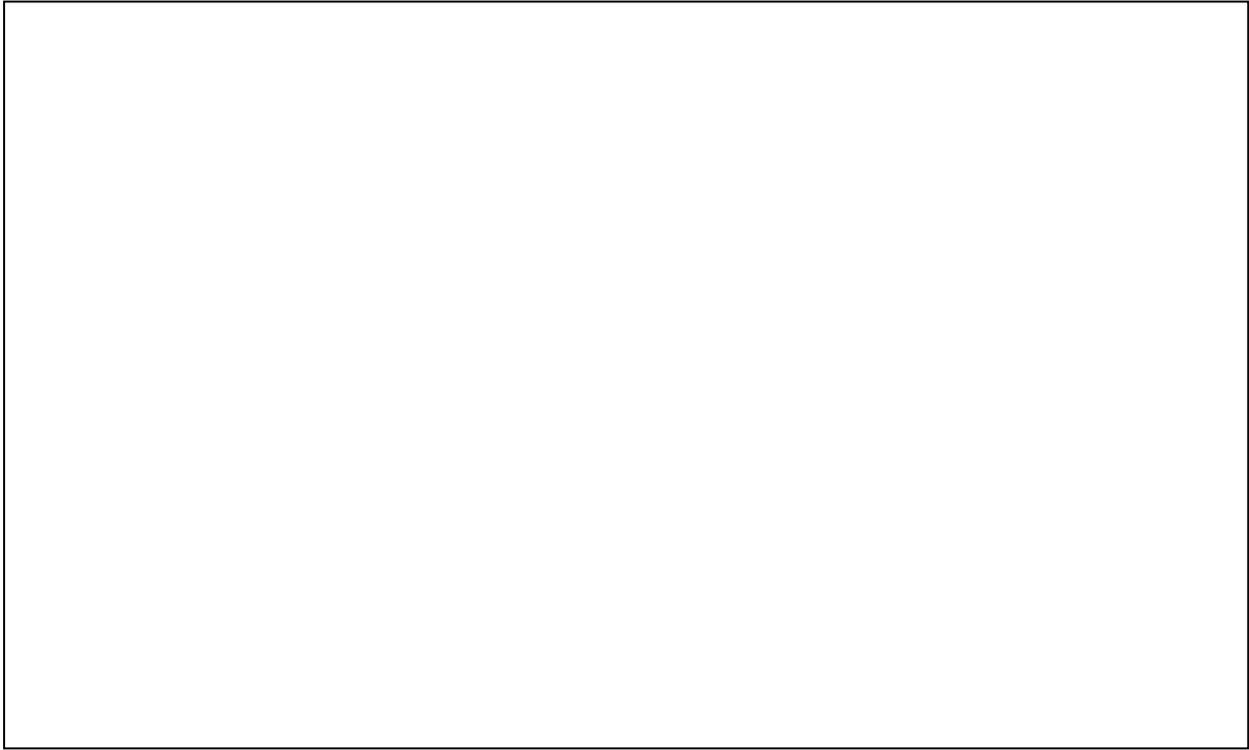
Especially in larger Clubs, design the dining space for patron comfort so that diners don't feel lost in an out-of-scale space during periods of low usage, or lack privacy during crowded times.

- Accommodate temporary buffet and salad bar tables in varying arrangements.
- Provide a host station and a cashier station (possibly combined).
- The seating capacity and total size will be determined by the conclusions of the Project Validation Assessment.

4-2.3.4 Finishes/Special Requirements.

- Consider providing a high ceiling, such as a cathedral ceiling, with lower ceiling areas at the perimeter.
- Provide durable, attractive wall finishes, such as brick, wood, or gypsum wallboard (painted or with site-applied vinyl wall fabric – do not use prefinished wallboard).
- Provide incandescent lighting, utilizing adjustable accent lighting for dramatic effect. Consider indirect fluorescent lighting in coves. Avoid conventional exposed fluorescent lighting. A variety of lighting levels will be required, to provide a differing ambience for the dining experience at different times of the day. See Table 6-4 for the recommended lighting levels.
- Special consideration should be given to the acoustical character of the dining space, and to noise control between the dining space and the casual lounge, the kitchen and other food service spaces.
- Provide communications connections for a sound system, the public address/background music system, and the point-of-sale system. Consider security cameras at cash handling locations.
- See Chapter 6 for other specialized requirements.

[Photographic illustration to be provided by AFSVA]



4-2.4 **Formal Lounge.**

4-2.4.1 **Use Description.** The formal lounge is likely to occur in all but the very smallest Clubs, as determined by the conclusions of the Project Validation Assessment, and provides a quieter social space emphasizing beverage service. The formal lounge should reflect the theme of the facility and create a refined, subdued and somewhat formal setting. Adjacent to and openable to the ballroom, it serves as a prefunction gathering space for large events. It will include a bar with seating.

In collocated Clubs, the formal lounge will be identified as the officers' lounge.

4-2.4.2 **Relationships and Character.**

- Locate the formal lounge with visibility and direct public access from the main lobby. If additional entrances to the Club are provided, one may provide direct access to this space from a parking area.
- Locate the formal lounge adjacent to and with direct access to the multipurpose/ ballroom space.
- Ensure convenient access to toilet rooms dedicated to this space and the multipurpose/ ballroom.

- Provide direct access to an outdoor terrace; and windows to give protected views to the exterior.
- The formal lounge should be accessible for service from the kitchen but does not need to be adjacent to the food service area.
- Include a full bar with seating and with a dedicated storage room.

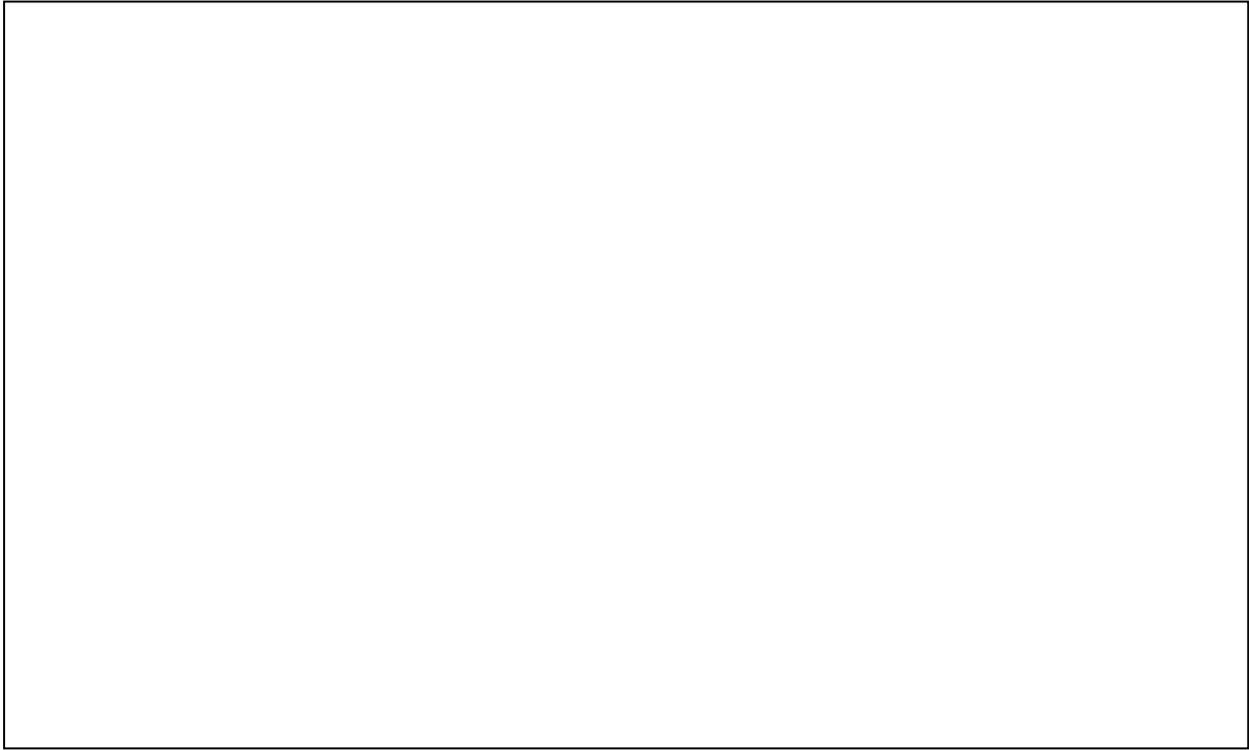
4-2.4.3 **Dimensions and Furnishings.**

- Accommodate different types of furniture arrangements, including bar seating, seating at small tables and stand-up cocktail service.
- Allow a minimum net area of square meters (15 square feet) per person for seating at tables.
- The seating capacity and total size will be determined by the conclusions of the Project Validation Assessment.

4-2.4.4 **Finishes/Special Requirements.**

- Consider providing a high ceiling, such as a cathedral ceiling, with lower ceiling areas at the bar and possibly at the entry.
- Provide durable, attractive wall finishes, such as brick, wood, or gypsum wallboard (painted or with site-applied vinyl wall fabric – do not use prefinished wallboard).
- Provide light control systems at window areas.
- Provide incandescent lighting, utilizing adjustable accent lighting for dramatic effect. Consider indirect fluorescent lighting in coves. Avoid conventional exposed fluorescent lighting. A variety of lighting levels will be required. See Table 6-4 for the recommended lighting levels.
- Provide communications connections for a sound system, the public address/background music system, and the point-of-sale system. Consider security cameras at cash handling locations.
- See Chapter 6 for other specialized requirements.

[Photographic illustration to be provided by AFSVA]

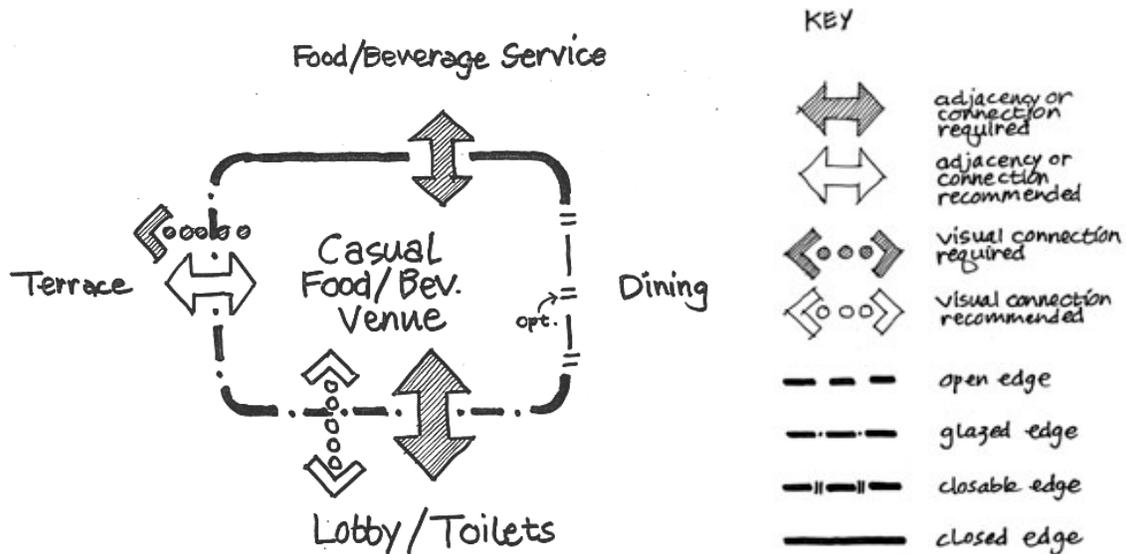


4-2.5 **Casual Food and Beverage.**

4-2.5.1 **Use Description.** All Clubs will have a casual food and beverage venue which can provide an informal gathering place. It should provide a lively, welcoming atmosphere, sympathetic to the Club's design theme or creating its own unique character. Especially in larger Clubs, it may provide the locus for a branded or other specialty food-beverage operation. The lounge may provide space for table games or for more active amusement machines, for instance with a sports bar theme.

In collocated Clubs, the casual food and beverage venue will be identified as the enlisted lounge.

Figure 4-3 Casual Food and Beverage Space Relation Diagram



4-2.5.2 Relationships and Character.

- Locate the formal lounge with direct public access from the main lobby. If additional entrances to the Club are provided, direct exterior access to this space from parking is recommended.
- Locate the casual lounge adjacent to the main dining space. In some cases the casual lounge may be connected to or integrated with the dining space as a single food-beverage operation.
- Provide direct food and bar service access from the food service area.
- Include a full bar with seating.
- Ensure convenient access to toilet rooms dedicated to this space and the main dining space.
- Provide direct access to an outdoor terrace, and generous windows to give views to the exterior.

4-2.5.3 Dimensions and Furnishings.

- Accommodate different types of furniture arrangements, including bar seating, seating at small tables and stand-up cocktail service.
- Allow a minimum net area of square meters (15 square feet) per person for seating at tables.
- The seating capacity and total size will be determined by the conclusions of the Project Validation Assessment.

4-2.5.4 **Finishes/Special Requirements.**

- Consider providing a high ceiling, such as a cathedral ceiling, with lower ceiling areas at the bar and the entry.
- Provide durable, attractive wall finishes, such as brick, wood, or gypsum wallboard (painted or with site-applied vinyl wall fabric – do not use prefinished wallboard).
- Provide light control systems at window areas.
- Provide incandescent lighting, utilizing adjustable accent lighting for dramatic effect. Consider neon or indirect fluorescent lighting in coves. Avoid conventional exposed fluorescent lighting. A variety of lighting levels and character will be required to support the various activities. See Table 6-4 for the recommended lighting levels.
- Special consideration should be given to the acoustical character of the casual lounge, and to noise control between the casual lounge and the dining space, the kitchen and other food service spaces.
- Provide communications connections for a sound system, the public address/background music system, and the point-of-sale system. Consider security cameras at cash handling locations.
- See Chapter 6 for other specialized requirements.

4-2.6 **Outdoor Activity Terraces.**

4-2.6.1 **Use Description.** Where the local climate is supportive, provide outdoor terraces as an extension of the indoor food and beverage venues. Typically, the terrace will be self service and not staffed. Food may be prepared here for special events such as barbecues. Locate the terrace contiguous to and directly accessible from the lounges and the multipurpose/ ballroom space, and where applicable, the main dining space.

4-2.6.2 **Relationships and Character.**

- The design should create a special outdoor space for the terrace, separated from other site uses.
- Establish the character of the terrace using landscape elements such as planting, low walls and screening fences, and trellises or pergolas.

4-2.6.3 **Dimensions and Furnishings.**

- Provide tables and chairs designed for exterior use. Consider umbrellas or other covering for sun protection.
- The number, seating capacity and size of the terraces will be determined by the conclusions of the Project Validation Assessment.

4-2.6.4 **Finishes/Special Requirements.**

- Use attractive paving materials. Avoid uninterrupted concrete and asphalt surfaces.
- Provide a stationary gas hook-up for a portable charbroiler/grill.
- Provide covered and protected storage for the grill.
- Provide post-mounted lighting for evening and nighttime use.
- Provide electric and POS outlets for support equipment.
- Consider heaters or misters for climate control.
- See Chapter 6 for other specialized requirements.

4-2.7 **Games.**

4-2.7.1 **Use Description.** Games include all varieties of interactive games, including table games and electronic games. Games are an activity that can meet the needs of both dining and non-dining patrons, and can be a revenue source for the Club. Games may be a self-contained activity in larger Clubs, or a component of the casual food-beverage venue. The appropriate design could range from a small area of table games to a major games complex including virtual reality machines. The number and types of games, and therefore the size and nature of the games area or areas, will depend on the local market as established by the Project Validation Assessment.

The primary indoor electronic games, identified collectively as amusement (“arcade”) machines, require a highly visible location where their activity can contribute to the energy level of the surrounding spaces. Amusement machines also tend to be noisy, and need to be enclosed or located within a compatible space. Quieter table games are best located in their own area within the casual food-beverage venue. Centers located in installations overseas will usually include slot machines in dedicated spaces; see 4-2.9 for Gaming. Amusement machines and other game equipment need to be actively managed, so that they are well maintained and updated regularly to hold the customers’ interest. The Air Force Services Agency provides the amusement game equipment and its management, as well as related signage.

4-2.7.2 **Relationships and Character.**

- Provide dedicated areas for amusement machines, regardless of the type and number. Do not locate amusement machines in the public circulation.
- Emphasize the energetic and active character of the games with the design of the space.
- Emphasize the visual connection between the games and the public circulation.

4-2.7.3 **Dimensions and Furnishings.**

- Verify the appropriate planning factor (floor area per game) with the games management organization or with the manufacturers of the equipment

- Maintain adequate aisle width between machines to comply with egress and accessibility requirements, and to allow for spectators at featured games.

4-2.7.4 **Finishes/Special Requirements.**

- Create an interior environment that is complementary to the amusement machines and features their lighting and graphic displays. Allow for changes in games technology.
- Provide durable, attractive wall finishes, such as masonry, wood, or painted or site-applied vinyl-covered high-impact gypsum wall board (do not use pre-finished wallboard).
- Avoid uncontrolled daylight. Keep lighting levels low for dramatic impact. Provide recessed incandescent lighting, with adjustable accent lighting. Use indirect fluorescent lighting with colored gel sleeves for special effects. Avoid conventional exposed fluorescent lighting. If used, neon must be protected from abuse.
- Provide structural support, power, controls and dedicated grounding as required by manufacturers for their equipment.
- Provide power outlets and communications boxes 6 feet on center on the walls and in the ceiling or floor at the center of the space for amusement games.
- Provide communications connections to the public address/background music system, and the catering management system.
- See Table 6-4 for the recommended average lighting level.
- See Chapter 6 for other specialized requirements.

4-2.8 **Specialty Food-Beverage Venue (optional).**

4-2.8.1 **Use Description.** Specialty venues may be provided in addition to or instead of the food and beverage facilities described above. These may take the form of a name or signature brand operation, a specialty restaurant such as one featuring a particular cuisine, or a lounge with a special theme such as a sports bar. In the larger Clubs a specialty venue may be provided as an addition to the standard array of food-beverage facilities, and be an independent self-supporting operation located in a featured location within the Club.

4-2.8.2 **Relationships and Character.**

- Locate the specialty venues with direct public access from the main public circulation. For an independent self-supporting operation, provide direct exterior access to this space from parking.
- Ensure convenient access to toilet rooms dedicated to this space.

4-2.8.3 Dimensions and Furnishings.

- The seating capacity and facility size will be determined by the conclusions of the Project Validation Assessment and by the design standards of the specialty venue.
- Provide finishes and specialized features as determined by the design standards of the specialty venue.

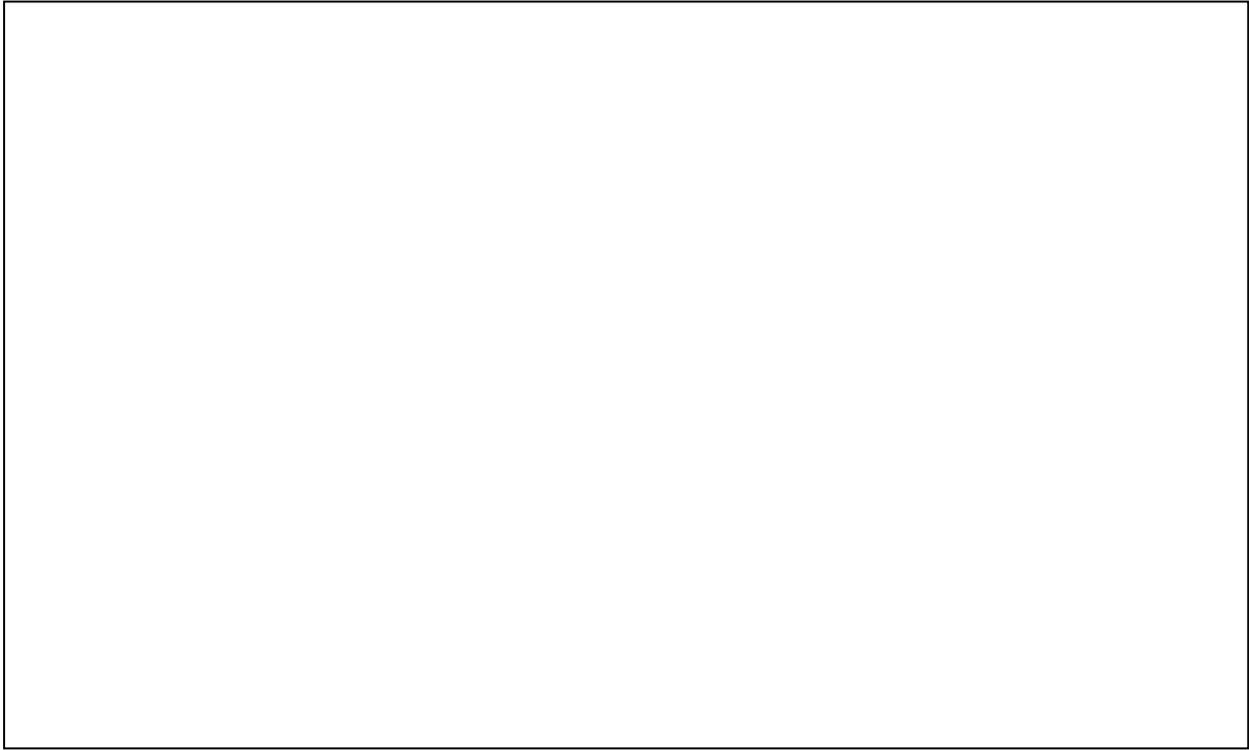
4-2.9 Gaming Rooms (optional, OCONUS only).

4-2.9.1 Use Description. This activity includes all games that include an element of gambling, including slot machines, video poker and redemption arcade games. DoD regulations prohibit these games at installations within the continental United States.

4-2.9.2 Relationships and Character.

- Provide a dedicated, enclosed area or areas for slot machines and similar games, regardless of the type and number. Access must be able to be limited to authorized patrons.
- The design should establish the games as a distinct area within the Club. Create an interior environment that is complementary to the amusement machines and their graphic displays.
- Typically this games area will be controlled from a dedicated cashier's window. If appropriate, provide a CCTV system for management control.
- Keep lighting levels low for dramatic impact. Provide recessed incandescent lighting, with adjustable accent lighting.
- Refer to AFI 34-272, Air Force Club Program and AFMAN 34-229, Air Force Slot Machine Program Operations, Controls and Procedures.

[Photographic illustration to be provided by AFSVA]

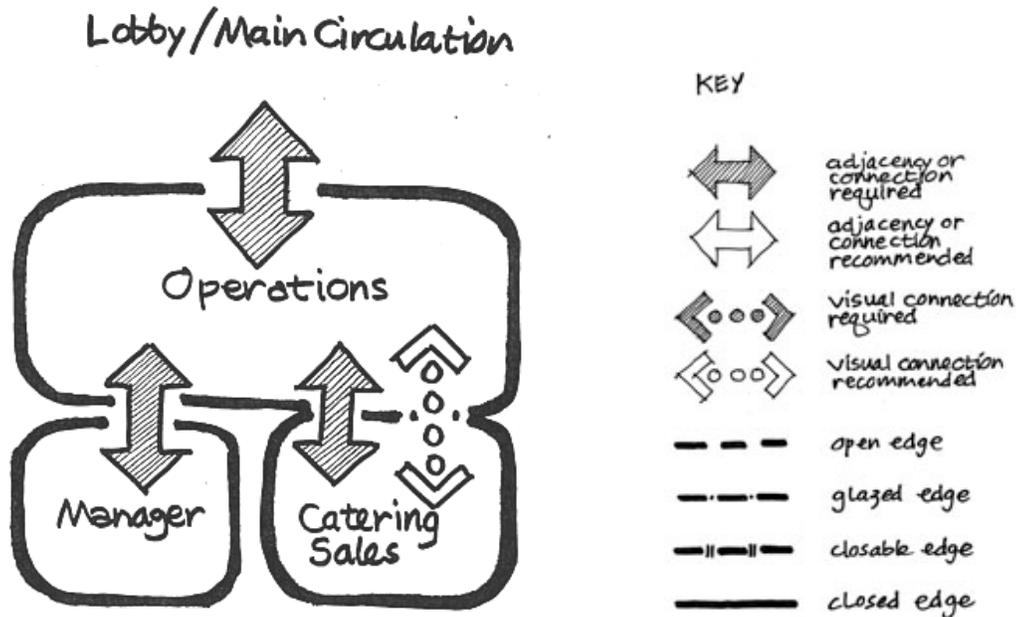


4-3 **ADMINISTRATION.** The Club program operations will be conducted from the administration area. The administrative area is an office suite that will serve as information center, reception area, catering sales center, and central administration.

This area will provide spaces for the manager and, where provided, the assistant manager and the catering manager. These spaces will be linked by an operations office that will provide clerical and support services. Every Club will have a manager's office, and all but very small Clubs will have an office for catering sales. Medium and larger Clubs will also have an assistant manager's office.

The administration area should be convenient to the primary activities of the Club. It should be designed to work as an information center and hence be located near the main entrance. As an additional satellite information point, a concierge-type desk in the lobby may also be appropriate. The administration area It will also serve as the place for coordinating Club staff and should be located to afford managerial staff access to employees. The area should contain the time management system station, although a second station could be located near the food service manager and receiving entrance in larger facilities.

Figure 4-4 Administration Space Relation Diagram



4-3.1 Operations.

4-3.1.1 **Use Description.** The operations office will be the front office for the Club, containing the work station of the manager's support staff. It will be used for greeting visitors, storing records, and controlling the flow of personnel. Typically, one staff person will work here, although the largest Clubs will have two or even three support staff members.

4-3.1.2 Relationships and Character.

- Locate the operations office near the main entrance to the Club, adjacent to and with direct access to the offices of the manager and catering manager.
- Locate the operations office so that the managerial personnel can easily access the rest of the facility.
- Afford good visibility to this office for visitors, perhaps by glazing a substantial portion of the wall to the Club circulation.
- Design the space and furnishings as a good quality office complex, whose details support the theme of the whole Club.

4-3.1.3 **Dimensions and Furnishings.**

- Provide an adequate area for one to three staff persons and two guests. Allow sufficient size to provide for office equipment and furnishings. It is recommended that electronic equipment such as servers be located in an equipment closet, accessible from this room through large doors. See Chapter 5 for space allocation recommendations.
- Furnish the office with a desk and chair for each operations staff member, two armchairs for waiting visitors, file cabinets, and a work counter (containing computer-linked printing, fax and reproduction equipment) for such activities as graphics production and document assembly.
- Locate the main station for employee check-in here, along with the associated time management system hardware. (Consider additional alternate locations based on operational needs.)
- Locate the point-of-sale server/servers for time and food-beverage service management, and security monitors here.

4-3.1.4 **Finishes/Special Requirements.**

- Provide gypsum board walls, carpet flooring and acoustical tile ceilings. The décor should be consistent with that of the rest of the administrative area.
- Provide communications connections for telephones, public address/mass notification system, computer-based management records, the point-of-sale system, security tape equipment and monitors. Provide cameras at cash handling locations.
- Provide adequate lighting for work efficiency, including the ability to manually reduce lighting level as required for computer use. See Table 6-4 for the recommended average lighting level.
- Provide a closet.
- See Chapter 6 for other specialized requirements.

4-3.2 **Manager's Office.**

4-3.2.1 **Use Description.** The manager's office, in combination with the operations office, will be the central administrative center for the Club. The office should be large enough and acoustically isolated to permit the manager to have private conversations with staff and visitors.

It should be located so that the manager has convenient access to the operations staff.

4-3.2.2 **Relationships and Character.**

- Locate the office adjacent to the operations center, allowing the operations staff to control access to the manager's office.

- Consider having some of the wall to the operations area be glass, to give the office an open, hospitable character.
- Design the space and furnishings as a good quality office complex, whose details support the theme of the whole Club.
- The manager's office will contain confidential records and should be kept secure.

4-3.2.3 **Dimensions and Furnishings.**

- Provide at least 100 square feet, allowing for two to four guests around a small table. See Chapter 5 for space allocation recommendations.
- Provide one desk, a small table, a desk chair, four guest chairs, and file cabinets.

4-3.2.4 **Finishes/Special Requirements.**

- Provide acoustical isolation so that the manager can have private conversations with staff and visitors.
- Provide gypsum board walls, carpet flooring and acoustical tile ceilings. The décor should be consistent with that of the rest of the administrative area.
- Provide adequate lighting for work efficiency, including the ability to manually reduce lighting level as required for computer use. See Table 6-4 for the recommended average lighting level.
- Provide communications connections to the public address system, computer-based management records, and point-of-sale system.
- Provide a closet.
- See Chapter 6 for other specialized requirements.

4-3.3 **Catering Sales Room.**

4-3.3.1 **Use Description.** This area will house a catering manager who is responsible for marketing and organizing functions, special events, and catering services that occur within the Club. An events coordinator may also use the room to coordinate the booking of catered events and special functions.

In carrying out these tasks, the catering manager will work frequently with the public and closely with the manager, operations manager, and other Club program personnel.

In a very small Club, the manager will also function as the catering manager.

4-3.3.2 **Relationships and Character.**

- Locate the office adjacent to the operations office, allowing the operations staff to control access to the catering office.

- Consider having some of the wall to the operations area be glass, to give the office an open, hospitable character.
- Design the space and furnishings as a good quality office complex, whose details support the theme of the whole Club.

4-3.3.3 **Dimensions and Furnishings.**

- Provide at least 120 square feet, allowing for two to four guests around a conference table. See Chapter 5 for space allocation recommendations.
- Provide one desk, a conference table, a desk chair, four guest chairs, and file cabinets.

4-3.3.4 **Finishes/Special Requirements.**

- Provide gypsum board walls, carpet flooring and acoustical tile ceilings. The décor should be consistent with that of the rest of the administrative area.
- Provide communications connections to the public address system, and the catering management system.
- Provide adequate lighting for work efficiency, including the ability to manually reduce lighting level as required for computer use. See Table 6-4 for the recommended average lighting level.
- Provide a closet.
- See Chapter 6 for Specialized Requirements.

4-3.4 **Assistant Manager's Office (optional).**

4-3.4.1 **Use Description.** In the larger Clubs, the administrative tasks will require an assistant manager. This office will function in a similar way to that of the manager.

A very large Club is likely to have two assistant managers. In a small Club, the catering manager will also function as the assistant manager.

4-3.4.2 **Relationships and Character.**

- Locate the office adjacent to the operations office, allowing the operations staff to control access to the assistant manager's office.
- Consider having some of the wall to the operations area be glass, to give the office an open, hospitable character.
- Design the space and furnishings as a good quality office complex, whose details support the theme of the whole Club.

4-3.4.3 **Dimensions and Furnishings.**

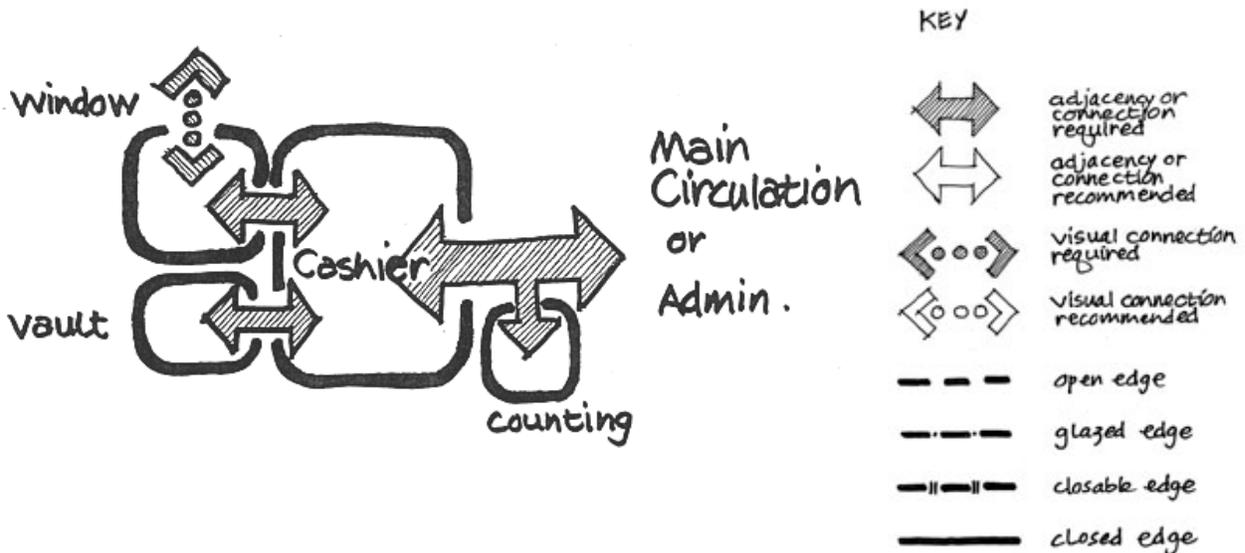
- Provide at least 100 square feet per person, allowing two guests in conference format. See Chapter 5 for space allocation recommendations.

- Provide one desk, a desk chair, two guest chairs, and file cabinets.
- The character of the room and its furnishings should match those of the administrative complex.

4-4 **CASHIER.** The handling, counting, record-keeping and securing of Club revenues will be conducted in the cashier area. It is a small office suite that will also provide a lobby window for check cashing services and to serve as a point of information for patrons. The suite will include a separate room for counting.

The cashier area will provide spaces for the head cashier and, where appropriate, the assistant cashier. This area should be convenient to the lobby and the main entrance, and to the administration area.

Figure 4-5 Cashier Space Relation Diagram



4-4.1 **Head Cashier and Vault.**

4-4.1.1 **Use Description:** The head cashier's office will be the primary funds handling area for the Club. It will provide the work station of the cashier staff and will contain a vault. Typically, one staff person will work here, although a very large Club will have two cashier staff persons.

4-4.1.2 **Relationships and Character.**

- Locate the head cashier's office near the main entrance to the Club, directly adjacent to the cashier station (window) and the counting room, and close to the administration area.

- Locate the head cashier's office so that the personnel can easily access the rest of the facility.
- Provide security for this office and its occupants, and locate out of sight from the general Club circulation.
- Design the space and furnishings as a good quality office complex, whose details support the theme of the whole Club.

4-4.1.3 Dimensions and Furnishings.

- Provide an adequate area for one to two staff including equipment and furnishings. See Chapter 5 for space allocation recommendations.
- Furnish the office with a desk and chair for each cashier staff member, and file cabinets.

4-4.1.4 Finishes/Special Requirements.

- The décor should be consistent with that of the rest of the administrative area.
- Provide communications connections for telephones, public address system, computer-based management records and the point-of-sale system. Provide cameras at cash handling locations, and a duress alarm system.
- Provide adequate lighting for work efficiency, including the ability to manually reduce lighting level as required for computer use. See Table 6-4 for the recommended average lighting level.
- Construct the funds storage vault and its intrusion alarm in compliance with AFI 31-209.
- Provide mechanical ventilation for the vault area.
- See Chapter 6 for other specialized requirements.

4-4.2 Counting Room.

4-4.2.1 Use Description. The counting room will provide a secure space for counting daily revenues of the Club. Typically, one or two staff persons will work here on a temporary basis.

4-4.2.2 Relationships and Character.

- Locate the counting room adjacent to the head cashier's office.
- Personnel should be able to easily access the counting room from the rest of the facility.
- Provide security for this room and its occupants, and locate out of sight from the general Club circulation.
- Design the space and furnishings as part of a good quality office complex, whose details support the theme of the whole Club.

4-4.2.3 **Dimensions and Furnishings.**

- Provide an adequate counting area for one to two staff. See Chapter 5 for space allocation recommendations.
- Furnish the room with a table and chairs for counting.

4-4.2.4 **Finishes/Special Requirements.**

- Provide gypsum board walls, carpet flooring and gypsum board ceilings. The décor should be consistent with that of the rest of the administrative area.
- Provide communications connections for a telephone and the public address system. Provide a camera at this cash handling location, and a duress alarm system.
- Provide adequate lighting for work efficiency. See Table 6-4 for the recommended average lighting level.
- See Chapter 6 for other specialized requirements.

4-4.3 **Cashier Station (Window).**

4-4.3.1 **Use Description.** The cashier station or window will provide check cashing services to Club members, and a point of information and surveillance in the lobby/entry area. Typically, one staff person will work here, although a very large Club will probably have two persons at cashier windows

4-4.3.2 **Relationships and Character.**

- Locate the cashier station in the lobby, convenient to the main entrance. It should be adjacent to the head cashier's office, and accessed from it.
- An automated teller machine (ATM) should also be located in this area (optional for OCONUS locations). Verify dimensions, structural support, and power and communication connections with the equipment manufacturer.
- Provide security for this area and its occupants.
- Design the space and furnishings as a good quality office complex, whose details support the theme of the whole Club.

4-4.3.3 **Dimensions and Furnishings.**

- Provide a counter which permits public access at a height compliant with accessibility guidelines. Use an open-front design, as opposed to a glass divider at the customer.
- Provide cash handling equipment and a chair for each window.
- Provide a lockable roll-down screen or similar security device.

4-4.3.4 **Finishes/Special Requirements.**

- The décor should be consistent with that of the rest of the administrative area.
- Provide adequate lighting for work efficiency. See Table 6-4 for the recommended average lighting level.
- Provide communications connections to the public address system and point-of-sale system.
- Provide a duress alarm system.
- See Chapter 6 for other specialized requirements.

4-5 **ADDITIONAL RETAIL ACTIVITIES.** *To be completed in 95% Submittal.*

4-6 **FOOD-BEVERAGE SERVICE.**

4-6.1 **Food Service Programming Menu.** The foodservice service menu varies depending on the type of Club. The menu in the main and casual dining area could include buffet style; a la carte table service; café style self service and short order. In addition to sit down dining, function spaces will have either buffet service or catered sit down meal service. Except in the case of the very large facilities, each Club size will only include one main foodservice outlet and a series of function spaces/ballrooms. The very large facilities will have an additional casual food outlet with takeout to be the preferred method of service. Service should also be available on the outdoor terraces for overflow dining guests as well as special functions. The menu should closely follow the CORE Menu as developed by the Air Force Services Agency. Additional items will be introduced to the standard menu based on local traditions and cultures.

4-6.2 **Food Service Area.**

4-6.2.1 **Use Description.** The foodservice service level varies depending on the type of Club. The service in the main and casual dining areas could include buffet style; a la carte table service; café style self service and short order. In addition to sit down dining, function spaces will have either buffet service or catered sit down meal service. Except in the case of the very large facilities, each Club size will only include one main foodservice outlet and a series of function spaces/ballrooms. The very large facilities will have an additional casual food outlet with takeout to be the preferred method of service. Service should also be available on the outdoor terraces for overflow dining guests as well as special functions.

4-6.3 **Food Service Administration and Personnel Support Areas.**

4-6.3.1 **Use Description.** The support areas shall support the main foodservice back of house areas. Sizes and relationships of each space shall be to provide the most efficient flow, minimize cross traffic patterns, reduce worker movement and provide the necessary support to all food service areas as described further in this Chapter.

4-6.4 **Receiving Area.**

4-6.4.1 **Use Description.** The receiving area shall be where all items are received for all Club functions. This would include food items, including frozen, refrigerated and dry goods; beverages including beer, wines, sodas and liquors; non food items, including chemicals, janitorial supplies; and general non-food items related to the overall operation of the facility. Food service manager and/or assistant will control all receiving of goods. The time clock for all employees is also a key element of this area.

4-6.4.2 **Relationships and Character.**

- Locate adjacent to back service area.
- Provide direct access to the main back of house spaces.
- Allow for checking of orders before being moved to storage areas.
- Area should be visible from main foodservice office.

4-6.4.3 **Dimension and Furnishings.**

- Door size _____mm to be (48 inches) minimum and _____mm (72 inches) maximum. Door should be lockable and secured at all times.

4-6.4.4 **Room Finishes.**

- Refer to Chapter 6 for technical details for foodservice areas.

4-6.4.5 **Technical Requirements.**

- Provide fly fan/air curtain at door to prevent insects from entering foodservice back of house area.
- Provide receiving scale for weighing received goods.
- Provide small receiving table and/or desk for checking in goods.
- Provide light level of 50 FC.
- Refer to Chapter 6 for other specific requirements.

4-6.5 **Food Service Office.**

4-6.5.1 **Use Description.** The food service office will provide space for the management function of all foodservice areas. Food service manager and/or assistant will control all receiving of goods. All inventory records/control will be housed in office. The time clock for all employees will be managed from this area.

4-6.5.2 **Relationships and Character.**

- Locate adjacent to receiving area.
- Provide direct access to the main back of house spaces.
- Allow space for storage of all records and food service managerial materials.

- Area should have visibility to back door and receiving area.

4-6.5.3 **Dimension and Furnishings.**

- Door size to be _____ mm (36 inches). Door should be lockable and secured at all times.
- Wall facing receiving area shall have glass for best visibility.
- Provide space for computer systems for foodservice managerial support.
- Provide sufficient desks, filing cabinets and office equipment to support management functions.

4-6.5.4 **Room Finishes.**

- Refer to Table 6-1 for room finishes.

4-6.5.5 **Technical Requirements.**

- Provide electrical outlets, computer connections and telephone connections.
- Provide 50 FC for lighting.
- Refer to Chapter 6 for other specific requirements.

4-6.6 **Additional Food Service Office (optional).**

4-6.6.1 **Use Description.** In large Clubs, a secondary office will be required. This office will provide space for the management function of casual foodservice areas.

4-6.6.2 **Relationships and Character.**

- Locate adjacent to the casual foodservice outlet.
- Provide access to the main back of house space.
- Provide space storage of all records and food service managerial materials as part of casual food outlet.

4-6.6.3 **Dimension and Furnishings.**

- Door size to be ____ mm (36 inches). Door should be lockable and secured at all times.
- Wall facing back of house area shall have glass for visibility. Optional one way glass may also be provided facing casual foodservice outlet for additional control.
- Computer systems for foodservice managerial support.
- Sufficient desks, filing cabinets and office equipment to support management functions.

4-6.6.4 **Room Finishes.**

- Refer to Table 6-1 for room finishes.

4-6.6.5 **Technical Requirements.**

- Provide electrical outlets, computer connections and telephone connections.
- Provide 50 FC for lighting.
- Refer to Chapter 6 for other specific requirements.

4-6.7 **Food Service Area Janitors Closet.**

4-6.7.1 **Use Description.** The janitor's closet will provide for storage of all dishwashing and utensil washing chemicals along with storage of janitorial and cleaning supplies used in foodservice areas. The area should also include a janitor's sink.

4-6.7.2 **Relationships and Character.**

- Locate adjacent to the receiving area or sanitation area.
- Area should be accessible from all food service areas.

4-6.7.3 **Dimension and Furnishings.**

- Door size to be _____mm (36 inches). Door should have grille to provide proper ventilation to space.
- Solid shelving shall be provided for storage of all items.
- Janitors sink to include mop sink faucet. Sink should be floor mounted, not wall mounted.
- Provide space for mop buckets; mop and broom hanging.

4-6.7.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.7.5 **Technical Requirements.**

- Provide GFCI electrical outlet.
- Provide 50 FC for lighting.
- Provide plumbing for sink.
- Provide area floor drain.
- Provide dedicated ventilation from space to outside so any chemical smells don't migrate to adjacent spaces.
- Refer to Chapter 6 for other specific requirements.

4-6.8 Employee Lockers/Restrooms.

4-6.8.1 Use Description. The back of house lockers/restrooms shall be designed to support all Club employees. Use of public restrooms by employees should be discouraged. Area should include lockers for employee's personal items, including change of clothes. Changing area should be provided with hanging space for outer garments and clothing.

4-6.8.2 Relationships and Character.

- Area should be located adjacent to receiving area and should be accessible from all areas.

4-6.8.3 Dimension and Furnishings.

- Door sizes to be ____mm (36 inches). Door should have grille to provide proper ventilation to space.
- Enclosed toilets stalls, urinals and wall mounted sinks shall be provided based on space available in each room, local plumbing codes and ADA requirements. Provide mirrors above each sink.
- Provide half height lockers with padlock capabilities based on space available.
- Provide changing bench for a minimum of two employees.
- Provide soap and towel dispensers and refuse containers.

4-6.8.4 Room Finishes.

- Refer to Chapter 6 for technical details for foodservice areas.

4-6.8.5 Technical Requirements.

- Provide GFCI electrical outlets.
- Provide 70 FC for lighting.
- Provide plumbing for toilets, urinals and sinks.
- Provide area floor drain.
- Provide adequate ventilation.
- Refer to Chapter 6 for other specific requirements.

4-6.9 Back of House Food / Beverage Support Areas.

4.6.9.1 Use Description. The back of house area shall consist of several functional support areas consistent with each type of Club. Sizes and relationships of each space shall be to provide the most efficient flow, minimize cross traffic patterns, reduce worker movement and provide the necessary support for all food service areas as described above.

4-6.10 **Dry Storage.**

4-6.10.1 **Use Description.** All dry food products shall be stored in this room. The area is intended to be used for food items only, but may also store non-food items such as disposables. Size is based on Club size. Remote locations may require larger rooms because of infrequency of deliveries.

4-6.10.2 **Relationships and Character.**

- Area should be located adjacent to preparation/production area.
- Provide 36 inches minimum aisle spacing.

4-6.10.3 **Dimension and Furnishings.**

- Door size to be 36 inches minimum and 72 inches maximum. Door should be lockable and secured at all times.
- Vertical shelving shall be maximum 24 inches wide and maximum of 86 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging.

4-6.10.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.10.5 **Technical Requirements.**

- Provide light level of 30 FC.
- Refer to Chapter 6 for other specific requirements.

4-6.11 **Walk-in Food Cold Storage.**

4-6.11.1 **Use Description.** All refrigerated and frozen food products shall be stored in walk-in storage rooms. The area is intended to be used for food items only, but will also be sized to accommodate racks of prepared foods. Size is based on Club size. Remote locations may require larger rooms because of infrequency of deliveries.

4-6.11.2 **Relationships and Character.**

- Area should be located adjacent to the preparation/production area.
- Provide 36 inches minimum aisle spacing.
- Units are prefabricated panels, custom designed and assembled on site.
- Refrigerators shall operate at maximum 38 deg F and minimum of 32 deg F. Freezers shall operate at maximum -10 deg F and minimum 0 deg F.

4-6.11.3 Dimension and Furnishings.

- Door size to be 36 inches minimum and 48 inches maximum. Door should be lockable and secured at all times.
- Vertical shelving shall be maximum 24 inches wide and maximum of 74 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging.
- Units should be recessed into floor with floor finish to match outside of box. This provides a smooth transition from outside to inside without interior and/or exterior ramps.
- Interior ceiling height shall be minimum _____ mm (8'-0").
- Remote refrigeration systems to be located on exterior of building or in mechanical room. Systems need to be located as close to walk-ins as possible. Extreme temperature locations will require special systems to accommodate extreme high or low temps.

4-6.11.4 Room Finishes.

- Refer to Table 6-1 for finishes.

4-6.11.5 Technical Requirements.

- Provide light level of 30 FC.
- Provide refrigeration piping from refrigeration systems to walk-in coils.
- Provide indirect drains from coils.
- Provide all required electrical connections and interconnections between refrigeration system and coils.
- Provide adequate ventilation to refrigeration systems to maintain proper operating temperatures.
- Provide dry pipe building sprinkler piping into each compartment as required by building codes.
- Refer to Chapter 6 for other specific requirements.

4-6.12 Walk-in Beverage Cold Storage.

4-6.12.1 **Use Description.** All refrigerated beverage products shall be stored in walk-in beverage storage room. The area is intended to be used for beverage items only. Size is based on Club size. Remote locations may require larger rooms because of infrequency of deliveries.

4-6.12.2 Relationships and Character.

- Area should be located adjacent to the casual bar to facilitate routing of beer lines directly to underbar and backbar.
- Provide 36 inches minimum aisle spacing.

- Units are prefabricated panels, custom designed and assembled on site.
- Refrigerators shall operate at maximum 40 deg F and minimum 35 deg F.

4-6.12.3 **Dimension and Furnishings.**

- Door size to be 36 inches minimum and 42 inches maximum. Door should be lockable and secured at all times.
- Vertical shelving shall be maximum 24 inches wide and maximum of 74 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging.
- Provide shelf rack systems to accommodate beer kegs.
- Units should be recessed into floor with floor finish to match outside of box. This provides a smooth transition from outside to inside without interior and/or exterior ramps.
- Interior ceiling height shall be minimum _____ mm (8'-0").
- Provide backing in walls to accommodate mounting of beer system regulators and controls.
- Remote refrigeration systems to be located on exterior of building or in mechanical room. Systems need to be located as close to walk-in as possible. Extreme temperature locations will require special systems to accommodate extreme high or low temps.

4-6.12.4 **Room Finishes.**

- Refer to Table 6-1 for room finishes.

4-6.12.5 **Technical Requirements.**

- Provide light level of 30 FC.
- Provide refrigeration piping from refrigeration systems to walk-in coils.
- Provide indirect drains from coils.
- Provide all required electrical connections and interconnections between refrigeration system and coils.
- Provide adequate ventilation to refrigeration systems to maintain proper operating temperatures.
- Provide dry pipe building sprinkler piping into each compartment as required by building codes.
- Refer to Chapter 6 for other specific requirements.

4-6.13 **Liquor Storage.**

4-6.13.1 **Use Description.** All liquor and non-refrigerated beverage related products shall be stored in this room. The area is intended to be used for beverage items only, but may also store food and non-food items used in the bar service areas. Size is based on Club size. Remote locations may require larger rooms because of

infrequency of deliveries.

4-6.13.2 Relationships and Character.

- Area should be located adjacent to walk-in beverage storage.
- Provide 36 inches minimum aisle spacing.

4-6.13.3 Dimension and Furnishings.

- Door size to be 36 inches minimum and 48 inches maximum. Door should be lockable and secured at all times.
- Vertical shelving shall be maximum 24 inches wide and maximum of 86 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging.
- Provide area for remote beverage system. Beverage system to include racking for bag-in-box and/or soda canisters; CO2 canisters and area for underground soda line piping.

4-6.13.4 Room Finishes.

- Refer to Table 6-1 for finishes.

4-6.13.5 Technical Requirements:

- Provide light level of 30 FC.
- Provide area floor drain.
- Provide remote beverage lines from room to all soda dispensing areas located adjacent and within main back of house and casual bar area. Beverage lines to be 4 inches minimum diameter, 6 inches maximum diameter with wide sweeping bends and 6 inches extension above finished floor on each end. Lines to be sealed with urethane after soda line installation to prevent entering of vermin.
- Refer to Chapter 6 for other specific requirements.

4-6.14 Catering Storage.

4-6.14.1 **Use Description.** All catering items shall be stored in this room. Types of equipment include: buffet serving trays; chafing dishes; silver service ware; banquet serving pieces including silverware. Other non-food items used in banquet and catering use may also be stored in this room. Size is based on Club size.

4-6.14.2 Relationships and Character.

- Area should be located off preparation/production area.
- Provide 36 inches minimum aisle spacing.

4-6.14.3 **Dimension and Furnishings.**

- Door size to be 36 inches minimum and 72 inches maximum. Door should be lockable and secured at all times.
- Vertical shelving shall be maximum 24 inches wide and maximum of 86 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging.

4-6.14.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.14.5 **Technical Requirements.**

- Provide light level of 30 FC.
- Refer to Chapter 6 for other specific requirements.

4-6.15 **Formal Bar Storage.**

4-6.15.1 **Use Description.** All liquor and non-refrigerated beverage related products used in the remote formal bar shall be stored in this room. The area is intended to be used for beverage items only, but may also store food and non-food items used in the bar service areas. Size is based on Club size.

4-6.15.2 **Relationships and Character.**

- Area should be located adjacent to formal bar.
- Provide 36 inches minimum aisle spacing.

4-6.15.3 **Dimension and Furnishings.**

- Door size to be 36 inches minimum and 42 inches maximum. Door should be lockable and secured at all times.
- Vertical shelving shall be maximum 24 inches wide and maximum of 86 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging.
- Provide area for remote beverage system. Beverage system to include racking for bag-in-box and/or soda canisters; CO2 canisters and area for underground soda line piping.

4-6.15.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.15.5 **Technical Requirements.**

- Provide light level of 30 FC.
- Provide area floor drain.
- Provide remote beverage lines from room to all soda dispensing areas located within formal bar area. Beverage lines to be 4 inches minimum diameter, 6 inches maximum diameter with wide sweeping bends and 6 inches extension above finished floor on each end. Lines to be sealed with urethane after soda line installation to prevent entering of vermin.
- Refer to Chapter 6 for other specific requirements.

4-6.16 **Back of House Food - Beverage Production Areas.**

4-6.16.1 **Use Description.** The back of house area shall consist of several functional production areas consistent with each type of Club. These production areas are the heart of the foodservice operation. These areas provide all the preparation, production, serving and cleanup to support all foodservice and beverage outlets within the facility. Sizes and relationships of each space shall be to provide the most efficient flow, minimize cross traffic patterns, reduce worker movement and provide the necessary support for all food service and beverage outlets.

4-6.17 **Foodservice Preparation.**

4-6.17.1 **Use Description.** This area functions as the start of all food items. Items are cleaned, cut, chopped, mixed and assembled. Items may go directly from here back into walk-in storage for holding, directly to buffets for serving, proceed onto production for cooking or directly to the serving line for use in the assembly of ala-carte meals. Size is based on Club size.

4-6.17.2 **Relationships and Character.**

- Area should be located adjacent to dry storage, walk-in cold storage, production and utensil wash.
- Provide 36 inches minimum aisle spacing.
- Maximum circulation around this area for improved product flow.

4-6.17.3 **Dimension and Furnishings.**

- Stainless steel sinks (minimum two compartment) used for cleaning items. Sinks to include drainboards on each end with undershelves and wall mounted overshelves where appropriate. A disposer should be included in one drainboard. Provide pre-rinse spray above disposer.
- Provide solid top stainless steel worktables. Worktables to include undershelves and wall mounted overshelves where appropriate. Provide drawers for small utensil storage. When tables are located in open areas, provide table mounted overshelves and utensil racks.

- Provide food preparation equipment including slicers/stands, mixers/stands, food processors and peelers.
- Provide food storage racks capable of accommodating hotel size and baking pans.
- Provide utility racks for moving product between various functional areas.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.

4-6.17.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.17.5 **Technical Requirements.**

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Refer to Chapter 6 for other specific requirements.

4-6.18 **Foodservice Banquet/Production Cooking.**

4-6.18.1 **Use Description.** This area functions as the cooking area of all large volume food items. Items are brought to this area from the preparation area or may come directly out of walk-in storage for cooking. Items from here go directly to buffets for serving, proceed to and are assembled for ala-carte or banquet/catering meals or may go onto the ala-carte line as support components. Size is based on Club size.

4-6.18.2 **Relationships and Character.**

- Area shall be back-to-back with foodservice restaurant cooking.
- Area should be located adjacent to dry storage, walk-in cold storage, preparation and utensil wash.
- Provide 36 inches minimum aisle spacing.
- Provide maximum circulation around this area for improved product flow.

4-6.18.3 **Dimension and Furnishings.**

- Provide solid top stainless steel worktables. Worktables to include undershelves where appropriate. Provide drawers for small utensil storage. When tables are located in open areas, provide table mounted overshelves and utensil racks.
- Provide food production equipment including combination ovens, convection ovens, slow cook/hold ovens, ranges, tilting kettles, tilting skillets and fryers. Fryers should include filtering system.

- Provide food storage racks capable of accommodating hotel size and baking pans.
- Provide utility racks for moving product between various functional areas.
- Provide banquet cart holding area.
- Provide ingredient bins for holding flour, spices, sugar, rice, etc. used in cooking process.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.
- Provide water wash style exhaust hoods complete with utility distribution systems. This system allows the greatest flexibility when changing equipment along with being the easiest to clean and maintain. System works in a back-to-back configuration with foodservice restaurant cooking.
- As part of exhaust hood, provide a water mist type fire suppression system to maintain hood, duct and surface protection in an event of a cooking equipment fire.

4-6.18.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.18.5 **Technical Requirements.**

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Provide mechanical system complete with exhaust and make-up air to maintain negative air pressure in back-of-house areas. This is essential in order to keep odors from escaping into front-of-house functional areas.
- Provide troughs in floor in front of kettles and tilt skillets to adequately contain liquids during the tilting process.
- Refer to Chapter 6 for other specific requirements.

4-6.19 **Foodservice Restaurant Cooking.**

4-6.19.1 **Use Description.** This area functions as the cooking area for all ala-carte items served in the casual food-beverage outlets. Items are brought to this area from the preparation area or may come directly out of walk-in storage for cooking. Items from here are assembled for ala-carte meals or may go onto the ala-carte line as support components. Size is based on Club size.

4-6.19.2 **Relationships and Character.**

- Area shall be back-to-back with foodservice banquet/production cooking.
- Area should be located adjacent to dry storage, walk-in cold storage, preparation, banquet/production cooking and utensil wash.

- Provide 36 inches minimum aisle spacing.
- Provide maximum circulation around this area for improved product flow.

4-6.19.3 **Dimension and Furnishings.**

- Provide solid top stainless steel chefs counter. Counter to include hot food holding, sandwich/salad assembly refrigeration, finished product holding, additional reach-in and undercounter refrigerated and frozen storage and support equipment space.
- Additional work stations with stainless steel work tops complete with undershelves and wall mounted shelves shall be included where space allows.
- Provide food production equipment including ranges, broilers, griddles, fryers. Fryers should include filtering system.
- Provide countertop microwave oven and toaster used in final assembly and production of menu items.
- Provide utility racks for moving product between various functional areas.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.
- Provide water wash style exhaust hoods complete with utility distribution systems. This system allows the greatest flexibility when changing equipment along with being the easiest to clean and maintain. System works in a back-to-back configuration with foodservice banquet/production cooking.
- As part of exhaust hood, provide a water mist type fire suppression system to maintain hood, duct and surface protection in an event of a cooking equipment fire.

4-6.19.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.19.5 **Technical Requirements.**

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Provide mechanical system complete with exhaust and make-up air to maintain negative air pressure in back-of-house areas. This is essential in order to keep odors from escaping into front-of-house functional areas.
- Refer to Chapter 6 for other specific requirements.

4-6.20 **Utensil Washing.**

4-6.20.1 **Use Description.** This area functions as the processing area for all soiled utensils used in the preparation and production areas. Items are brought to this area from

various areas within the foodservice area, cleaned and stored for reuse. Size is based on Club size.

4-6.20.2 Relationships and Character.

- Area should be located adjacent to preparation and production areas.
- Provide 36 inches minimum aisle spacing.
- Provide maximum circulation in/around this area for improved product flow.

4-6.20.3 Dimension and Furnishings.

- Provide stainless steel sinks (minimum three compartment) used for cleaning items. Sinks to include drainboards on each end with and wall mounted overshelves where appropriate. A disposer/scrap sink should be included in one drainboard. Provide pre-rinse spray above disposer. Wash sink to include recirculating pump with heat source to soak utensils and assist in loosening of food soils.
- Vertical shelving shall be maximum 24 inches wide and maximum of 74 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging. Shelves to be stainless steel with louvers to promote adequate drying of all utensils. Each set of shelves to have casters.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.

4-6.20.4 Room Finishes.

- Refer to Table 6-1 for finishes.

4-6.20.5 Technical Requirements.

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Provide dedicated ventilation from space to outside so all moisture is properly vented out of area.
- Refer to Chapter 6 for other specific requirements.

4-6.21 Warewashing.

4-6.21.1 Use Description. This area functions as the processing area for all soiled dishware used in the foodservice food-beverage outlets. This includes dining area, casual food-beverage outlet, ballroom, function areas, formal bar and catering functions. Items are brought to this area from various areas within the facility, cleaned

and stored for reuse. Size is based on Club size.

4-6.21.2 Relationships and Character.

- Area should be located adjacent to food outlets and not interfere with flow of back-of-house. Location should minimize movement of wait staff to allow maximum customer interaction.
- Provide 36 inches minimum aisle spacing.
- Provide maximum circulation in/around this area for improved product flow.

4-6.21.3 Dimension and Furnishings.

- Provide stainless steel soiled breakdown tabling for processing of all soiled ware. Table to include overhead racking shelf above. A disposer/scrap trough terminating into pre-rinse sink with disposer to be included as part of tabling. A soak sink to soak heavily soiled ware and silverware should be added to tabling or mobile to fit under tabling. Tabling should also have hose station for cleaning up area and warewash machine.
- Provide dishwasher sized to total meals served. Dishwasher (except in very small facility) should have minimum two tanks with prewash section to promote adequate cleaning of ware, minimize water change in tanks and promote drying of ware.
- Provide booster heater sized for dishwasher. Minimum temperature water to booster heater to be 120 deg F. Water should be softened in area with high calcium and hardness levels.
- Provide mobile plate, cup, glass and tray dispensers.
- Vertical shelving shall be maximum 24 inches wide and maximum of 74 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Length of shelves not to exceed 60 inches to prevent sagging. Shelves to be stainless steel with louvers to promote adequate drying of all ware. Each set of shelves to have casters.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.

4-6.21.4 Room Finishes.

- Refer to Table 6-1 for finishes.

4-6.21.5 Technical Requirements.

- Provide light level of 70 FC minimum.
- Provide area floor drain(s).
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.

- Provide dedicated ventilation from space to outside so all moisture is properly vented out of area. Dishwasher to have dedicated vent outlets.
- Refer to Chapter 6 for other specific requirements.

4-6.22 **Dining Service Station.**

4-6.22.1 **Use Description.** This area functions as the service support area for the main dining area. This area provides all beverage and tabletop support items served/used by wait staff. Size is based on Club size.

4-6.22.2 **Relationships and Character.**

- Area should be located in direct path from restaurant pickup to main dining area.
- Provide maximum circulation around this area for improved product flow.

4-6.22.3 **Dimension and Furnishings.**

- Provide solid top stainless steel beverage counter. Counter to include utility sink, wall mounted overshelves and maximum undercounter shelves for service items. Bread warming station and soup wells to be built into counter. Open space below for cup/glass rack dollies.
- Provide beverage equipment including coffee brewers/urns, tea dispensers, ice/soda dispensing station.
- Provide reach-in refrigeration for holding support items.
- Provide countertop microwave oven.
- Provide area for utility carts for moving soiled ware from dining area to warewash area.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.

4-6.22.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.22.5 **Technical Requirements.**

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Refer to Chapter 6 for other specific requirements.

4-6.23 **Casual Food and Beverage Service Area.**

4-6.23.1 **Use Description.** This area functions as the service support area for the

casual food-beverage dining area. This area provides all beverage and tabletop support items served/used by wait staff. Size is based on Club size.

4-6.23.2 Relationships and Character.

- Area should be located in direct path from restaurant pickup to casual food-beverage dining area.
- Provide maximum circulation around this area for improved product flow.

4-6.23.3 Dimension and Furnishings.

- Provide solid top stainless steel beverage counter. Counter to include utility sink, wall mounted overselves and maximum undercounter shelves for service items. Open space below for cup/glass rack dollies.
- Provide beverage equipment, including coffee brewers/warmers, tea dispensers.
- Provide undercounter refrigeration for holding support items.
- Provide area for utility carts for moving soiled ware from dining area to warewash area.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.

4-6.23.4 Room Finishes.

- Refer to Table 6-1 for finishes.

4-6.23.5 Technical Requirements.

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Refer to Chapter 6 for other specific requirements.

4-6.24 Banquet Service Area.

4-6.24.1 Use Description. This area functions as the service support area for the main ballroom and function rooms. This area provides all beverage and tabletop support items served/used by wait staff. Size is based on Club size.

4-6.24.2 Relationships and Character.

- Area should be located in direct path from banquet pickup to main ballroom and function areas.
- Maximum circulation around this area for improved product flow.

4-6.24.3 **Dimension and Furnishings.**

- Provide solid top stainless steel beverage counter. Counter to include utility sink, wall mounted overshelves and maximum undercounter shelves for service items. Bread warming station and soup wells to be built into counter. Open space below for cup/glass rack dollies.
- Provide beverage equipment, including coffee urns, tea dispensers.
- Provide reach-in refrigeration for holding support items.
- Provide area for utility carts for moving soiled ware from ballroom/function rooms to warewash area.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.

4-6.24.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.24.5 **Technical Requirements.**

- Provide light level of 70 FC minimum.
- Provide area floor drain.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Refer to Chapter 6 for other specific requirements.

4-6.25 **Linen Area.**

4-6.25.1 **Use Description.** All linen items shall be stored in this area. Size is based on Club size.

4-6.25.2 **Relationships and Character.**

- Area should be located adjacent to ballroom and function rooms.

4-6.25.3 **Dimension and Furnishings.**

- Vertical shelving shall be maximum 24 inches wide and maximum of 86 inches high. Number of shelves depends on items being stored, but a minimum of four shelves per section should be provided. Shelves to be solid to prevent marking of linen. Length of shelves not to exceed 60 inches to prevent sagging.

4-6.25.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.25.5 **Technical Requirements.**

- Provide light level of 30 FC.
- Refer to Chapter 6 for other specific requirements.

4-6.26 **Dining Room Servery.**

4-6.26.1 **Use Description.** This area functions as the food serving area for the main dining area. This area provides buffet style service to give customers quick service choices. Size is based on Club size.

4-6.26.2 **Relationships and Character.**

- Locate adjacent to main dining area.
- Area to be located in direct path from main dining area to back-of-house.
- Provide maximum circulation around this area for improved customer flow.

4-6.26.3 **Dimension and Furnishings.**

- Provide custom millwork serving counter. Counter to be self serve with customers capable of moving freely around all four sides. Counter to include drop-in hot food, cold food, salad bar and soup wells along with self leveling plate dispensers. Above counter provide self serve buffet style sneezes guard to meet NSF standards and provide maximum customer access to all food items. Undercounter refrigeration to support cold food items and salad bar.
- Custom millwork counter to be used for non-heated and non-refrigerated items. Counter to be single sided service with serve style guard to meet NSF standards and provide maximum customer access to all food items.

4-6.26.4 **Room Finishes.**

- Refer to Table 6-1 for finishes.

4-6.26.5 **Technical Requirements.**

- Provide light level of 50 FC minimum.
- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Refer to Chapter 6 for other specific requirements.

4-6.27 **Dining Room Servery (Name or Signature Brand).**

4-6.27.1 **Use Description.** This area functions as the food serving area for the main dining area. This area provides a unique dining experience based on the foodservice and design concept of the name or signature brand. Operation is based on local needs

as established in the PVA process. Size is based on Club size.

4-6.27.2 Relationships and Character.

- Locate adjacent to main dining area.
- Locate in direct path from main dining area to back-of-house.
- Provide maximum circulation around this area for improved customer flow.

4-6.27.3 Dimension and Furnishings.

- Provide custom serving counters. Counters to be combination self serve and staff served. Counters to include drop-in hot food, cold food, salad bar and soup wells along with self leveling plate dispensers. Above counter provide sneezes guard to meet NSF standards and provide maximum customer visual access to all food items. Undercounter refrigeration to support cold food items and salad bar.
- Custom millwork counter to be used for non-heated and non-refrigerated items. Counter to be single sided service with serve style guard to meet NSF standards and provide maximum customer access to all food items.
- Provide custom beverage stations with coffee brewers/urns, tea dispensers, ice/soda dispensing station.
- Provide refrigerated and non-refrigerated self-serve display cases for grab and go food items.
- Additional work stations with stainless steel work tops complete with undershelves and wall mounted shelves shall be included where space allows.
- Provide food production equipment including ranges, broilers, griddles, fryers. Fryers should include filtering system.
- Provide countertop microwave oven and toaster used in final assembly and production of menu items.
- Provide utility racks for moving product between various functional areas.
- Provide area for hand washing station. Hand washing station to be complete with soap and towel dispenser.
- Provide water wash style exhaust hoods.
- As part of exhaust hood, provide a water mist type fire suppression system to maintain hood, duct and surface protection in an event of a cooking equipment fire.

4-6.27.4 Room Finishes.

- Refer to Table 6-1 for finishes.

4-6.27.5 Technical Requirements.

- Provide light level of 70 FC minimum.
- Provide area floor drain.

- Provide all plumbing and electrical connections and outlets to support all furnishings in this area.
- Refer to Chapter 6 for other specific requirements.

Figure 4-6 Food-Beverage Service Space Relationship Diagram

To be completed in 95% submittal.

[Photographic illustration to be provided by AFSVA]



4-7 PUBLIC AREAS.

Description/Relationships:

The public areas include the main entrance to the Club, secondary entrances if provided, the lobby, and the connecting public circulation. The public circulation is the hub of the Club, and the design of these areas is key to establishing their visual and organizational importance, and to setting the character of the Club. The entrance circulation should be specifically designed to orient the patrons to the major activity spaces of the Club, which should be clearly visible.

4-7.1 Entrances and Lobby.

4-7.1.1 Relationships and Character.

- The main entrances should be visible from the drop off area and should be signified by architectural features such as canopies and well designed doorways.
- The main entrance should be located near the operations office, the staff of which can provide information to the visitor.

4-7.1.2 Dimensions and Furnishings.

- Provide generous width at the entrance circulation elements to permit comfortable movement of groups. Provide a vestibule at the building entrance for weather protection. The vestibule must be at least 8 feet deep.

4-7.1.3 Finishes/Special Requirements.

- Provide an exterior canopy at the main entrance to shelter the entering patrons and to give architectural identity and emphasis. This should be the most visible and important element of the exterior.
- Provide doors with substantial glass area to ensure that the interior will be visible to approaching patrons. Consider power operated doors.
- Provide a uniform floor level with the exterior walkway, and with the lobby and all other activity areas of the Club.
- Featured activity areas should be visible from the entrance gallery.
- Provide durable, attractive wall finishes, such as brick, wood, or painted or vinyl-covered high-impact gypsum wall board. (Do not use pre-finished wall panels.)
- Consider special ceiling design and skylights for spaciousness, light quality and dramatic interest.
- Provide indirect fluorescent lighting. Consider colored gel sleeves for special effects, and recessed halogen spotlights for special emphasis.
- Extend provisions for the building sound system into the entrance to increase the dynamic sense of this area.
- Hard surface flooring is recommended at the entrances.
- Carpeting or hard surface flooring is recommended in the lobby.
- Provide electrical outlets.
- See Chapter 6 for Specialized Requirements.

4-7.2 Public Circulation.

4-7.2.1 Relationships and Character.

- Major activity areas of the Club should be visible from the public circulation.

4-7.2.2 **Dimensions and Furnishings.**

- Provide generous width at the public circulation elements to permit comfortable circulation of groups and easy viewing of adjacent activities and displays. A minimum width of 10 feet (3100 mm) is recommended.
- Where required to separate activity zones, provide doors with substantial glass area to ensure that the spaces will be visible to approaching patrons.
- Provide pay telephones that are readily accessible to the general circulation space.

4-7.2.3 **Finishes/Special Requirements.**

- Provide a uniform floor level with the entrances and the lobby, and all other activity areas of the Club.
- Provide durable, attractive wall finishes, such as brick, wood, or painted or vinyl-covered high-impact gypsum wall board. (Do not use pre-finished wall panels.)
- Consider special ceiling design and skylights for spaciousness, light quality and dramatic interest.
- Provide indirect fluorescent lighting. Consider colored gel sleeves for special effects, and recessed halogen spotlights for special emphasis.
- Extend the building sound system throughout the public circulation space.
- Carpeting is recommended in the public circulation.
- Provide electrical outlets.
- See Chapter 6 for Specialized Requirements.

4-8 **SUPPORT SERVICES AND STORAGE.** There are four types of support spaces for the Club: patron toilets and coats, ballroom/function and building storage, custodial, and mechanical/electrical/communications. The specific requirements for their design are described in the following sections.

4-8.1 **Patron Toilets.**

4-8.1.1 **Description/Relationships.**

- The patron toilets should be directly accessible from the main circulation area.
- In all but the smallest Clubs, provide separate toilet facilities for the casual and formal food-beverage venues.
- The toilet facilities should be furnished with durable, good quality materials in keeping with the overall quality of the Clubhouse.

4-8.1.2 **Dimensions and Furnishings.**

- Provide separate plumbing fixtures for men and women in quantities as required by the applicable plumbing code.
- Provide adequate space at entrances and fixtures for maneuvering by persons with disabilities as established by referenced accessibility standards.

4-8.1.3 **Finishes/Special Requirements.**

- Use ceramic tile for the wall finish from floor to ceiling (or up to mm (7 feet), minimum, above the finished floor).
- Use non-slip ceramic tile for flooring.
- Sinks should be in a vanity counter with mirrors above the sinks.
- Use wall-washing fluorescent fixtures above the plumbing fixtures, including fixtures at the mirrors to facilitate grooming. Maintain lighting levels as established by code.
- Provide GFI-equipped electrical outlets.
- Provide towel dispensers and waste receptacles. Hand dryers are recommended as well as paper towel dispensers for sanitary aspects and ease of maintenance.
- Consider entrances without doors (“airport style”).
- See Chapter 6 for other specialized requirements.

4-8.2 **Coat Room.**

4-8.2.1 **Description/Relationships.**

- The coat room should be directly accessible from the lobby.

4-8.2.2 **Dimensions and Furnishings.**

- As a general guide, provide coat storage space equal to about 1% of the total floor area of the Club. Cold climate locations require more coat storage area than warm climate locations.
- On average, about five garments can be hung per linear foot of hanging rack.
- Allow a minimum of three feet clear width between racks.
- Include shelves or cubbies for hats, etc. and umbrella racks.

4-8.2.3 **Finishes/Special Requirements.**

- Provide carpet flooring and quality wall finishes to be consistent with adjacent areas.
- Match adjacent lighting fixtures or provide recessed fluorescent lighting.

4-8.3 **Ballroom/Function Storage.** The multipurpose/ballroom and the function rooms will need to accommodate various activities including dining, protocol events, casual seating, small lectures, meetings, and parties. These varied activities will require different furnishing arrangements and meeting support equipment such as buffet service, audio-visual aids, seasonal and event décor, meeting support equipment such as easels and display pads, all of which will require storage space.

The ballroom/function storage should be sized to accommodate the tables and chairs necessary to increase the capacity of the multipurpose/ballroom and function areas to serve to a maximum capacity. This area can also function as a staging area for serving functions.

4-8.3.1 **Description/Relationships.**

- Locate the storage area to be easily accessible to the multipurpose/ballroom and the function rooms.
- Provide utilitarian finishes.

4-8.3.2 **Dimensions and Furnishings.**

- Provide wall-mounted storage cabinets for additional storage of small serving items.
- Provide shelving on at least one wall that is 18 inches deep for storing seasonal decorations and meeting support equipment.
- Provide a mobile, flattop worktable that can be used for staging functions.
- Size the room to accommodate the full number of stacking chairs and tables required for functions.
- Allow sufficient floor space for the carts on which the stacking tables and chairs will be transported.

4-8.3.3 **Finishes/Special Requirements.**

- Provide resilient flooring, CMU or high-impact gypsum board walls, and an acoustic tile ceiling.
- A lighting level of 30 FC is recommended.
- See Chapter 6 for other specialized requirements.

4-8.4 **General Building Storage.**

4-8.4.1 **Description/Relationships.**

- This space provides storage for seasonal materials, extra furnishings and miscellaneous items, and for building maintenance items such as cleaning materials and supplies for restocking the toilet rooms.
- Locate the general storage to be accessible to staff, and adjacent to the delivery/service entrance.

4-8.4.2 **Dimensions and Furnishings.**

- The building storage area should have shelving of varying depth, ranging from 8 inches to 18 inches deep, with some vertical open space for storing tall equipment.
- The delivery area in larger Clubs should have a lockable area for short-term storage of items that will be used or stored elsewhere in the Clubhouse.

4-8.4.3 **Finishes/Special Requirements.**

- Provide resilient flooring or exposed concrete floors, CMU or high-impact gypsum board walls, and an acoustic tile ceiling.
- A lighting level of 30 FC is recommended.
- See Chapter 6 for other specialized requirements.

4-8.5 **Custodial.**

4-8.5.1 **Description/Relationships.**

- The custodial area houses supplies and equipment needed for building maintenance and upkeep.
- Locate to be accessible from and convenient to the public circulation and major activity areas.

4-8.5.2 **Dimensions and Furnishings.**

- The custodial area should allow for storing vertical equipment as well having 18 inches deep shelving for storing cleaning supplies and other equipment.

4-8.5.3 **Finishes/Special Requirements.**

- Provide resilient flooring or exposed concrete floors, and CMU or high-impact gypsum board walls, and an acoustic tile ceiling.
- Provide a service sink and a mop receptacle.
- Provide GFI-equipped electrical outlets.
- A lighting level of 50 FC is recommended.
- See Chapter 6 for other specialized requirements.

4-8.6 Mechanical/ Electrical/ Communications.

4-8.6.1 Description/Relationships.

- Provide separate rooms for mechanical (HVAC), fire protection, electrical, and communications equipment.
- Locate the communication room to be accessible to staff within the building.
- Locate the mechanical, fire protection and electric rooms to be accessible only from the building exterior.

4-8.6.2 Dimensions and Furnishings.

- Provide a combined space for these rooms equal to approximately 5 percent of the net building floor area. However, these rooms will not exceed the minimum space required to accommodate the equipment, controls, access clearances and safe work areas.

4-8.6.3 Finishes/Special Requirements.

- Provide exposed concrete floors and CMU or high-impact gypsum board walls, with the appropriate fire separation rating.
- A lighting level of 30 FC is recommended.
- See Chapter 6 for other specialized requirements.

CHAPTER 5

ILLUSTRATIVE DESIGNS

5-1 **FIVE CASE STUDIES.** The Club should be sized to economically accommodate the programs that are planned for the specific installation. The interior organization described in Chapter 3 should serve as a framework for the design, using the “kit of parts” approach to assemble the appropriate primary core and optional activity areas as justified by the Project Validation Assessment.

Five case studies, described below, have been developed to show how the typical relationships (as illustrated in Figure 3-1) can be varied to accommodate different market demands and site conditions. These five design concepts are illustrated in the following floor plans and space allocation tables.

The five case studies show designs which could serve varied programs in different locations. Their different programmatic and situational emphases are characterized by their titles:

- Case Study 1: Annex Location
- Case Study 2: Remote Installation
- Case Study 3: Multiple Formal Events
- Case Study 4: Diverse Population
- Case Study 5: Entertainment Venues

The five examples are ordered by size, with the smallest facility shown first. Conceptual designs of the kitchens for the three mid-sized facilities, including example lists of kitchen equipment, are detailed in Chapter 6.

5-1.1 **Case Study 1: Annex Location.** The smallest facilities will contain only the basic components of Club programs – a place for protocol and other group events, a dining area, and a lounge. The example shown here is designed as a neighborhood facility – primarily to serve a single residential area, located in an installation annex. Its design assumes that the main base area has Club facilities that can host larger functions and offer more specialized dining opportunities.

Table 5-1 Case Study 1: Space Allocation Program

NOMINAL CONSTRUCTED GROSS AREA:				10,600	SF			980	SM	
PROGRAMMED AREA (Net Area)										
Primary Patron Activity Areas				seats		SF/seat	NSF		SM/seat	NSM
Multipurpose/Ballroom	100	@	12	1,200		@	1.12	112		
Ballroom podium/service stations				300						
Ballroom storage				250						
Dining	30	@	15	450			1.39	42		

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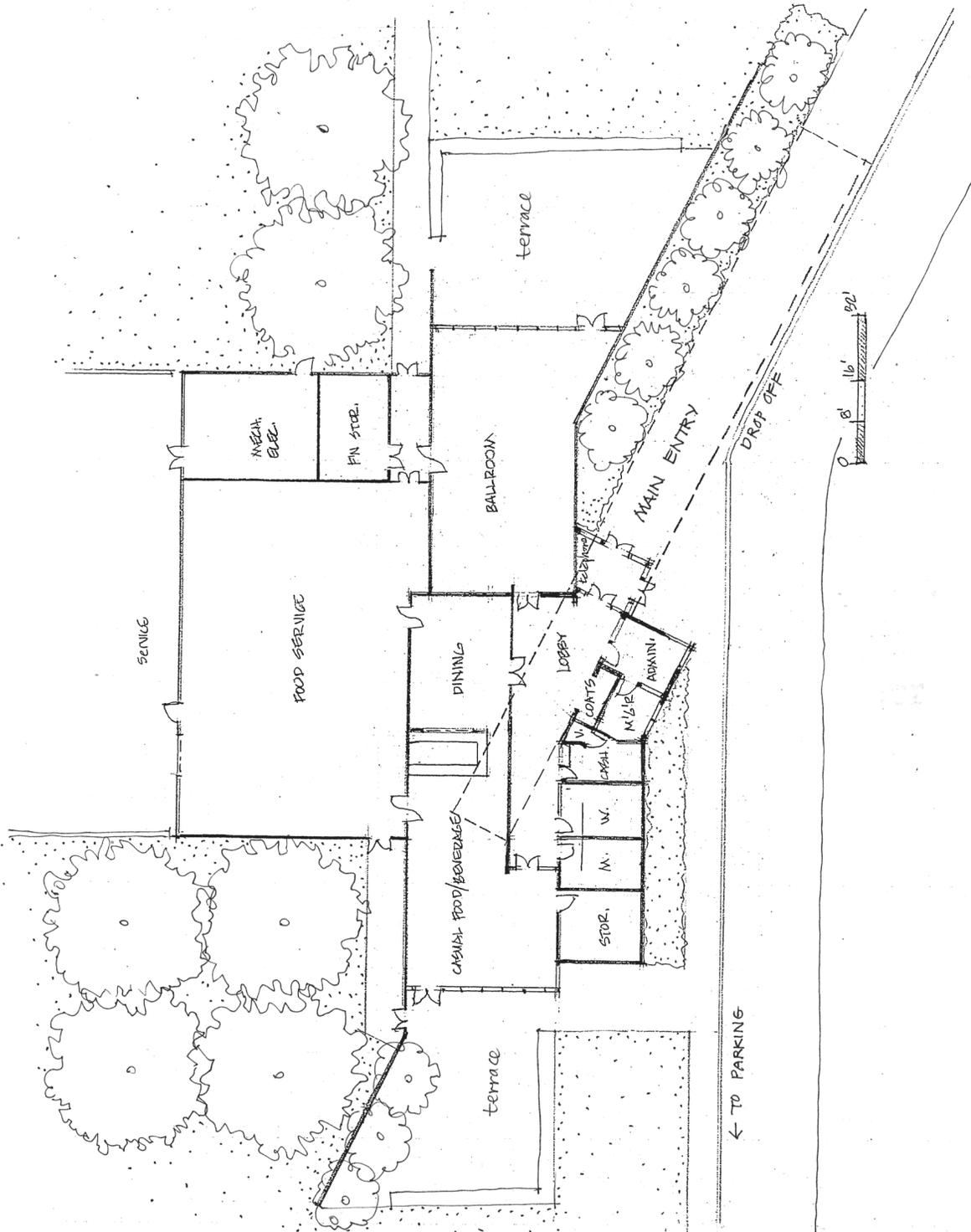
Primary Patron Activity Areas (continued)	<i>seats</i>	<i>SF/seat</i>	<i>NSF</i>	<i>SM/seat</i>	<i>NSM</i>
Service station			40		4
Casual Food-Beverage	50	@ 17	850	1.58	79
Bar/Serving Area			250		23
Activity Support Areas	<i>staff</i>		<i>NSF</i>		<i>NSM</i>
Administration					
Manager	1		100		9
Operations Support/ Work Area	1		150		14
Storage			20		2
Electronic Equipment			15		1
Cashier					
Cashier & Station (window), Counting	1		120		11
Vault			30		3
Food Service					
Receiving			100		9
Employee Lockers/Toilets			150		14
Janitor Closet/Chemical Storage			50		5
Foodservice Offices			100		9
Dry Storage			150		14
Liquor Storage			50		5
Walk-in Refrigeration			300		28
Catering Storage			25		2
Preparation/Production			1000		93
Sanitation			350		33
Restaurant Service Area			250		23
Banquet Service Area			50		5
Banquet Support Foodservice Stor.			150		14
Dining Serving Area			400		37
Building Support Areas			<i>NSF</i>		<i>NSM</i>
Patron Toilets			470		44
Coats			100		9
Custodial			50		5
General Storage			175		16
SUBTOTAL of PROGRAMMED AREA (Net)			7,695		715
Walls, Circulation, Exterior Covered Circulation					
25% of Programmed Area:			1,924		179
Exterior Covered Function Areas					
5% of Programmed Area:			385		36
SUBTOTAL of BUILDING AREA (Gross)			10,004		930
Mechanical, Electrical, Communications					
5% of Building Area:			500		46
TOTAL CONSTRUCTED GROSS AREA			10,504	<i>SF</i>	976
					<i>SM</i>

The facility contains a small multipurpose room or ballroom, sized to accommodate 100 persons in a banquet formation (with diners seated at round tables seating 8 people). This room is likely to be the minimum size that would work for even the smallest Club programs. It is conceived of as a community room, housing activities such as local protocol, fund raising, and other community events.

The other primary activity areas are a separate, small formal dining room (seating 30 patrons) and casual lounge sized to allow seating for 50 people. The Club contains only one set of restrooms, since it serves a residential, family oriented area with a population and events that are not as diverse as that of the main base. The lobby also contains other patron support services such as a check cashing window and the administration. The building entry is part of a covered portico system that links the entry with the lobby and further internal spaces.

Because the base annex is assumed to be in a zone with a temperate climate, the casual lounge and ballroom have major terraces adjacent to them, allowing for the ability to provide activities outdoors.

Figure 5-1 Case Study 1: Concept Plan
[See Fig. 5-2 for final graphic format.]



5.1.2. **Case Study 2: Remote Installation.** The second example is designed to serve the population of a small remote installation, where there is a limited competitive supply off-base of dining, entertainment, and function facilities. The facility is designed to serve diverse events simultaneously.

Table 5-2 Case Study 2: Space Allocation Program

NOMINAL CONSTRUCTED GROSS AREA:		16,900 SF		1,570 SM			
PROGRAMMED AREA (Net Area)							
Primary Patron Activity Areas		seats	SF/seat	NSF	SM/seat	NSM	
Multipurpose/Ballroom	250	@	12	3,000	@	1.12	279
Ballroom podium/service stations				750			
Ballroom storage				300			
Function Rooms				(incl. in Ballroom)			
Dining	30	@	15	450	@	1.39	42
Service station				40			
Casual Food-Beverage	50	@	17	850	@	1.58	79
Bar/Serving Area				250			
Games/Entertainment (optional)				600			
Formal Lounge	30	@	17	510	@	1.58	47
Bar/Serving Area				120			
Bar Storage				50			
Activity Support Areas		staff		NSF		NSM	
Administration							
Manager	1			100		9	
Catering Sales Room	1			120		11	
Operations Support/Work Area	1			150		14	
Storage				30		3	
Electronic Equipment				15		1	
Cashier							
Cashier/ Counting	1			100		9	
Cashier Station (window)				50		5	
Vault				30		3	
Food Service							
Receiving				100		9	
Employee Lockers/Toilets				200		19	
Janitor Closet/Chemical Storage				50		5	
Foodservice Offices				120		11	
Dry Storage				200		19	
Liquor Storage				75		7	
Walk-in Refrigeration				400		37	
Catering Storage				50		5	
Preparation/Production				1200		112	
Sanitation				400		37	
Restaurant Service Area				300		28	

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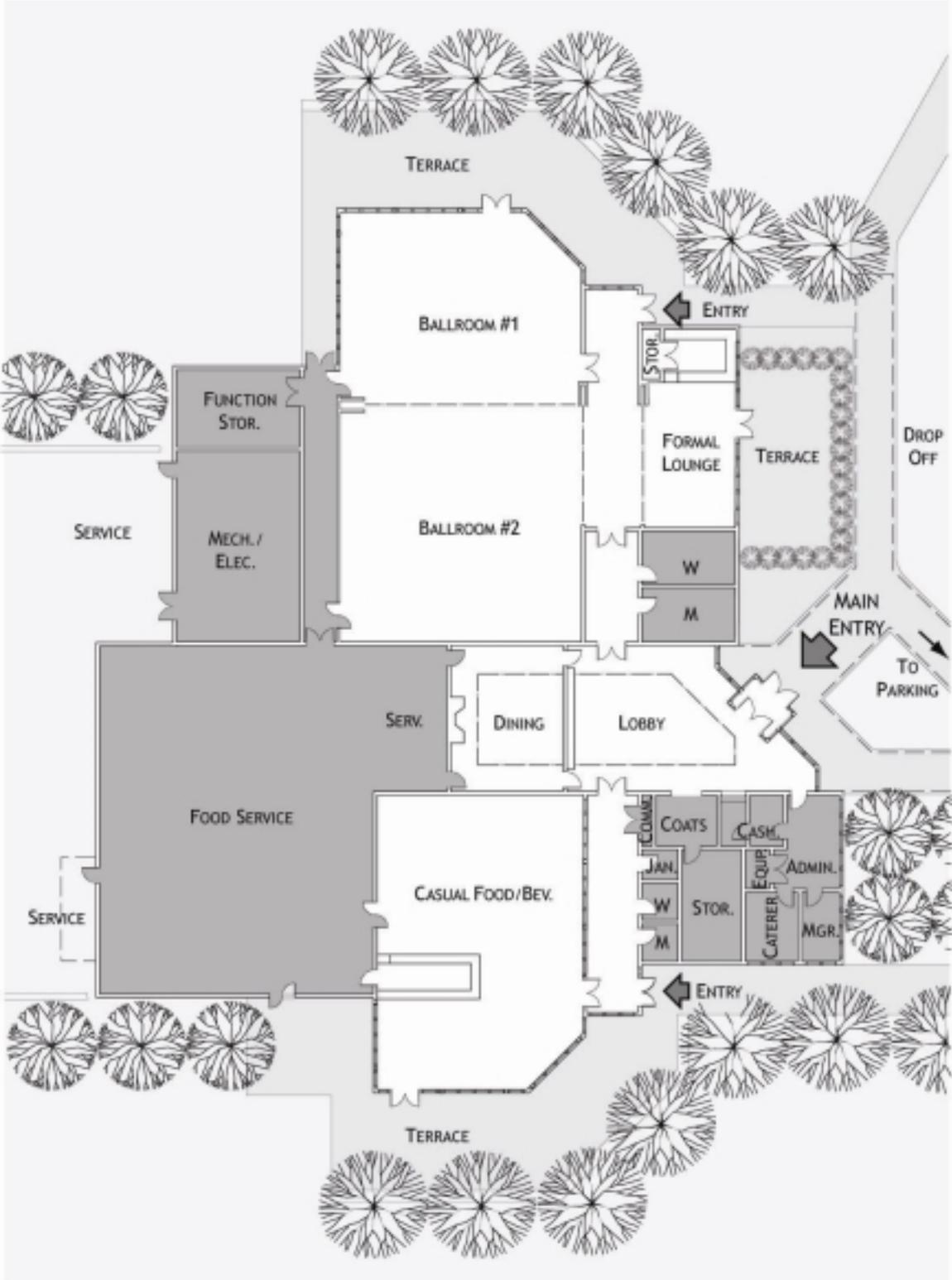
Activity Support Areas (continued)	<i>staff</i>	<i>NSF</i>	<i>NSM</i>
Banquet Service Area		100	9
Banquet Support Foodservice Storage		200	19
Dining Serving Area		500	46
Building Support Areas		<i>NSF</i>	<i>NSM</i>
Patron Toilets		520	48
Coats		100	9
Custodial		60	6
General Storage		250	23
<i>SUBTOTAL of PROGRAMMED AREA (Net)</i>		12,340	1147
Walls, Circulation, Exterior Covered Circulation			
25% of Programmed Area:		3,085	287
Exterior Covered Function Areas			
5% of Programmed Area:		617	57
<i>SUBTOTAL of BUILDING AREA (Gross)</i>		16,042	1491
Mechanical, Electrical, Communications			
5% of Building Area:		802	75
<i>TOTAL CONSTRUCTED GROSS AREA</i>		16,844 <i>SF</i>	1565 <i>SM</i>

The main lobby is flanked by formal and informal activity areas, with secondary entries for both sides. It also serves as the direct entry to a formal dining area. Each zone contains its own toilet rooms – while the main lobby contains centrally located patron support such as a cashier window, administration area (with a catering office), and coat room.

The small ballroom provides banquet seating capacity for 250 persons, perhaps the minimum size for a basewide protocol event. It is divisible into two function spaces. Across from the ballroom is a formal lounge which can serve either as a pre-function space for the whole ballroom or a formal lounge used separately from ballroom events.

The casual lounge and formal dining space seat 50 and 30 persons respectively, accommodating relatively minimally sized Club programs. The dining area is designed as an extension of the lobby area while the casual food/beverage space and ballrooms have terraces to serve as outlooks. The casual food/beverage space is a relatively large area, allowing for the options of including a dance floor or games area. The terraces are accessible to the food preparation spaces, allowing them to be used for outdoor food service as well.

Figure 5-2 Case Study 2: Concept Plan



The kitchen serves both the casual food/beverage space and small main dining area. Its access to the main dining room is configured to include a servery that can be used as a buffet space. More details on the kitchen can be found in Chapter 6.

5.1.3 Case Study 3: Multiple Formal Events. The Club in Case Study 3 serves an installation that has a competitive supply of dining and entertainment facilities available off-base. However, the base for which the facility is designed has a particularly large number of large formal events (such as occurs at a training base or one with many large receptions whose attendees would include a large number of officers). The Club otherwise has the traditional array of services, sized to complement those nearby.

Hence, the function spaces are the Club's main feature. They are configured to allow for a major event requiring theatre style seating or one where seated patrons are as close to the central activity (such as a head table) as possible. Because such formal events will dominate the activities of the Club, its design is formal and its lobby is oriented towards the ballroom/functions side.

Table 5-3 Case Study 3: Space Allocation Program

NOMINAL CONSTRUCTED GROSS AREA:		24,800 SF		2,300 SM			
PROGRAMMED AREA (Net Area)							
Primary Patron Activity Areas							
	<i>seats</i>		<i>SF/seat</i>	<i>NSF</i>	<i>SM/seat</i>	<i>NSM</i>	
Multipurpose/Ballroom	200	@	12	2,400	@	1.12	223
Ballroom podium/service stations				600			
Ballroom storage				300			
Function Rooms							
Function Room 1	100	@	15	1,500	1.39	139	
Function Room 2	70	@	15	1,050	1.39	98	
Function rooms storage				300			
Specialty Dining Venue (<i>Wright Brothers</i>)	100	@	15	1,500	1.39	139	
Service stations				70			
Casual Food-Beverage	100	@	17	1,700	1.58	158	
Bar/Serving Area				250			
Formal Lounge	75	@	17	1,275	1.58	118	
Bar/Serving Area				200			
Bar Storage				75			
Additional Activities (optional)							
Tickets & Tours, Gift Shop, Barber shop, etc.	<i>staff</i>			<i>NSF</i>		<i>NSM</i>	
	1			400		37	
Activity Support Areas							
Administration							
Manager	<i>staff</i>			<i>NSF</i>		<i>NSM</i>	
	1			120		11	
Asst Manager	1			100		9	
Catering Sales Room	1			175		16	
Operations Support/Work Area	1			150		14	

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Activity Support Areas (continued)	<i>staff</i>	<i>NSF</i>	<i>NSM</i>
Storage		40	4
Electronic Equipment		30	3
Cashier			
Cashier and Station (window)	1	100	9
Counting/ Vault		100	9
Food Service			
Receiving		150	14
Employee Lockers/Toilets		250	23
Janitor Closet/Chemical Storage		85	8
Foodservice Offices		150	14
Dry Storage		400	37
Liquor Storage		100	9
Walk-in Refrigeration		600	56
Catering Storage		150	14
Preparation/Production		220	20
Sanitation		600	56
Restaurant Service Area		400	37
Banquet Service Area		200	19
Banquet Support Foodservice Storage		300	28
Dining Serving Area		1000	93
Building Support Areas		<i>NSF</i>	<i>NSM</i>
Patron Toilets		570	53
Coats		120	11
Custodial		75	7
General Storage		300	28
<i>SUBTOTAL of PROGRAMMED AREA (Net)</i>		18,105	1,683
Walls, Circulation, Exterior Covered Circulation			
25% of Programmed Area:		4,526	421
Exterior Covered Function Areas			
5% of Programmed Area:		905	84
<i>SUBTOTAL of BUILDING AREA (Gross)</i>		23,537	2,187
Mechanical, Electrical, Communications			
5% of Building Area:		1,177	109
<i>TOTAL CONSTRUCTED GROSS AREA</i>		24,713 SF	2,297 SM

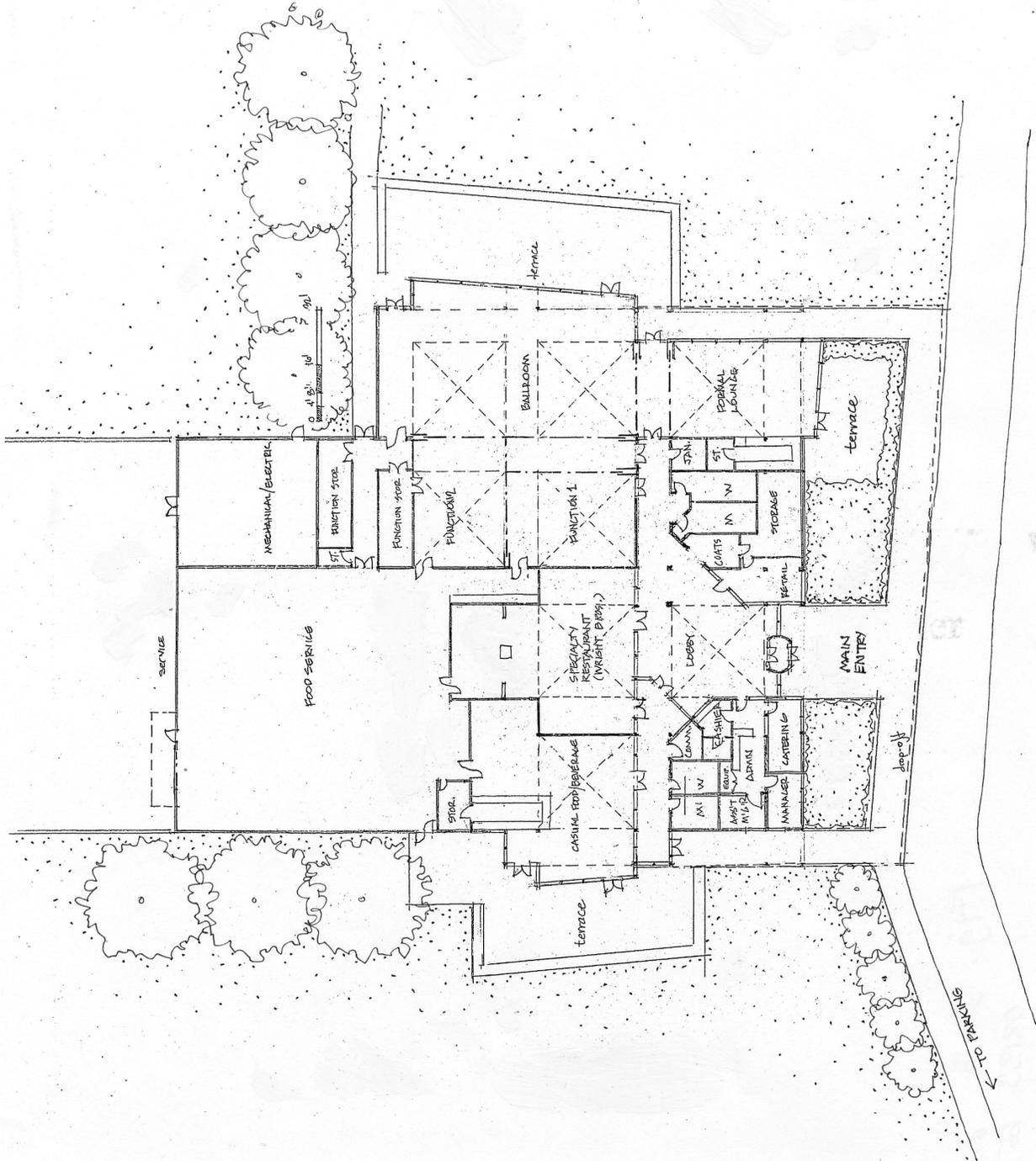
The ballroom is designed to seat 400 at a single event, or to be divided into function spaces with the capacities of 70, 100, and 200 patrons. The other primary patron areas - the casual food/beverage area, specialty restaurant, and formal lounge -

are modestly sized for 100, 100, and 75 patrons respectively.

The main dining area can be entered from either the main lobby or informal side. In this example, the dining area is laid out to serve as a specialty restaurant, a family style facility with a servery developed to accommodate one of the Air Force Signature Brand concepts, a Wright Brothers Market and Deli.

The kitchen serves both the casual food/beverage space and the more formal dining area, which includes a multi-point servery. More details of the kitchen are included in the Chapter 6.

Figure 5-3 Case Study 3: Concept Plan
[See Fig. 5-2 for final graphic format.]



5.1.4 **Case Study 4.** Case Study 4 illustrates a Club programmed for a base that has a large on-base residential population, including a large proportion of young families. It is the only major Club installation on the base and hence must house both formal and informal activities that occur simultaneously. The formal events would include a large number of mission-oriented programs, conferences, and protocol events (as might occur on a Command headquarters base).

Table 5-4 Case Study 4: Space Allocation Program

NOMINAL CONSTRUCTED GROSS AREA:		39,800 SF		3,700 SM			
PROGRAMMED AREA (Net Area)							
Primary Patron Activity Areas							
	<i>seats</i>		<i>SF/seat</i>	<i>NSF</i>	<i>SM/seat</i>	<i>NSM</i>	
Multipurpose/Ballroom	300	@	12	3,600	@	1.12	335
Ballroom podium/service stations				900			
Ballroom storage				480			
Function Rooms							
Function Room 1	100	@	15	1,500	1.39	139	
Function Room 2	100	@	15	1,500	1.39	139	
Function rooms storage				480			
Specialty Food-Beverage Venue (<i>J.R.Rockers</i>)							
Dining	150	@	15	2,250	1.39	209	
Service stations				90			
Casual Food-Beverage	150	@	17	2,550	1.58	237	
Bar/Serving Area				250			
Games/Entertainment				1,600			
Formal Lounge	125	@	17	2,125	1.58	197	
Bar/Serving Area				250			
Bar Storage				100			
Additional Activities (optional)	<i>staff</i>			<i>NSF</i>		<i>NSM</i>	
Tickets & Tours, Gift Shop, Barber shop, etc.	1			600		56	
Activity Support Areas	<i>staff</i>			<i>NSF</i>		<i>NSM</i>	
Administration							
Manager	1			120		11	
Asst Manager	1			100		9	
Catering Sales Room	1			175		16	
Operations Support/Work Area	2			200		19	
Storage				50		5	
Electronic Equipment				45		4	
Cashier							
Cashier/ Vault	2			180		17	
Cashier Station (window)				60		6	
Counting				80		7	
Food Service							
Receiving				200		19	
Employee Lockers/Toilets				375		35	

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Activity Support Areas (continued)	<i>staff</i>	<i>NSF</i>	<i>NSM</i>
Janitor Closet/Chemical Storage		85	8
Foodservice Offices		270	25
Dry Storage		500	46
Liquor Storage		150	14
Walk-in Refrigeration		800	74
Catering Storage		200	19
Preparation/Production		3000	279
Sanitation		1000	93
Restaurant Service Area		500	46
Banquet Service Area		300	28
Banquet Support Foodservice Storage		450	42
Dining Serving Area		650	60
Building Support Areas		<i>NSF</i>	<i>NSM</i>
Patron Toilets		690	64
Coats		150	14
Custodial		90	8
General Storage		400	37
<i>SUBTOTAL of PROGRAMMED AREA (Net)</i>		29,095	2,704
Walls, Circulation, Exterior Covered Circulation			
25% of Programmed Area:		7,274	676
Exterior Covered Function Areas			
5% of Programmed Area:		1,455	135
<i>SUBTOTAL of BUILDING AREA (Gross)</i>		37,824	3,515
Mechanical, Electrical, Communications			
5% of Building Area:		1,891	176
<i>TOTAL CONSTRUCTED GROSS AREA</i>		39,715 SF	3,691 SM

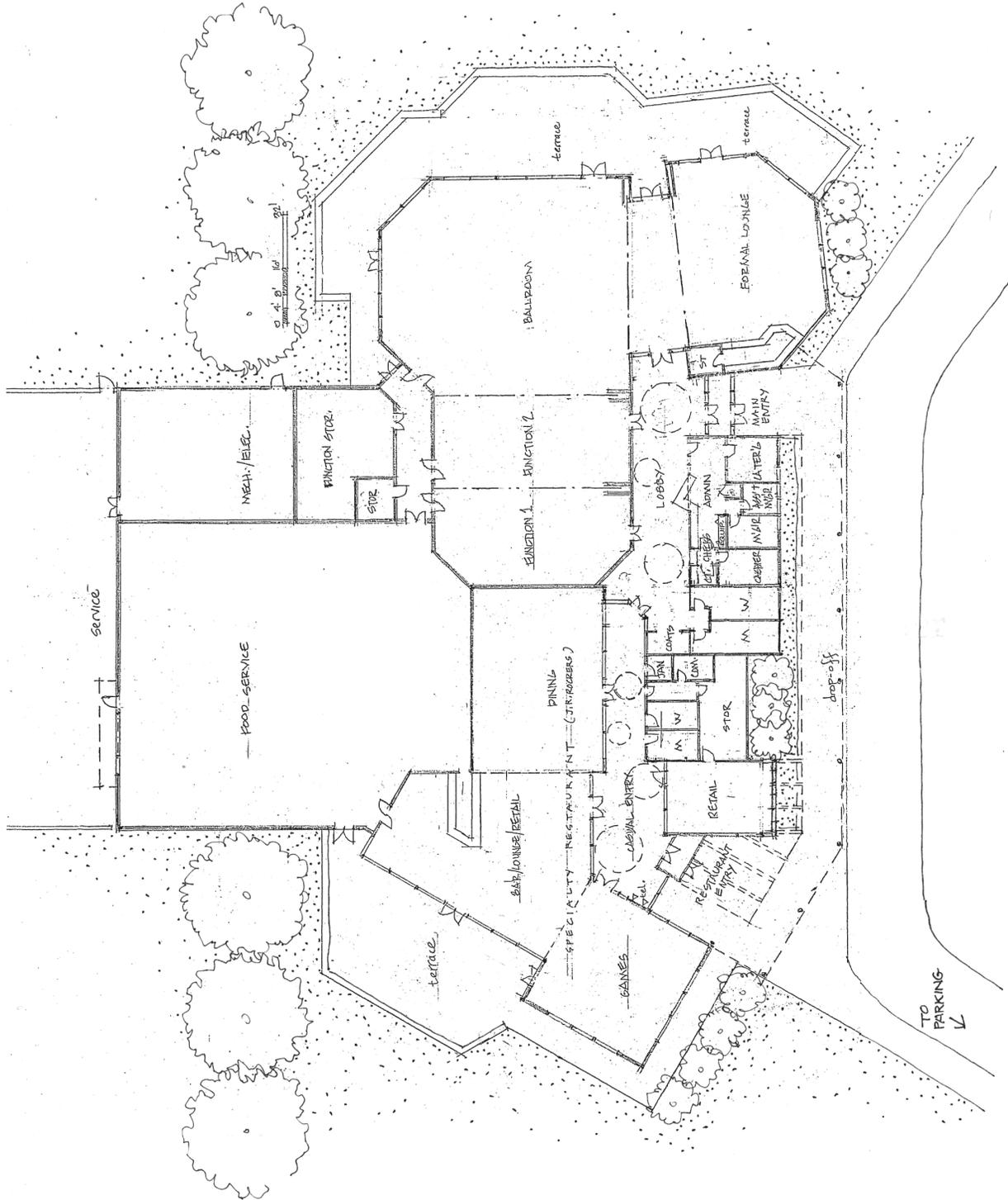
As a result, the facility has two main entries, linked by a street-like lobby off of which all the activities are housed. The formal, main lobby serves as access to a conference complex. The complex includes a ballroom (serving 300 patrons seated in banquet formation) and two function rooms, each serving 100 patrons seated at banquet tables. The ballroom shares a hallway with the formal lounge, whose wall can open to form a large prefunction space that accommodates 125 seated patrons. The main lobby also contains the major patron services – such as administration, coat room, and restrooms.

The casual entry offers access to a specialty dining facility illustrated as an Air Force Signature Brand concept, a J. R. Rockers Sports Café. It includes three elements – a dining facility, a lounge with a horseshoe bar and dance floor, and a game room. The space is configured to serve 300 people total, with the lounge and dining areas accommodating 150 patrons in each. The lounge area is adjacent to a terrace that has direct service access from the kitchen. The casual entry as has a retail area

(suitable for selling local products, as commonly occurs in overseas locations).

Details of the kitchen layout are included in Chapter 6.

Figure 5-4 Case Study 4: Concept Plan
[See Fig. 5-2 for final graphic format.]



5.1.5 **Case Study 5.** The fifth case study is sited on a very large base and located to be convenient to the younger patrons, likely airman and junior enlisted personnel. The facility is designed to provide simultaneously meal services over extended hours plus two other entertainment options (such Old School music and a Top 40 programs). It is also assumed that the facility is in a remote or overseas location where a suitable competitive supply of such offerings is not available.

Table 5-5 Case Study 5: Space Allocation Program

NOMINAL CONSTRUCTED GROSS AREA:		51,500 SF		4,790 SM			
PROGRAMMED AREA (Net Area)							
Primary Patron Activity Areas							
	<i>seats</i>		<i>SF/seat</i>	<i>NSF</i>	<i>SM/seat</i>	<i>NSM</i>	
Multipurpose/Ballroom	600	@	12	7,200	@	1.12	669
Ballroom podium/service stations				1,800			
Ballroom storage				720			
Function Rooms	125	@	15	1,875	1.39	174	
Function Rooms				(incl. in Ballroom)			
Function room storage				720			
Dining	150	@	15	2,250	1.39	209	
Service stations				90			
Casual Food/ Beverage	200	@	17	3,400	1.58	316	
Bar/Serving Area				350			
Specialty Food/Beverage/Games (<i>J.R.Rockers</i>)				1,000			
Formal Lounge	125	@	17	2,125	1.58	197	
Bar/Serving Area				250			
Bar Storage				100			
Additional Activities (optional)							
	<i>staff</i>			<i>NSF</i>		<i>NSM</i>	
Tickets & Tours, Gift Shop, Barber shop, etc.	2			800		74	
Activity Support Areas							
	<i>staff</i>			<i>NSF</i>		<i>NSM</i>	
Administration							
Manager	1			150		14	
Asst Manager	2			200		19	
Catering Sales Room	2			200		19	
Admin Support/Work Area	3			280		26	
Storage				60		6	
Electronic Equipment				45		4	
Cashier							
Head Cashier/Vault	2			200		19	
Cashier Station (window)							
Counting				100		9	
Food Service							
Receiving				250		23	
Employee Lockers/Toilets				500		46	
Janitor Closet/Chemical Storage				100		9	

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Activity Support Areas (continued)	<i>staff</i>	<i>NSF</i>	<i>NSM</i>
Foodservice Offices		300	28
Dry Storage		700	65
Liquor Storage		200	19
Walk-in Refrigeration		1000	93
Catering Storage		300	28
Preparation/Production		4500	418
Sanitation		1500	139
Restaurant Service Area		600	56
Banquet Service Area		500	46
Banquet Support Foodservice Storage		600	56
Dining Serving Area		900	84
Building Support Areas		<i>NSF</i>	<i>NSM</i>
Patron Toilets		950	88
Coats		300	28
Custodial		100	9
General Storage		500	46
<i>SUBTOTAL of PROGRAMMED AREA (Net)</i>		37,715	3,505
Walls, Circulation, Exterior Covered Circulation			
25% of Programmed Area:		9,429	876
Exterior Covered Function Areas			
5% of Programmed Area:		1,886	175
<i>SUBTOTAL of BUILDING AREA (Gross)</i>		49,030	4,557
Mechanical, Electrical, Communications			
5% of Building Area:		2,451	228
<i>TOTAL CONSTRUCTED GROSS AREA</i>		51,481 SF	4,784 SM

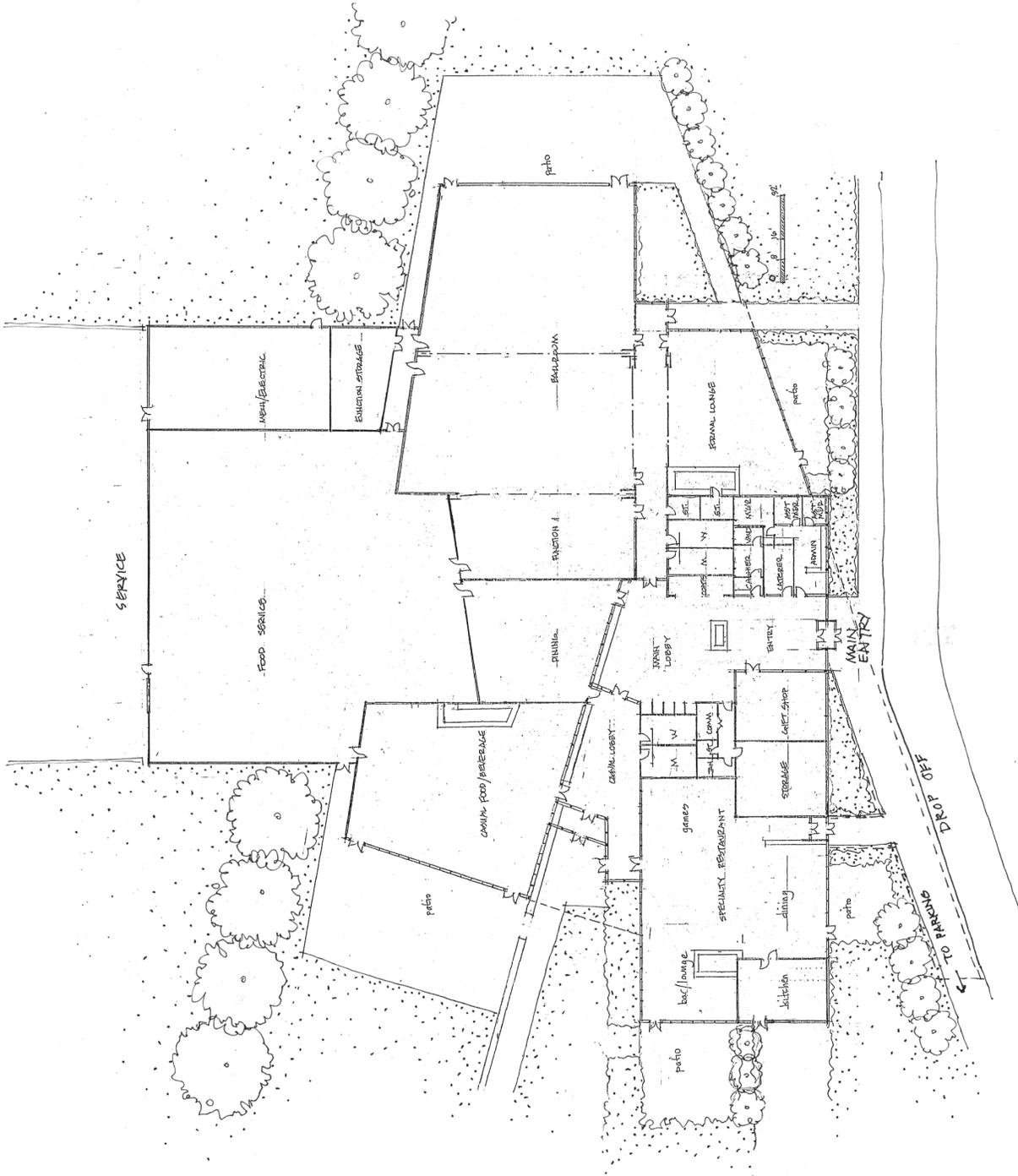
Although most of the time, the patrons come to the facility for casual events, the main lobby is divided so that the large ballroom and functions spaces can be segmented for use by the attendees of formal events. The main lobby offers entrance to the main dining area seating 150 patrons and the function spaces – which include a function room for 125 and a divisible ballroom whose capacity is 600. This space is flanked by a formal lounge that can open to the ballroom as a prefunction space or can be used as a more formal bar, perhaps by senior enlisted on a regular basis.

The main entry also contains most of the services for patrons, including the administration, a separate catering office, a cashier, concierge, coat room, and toilet facilities. The lobby also gives high visibility to a retail operation that could be used either for selling local products or services such as ticket and tours.

The casual lobby is oriented to pedestrian traffic coming from a nearby residential zone. Off of the casual entry are located an event space (that could serve

as a night club or second music venue) and a specialty restaurant. The restaurant is shown as a J. R. Rockers Sports Café. In comparison to the Rockers shown in Case Study 4, it is configured to be more of a single space that has seating for 200 and to be served by a satellite kitchen. The bar, lounge, and ballroom have outdoor terraces, which can be served by the kitchens that serve them.

Figure 5-5. Case Study 5: Concept Plan
[See Fig. 5-2 for final graphic format.]



CHAPTER 6

SPECIALIZED REQUIREMENTS

6-1 **FINISHES, FIXTURES, FURNISHINGS AND EQUIPMENT.** This section provides a description of recommended materials and finishes and an illustrative list of furnishing and equipment items for the Club. This guidance must be confirmed with the specific requirements of the Installation and with local building practices. It is highly recommended that Comprehensive Interior Design (CID) and Structural Interior Design (SID) be made an integral part of the design process.

Table 6-1: Room Finish Schedule. *To be completed in 95% Submittal.*

Table 6-2: FF&E List. *To be provided by AFSVA.*

6-2 FOOD AND BEVERAGE SERVICE.

6-2.1 Example Kitchen Layout Plans.

Figure 6-1: Illustrative Plan for Small Size Kitchen.

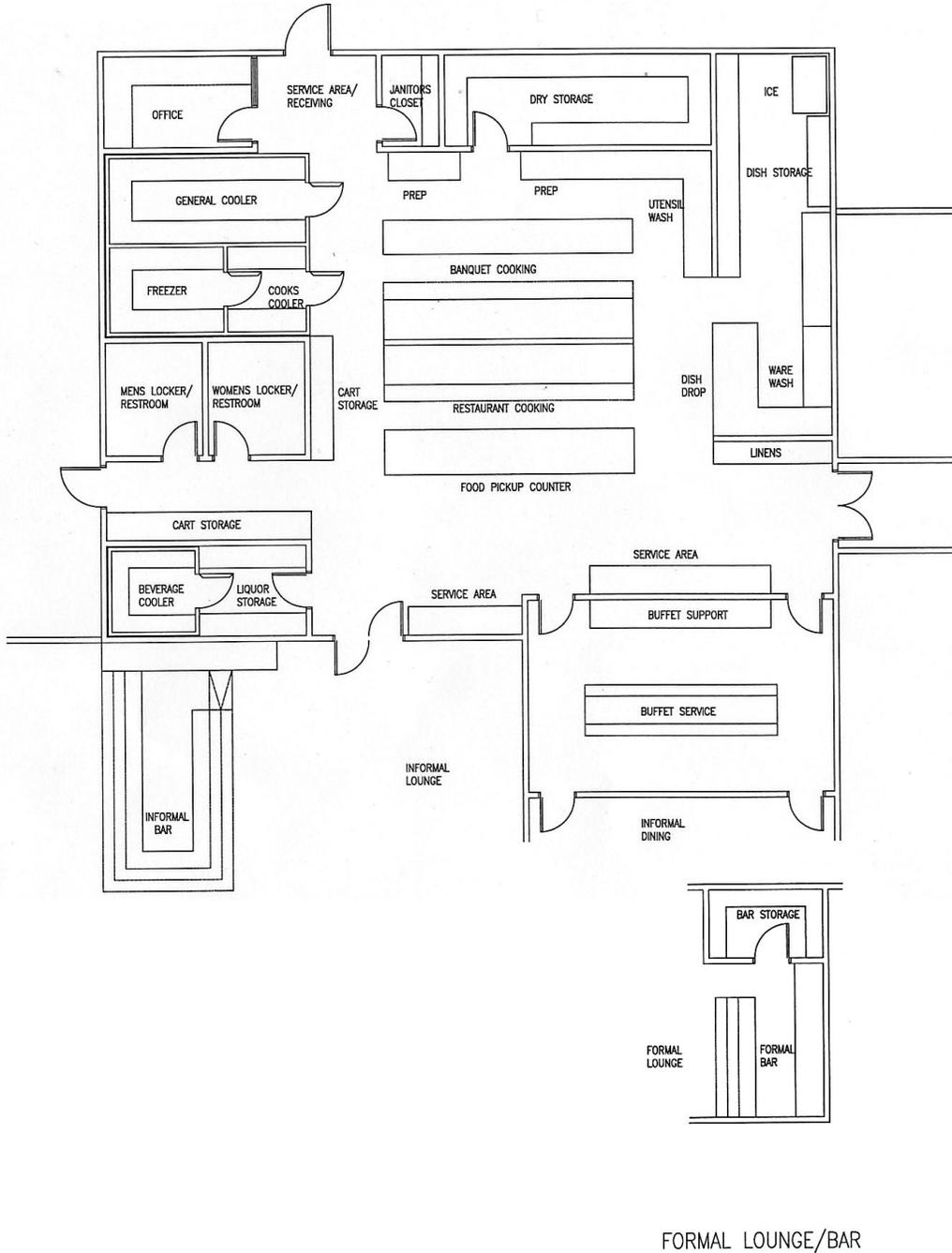


Figure 6-2. Illustrative Plan for Medium Size Kitchen.

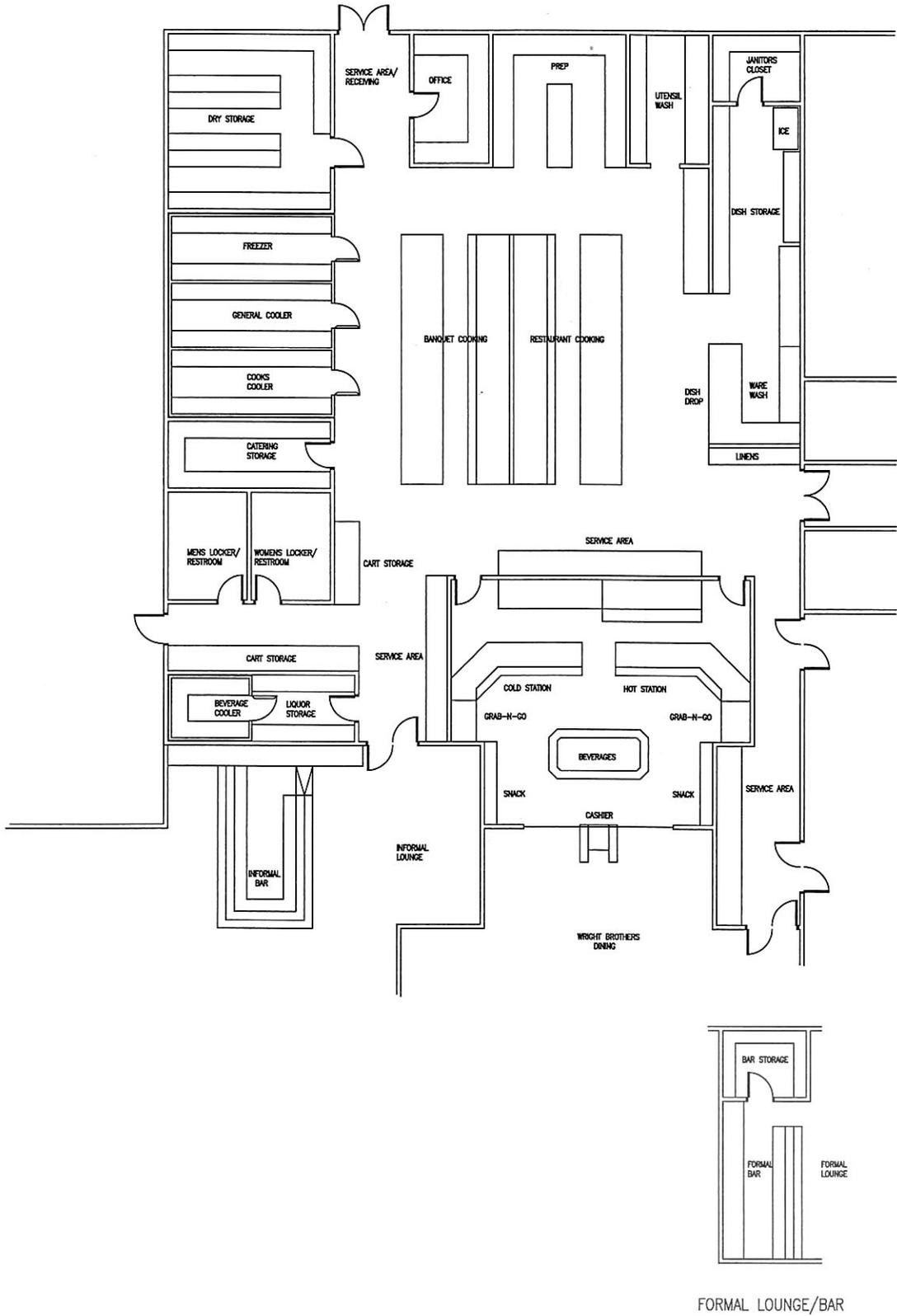


Figure 6-3. Illustrative Plan for Large Size Kitchen.

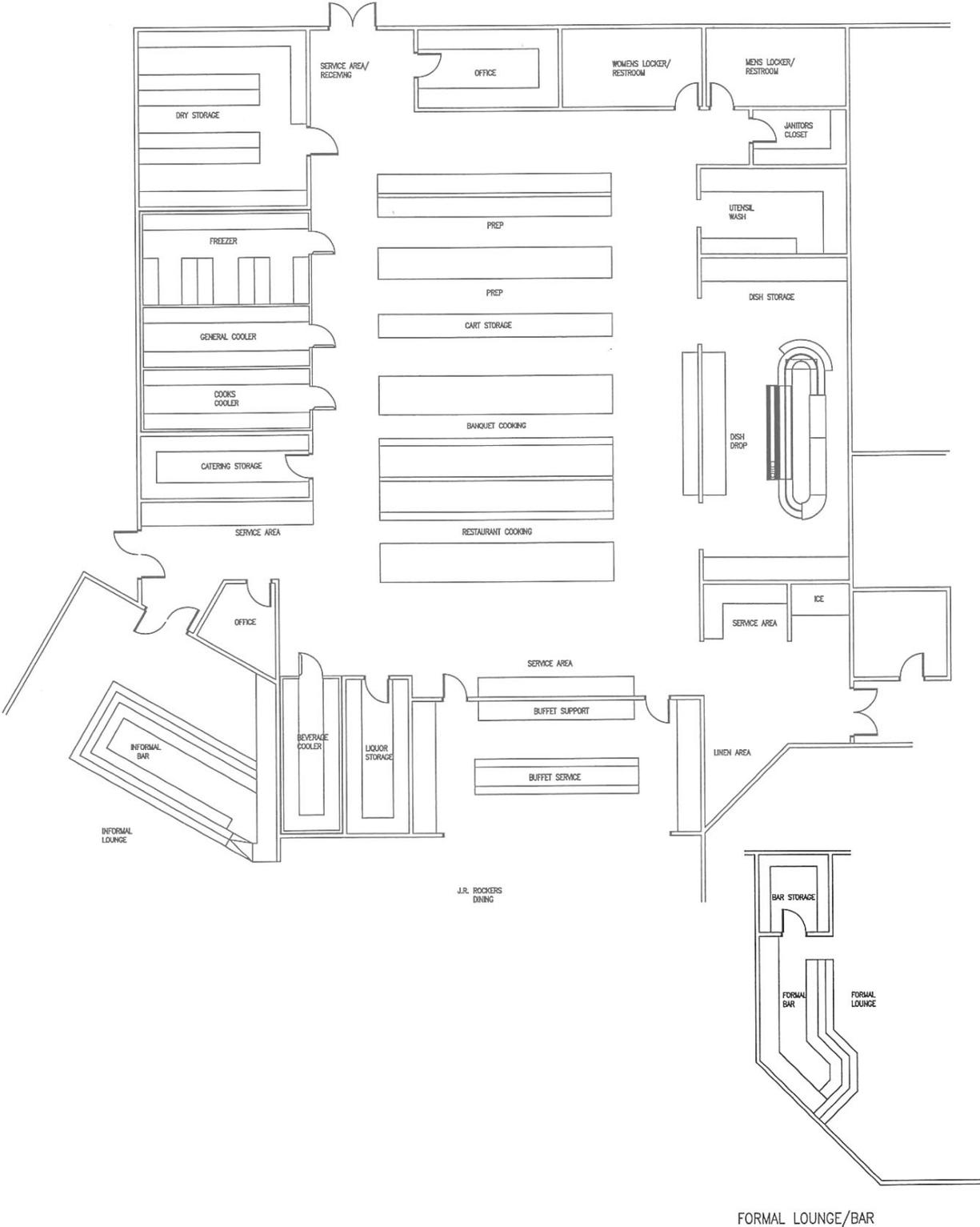


Table 6-3: Example Food-Beverage Equipment List.
[To be completed in 95% Submittal.]

6-2.2 Technical Details for Food-Beverage Service Areas.

6-2.2.1 Architectural Details.

6-2.2.1.1 Door and Openings.

- Doors to be minimum 36 inches wide x 84 inches high with sills flush with finished floor in all food service and related areas.
- Doors in offices should have large windows.
- Doors in/out of service and dining areas shall be treated for sound absorption.
- All service related doors to have kick plates on non-public sides.
- Door in employee restrooms/lockers and janitors closets to have louvered grilles for proper ventilation.
- Locks to be provided where required. Provide main master and individual keying for extra security and control.

6-2.2.1.2 Floors.

- Floor in back-of-house area to be non-slip quarry tile with grout to be similar color as tile. Other approved floor finishes include poured epoxy resin products such as "Stonehard" and seamless sheet vinyl similar to "Altro". Sheet vinyl products to have welded seams.
- Floor finish should be in all back-of-house functional and support areas and continue into all non-functional support areas except offices. Floor finish in offices shall be non-slip tile or linoleum. When sheet vinyl products are used in other areas, sheet vinyl should continue into offices.
- Finished floor material to be coved up walls minimum of 6 inches.

6-2.2.1.3 Walls.

- Walls shall be smooth, easily washable and non-absorbent material.
- Epoxy painted walls are acceptable in offices and storage areas.
- Back-of-house functional support and production areas to have waterproof wall finish such as ceramic tile or fiberglass reinforced panels (FRP). When ceramic tile is used, tile may only go up partial height of wall up to 72 inches with balance of wall epoxy painted.
- Wall construction to comply with all local and national building codes.
- At all exposed wall corners, install bumpers from 6 inches above finished floor (AFF) to 48 inches AFF. Bumpers to be constructed of stainless steel or hard resilient plastic.

- Walls between all back-of-house and front-of-house areas including dining rooms, ballrooms, function rooms and casual food-beverage areas to be double studded and insulated to minimize sound transfer.
- Blocking to be provided in walls to support all wall mounted equipment including wall shelves, exhaust hoods and hand sinks. Height and location of backing depends on specific equipment.
- Walls in liquor storage and bar storage to go to structure above with secure materials installed to prevent access from adjacent areas.

6-2.2.1.4 Ceilings.

- Finished ceiling heights should be 9'-0" minimum AFF.
- Ceiling to be lay-in grid type, 24 inches x 48 inches grid, with smooth, light colored, washable surface.
- Ceilings to be eliminated above walk-in foodservice and beverage storage and exhaust hoods. Closure panels from top of these items to finished ceiling in material to match equipment finish to be installed.

6-2.2.1.5 Lighting.

- Recessed grid type fluorescent light fixtures should be installed in all back-of-house areas.
- All lighting must be provided with protective lens.
- Lighting for walk-in storage and exhaust hoods to be provided with equipment.

6-2.2.1.6 Windows.

- Windows where required, should be non-operable for security purposes.
- Minimum sill height is 48 inches to allow for equipment to be installed below.
- Windows in offices should be sized to provide maximum visibility to related areas.

6-2.2.2 Engineering Details.

6-2.2.2.1 Plumbing.

- Hot water system to be designed to provide 140 deg F maximum outlet. Utensil wash sinks, exhaust hoods and warewash machines require 140 deg F. provide 110 deg F to all other hot water outlets including hand sinks.
- A soft water system should be provided when water hardness exceed 6 grains. Softened to be piped to all foodservice water connections.
- Food waste disposers may not be allowed in some areas. For these areas, waste pulpers or other means of disposing of food waste may be required.

- A grease trap system shall be provided as required by local and national plumbing codes. Grease traps should always be located on exterior of building to allow easy emptying and cleaning without affecting operation.
- Building sprinkler system to be installed in all back-of-house areas including walk-in storage rooms. Walk-in storage rooms to have dry pipe system heads.
- Water mist fire protection shall be installed in all cooking exhaust hoods unless prohibited by local codes. System to be connected to general building sprinkler system.

6-2.2.2.2 Electrical.

- Provide emergency power back up system for all walk-in storage and exhaust hoods.
- Electrical service to be minimum 120/208 volt, three phase. If available, 480 volt service should be provided to reduce amperage required for dishwashers and boosters heaters.
- All walk-in alarms and fire protection systems to be connected to building central alarm system.

6-2.2.2.3 Ventilation.

- Back-of-house areas require 20-30 air changes per hour.
- Back-of-house areas to be negatively pressurized to maintain proper odor control.
- Make-up supply air system to be tempered into back-of-house.
- Exhaust hoods above cooking equipment to be provided with dedicated exhaust systems and may not be connected to any other systems. Ducting to be installed to meet all local and national codes.
- Exhaust from dishwasher to be dedicated and shall not be connected to any other systems.

6-2.2.2.4 Structural.

- Floor system shall not be designed as post tension or waffle style slab system.
- Floor shall be designed for 150 pounds per square foot load.
- Expansion joints cannot be located in walk-in storage areas or recessed floor areas.

6-3 BUILDING SYSTEMS. The Club should be designed to meet prevailing economic and engineering constraints. The design should meet life cycle cost and value engineering criteria. Life cycle cost analyses should be equivalent to the methodologies outlined in the National Bureau of Standards Handbook (NBS 135), Life Cycle Cost Manual of the Federal Energy Management Program.

Other general design issues include the following:

6-3.1 **General.**

- All building systems specifications must be verified with the Installation Civil Engineering Office.
- Preliminary floor space requirements for MEP/FP equipment should range from 3 percent gross building area for large Clubs to 5 percent for small Clubs. Actual floor space requirements are dependent on geographic location, building size, architectural design, mechanical design and other factors. Proper ceiling space for ductwork and equipment must be considered. Club mechanical and communications will not exceed the minimum space required to accommodate equipment, controls, access clearances, and safe work areas.
- Space for outdoor equipment (e.g. condensing units, oil tanks, and transformers) must be accommodated and coordinated with the exterior space use and landscape design, and with force protection standards. Care must be taken to locate this and any other exterior building mounted equipment away from the building entrance and to provide visual and acoustical shielding.

6-3.2 **Structural Systems.** Select a structural system that will achieve several design goals:

- Provide a clear span structure at major activity spaces including the multipurpose/ ballroom and the function rooms.
- Allow for high bay spaces for the lobby and public circulation, dining, the multipurpose/ ballroom, the function rooms and other major activity areas.
- Permit flexibility for reconfiguring the floor plan in the administration, food preparation, and service areas.

Select the structural system based on achieving an economical system that meets engineering standards, including consideration of:

- Projected load requirements.
- Bearing conditions including subsoil and drainage considerations.
- Prevailing and available construction practices.
- Regulatory constraints including force protection standards, seismic loading, safety issues, and climactic conditions.

6.3.3 **Mechanical Systems.** The Club is likely to be a single story building with large volume spaces. The various activity areas will have differing operating requirements. Design considerations to achieve an economical system in designing the HVAC systems for the Club include the following items.

- Load calculations shall be performed in accordance with ASHRAE standards, based on local weather conditions, and applicable energy code.
- Mechanical systems shall be designed according to local code requirements. If local codes are not in force, the International Mechanical Code (IMC) – 2000 shall be used.
- Mechanical systems shall be designed according to the International Energy Conservation Code 2004, ASHRAE 90.1 – 1999 shall be used.
- Ventilation shall be provided in accordance with ASHRAE Standard 62-2001.
- A single hot water boiler, sized as defined above, shall provide heating.
- Provide baseboard, fin tube radiation for heating. Elements shall be zoned by space, controlled by local thermostats. In spaces where radiation cannot be installed, provide heating coils in overhead ductwork.
- Provide direct exterior access to the mechanical room.
- The hot water distribution system shall be provided with duplex pumps.
- Provide air-conditioning, where authorized, for the function rooms, formal lounge, lobby, ballroom, administration, casual food and beverage venue.
- System shall be designed to meet NC-35 acoustic criteria for the occupied space.
- Provide kitchen hood exhaust fan(s), sized to meet the specified hood(s) performance. (Hood[s] shall be specified by others.) Provide hood exhaust duct(s) as required by NFPA 96. Provide make-up air unit(s) and heat recovery capability as required by the International Energy Conservation Code 2000 or other applicable local energy codes. The kitchen shall not be air-conditioned. Provide dishwasher exhaust (if dishwashing machine is furnished). Dishwasher exhaust shall be aluminum or stainless steel, watertight.
- Provide exhaust system for the toilets and janitor's closet.
- Humidification is not required.

6.3.4 **Plumbing Systems.** Plumbing systems for the Club will need to support all of the functions of the facility and most notably the kitchen. Considerations to be taken into account include the following items:

- Plumbing systems shall be designed according to local code requirements. If local codes are not in force, the International Plumbing Code (IPC) – 2000 shall be used.
- Domestic hot water systems shall be designed in accordance with ASHRAE Standards and 90.1 – 1999.
- Domestic hot water system temperatures shall comply with local Health Codes. If local codes are not in force, provide a booster heater to provide 180 degrees F. to the dishwasher (if provided).
- Provide floor drains and hose bibbs in toilet rooms.
- Provide wall hydrants on building exterior.

6.3.5 Fire Protection Systems. The Club is a place of public assembly. Achieving appropriate fire protection will include meeting the following provisions:

- Fire Protection systems shall be designed according to local code requirements. If local codes are not in force, the International Building Code (IBC) – 2000 shall be used.
- Provide fire suppression system in each kitchen hood.
- Provide wet sprinkler system throughout the Club.
- Fire alarm system and wiring shall comply with NFPA 72 and local codes and regulations.
- Provide ADA compliant fire alarm system consisting of a fire alarm control panel (FACP), audio/visual signaling devices, manual pull stations, smoke detectors, heat detectors and modules for fire protection devices. Outside notification as required by the locality shall be included.

6.3.6 Electrical Systems. The electrical system of the Club shall be designed to support the multiple activities of the Center and must include the following considerations:

- Electrical systems shall be designed in accordance with the National Electrical Code (NEC), and applicable local codes and regulations, including the applicable energy code.
- Electrical service shall be sized based upon the calculated loads and size of the building, with spare capacity for future loads (20 percent).
- Electrical service shall be connected to the local utility or to the base distribution system, as appropriate. The service shall be grounded as required by code.
- A pad-mounted transformer shall be provided, which will serve as the demarcation point between the exterior service and the building power.
- Secondary service from the transformer shall connect to a main service overcurrent protection and disconnecting device.
- Metering shall be provided. Either check metering on the Club, if primary metering is in use, or secondary metering on the load side of the transformer, in accordance with local utility or base requirements.
- Secondary service voltage shall be 208/120V, 3Ø, 4 wire. Therefore, interior transformers are not required.
- The MDP (main distribution panel) shall serve the three phase mechanical equipment and feed branch circuit panelboards. Provide separate panelboards for the kitchen, general lighting and power, and single phase and smaller three phase mechanical equipment.
- Run all circuits in steel conduits with insulated copper conductors.
- Provide full size green insulating grounding conductor for each circuit.
- All power wiring shall run concealed.
- Provide manual toggle switches, dimmers and automatic lighting controls (occupancy sensors, time clocks) for lighting as appropriate for the dining,

kitchen, function back of house and offices. Lighting controls shall meet the requirements of the applicable energy code.

- Provide convenience receptacles, special configuration receptacles and power for user's equipment and mechanical equipment.
- Recommended lighting levels are listed in Chapter 4 for specific functional area. In general, provide lay-in fluorescent fixtures in offices and back-of-house spaces; downlights and decorative, dimmable fixtures in the function rooms and lounges; fluorescent strip fixtures in mechanical and utility spaces; lensed fixtures in food preparation and storage areas.
- Provide battery powered emergency lighting and illuminated exit signs.

Table 6-4: Recommended Lighting Levels.

PROGRAMMED AREA (<i>Net Area</i>)	RECOMMENDED LIGHTING LEVELS	
	FC	LUX
Primary Patron Activity Areas		
*Multipurpose/ballroom/entertainment ctr.	10-60	108-646
Ballroom podium/service stations	40-50	162-269
Ballroom storage	15-25	162-269
Function rooms		
Function rooms storage	15-25	162-269
Main dining		
Service stations	40-50	430-538
Name/signature brand venues	25-30	
Informal lounge	10-15	108-162
Bar/work area	25-30	269-323
Games/entertainment		
Name/signature brand venues	25-30	269-323
Formal lounge		
Bar/work area	25-30	269-323
Bar storage	15-25	162-269
Additional Activities		
Tickets & Tours, Gift Shop, Barber Shop, etc.	30-40	323-430
Activity Support Areas		
Administration		
Manager	40-45	430-484
Asst. Manager	40-45	430-484
Catering/Sales	40-45	430-484
Admin Support/Work Area	40-45	430-484
Storage	15-25	162-269
Electronic Equipment	50-60	538-646
Cashier	30-35	323-377
Head Cashier/Vault	50	538
Cashier Station (window)	50-60	538-646
Counting	75	807
Food Service	65-75	700-807
Receiving	35-40	377-430
Employee Lockers/Toilets	35-40	377-430
Janitor Closet/Chemical Storage	15-25	162-269
Foodservice Offices	40-45	430-484

PROGRAMMED AREA (<i>Net Area</i>)	RECOMMENDED LIGHTING LEVELS	
	FC	LUX
Dry Storage	15-25	162-269
Liquor Storage	15-25	162-269
Walk-in Refrigeration	15-25	162-269
Catering Storage	15-25	162-269
Preparation/Production	75	807
Sanitation	75	807
Restaurant Service Area	75	807
Banquet Service Area	75	807
Banquet Support Foodservice Storage	15-25	162-269
Dining Serving Area	25-30	269-323
Building Support Areas		
Patron Toilets – Building	25-30	269-323
Patron Toilets – Lounges	25-30	269-323
Coats	25-30	269-323
Custodial	25-30	269-323
General Storage	15-25	162-269

* Large capacity dimming system with multiple scene controls

6.3.7 Exterior Lighting Systems. Exterior lighting systems shall be designed to include the following provisions:

- Provide metal halide or compact fluorescent fixtures in exterior canopies and at exterior door locations.
- Provide pole mounted metal halide for outdoor activities.
- Provide time clock/photocell control for all exterior lighting.

6.3.8 Communications Systems. Considerations for providing appropriate communications systems support for the Bowling Center include:

- Communication wiring shall be brought into the building underground in PVC or RMC to the head end equipment. Communication wiring shall be run in raceways in areas subject to damage, such as in walls or in unfinished areas. Other areas (above ceilings) may not require conduits.
- Review security/privacy/interference issues with the user/operator to determine if multiple communications (low voltage) systems can be installed in the same conduit.
- Provide provisions (boxes, raceways, power) for security, telephone, data, POS (point-of-sale), network, PA, CATV (cable access television) and other low voltage systems.

6-4 SUSTAINABLE DEVELOPMENT. Apply sustainable development concepts in the planning, design, construction, environmental management and disposal of Clubs, consistent with budget and mission requirements. Current Air Force sustainable development policies may be found at <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=27>. Current policy

does not require LEED certifyability for nonappropriated fund Club projects.

APPENDIX A

REFERENCES

[Format to be developed.]

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AFI 32-1022 Planning and Programming of Nonappropriated Fund Facility Construction Projects <http://www.e-publishing.af.mil/>

AFI 32-1023 Design and Construction Standards and Execution of Facility Construction Projects <http://www.e-publishing.af.mil/>

AFI 32-1024 Standard Facility Requirements <http://www.e-publishing.af.mil/>

MIL-HDBK-1190, Facility Planning and Design Guide <http://www.whs.mil>

AFI 32-1032 Planning and Programming Real Property Maintenance Projects Using Appropriated Funds <http://www.e-publishing.af.mil/>

AFH 32-1084 Standard Facility Requirements <http://www.e-publishing.af.mil/>

AFI 34-115, *Air Force Club Program* <http://www.e-publishing.af.mil/>

AFMAN 34-228 AIR FORCE CLUB PROGRAM PROCEDURES <http://www.e-publishing.af.mil/>

AFMAN 34-229 , AIR FORCE SLOT MACHINE PROGRAM OPERATIONS, CONTROLS, AND PROCEDURES <http://www.e-publishing.af.mil/>

AFI 65-106 Appropriated Fund Support of Morale, Welfare and Recreation and Nonappropriated Fund Instrumentalities <http://www.e-publishing.af.mil/>

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[USAF Project Managers' Guide for Design and Construction](http://www.afcee.brooks.af.mil/)

[AFI 32-7062 USAF Comprehensive Planning](http://www.afcee.brooks.af.mil/) <http://www.e-publishing.af.mil/>

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Americans with Disabilities Act Accessibility Guidelines (ADAAG)
<http://www.afcee.brooks.af.mil/>

AF Sustainable Facilities Design Guide <http://www.afcee.brooks.af.mil/>

Leadership in Energy and Environmental Design (LEED) Green Building Rating System <http://www.afcee.brooks.af.mil/>

EPA website (<http://www.epa.gov/cpg/products>)

AFI 31-210, USAF Antiterrorism/Force Protection (AT/FP) Program Standard <http://www.e-publishing.af.mil/>

USAF Force Protection Design Guide <http://www.afcee.brooks.af.mil/>
UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings
<http://www.afcee.brooks.af.mil/>

The Air Force Architectural Compatibility Design Guide <http://www.afcee.brooks.af.mil/>
AFPAM 32-1097 Sign Standards Pamphlet <http://www.afcee.brooks.af.mil/>
USAF Interior Design Guides <http://www.afcee.brooks.af.mil/>

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AJMAN 32-1058, Masonry Structural Design for Buildings
<http://www.afcee.brooks.af.mil/USAF><http://www.afcee.brooks.af.mil/>
International Building Code (IBC) National Fire Protection Association (NFPA)
<http://www.nfpa.org>

Engineering Design and Construction (contact HQ AFCEA
<http://www.afcesa.af.mil/>)
National Electrical Code (NEC) <http://www.mikeholt.com/nec/nec.htm>)

Illuminating Engineering Society's Illuminance Selection Procedure (IES)
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