

**CHAPTER 701. NATIONAL CEMETERY SYSTEM - ADMINISTRATION
BUILDING**

CONTENTS

PARAGRAPH
PAGE

1. Approval of Criteria.....	701-1
2. Definition.....	701-1
3. Program Data Required.....	701-1
4. Space Determinations.....	701-1
5. Operating Rationale (Basis of Criteria).....	701-3
6. Design Considerations.....	701-6

1. APPROVAL OF CRITERIA

Criteria approved by the Department of Veterans Affairs (VA) on September 18, 1984.

2. DEFINITION

This chapter identifies and defines the administrative spaces needed at each Department of Veterans Affairs (VA) national cemetery.

3. PROGRAM DATA REQUIRED

- a. Projected staffing by position.
- b. Projected burials/day.

4. SPACE DETERMINATIONS

Space for cemeteries with less than 1 burial/day must be planned on an individual project basis.

a. Administrative Offices

(1) Office, Director

(a) **1-6 burials/day** 13.9 NSM
(150 NSF)

(b) **Over 6 burials/day** 18.6 NSM
(200 NSF)

(2) **Office, Secretary (When staffed)** 8.9 NSM
(96 NSF)

b. General Office

(1) **Office, Assistant Director/Administrative Officer**

or Assistant (When staffed) 11.2 NSM
(120 NSF)

(2) **Work Stations - Cemetery Representative, Contracting Representative,**

Clerk, Receptionist 6.0 NSM (74 NSF) per person

(The receptionist work station should be contiguous to the lobby.
If a receptionist is not provided, one of the other work stations
should be contiguous to the lobby to serve as a receptionist.)

(3) **Operational Center** (includes ADP capability)

Consolidated center for communications filing, reference,
reproduction and storage supporting the administrative and general
office staff.

(a) **1-6 burials/day** 18.6 NSM
(200 NSF)

Note: 2.3-3.7 NSM (35-40 NSF) of the 18.6 NSM (200 NSF) may be allocated as a storage closet.

(b) **7-15 burials/day** 22.3 NSM
(240 NSF)

NOTE: 7.4-9.3 NSM (80-100 NSF) of the 22.3 NSM (240 NSF)
may be allocated as a storage closet.

(c) **Over 15 burials/day**..... 26.0 NSM
(280 NSF)

NOTE: 7.4-9.3 NSM (80-100 NSF) of the 26 NSM (280 NSF)
may be allocated as a storage closet.

(4) **Lunch Area With Kitchen Unit**

(a) **1-6 burials/day** 4.2 NSM
(64 NSF)

(Space is provided for a kitchen unit only.)

For cemeteries with 1-3 burials/day the kitchen unit may combined with the operational center increasing the space to 22.8 NSM (245 NSF).

For cemeteries with 4-6 burials/day the kitchen unit may be combined with the multipurpose room increasing the space to 18.1 NSM (195 NSF).

(b) **Over 6 burials/day** 15.3 NSM
(165 NSF)

(5) **Storage - Cemetery Representatives' Uniforms** 001.0 NSM
(1 NSF)

per Cemetery representative

(Minimum = 0.2 NSM (2 NSF))

Provides a closet for Government-issued blazers, pants and/or skirts for cemetery representatives.

..... (6)
Housekeeping Aids Closet 3.7 NSM (40 NSF)

c. Multipurpose Room

(Conference room, family room)

(1) **1-3 burials/day**

NOTE: *The need for the room and the space required will be determined on an individual project basis.*

(2) **4-6 Burials/Day** 13.9 NSM
(150 NSF)

(Will also function as lunchroom)

(3) **Over 7-15 Burials/Day** 18.6 NSM
(200 NSF)

(4) **Over 15 Burials/Day** 26.0 NSM
(280 NSF)

d. Lobby

(1) **1-6 Burials/Day** 22.3 NSM
(240 NSF)

(2) **7-15 Burials/Day** 29.7 NSM
(320 NSF)

(3) **Over 15 Burials/Day** 37.2 NSM
(400 NSF)

e. **Toilet (Wheelchair)** 4.8 NSM
(52 NSF)

(Minimum 1, Maximum 2)

NOTE: The number of toilets required will be determined on an individual project basis depending on the proximity of public toilet facilities to the administration building. These facilities are for use by staff and/or visitors as required.

5. OPERATING RATIONALE (BASIS OF CRITERIA)

a. Administrative Offices

(1) Office, Director

Tasks	Receives visitors, dignitaries
	Writing, no typing
	Conference
Users	Director
	General Public
	Dignitaries
Support Service Areas	Secretary
	Assistant Director
Special Requirements	Separate, totally enclosed office
	Must convey a public image.
	Conference seating for four at desk. Conference seating for six in lounge seating.

(2) Office, Secretary

Tasks	Controls visitors to Director's and Assistant Director's offices.
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May act as receptionist when no receptionist is authorized.

Typing, writing, filing.

Tasks responsibilities similar to personnel assigned to General Office.

Users

Director

Assistant Director

Support Service Areas

Operational Center

Interment Files

General Office

Conference Room

b. General Office

(1) Office, Assistant Director/

Administrative Officer or

Office Assistant

Tasks

Assists Director

Supervises office personnel.

Typing, writing, telephone

Filing/reference

Correspondence

Personnel

Interment Records

Receives visitors

Support Service Areas

Operational Center

Assistant Director

Director

Lunchroom

Special Requirements Separate office area but not necessarily totally enclosed.

Comfortable guest seating.

Visitor seating for two at desk.

(2) Work Stations - Cemetery

Representative, Contracting Representative, Clerk, Receptionist

Tasks Greets visitors, burial parties, dignitaries, government contractors.

Dispenses information, handout maps.

Typing, writing, filing/reference.

Users

Receptionist, Clerk,

Cemetery Representative

Contracting Representative

All visitors

Support Service Areas

Interment Files

Operational Center

General Office

Special Requirements

Receptionist work station at standard desk height.

May be free standing or built-in. Telephone control for all stations.

Must be contiguous with lobby.

(3) Operational Center

Tasks No personnel stationed at this location.

Users All administrative personnel.

Support Service Areas This is the center for filing, reference, reproduction and is a support function.

Special Requirements Maximum use of volume for storage and work surfaces with minimum but efficient circulation.

Interment files (drawers for 120 mm x 200 mm (5" x 8") cards).

Computer equipment.

Personnel files.

Correspondence files.

Supplies.

5-year records
Reproduction equipment.

Work surfaces.

Paper cutter, hole punches, etc.

Communications radio (microphone, base equipment, etc.).

Wall-mounted or other flat file system for 760 mm by 1077 mm (30" by 42") tackboard

(4) Lunch Area With Kitchen Unit

This provides an area shielded from public view where 2-3 staff can have lunch.

(5) Storage Cemetery

Representatives' Uniforms This is a secured storage closet/locker for cemetery representatives' Government issued uniforms (blazers and pants or skirt.)

(6) Housekeeping Aids Closet

c. Multipurpose Room

Task

No personnel stationed at this location.

Informal public and family meetings/ receptions.

Community and veteran organization meetings.

Users

Director with staff and/or visitors.

Receptions for dignitaries and other visitors.

Chaplain with large family groups. Director with local veterans organizations.

Educational conferences.

Burial parties/families of veterans.

General public.

Dignitaries.

Community and veteran groups.

Support Service Areas

Lunchroom

Special Requirements

Comfortable, must convey an image.

If windows are provided, light control will be necessary to the extent required for projection. Storage for supplies and projection equipment is required. Food and beverages may be served. May function as lunchroom.

Will be used for public functions at night.

d. Lobby

Tasks

Public reception, waiting, and information for visitors, burial parties and dignitaries.

Users

Public visitors.

Burial parties.

Support Service Area

Receptionist.

Conference.

Restrooms.

Special Requirements

Lounge seating should not be crossed with major circulation routes.

Seating should be self-contained group(s).

Circulation control for all building functions.

Provides a public image. The character of space must be noninstitutional.

The scale, volume and all parts must create a significant space which invites and welcomes the public, illustrating the very highest level of architectural presence.

Must be capable of being used after regular cemetery hours to provide public access to areas open for community use.

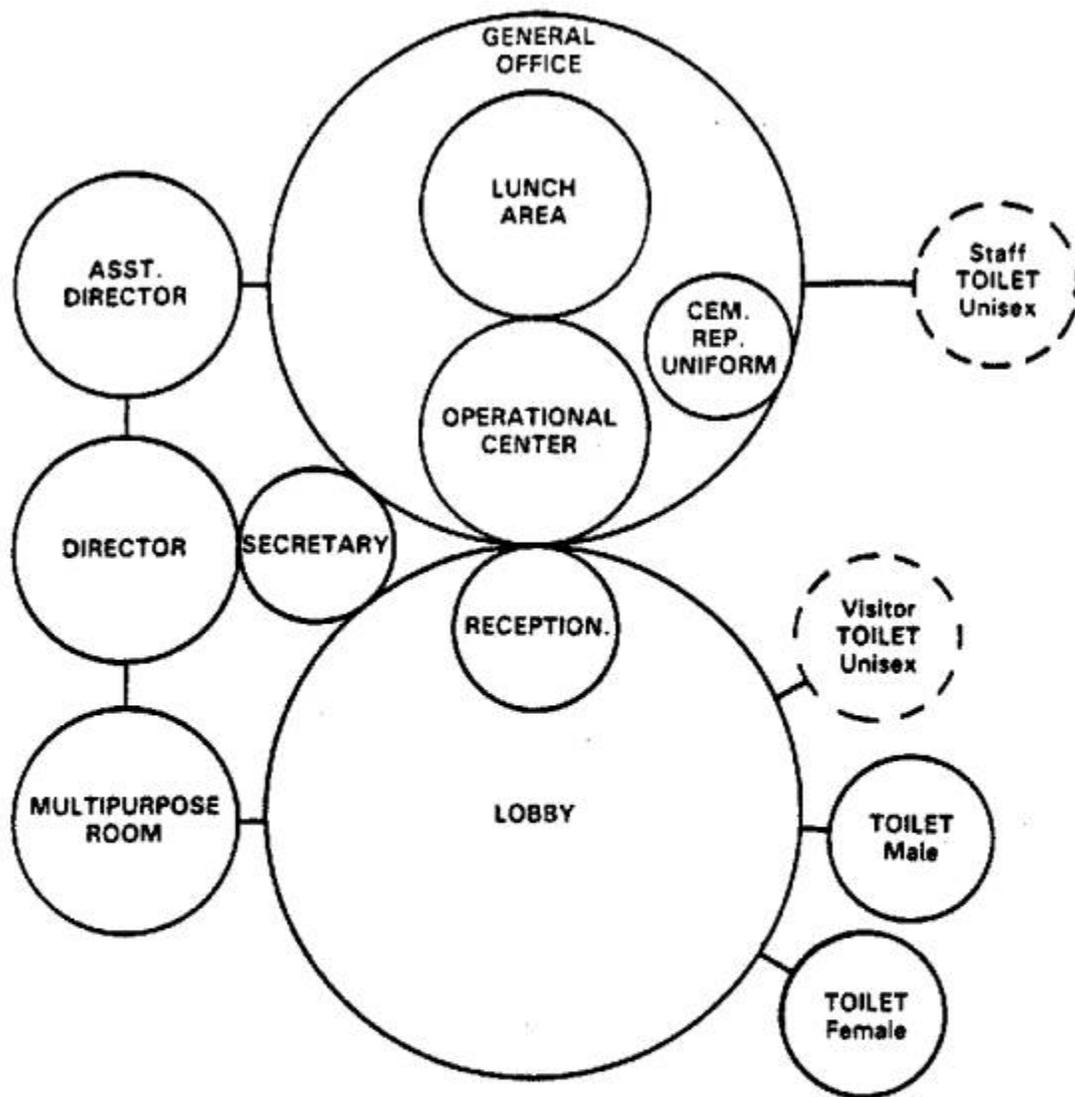
Amount of seating to be maximum possible within the special requirements stated, but no less than four.

e. Toilet (Wheelchair)

These facilities are for use by staff and visitors.

6. DESIGN CONSIDERATIONS

- a. Figure 701.F1 provides the interrelationship of the functions within the administration building.
 - b. Shared office space may be planned for the Assistant Director, Secretary and Waiting, and Staff Assistant/Administrative Officer.
 - c. Width of aisle(s) in the operational center shall be a minimum of 1070 mm (3'6").
 - d. The operational center shall be planned as a centralized area directly accessible from the general office area.
 - e. It is desirable to provide visual screening of the general office area from the lobby.
 - f. Provide for fire and security alarm system.
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Interrelationship of Functions Within the Administration Building



