

CHAPTER 703. NATIONAL CEMETERY SYSTEM - MAINTENANCE AND SERVICE BUILDING

CONTENTS

PARAGRAPH PAGE

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

1. APPROVAL OF CRITERIA

Criteria approved by the Department of Veterans Affairs (VA) on September 23, 2003.

2. DEFINITION

This chapter defines personnel and vehicle and equipment space requirement for the Department of Veterans Affairs (VA) national cemeteries.

3. PROGRAM DATA REQUIRED

- a. Staffing projections by position.
- b. Projected burials/day.
- c. Maintenance and service equipment projections by type and quantity.

4. SPACE DETERMINATIONS

Cemeteries having less than 1 burial/day must be planned on an individual project basis.

a. Personnel Facilities

(1) Office, Foreman

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

Includes 2.8 NSM (30 NSF) for plan file.

(b) **Over 6 burials/day** 17.7
NSM (190 NSF)

Includes 2.8 NSM (30 NSF) for plan file and 3.7 NSM
(40 NSF) for drafting table.

(2) **Lunchroom** 1.4 NSM (15 NSF) per FTE
(Minimum = 16.3 NSM (175 NSF)

Space is based on the maximum number of employees
occupying the room during any one lunch shift.

(a) **Kitchen Unit** 4.2 NSM (

(b) **Vending Machines** 4.7
NSM (50 NSF)

(3) **Housekeeping Aids Closet** 3.7
NSM (40 NSF)

(4) **Lockers, Toilets, Showers**

(a) **Lockers** 0.8
NSM (16 NSF)per FTE

The area per locker is based on a locker size of (380 mm
x 460 mm)
(18" x 21") and bench space.

(b) **Toilets**

1. Male

a. Water Closets - One for each 18 FTEs or fraction thereof for the first

40 FTEs; one for each 25 FTEs or fraction thereof for
FTEs over 40.

One watercloset must be class "B" to accommodate the handicapped, except when the
Administration Building and Maintenance and Service Building are connected in cemeteries
with 1-6 burials/day.

b. Urinals - One for each 10 FTEs or fraction thereof for the first 20 FTEs; one for
each 18 FTEs or fraction thereof over 20.

c. Lavatories (Cemeteries with 20 or less total FTEs). One for each 10 FTEs or
fraction thereof.

d. Wash Fountains (Cemeteries with over 20 total FTEs). One for each

24 FTEs or fraction thereof.

2. Female

a. Water Closets - One for each 18 FTEs or fraction thereof for the first

40 FTEs; one for each 25 FTEs or fraction thereof for FTEs over 40.

3. Area Required

a. Water Closet, Handicapped (Class B) 3.0
NSM (32 NSF)

b. Water Closet, Standard; Lavatory or Urinal 2.0
NSM (22 NSF)

c. Wash Fountain 4.3
NSM (46 NSF)

(c) Shower 2.3
NSM (25 NSF)

(One for males and one for females.)

(5) Boot and Raincoat Holding Area 0.1
NSM (1.5 NSF) per FTE

(6) Boot Wash 2.8
NSM (30 NSF)

(Provided indoors only in cemeteries where winter climate is too severe to wash boots outside. Otherwise, provided at exterior entry from service yard to lockers.)

(7) Parts and Tools Storage 31.2
NSM (336 NSF)

(8) Vehicle and Equipment Storage -

Enclosed (Unheated), Sheltered, Paved

(a) Vehicles and Grounds Maintenance Equipment -

The total storage space (NSM/NSF) required will be determined from the following equipment index. The proportion of the total space to be enclosed, sheltered or paved will be determined on an individual project basis. Refer to paragraph 703.06h and i for guidelines.

NSM (288 NSF)	
<u>2. Utility Truck</u>	22.3
NSM (240 NSF)	
(one only)	
<u>3. Dump Trucks</u>	22.3
NSM (240 NSF)	
<u>4. Pickup Trucks</u>	22.3
NSM (240 NSF)	
<u>5. Truck Trailers</u>	22.3
NSM (240 NSF)	
<u>6. Automobiles</u>	22.3
NSM (240 NSF)	
<u>8. Industrial Tractors</u>	8.9
NSM (96 NSF)	
<u>9. Trailers (Tractor)</u>	3.0
NSM (32 NSF)	
<u>10. Fork Lift</u>	8.9
NSM (96 NSF)	
<u>11. Air Compressor</u>	6.5
NSM (70 NSF)	
(9) Fuel Island	93.0
NSM (1000 NSF)	

(Three pumps and underground storage tanks for gasoline and diesel fuel.)

(The requirements for a fuel island and the number of pumps and storage will be justified on an individual project basis.)

(10) Paved Parking

Provide parking space for maintenance and service employees in accordance with appropriate Department of Veterans Affairs (VA) standards.

(11) Wash Rack	22.3
NSM (240 NSF)	

5. OPERATING RATIONALE (BASIS OF CRITERIA)

a. Personnel Facilities

(1) Office, Foreman

Tasks

Supervises and may issue parts and tools.

Control gasoline pumps.

Maintains inventory records.

Meets visitors, e.g., business.

Meets staff, e.g., operations.

Prepares purchase orders.

Typing/writing at work station.

Files plans and maps.

Records.

User

Foreman.

Related Areas
locker, toilet).

Gas pumps (Ancillary functions (lunch,

Special Requirements

Maximum wall storage.

Shelves for catalogues tack wall surface
for maps secured supply cabinets

Wall-Mounted book-type map storage
plan file with work counter at 1070
mm (42").

Work stations.

File Box drawers, pencil drawers.

Reference shelves.

Telephone.

Typing.

Drafting board.

File cabinet may be under work counter.

(2) Lunchroom

(a) Kitchen Unit

(b) Vending Machines

Tasks

No personnel assigned to this area.

Related AreasToilets.

Locker/dressing.

Boot cleaning.

Special Requirements

Small built-in food preparation center.

Sink.

Overhead cabinet-mounted microwave oven.

Overhead storage.

Base cabinet storage with work counter surface.

Refrigerator.

Task lighting.

Vending machines recessed.

Maximum natural light.

Should be bright, relaxing,
non-institution

Easy maintenance on all finishes.

Four person tables with individual

chairs.

Lunchroom may serve as circulation to
locker room or other areas used by

staff.

(3) Housekeeping Aids Closet

(4) Lockers, Toilets, Showers

(a) Lockers

TasksStorage of clothes, dressing. Boot and raincoat storage

UsersMaintenance staff.

Related AreasLunchroom.

Special RequirementsNo natural light required

Lockers at the VA standard size (380 mm w x 460 mm d) (15" w x 18" d), must be full height.

Requirements for separate male/female facilities do not necessarily reflect actual conditions as they will occur. It is, therefore, desirable that the female facilities be designed so as to accommodate either sex as required by current conditions.

A common entry "vestibule" for both male and female facilities is desirable. The "vestibule" may serve as boot room.

Hooks for raincoats.

Finishes easily maintained.

(b) Toilets

1. Male

2. Female

(c) Showers

.....**(5) Boot and Raincoat Holding Area**

(6) Boot Wash (Interior or exterior as required)

Interior floor drains required.

Boot cleaning at exterior entry to personnel area

Exterior drain

Hose bib

Mud scrape

Maintenance and Equipment Facilities

Vehicles and Equipment Storage

Enclosed (Heated) Facilities

Work counter with maximum storage and electrical outlets every 915 mm (36")

Maximum electrical power sources and locations, minimum one duplex 240v outlet.

Garage door should be 3660 mm (12') wide, 3660 mm (12') minimum height 4270 mm (14') best height); steel roll-up type preferred; vision lights desirable but not required.

Pedestrian access from Service Yard.

(7) Parts and Tools Storage

TasksClerk or other maintenance staff personnel will issue supplies, uniforms, equipment, parts, and small tools.

Tools and field equipment issued and recorded.

Orders parts and tools.

Keeps all records pertaining to parts, tools, equipment, supplies, vehicles.

Users.....Parts and Tools Clerk.

Related AreasMaintenance Bays, Service Yard

Special Requirements.....Counter, cage enclosure, secured where staff exceeds 10. Must have locked cabinet 1525 mm W x 510 mm D x 2135 mm H (60" w x 20" d x 84" h) with adjustable shelves where staff is 10 or less. Must have opening for loading, unloading trucks

3050 mm (10') wide garage door.

Metal shelving for parts; storage for supplies and uniforms supplied by cemetery.

Pedestrian access directly to Service yard.

Maximum storage utilizing all available volume (balcony).

No exterior windows.

Ice machine at or near pedestrian door.

Hose bib, 120v outlet required on exterior.

Insecticide room may be within space.

Separate positive ventilation.

Locked access.

Easily accessible to garage door.

Requires desk with typing return where staff exceed 10.

Staff may control Parts & Tools, desk may be located in Maintenance Bay.

(8) Vehicle and Equipment Storage -

Enclosed (Unheated), Sheltered, Paved

(a) Vehicles

1. Enclosed

2. Sheltered

3. Paved

(b) Grounds Maintenance Storage -

Enclosed (Unheated)

This area provides space for the storage of bier covering, chairs, seed, fertilizer, lowering devices, tenets, etc.

(9) **Fuel Island**

(10) **Paved Parking**

(11) **Wash Rack**

TasksCleaning of vehicles and equipment

Users.....Maintenance Staff

Special Requirements.....Concrete slab in service yard

Hose bib, steam, air, 120v outlet
required at wash rack.

6. DESIGN CONSIDERATIONS

a. The maintenance and service will be fenced for security purposes and screened from public view. Provide for fire and security alarm system and security lighting of areas immediately around the building.

b. Toilet and shower facilities assigned to females should be so arranged as to be usable by males when no females are assigned to the staff. A single entry to both spaces is recommended.

c. The Vehicle and Equipment Maintenance Area should have minimum depth of 9145 mm (30') and be provided with a system to remove vehicle exhaust.

d. Parts and Tools Storage should be easily accessible from the Foreman's office and the Vehicle and Equipment Maintenance Area.

e. In Parts and Tools Storage the volume of space over 3135 mm (7') high should be utilized to the greatest extent possible mezzanine storage.

f. Vehicle and Equipment Storage - Definitions.

(1) Enclosed - structure will have a roof and be enclosed on all 4 sides.

(2) Sheltered - structure will have a roof and be enclosed on 3 sides.

(a) Exception - structure will have a roof and be open on all sides in geographical location where climate

permits.

(3) Paved - no structure.

i. Vehicle and Grounds Maintenance Equipment Storage – Guidelines for determining the proportion of the total storage space to be Enclosed (E), Sheltered (S) and Paved (P). These general guidelines should be used in conjunction with specific climatic data for the cemetery.

Vehicle/Equipment	Storage by Geographical Location	
	South	North
(1) Back Hoes	S	E
(2) Utility Trucks	S (or exception)	S
(3) Dump Trucks	One S	One E
	All others P	All others S
(4) Pickup Trucks	P	S
(5) Truck Trailers	S (or exception)	S
(6) Automobiles	P	S
(7) Industrial Tractors	S (or exception)	E
(8) Trailers (Tractor)	P	P
(9) Fork Lift	S (or exception)	E
(10) Air Compressor	E	E