



AIR MOBILITY COMMAND

CHAPEL FACILITIES
DESIGN GUIDE





Chapel facilities symbolize people's pursuit of the highest and best in life's experience. This means AMC's chapel facilities, its "sacred spaces," must be functional and spiritually uplifting.

Air Mobility Command is strongly committed to upgrading chapels, where worship, counseling, religious education, social gatherings, weddings, baptisms, and many other significant experiences take place. The goal is bold: to enter the next century with the best chapel facilities in the Air Force.

Wing commanders should make chapel facilities improvements a high priority. AMC has have developed this guide as a blueprint for excellence – it is invaluable when planning projects to bring chapel facilities up to these new standards.

"The Air Mobility Team...Responsive Global Reach for America...Every Day!"

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Chapter 1

Introduction

A. Purpose

This guide provides the basic criteria to organize, evaluate, plan, program, and design Air Mobility Command (AMC) chapel facilities. The information presented is intended to make commanders and their staffs aware of important design considerations and to aid them in project development. Chapel facilities should present a quality environment for religious, social, and humanitarian services to the people of AMC. These facilities should project an atmosphere of dignity, warmth, and professionalism. This guide is for use by commanders, base civil engineers, chaplains,

Headquarters AMC staff, design architects and engineers, and others involved in chapel facilities renovation and construction projects. It is intended to help all participants better understand AMC chapel facilities design standards for effective participation in the project development process. Use this guide to supplement other Air Force and Department of Defense policies and instructions.

The eight functional areas which make up chapel facilities include the exterior elements, worship areas, counseling areas, staff support areas, activities areas, religious education areas, support areas, and other chapels/offices.

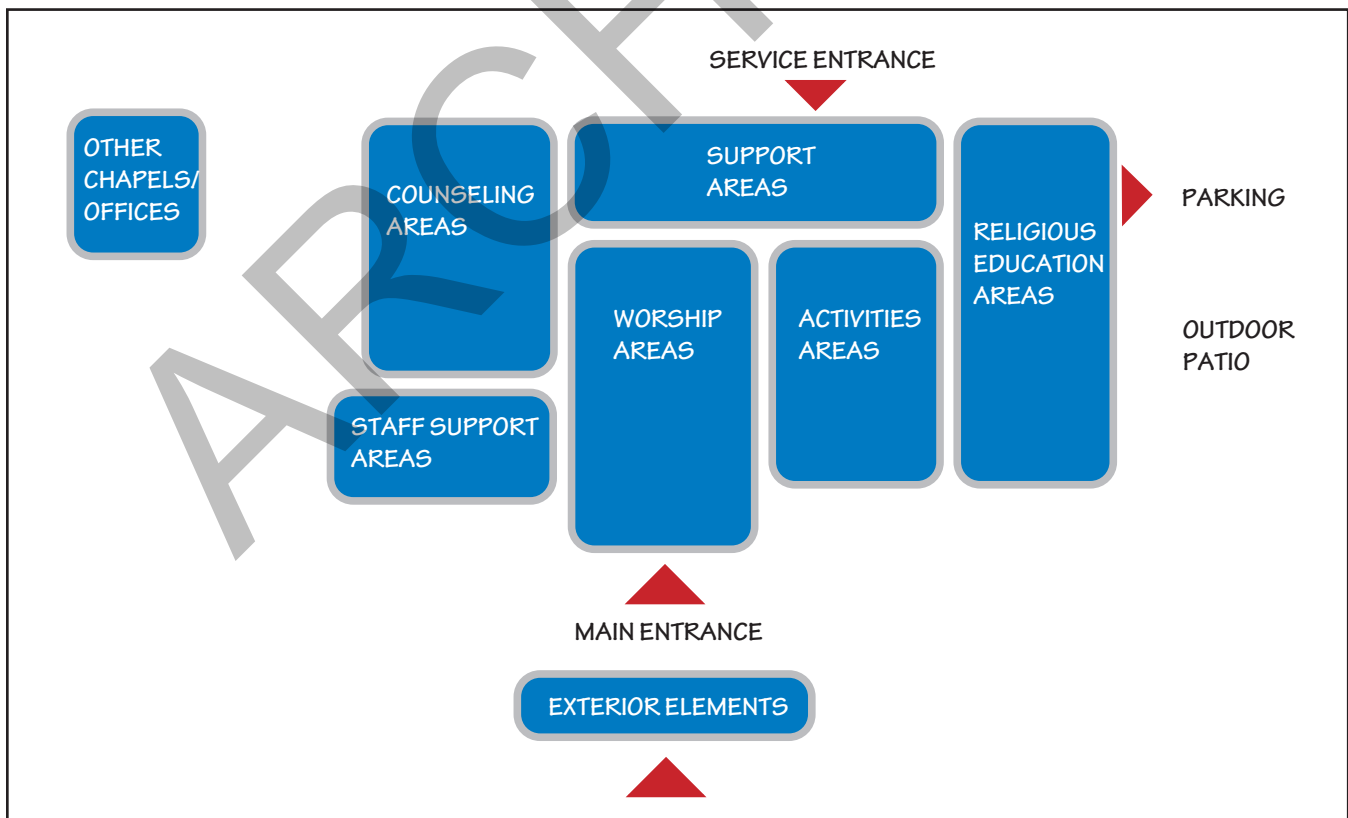


Figure 1-A: Functional Area Relationships.

B. Project Development

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

1. Planning

Good planning establishes the objectives for an effective program and provides the facilities necessary to meet the objectives of the chaplain service. It should also lead to a timetable for project completion. Planning must be long-term.

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

2. Programming

Programming includes determining user requirements, developing solutions, identifying funding sources, and forwarding programming documents to the appropriate review and approval authorities. Each programmed project should be consistent with the base comprehensive plan for new and existing facilities. Work is classified as maintenance, repair, or minor construction.

Information required during preparation of the DD Form 1391, which initiates project development, is found throughout this guide. Included are considerations of space criteria, overall facility size, and special factors for use in estimating costs.



Renovation projects for historic facilities require consultation with the State Historic Preservation Office and Advisory Council on Historic Preservation.

Chapel facilities listed or eligible for listing on the National Registry of Historic Buildings require special considerations. Before initiating repairs and/or upgrade projects, consult with the State Historic Preservation Office and the Advisory Council on Historic Preservation. The Legacy Resource Management Program is a possible source of funding for work on historic properties. Consult Air Force Instruction (AFI) 32-7065, Cultural Resources Management.

3. Design

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

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

The designer should complete an overall comprehensive interior design (CID) standard for the facility before beginning any major design project. The CID standard addresses interior finishes, artwork, signs, equipment, and furnishings. It ensures even small upgrade projects support the design objectives for the entire facility. Refer to the AMC Interior Design Guide for an expanded discussion of interior design. Integration of engineering, architectural, and interior design considerations during project development creates a well-coordinated interior design. Analyze an existing facility's structural, electrical, communications, and mechanical systems before planning interior design upgrades. The designer should include infrastructure improvements concurrently with interior finish work when appropriate.

4. Construction

Quality reviews of the contractors' submittals by project engineers and frequent on-site inspections by civil engineering construction management personnel and the user will help ensure design goals are met. ■

Chapter 2

Exterior Elements

A. General

Exterior elements contribute to the first impression visitors have of the chapel and the quality of services provided there. This chapter addresses the concept site plan, signs, landscaping, parking areas, and entries and entry paths. The architectural compatibility guide for each base will help in the design of these elements. Avoid using materials that create an industrial, commercial, or institutional appearance.

- ◆ Locate new facilities near the family support center, youth center, and gymnasium for shared parking. This is also necessary because the chapel sponsors educational and recreation programs in these facilities. The chapel should also be near dormitories, temporary living facilities, and visiting officer quarters because these chapel users will typically walk to chapel services.
- ◆ Do not use religious symbols.

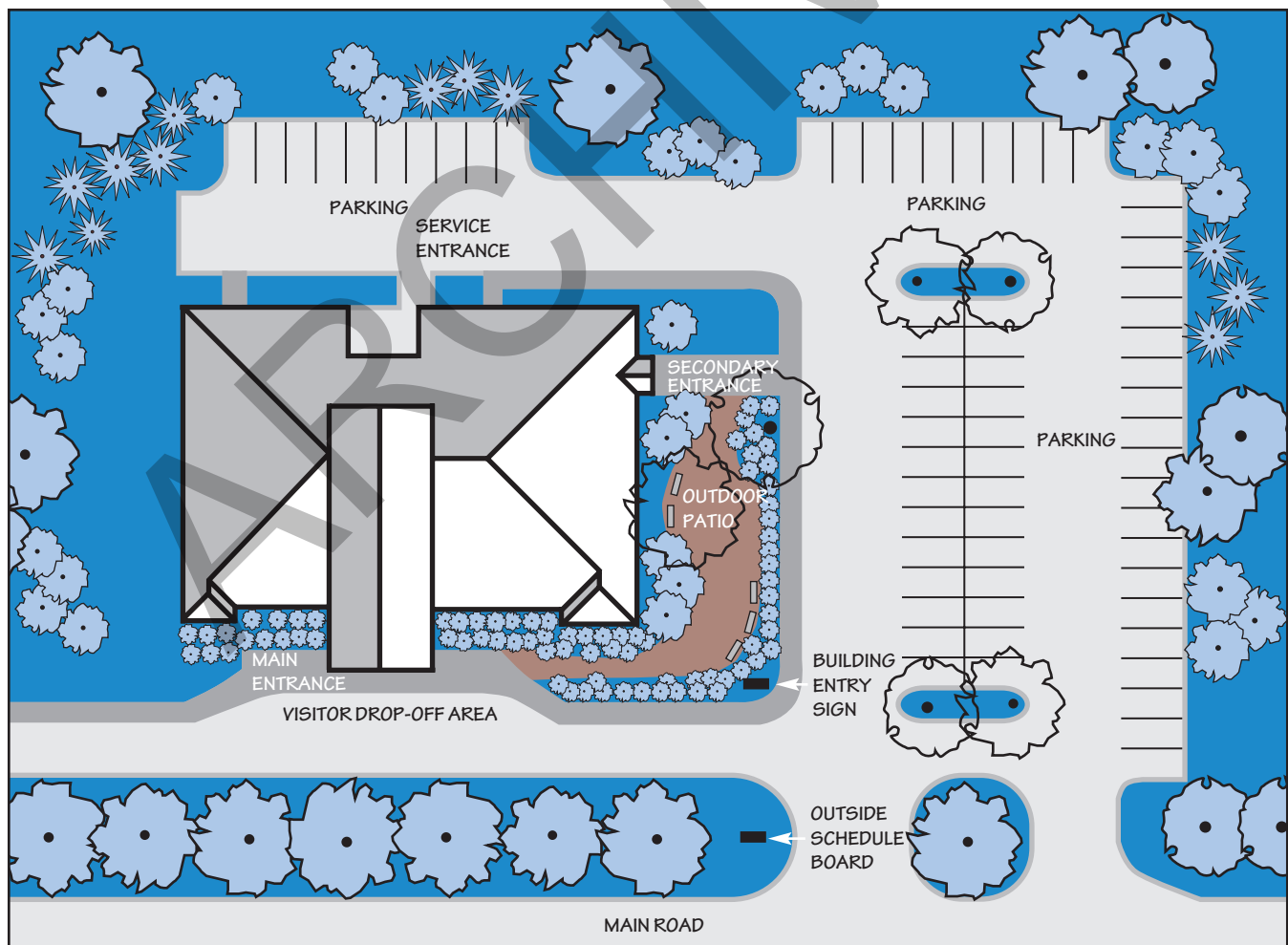


Figure 2-A: Concept Site Plan.

B. Signs

Include facility, directional, and parking signs that meet AMC sign standards. Provide a building entry sign on the site to clearly direct visitors to the main entrance. Chapels also require an outside schedule board that complements the design of the building.

C. Landscaping

Landscaping elements help create natural beauty for visitors entering the chapel facilities. These elements include water features, earth berms, shrubs, trees, and flowers. Landscaping helps screen parking areas and define building entries. Terraces and patios that serve as informal gathering places or settings for outdoor wedding ceremonies should include features such as tree-lined pathways, garden fountains, or ornamental ponds. Refer to the AMC Landscape Design Guide for specific information.

D. Parking Areas

Parking areas should be adjacent to chapel facilities, but not in front of the buildings. Provide well-lighted parking areas with adequate spaces for peak attendance events. Locate handicap parking spaces near building entrances. Include designated spaces for employees and distinguished visitors.

E. Entries and Entry Paths

The facility entries and entry paths should be easily identifiable to first-time visitors. Include several entryways with multiple doors to accommodate the arrival and departure of people at large gatherings. Provide a vehicular driveway at the main entrance with a visitor drop-off area. Include a secondary entrance to the religious education and activities areas for public use. Provide a separate entrance to the counseling areas for staff use. Locate a service entrance near the mechanical room. ■



Use outside schedule boards that complement the facility's design and materials.



Provide outdoor patios or terraces with seating for group gatherings.



Special features should be architecturally compatible with the chapel design.

Chapter 3

Functional Areas

A. Worship Areas

1. General

Through the chaplain service, the commander is responsible for the religious support of base personnel. This support includes community worship, individual meditation, pastoral counseling, and religious education. Chapel facilities provide the sacred spaces in which these activities are conducted.

The chapel should be easily identifiable with a high, steeply pitched roof over the primary worship space. The use of stained glass sets chapel facilities apart as places of beauty and spiritual inspiration.



High ceilings in the sanctuary help create a visually and spiritually uplifting space.

2. Sanctuary

The sanctuary is the congregation's gathering place for worship. This space includes the chancel (altar area), nave (pew seating area), and choir areas. All seating in the nave should provide an unobstructed view of the chancel. Consider elevating the chancel floor from the nave floor level to help worshipers see the services at the chancel. Seating, choir, and chancel areas can vary in design to accommodate chapel seating requirements. See Figure 3-A, Concept Floor Plan, for an example of a sanctuary design.

Consider using wood finishes on walls, ceilings, and furnishings to convey warmth and beauty, and to help the space be visually inspiring. Investigate acoustic requirements for this space prior to selecting interior finishes.

- ◆ Public address systems should provide quality sound reproduction.
- ◆ Sanctuary lighting should provide bright, even illumination, even at night, so worshipers can read from literature and hymnals. Provide separate switches, with rheostat controls for the chancel, choir area, nave, and narthex (entryway to the sanctuary). Spotlights should focus on the altar, lectern, and pulpit.
- ◆ Upholstered worship chairs allow a variety of seating arrangements and are an acceptable alternative to stationary pews.



Provide seating in the narthex to accommodate visitors awaiting a proper time to enter the sanctuary.

- ◆ Incorporate stained glass windows along exterior walls, if not already present. Windows should not contain religious symbols. Ensure stained glass colors harmonize with the sanctuary interior color scheme.
- ◆ Coordinate the upholstery on pews and kneelers with the sanctuary color scheme.

3. Narthex

The narthex is at the main entrance to the facility and serves as the entryway to the sanctuary. If possible, provide windows between the narthex and sanctuary so that services can be viewed from the narthex area. The color scheme, appointments, and character should match those of the sanctuary. Storage for coats, hats, and umbrellas should be near this area.

4. Sacristy

Activities in this room include preparation of communion and vestment changing for the clergy. The sacristy should be adjacent to the chancel at the front of the sanctuary. Provide storage cabinets for altar appointments, communion supplies, and clerical robes. Include a full-length mirror near the robe cabinet. Costly altar appointments and sound system equipment should be in securable cabinets. Cabinet and drawer signs should be uniform and clearly descriptive of contents.



The sacristy requires storage cabinets for supplies and a work counter for the preparation of communion.

5. Baptistry

Baptisms are performed in the baptistry. This space is typically part of the chancel. Baptism may involve the application of water from a baptismal font or immersion in a baptismal pool.

- ◆ The design of the pool and font should complement the chancel design scheme.
- ◆ Provide changing rooms (men's and women's) with non-skid flooring, sinks, and mirrors.
- ◆ Use ceramic, brick, or stone finishes for those parts of the baptistry that are visible from the sanctuary and chancel. Prefabricated baptismal pool assemblies may simplify construction and installation.

6. Blessed Sacrament and Reconciliation Room

Include this room for the Roman Catholic clergy's storage of blessed elements of the sacrament, for the hosting of the Sacrament of Reconciliation (Confession), and for prayer and meditation.

- ◆ Provide stained glass window features. Consider rear-illuminated stained glass where there are no exterior walls.
- ◆ Select portable confessional screens and portable chairs with kneelers. Coordinate the style and color schemes of these furnishings.

7. Choir Room

The choir room provides a space for choir members to rehearse, robe, and store choir supplies. Include a lockable

cabinet for choir members' valuables, choir robe storage cabinets, a full-length mirror, and storage for sheet music and music stands.

8. Cry Room

A cry room permits parents with infants and toddlers to observe worship services without disturbing the congregation. The room should be adjacent to the sanctuary and have a sound-proof wall with windows. Provide public address system speakers so the service can be heard in this room. Use other space in the building for a child care or junior church area.

- ◆ Consider including a sink with hot/cold water, and space for a playpen, rocking chair, and a diaper changing station.



A stained glass window in the Blessed Sacrament and Reconciliation Room creates an atmosphere for meditation and prayer.



The design of the baptismal pool and font should complement the chancel design scheme.



Cry room windows allow parents with infants to view chapel services.

9. *Bride's Room*

Weddings are frequent ceremonies held at the chapel. The bride's room provides a space for the bride and her attendants to dress and prepare. The room should be adjacent to the sanctuary and women's rest room. This room also functions as a women's lounge.

- ◆ Provide a dressing table with mirror and make-up lights, a full-length mirror, seating, and hanging space for full-length clothes.

10. *All Faiths Room*

Consider Buddhists, Muslims, and other faiths when planning chapel renovations. Members will require a space for prayer, meditation, and rites.

- ◆ Provide finishes and window treatments comparable to other worship spaces.
- ◆ Place a quality, lockable cabinet in this room for safe keeping of sacred items.

B. Counseling Areas

1. *General*

Chaplains serve as counselors for the base community. The counseling areas should be in a private part of the chapel facility. AFIs and the Uniform Code of Military Justice (UCMJ) affirm the right of confidentiality for a counselee's conversation with a chaplain. Therefore sound-proof the chaplains' offices so conversation cannot be heard outside of their offices. The counseling offices in these areas should create a residential, warm, and private feeling.

- ◆ Offices should accommodate a desk, filing cabinet, computer work station, and a counseling area with chairs.
- ◆ Select fabric wallcoverings that will provide sound absorbing capability.



Use full-length mirrors in the bride's room so the bride and attendants can prepare for wedding ceremonies.

2. Waiting Area

Times of crisis often bring people to their clergy for solace and guidance. Therefore, waiting areas should provide an environment of comfort and privacy. The waiting area should not be in a public corridor.

- ◆ Locate the waiting area near the reception window so the visitors can be directed to the appropriate chaplain's office.
- ◆ Include reading material display racks, comfortable seating, plants, and artwork.



The waiting area should be in a private space because visitors frequently see the chaplain in times of crisis.



The senior chaplain's office should have executive quality wood furnishings and space for consultation meetings.

3. Senior Chaplain's Office

The senior chaplain hosts commanders and distinguished visitors in this office. Design this room to accommodate these meetings and for consultations with staff chaplains.

- ◆ Furnish the office with executive-quality wood furniture and coordinated, upholstered chairs and sofa.
- ◆ Provide multiple seating for consultation meetings.
- ◆ Use a chair rail for wall protection from furniture. Consider a coordinated wainscot material.

4. Chaplains' Offices

Provide wood desk furniture and coordinated upholstered chairs in these offices.

- ◆ Allow sufficient space to arrange chairs for counseling and informal conversation.
- ◆ Provide book cases to accommodate chaplains' theological and ecclesiastical reference libraries.
- ◆ Include a closet for storage of clerical robes and religious education resource items.
- ◆ Select live plants or professional quality silk plants.

C. Staff Support Areas

1. General

Chapel staff support includes record keeping, correspondence, preparation of worship bulletins, public relations work, funds accounting, facilities scheduling, and a wide variety of customer support tasks. The chapel staff work area may be an open office environment using systems furniture. This area should have easy traffic flow and include a convenient customer service counter at the reception area.

2. NCOIC's Office

The NCOIC needs private office space to accomplish supervisory counseling with junior staff members. Locate this office adjacent to the chaplain service support personnel work spaces and near the senior chaplain's and secretary's offices.

3. Secretary's Office

The secretary prepares executive correspondence and monitors the senior chaplain's meeting schedule and appointments. Locate this office near the senior chaplain's office and waiting area. Equip this office with a telephone and a computer with Local Area Network (LAN) connectivity for staff support.

4. Chaplain Service Support Personnel Workspaces

Chaplain service support personnel accomplish all logistical, financial, and ancillary tasks in support of the chaplains' services. Equip each of their workspaces with electrical power and telephone outlets. Provide file and storage cabinets for facility records. Select ceiling tile, carpeting, and sound absorbent partitions to minimize noise.

- ◆ Include space for a joint use photocopier, common use LAN laser printer, and facsimile (FAX) machine.
- ◆ Provide matching professional, wall-mounted bulletin, staff sign-out, and facility scheduling boards.

5. Staff Support and Mobility Supplies Storage Room

The chaplains and support personnel require a separate room for storing supplies and using the bulletin folding machine. Provide shelves, cabinets, and floor space for a variety of items.

- ◆ Mobility bags, chemical warfare gear, as well as Protestant and Catholic field kits with supplemental mobility boxes (containing literature, worship supplies, etc.) will need floor space or deep shelving.
- ◆ Paper, desk items, and computer supplies should be in a cabinet.



Use systems furniture that integrates storage cabinets, electrical power, and telephone outlets.

D. Activities Areas

1. General

These areas include large group meeting rooms, entertainment space, and overflow seating space for worship. Locate these areas near the sanctuary and main entrance to the facility.

2. Multi-Purpose Room

This room serves as a fellowship area for coffee hours before and after worship, as a dining area for meal-centered events, as a reception area, and as a worship overflow seating area. Install sound absorbent, movable walls to allow for separate, simultaneous functions.

- ◆ Select furnishings (folding tables and chairs) for the multi-purpose room on the basis of maintainability, durability, uniformity, and appearance.
- ◆ Provide public address speakers in this room for the overflow congregation.
- ◆ If there are no windows to the sanctuary, provide a closed circuit television so the overflow congregation can observe worship services.



Movable walls allow the multi-purpose room to accommodate private, multiple activities.

3. Kitchen

The kitchen should be capable of supporting catered meals for gatherings of up to several hundred people. Locate this room adjacent to the multi-purpose room and include a closable serving window between the rooms.

- ◆ Provide storage for cooking utensils and nonperishable foods as well as a lockable cabinet for cleaning supplies.
- ◆ Floors, walls, and ceiling materials should be durable and easy to clean.
- ◆ Select industrial-quality appliances, including garbage disposal, dishwasher, range with oven, microwave, and refrigerator with ice maker.
- ◆ The number of power outlets should be sufficient to accommodate portable appliances brought in for large functions.
- ◆ Provide a double bowl stainless steel sink with hose rinser.
- ◆ Include a wall-mounted telephone in this room.

4. Conference Area

This space is for council and committee meetings, religious education classes, and chapel staff meetings. Other base organizations will also use this room. This space can be part of the multi-purpose room or a separate room. In either instance, the space should have walls that inhibit noises from outside the room.



Provide countertops and electrical outlets in the kitchen to support portable appliances brought in for large functions.

- ◆ Provide a ceiling-mounted projection screen and wall-mounted conference whiteboard for audio-visual presentations.
- ◆ Include space for a conference table and chairs, additional seating along the outer walls, an audio-visual cart, and freestanding instructional aids.

E. Religious Education Areas

1. General

Religious instructors teach courses and conduct administration work in these areas. Collocate these areas with the activities areas, which may serve as additional classroom space.

2. Classrooms

Religious education classrooms should accommodate up to 30 people. Provide tables that adjust in height and chairs of different sizes for different age groups.

- ◆ Install safety electrical outlets in rooms used by small children.
- ◆ Include lighting with dimmers so participants can view films and take notes.
- ◆ Use movable walls between classrooms so they can be combined to accommodate larger groups.



Equip classrooms with erasable whiteboards and teaching materials storage cabinets.

3. Religious Education Coordinators' Workspaces

Religious education coordinators maintain the programs and instructor schedules. They need office space for this administrative work. Locate their workspaces adjacent to the classrooms. Typically, there will be one Protestant and one Catholic coordinator.

4. Resource Center and Library

The resource center and library contains accountable professional books and other resources provided by the USAF Chaplains' Resource Division for the chaplains' use. The library, similarly, serves as a repository of religious books. Collocate the resource center and library in a room that may also serve as a classroom or conference room.

- ◆ Provide book cases of professional quality and appearance.

F. Support Areas

1. Mechanical Room

Chapels contain many areas that require a quiet, meditative environment. Provide sound insulation in this room to prevent noise from disrupting worship, counseling, staff support, and religious education areas. Include a double service door to the exterior and a concrete ramp for the convenient moving of large equipment and parts in and out of the room. Consider an outdoor mechanical area that screens large equipment supporting the facility.

2. Janitor's Room

Provide a deep sink and storage space for cleaning supplies and equipment. Include ventilation for drying of wet cleaning equipment.

3. Electrical/Communications Room

Wall-mount the power and telephone distribution equipment, and floor-mount the LAN computer file server in this room. Install a system of conduits (or raceways) for telephone and computer wiring with a central feed to this room. Conduits/raceways should have nylon pulling line and be easily accessible.

4. Rest Rooms

Provide two sets of rest room facilities. Locate a smaller set adjacent to the counseling area and a larger set near the worship, activities, and religious education areas.

- ◆ Men's rest rooms should include toilets, urinals, sinks, partitions, mirrors, soap dispensers, toilet paper dispensers, a diaper changing station, a shelf for caps and small items, and waste receptacles.
- ◆ Women's rest rooms should include the same accessories as the men's, excluding urinals, but including sanitary napkin dispensers and disposal.

5. Storage

Provide a lockable storage room near the classrooms for educational materials and teaching aids (books, papers, films, videos, VCR cart, tapes, tape player, arts and crafts materials, seasonal materials, etc). Include shelving and cabinets for their storage. Direct access to this room from the exterior allows convenient delivery of bulk, annual supplies. Large quantities of tables, chairs, bulk paper supplies, seasonal decorations, and other items require storage adjacent to the multi-purpose room. Use free-standing cabinets and wall-mounted shelving to improve storage capacity. Provide double door access to the storage area from the multi-purpose room.



Locate a table with chairs in the resource center and library.

G. Other Chapels/Offices

1. General

Chaplains' duties also include counseling personnel working in the operations and maintenance facilities of the base. They require an office and a meeting room at these facilities to provide this service.

2. Flightline Chaplain's Office

The flightline chaplain's office places a chaplain directly in the operations and maintenance community. The office and meeting room space, though "owned" by someone other than the chaplain, should nonetheless meet the following standards developed out of successful flightline ministry experiences:

- ◆ A small lockable office should adjoin a meeting room. The chaplain will use this office for private consultations as well as administration responsibilities. Equip the telephone with an answering machine because there is no secretary to answer calls when the chaplain is away from the office.

- ◆ Furnish the meeting room with a table and chairs for small groups such as a noon religious study. It should have a break area counter with a refreshment service window that opens to a work area or corridor.
- ◆ Equip the counter with a sink, microwave, and coffee maker. Include an undercounter storage area for supplies, as well as a small refrigerator.
- ◆ Provide a professional quality literature rack, book case, and conference chairs.
- ◆ Wall-mount a professional quality sign-out message board near the flightline chaplain's office door.

3. Hospital Chapel/Meditation Room

Hospital chapels and meditation rooms should receive the same design consideration as the chapel facilities in this design guide. For additional guidance on space allotment, furnishings, and equipment, consult AFP 88-55 and the AMC Medical Facilities Design Guide. ■



The hospital chapel/meditation room provides a comfortable environment for patients, their families, and other visitors.

Chapel Functional Space Requirements						
Functions	200 Seat Chapel		300 Seat Chapel		400 Seat Chapel	
	SF	(SM)⁽¹⁾	SF	(SM)⁽¹⁾	SF	(SM)⁽¹⁾
Worship Areas						
Sanctuary	2,200	204	3,600	334	5,200	483
Narthex	440	41	740	69	1,040	97
Sacristy	200	19	270	26	300	28
Baptistry	100	9	100	9	100	9
Baptistry Changing Rooms	200	19	225	21	225	21
Blessed Sacrament and Reconciliation Room	150	14	250	23	250	23
Choir Room	160	15	225	21	225	21
Cry Room	150	14	200	19	200	19
Bride's Room	80	7	80	7	80	7
All Faiths Room	150	14	250	23	250	23
Counseling Areas						
Waiting Area	80	7	90	8	105	10
Senior Chaplain's Office	225	21	225	21	225	21
Chaplains' Offices ⁽²⁾	555	52	740	69	925	86
Staff Support Areas						
NCOIC's Office	120	11	120	11	120	11
Secretary's Office	100	9	100	9	100	9
Chaplain Service Support Personnel Workspaces	160	15	160	15	160	15
Staff Support and Mobility Supplies Storage	100	9	100	9	150	14
Activities Areas						
Multi-Purpose Room	1,025	95	1,285	119	1,620	151
Kitchen	175	16	200	19	225	21
Conference Area	175	16	175	16	175	16
Religious Education Areas						
Classrooms ⁽³⁾	225	21	225	21	225	21
Religious Education Coordinators' Workspaces	160	15	160	15	160	15
Resource Center and Library	150	14	150	14	150	14
Support Areas						
Mechanical Room	300	28	425	39	550	51
Janitor's Room	50	5	50	5	50	5
Electrical/Communications Room	100	9	100	9	100	9
Rest Rooms	250	23	350	33	400	37
Storage Rooms	300	28	400	37	400	37
Subtotal	8,080	751	10,995	1,021	13,710	1,274
Circulation and Walls (20%)	1,620	149	2,195	199	2,740	256
Gross Total	9,700	900	13,190	1,220	16,450	1,530

Legend for Table 3-A. SF - Square Feet SM - Square Meters (1) SM = .0929 x SF (All Measurements are Rounded).

(2) Three offices for 200-seat, four for 300-seat, and five for 400-seat facility.

(3) Five classrooms for 200-seat, six for 300-seat, and seven for 400-seat facility.

Table 3-A: Chapel Functional Space Requirements.

FUNCTIONAL AREAS

Other Chapels/Offices Functional Space Requirements

Functions	SF	(SM) ⁽¹⁾				
Flightline						
Chaplain's Office	100	9				
Meeting Room	150	14				
	Under 100 Beds		100-199 Beds		Over 200 Beds	
	SF	(SM) ⁽¹⁾	SF	(SM) ⁽¹⁾	SF	(SM) ⁽¹⁾
Medical Facilities						
Chapel	540	50	925	86	1,315	122
Meditation Room	120	11	120	11	120	11
Chaplain's Office	120	11	120	11	120	11
Reception/Secretary	120	11	120	11	120	11

Legend for Table 3-B. SF - Square Feet. SM - Square Meters. (1) SM = .0929 x SF (All Measurements are Rounded).

Table 3-B: Other Chapels/Offices Functional Space Requirements.

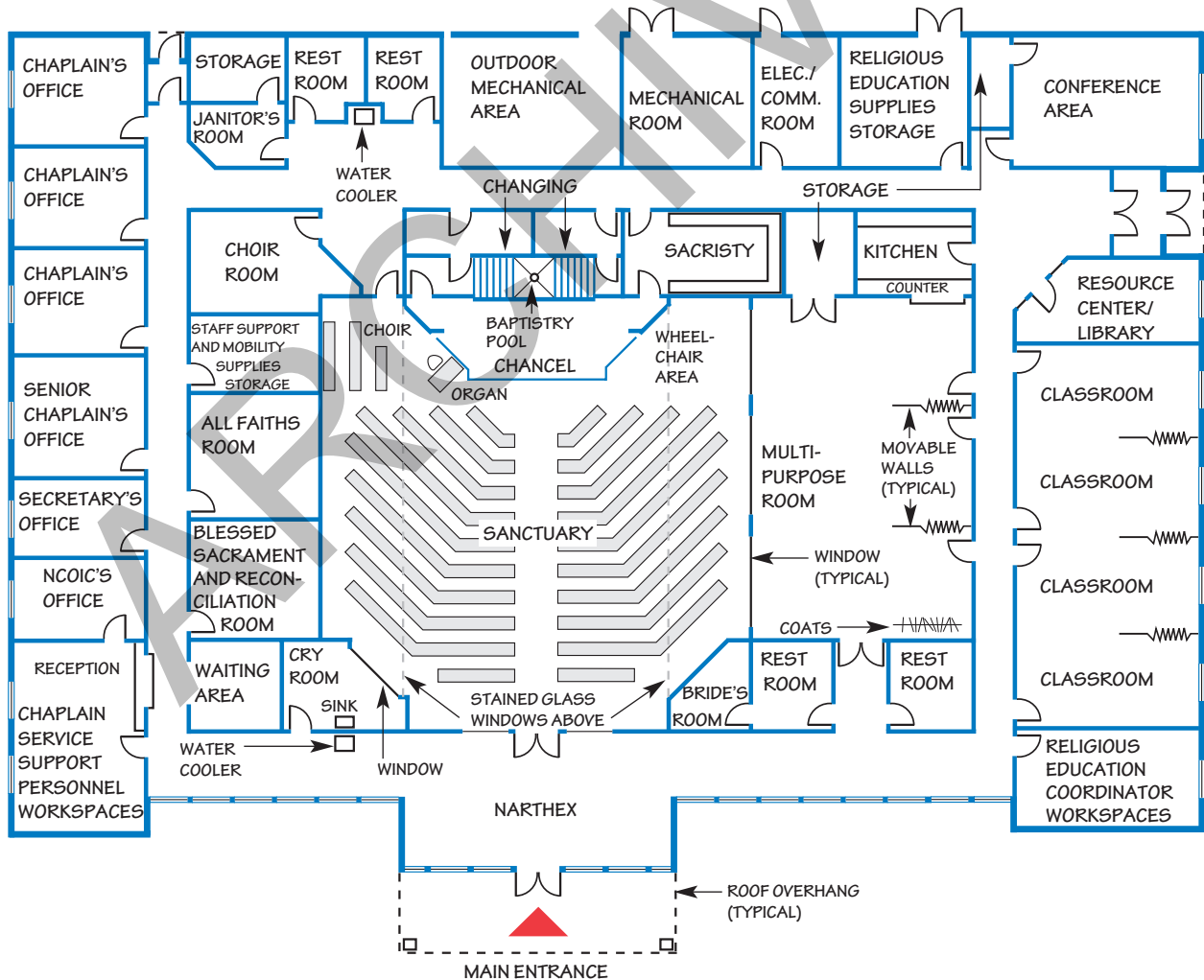


Figure 3-A: Concept Floor Plan.

Chapter 4

Interior Standards

A. General

A quality chapel facility reflects the AMC standard of “understated excellence” and creates an environment that is warm and professional. Select chapel facility finishes for cost-effectiveness in terms of life cycle maintenance. Interior finishes that are durable and easy to maintain are essential to user satisfaction. In this chapter, Tables 4-A through 4-C provide guidance for finishing and furnishing each room of the chapel facility and site chapels/offices.

B. Color Concepts

Designers should give special attention to color selection. The facility designer should provide a timeless color scheme. Use neutral colors on wall finishes and hard surface floor coverings. Incorporate accent colors in upholstery, graphics, borders, accessories, and artwork for design scheme consistency.

C. Floor Coverings

Select neutral colored carpeting throughout the staff support areas and religious education classrooms. The carpet color for the sanctuary should harmonize with the worship area scheme.

- ◆ Include high quality, easy to clean vinyl flooring in areas where meals are served.
- ◆ Provide ceramic tile in rest rooms, where frequent water spills occur.
- ◆ Select a sealed concrete finish in storage rooms, the janitor’s room, and mechanical/electrical/communications rooms for durability.

D. Wallcoverings

Finish walls in offices, corridors, and religious education classrooms with textured wallcoverings, wainscoting, and chair rail molding.

- ◆ Use acoustical wallcoverings in areas that require sound proofing. These include all chaplains’ offices, the blessed sacrament and reconciliation room, the conference area, and the all faiths room.

E. Window Coverings

Vertical blinds and miniblinds filter daylight and allow outdoor views. They are appropriate for religious education classrooms and activities areas. Use lined draperies in the chaplains’ offices to create a home-like environment for visitors, and in the conference room to block daylight for visual presentations.



Color coordinate pew seating upholstery with the sanctuary color scheme.

F. Stained Glass Windows

Use stained glass windows in the sanctuary, the blessed sacrament and reconciliation room, and the all faiths room. Ensure they do not contain religious symbols. Use colors that harmonize with the interior color scheme of the room.

G. Ceilings

The ceiling is a very significant design feature in the sanctuary; therefore, consider using plaster, wood, or acoustic materials. Use a standardized 2' x 2' suspended acoustical ceiling tile with a revealed edge finish throughout the remainder of the facility. A gypsum board ceiling with water resistant paint finishes works well in rest rooms and the janitor's room.

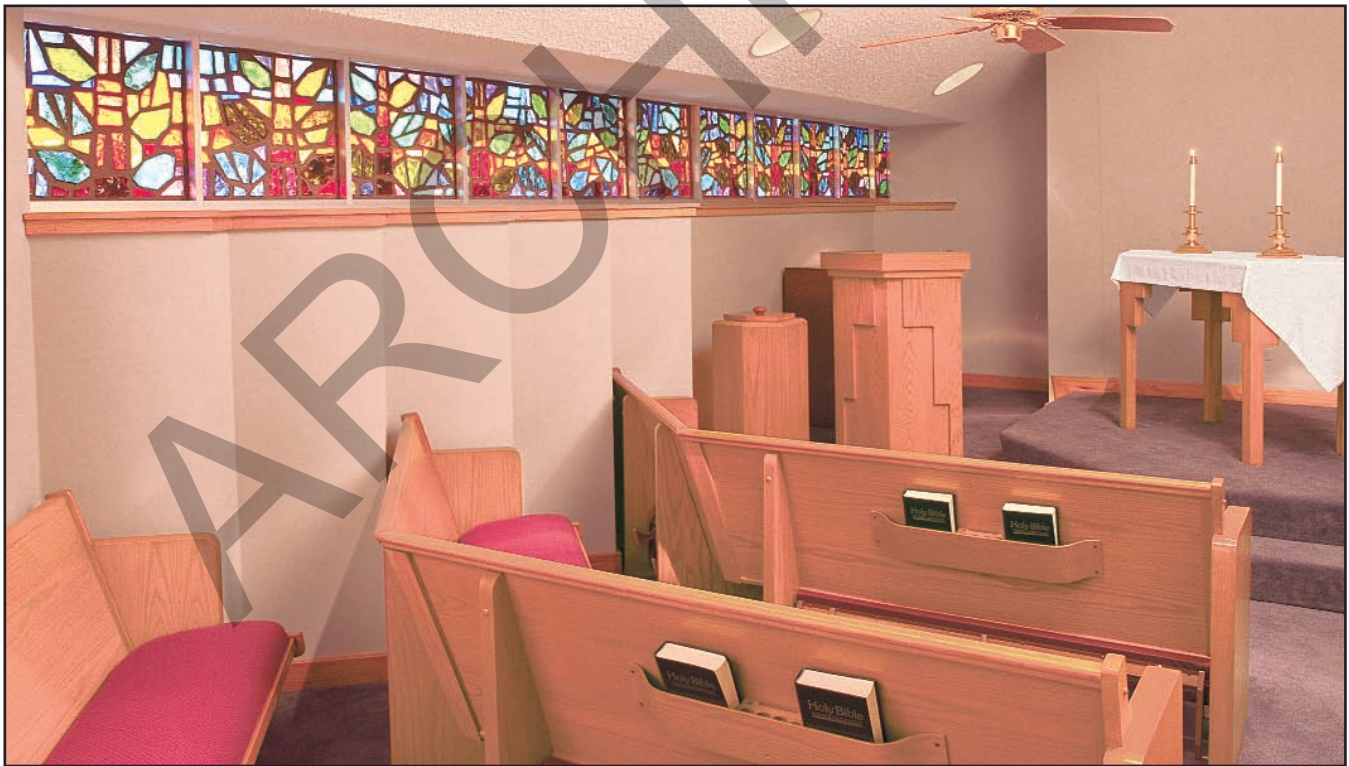
H. Accessories

Framed art work, wall murals and plants complement the interior finish and reinforce the design scheme. Choose only professionally framed pictures and paintings with color schemes and images that contribute to the facility's decor. Use live plants or professional-quality silk plants.

I. Signs

Develop an interior sign plan as part of the comprehensive interior design package. Use professionally made signs, appropriately sized for viewing distance. Surface-mount signs at a consistent height at all locations. Signs should also be compatible with the facility design scheme.

- ◆ Provide signs directing visitors entering the chapel to the reception window.



Color coordinate the stained glass with the chapel's design scheme.

J. Systems Furniture

This furniture includes interchangeable wall panels, desk components, and storage modules which combine to form office work stations. These stations allow for a reconfiguration of office areas when chapel staffs or programs change.

Select systems furniture that easily integrates computer hardware. Systems furniture panels should incorporate integrated conduits for electrical and communications service to conceal unsightly wiring. Sound absorbent fabric panels will reduce background noise and provide a quiet work area.

Finish work surfaces in plastic laminate or wood. Plastic laminate with a wrapped edge is an easily maintainable finish.

- ◆ Use systems furniture only in the staff support and religious education areas of the chapel.

K. Lighting

Natural and artificial lighting are important factors in creating a quality interior appearance. Lighting affects the perception of space, as well as the color of interior finishes. Design lighting to enhance the design scheme. The designer should provide natural and accent lighting in worship, counseling, and staff support areas. Include task lighting at office desks. Use high efficiency fluorescent lighting in place of incandescent lighting, except in worship areas.

L. Communications

Provide telephone and computer wiring to support fire alarm systems and other equipment listed in the Equipment Schedule (Table 4-B). Equip the facility with the capability for intercom, cable television, Defense System Network (DSN), facsimile lines, on- and off-base lines, and LAN connections. The designer should contact the base civil engineer and the base communications unit for specific requirements before planning major building upgrades or modifications. Incorporate these requirements in building design and modification specifications. ■



Use lighting in the sanctuary to accent the high ceilings and provide illumination for worshiper reading.

INTERIOR STANDARDS

	FLOORS		BASE		WALLS		CEILING								
	Carpet	Vinyl Composition Tile	Ceramic Tile	Sealed Concrete	Vinyl	Ceramic Tile	Wood	Paint	Vinyl Wallcovering	Acoustic Wallcovering	Ceramic Tile	Acoustical Ceiling	Painted Ceiling Tile	Painted Gypsum Board	Painted Exposed
Worship Areas															
Sanctuary	♦					♦			♦			♦			
Narthex	♦					♦		♦			♦				
Sacristy	♦					♦		♦			♦				
Blessed Sacrament and Reconciliation Room	♦					♦			♦		♦				
Choir Room	♦		♦					♦			♦				
Cry Room	♦					♦		♦			♦				
Bride's Room	♦		♦					♦			♦				
All Faiths Room	♦					♦			♦		♦				
Counseling Areas															
Waiting Area	♦		♦					♦			♦				
Senior Chaplain's Office	♦					♦			♦		♦				
Chaplains' Offices	♦					♦			♦		♦				
Staff Support Areas															
NCOIC's Office	♦		♦					♦			♦				
Secretary's Office	♦		♦					♦			♦				
Chaplain Service Support Personnel Workspaces	♦		♦					♦			♦				
Staff Support and Mobility Supplies Storage		♦		♦			♦				♦				
Activities Areas															
Multi-Purpose Room		♦		♦				♦			♦				
Kitchen		♦		♦			♦				♦				
Conference Area	♦			♦					♦		♦				
Religious Education Areas															
Classrooms	♦			♦				♦			♦				
Religious Education Coordinators' Workspaces	♦			♦				♦			♦				
Resource Center and Library	♦			♦				♦			♦				
Support Areas															
Mechanical Room			♦				♦								♦
Janitor's Room			♦	♦			♦							♦	
Electrical/Communications Room			♦				♦								♦
Rest Rooms		♦			♦					♦		♦			
Storage			♦	♦			♦				♦				
Other Chapels/Offices															
Flightline Chaplain's Office	♦					♦			♦		♦				
Hospital Chapel/Meditation Room	♦					♦			♦		♦				

Table 4-A: Finish Schedule.

	Audio System	Computer CD ROM	Computer File Server	Computer Laser Printer	Computer(s) w/Modem(s)	Copier	Fax	Folding Machine	Overhead Projector	Scanner	Screen, Projector	Slide Projector	Tape Backup Unit	Telephone(s)	Telephone Answering Machine	VCR	Closed Circuit Video
Worship Areas																	
Sanctuary	♦							♦	♦	♦							♦
Narthex	♦																♦
Sacristy	♦																
Blessed Sacrament and Reconciliation Room ⁽¹⁾																	
Choir Room ⁽¹⁾																	
Cry Room	♦																♦
Bride's Room ⁽¹⁾																	
All Faiths Room ⁽¹⁾																	
Counseling Areas																	
Waiting Area ⁽¹⁾																	
Senior Chaplain's Office		♦	♦	♦	♦										♦		
Chaplains' Offices			♦	♦	♦										♦		
Support Staff Areas																	
NCOIC's Office		♦	♦	♦											♦		
Secretary's Office			♦	♦	♦										♦		
Chaplain Service Support Personnel Workspaces			♦	♦	♦	♦	♦		♦			♦	♦				
Staff Support and Mobility Supplies Storage								♦									
Activities Areas																	
Multi-Purpose Room	♦									♦	♦		♦	♦	♦	♦	♦
Kitchen													♦				
Conference Area								♦	♦	♦		♦		♦	♦		
Religious Education Areas																	
Classrooms ⁽¹⁾																	
Religious Education Coordinators' Workspaces			♦	♦	♦									♦			
Resource Center and Library														♦	♦	♦	
Support Areas																	
Mechanical Room ⁽¹⁾																	
Janitor's Room ⁽¹⁾																	
Electrical/Communications Room ⁽¹⁾																	
Rest Rooms ⁽¹⁾																	
Storage ⁽¹⁾																	
Other Chapels/Offices																	
Flightline Chaplain's Office			♦	♦	♦									♦	♦		
Hospital Chapel/Meditation Room			♦	♦	♦									♦	♦		

Table 4-B: Equipment Schedule.

Legend for Table 4-B: (1) This room does not require equipment on this schedule.

INTERIOR STANDARDS

	Bench	Book Case(s)	Bulletin Board	Cabinet, Lockable	Cabinet, Storage	Chair(s), Upholstered	Chairs, Children's	Chairs, Conference	Chairs, Worship	Chairs, Stacking	Closet	Closet, Lockable	Coat Rack	Coffee Table	Computer Station(s)	Desk(s)
Worship Areas																
Sanctuary								♦								
Narthex		♦			♦			♦								
Sacristy		♦		♦						♦	♦					
Blessed Sacrament and Reconciliation Room					♦			♦								
Choir Room	♦	♦	♦	♦				♦		♦	♦	♦				
Cry Room				♦				♦								
Bride's Room	♦				♦							♦				
All Faiths Room			♦													
Counseling Areas																
Waiting Area						♦								♦		
Senior Chaplain's Office		♦			♦					♦			♦	♦	♦	
Chaplains' Offices		♦				♦				♦				♦	♦	
Staff Support Areas																
NCOIC's Office		♦				♦				♦					♦	♦
Secretary's Office		♦			♦	♦									♦	♦
Chaplain Service Support Personnel Workspaces		♦		♦											♦	
Staff Support and Mobility Supplies Storage				♦							♦					
Activities Areas																
Multi-Purpose Room		♦							♦			♦				
Kitchen			♦	♦								♦				
Conference Area							♦									
Religious Education Areas																
Classrooms			♦	♦	♦		♦			♦						
Religious Education Coordinators' Workspaces		♦	♦	♦	♦							♦			♦	♦
Resource Center and Library		♦	♦	♦			♦									
Support Areas																
Mechanical Room ⁽¹⁾																
Janitor's Room																
Electrical/Communications Room ⁽¹⁾																
Rest Rooms						♦										
Storage				♦								♦				
Other Chapels/Offices																
Flightline Chaplain's Office		♦	♦					♦					♦	♦	♦	♦
Hospital Chapel/Meditation Room		♦					♦	♦							♦	♦

Table 4-C: Furnishings Schedule. Legend for Table 4-C: (1) This room does not require furnishings on this schedule.

	End Table	Facilities Scheduling Board	Filing Cabinet, 5 Drawer	Lamp	Literature Rack	Mirror: Full Length	Shelf, Storage	Sign-Out Board	Sofa	Systems Furniture	Table, Conference	Table, Literature	Tables, Adjustable	Whiteboard
Worship Areas														
Sanctuary ⁽¹⁾														
Narthex					♦						♦			
Sacristy						♦								
Blessed Sacrament and Reconciliation Room ⁽¹⁾														
Choir Room		♦			♦									♦
Cry Room ⁽¹⁾														
Bride's Room						♦								
All Faiths Room ⁽¹⁾														
Counseling Areas														
Waiting Area	♦		♦	♦					♦					
Senior Chaplain's Office	♦		♦	♦					♦					
Chaplains' Offices			♦	♦										
Staff Support Areas														
NCOIC's Office			♦											
Secretary's Office			♦											
Chaplain Service Support Personnel Workspaces		♦	♦					♦		♦				♦
Staff Support and Mobility Supplies Storage							♦							
Activities Areas														
Multi-Purpose Room													♦	♦
Kitchen ⁽¹⁾														
Conference Area										♦				♦
Religious Education Areas														
Classrooms												♦	♦	♦
Religious Education Coordinators' Workspaces		♦	♦				♦			♦				
Resource Center and Library				♦	♦					♦				♦
Support Areas														
Mechanical Room ⁽¹⁾														
Janitor's Room							♦							
Electrical/Communications Room							♦							
Rest Rooms ⁽¹⁾														
Storage							♦							
Other Chapels/Offices														
Flightline Chaplain's Office		♦	♦				♦							♦
Hospital Chapel/Meditation Room		♦	♦	♦			♦							

Table 4-C (cont'd): Furnishings Schedule.

Legend for Table 4-C (Cont'd): (1) This room does not require furnishings on this schedule.

References

AFI 31-209	Resources Protection Program
AFI 32-1021	Planning and Programming Facility Construction Projects
AFI 32-1023	Design and Construction Standards and Execution of Facility Construction
AFI 32-1024	Standard Facility Requirements
AFI 32-1032	Planning and Programming Real Property Maintenance Projects Using Appropriated Funds
AFI 32-7065	Cultural Resources Management
AFI 52-101	Chaplain Services Responsibilities and Procedures
AFM 88-3	Structural Design Criteria Loads
AFP 88-40	Sign Standards
AFP 88-41	Interior Design Guide
AFP 88-55 ⁽¹⁾	Design Criteria for Religious Facilities
AFPD 52-1	Chaplain Service
ADA	Americans with Disabilities Act
DoD 4270.1-M	Construction Criteria Manual
FED STD. 795	Uniform Federal Accessibility Standards
MIL-HDBK 1008B	Fire Protection for Facilities Engineering, Design, and Construction
MIL-HDBK 1190	Military Building Code
NFPA 70	National Electric Code
NFPA 101	Life Safety Code
NFPA 220	Types of Construction
10 CFR Chapter 11	Energy Conservation Voluntary Performance Standards for New Buildings
AMC	Commander's Guide to Facility Excellence
AMC	Architectural Compatibility Plans
AMC	Interior Design Guide
AMC	Landscape Design Guide
AMC	Medical Facilities Design Guide
AMC	Sign Standards, "Engineering Technical Letter" (ETL 93-02)

Legend for References.

(1) When published, AFJMAN 32-1086 (Design Guide for Religious Activities) will supersede AFP 88-55.

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