

**SCALE 8**  
**ARMED FORCES CAREERS OFFICES**

**GENERAL**

- 1 This scale is to be read in conjunction with Scales 1, 40 and 45.
- 2 It is to be used as a guide for the acquisition of premises for use as an Armed Forces Careers Office (AFCO).
- 3 The provision of an AFCO is to be authorised by the Service Directorates of Recruiting.

**SCALE OF ACCOMMODATION**

- 4 The scale is based on the number of recruiting staff stationed at a particular AFCO.

**SECURITY**

- 5 Refer to Scale 1 Serial 57.

**NOISE REDUCTION**

- 6 Sound reducing measures should be taken when intrusive noise exceeds  $L_{10}$  level (9 hour) of 55dB(A) with windows closed.

**VENTILATION**

- 7 Where natural ventilation cannot provide the minimum rates of fresh air supply (per person per second) for the density of occupation specified below or elsewhere in the scale, mechanical extraction is to be provided.

6m<sup>2</sup> per person - 7.0 l/s

9m<sup>2</sup> per person - 5.25 l/s

12m<sup>2</sup> per person - 4.0 l/s

8 - 20 Spare

**ARMED FORCES CAREERS OFFICES (contd)**
**JSP 315**

Accommodation	Area	M & E Services	Planning Notes, Special Fittings, etc
(a)	(b)	(c)	(d)
21 Entrance, Corridors and Stairs	To be provided out of area addition	<b>Illumination</b> - 175 lux for entrance, 100 lux for corridors and stairs. External illuminated sign box. <b>Electric Power</b> - One 13A socket outlet to every 37m <sup>2</sup> of floor space or to every 12m of corridor. <b>Heating</b> - 16.0°C.	Flagstaffs for relevant Service ensigns in accordance with local authority rules.
22 Individual Offices (Senior Officers & OICs AFCOs)	20.25m <sup>2</sup>	<b>Illumination</b> - 350 lux <b>Electric Power</b> - Two 13A double socket outlets. <b>Heating</b> - 18.5°C.	Refer to Scale 45. Clothes hooks and pin boards as required. Heating time switch.
23 Shared Offices (Other Staff)	7.0m <sup>2</sup> per occupant	<b>Illumination &amp; Heating</b> - As Serial 22 <b>Electric Power</b> - One 13A double socket outlet per occupant.	As Serial 22. Minimum size - 13.5m <sup>2</sup> .

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(a)	(b)	(c)	(d)
24 Waiting/Reception/Display Area	25.0m <sup>2</sup> + 3.0m <sup>2</sup> per recruiter (Not for recruiters regularly deployed to satellite offices)	<b>Illumination</b> - 350 lux 500 lux if CP3 cannot be achieved. <b>Electric Power</b> - 13A double socket outlets and supply to equipment as required. <b>Heating</b> - 18.5 <sup>0</sup> C.	Fitted reception desk. Ceiling rails with movable cross bars for display hanging. Time switched spot lights for displays.
25 Interview Rooms/Cubicles	6.5m <sup>2</sup> per 2 recruiters	<b>Illumination</b> - 175 lux <b>Electric Power</b> - One 13A double socket outlet per cubicle. <b>Heating</b> - 18.5 <sup>0</sup> C. <b>Ventilation</b> - 12.5l/s minimum.	Small glass viewing panel in door. Sound insulation between cubicles.
26 Medical Screening Facility	13.5m <sup>2</sup>	<b>Illumination</b> - 175 lux supplementary lighting as required. <b>Electric Power</b> - Two 13A double socket outlets. <b>Heating</b> - 18.5 <sup>0</sup> C.	For audio, visual, height and weight screening. Heave bar. Sound insulation.
27 Psychometric Test Room (Army only)	6.5m <sup>2</sup> per 4 Army recruiters	As Serial 25	

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(a)	(b)	(c)	(d)
28 Briefing Room	13.5m <sup>2</sup> minimum + 4.0m <sup>2</sup> per recruiter	<b>Illumination</b> - 350 lux <b>Electric Power</b> - 13A double sockets as required. <b>Heating</b> - 18.5 <sup>0</sup> C.	Also for use as an Aptitude Test Room (RN and RAF only)
29 Storage/Workshop Area	9.0m <sup>2</sup> minimum + 1.0m <sup>2</sup> per recruiter	<b>Illumination</b> - 175 lux supplementary lighting as required. <b>Electric Power</b> - One 13A double socket outlet; supply to equipment as required. <b>Heating</b> - Work area 16.0 <sup>0</sup> C Storage area 13.0 <sup>0</sup> C.	Fitted cupboards, racking and workbenches as required. Racking to BS 826
30 Staff Rest Room			Refer to Scale 47. Facilities for simple hot snack making.
31 Staff Changing/ Locker Rooms (Male and Female)			Refer to Scale 40
32 Toilet Area			Refer to Scale 1 Annex B. Staff area may be separate from candidates.

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(a)	(b)	(c)	(d)
33 Cleaner's Room			Refer to Scale 1 Annex B.
34 Car Parking			One space, which should be in a secure compound, for each established vehicle.

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