

SCALE 25
FAMILIES' WELFARE FACILITIES

1 This scale is to be read in conjunction with Scales 1, 41, 45. and 47. The requirements for welfare facilities will vary according to location and the needs of the Services, and will also depend on factors such as the number of families' quarters to be served and the degree, nature and proximity of local civilian facilities

2 This scale is divided into 4 parts:

Part 1 Community Centres

Part 2 Child Care Facilities

Part 3 Youth Centres

Part 4 Publicly Funded Welfare Agencies

3 These facilities may be provided in separate buildings or as one complex, depending on local circumstances.

4 Whilst this scale relates primarily to new construction, it is also to be used as a guide to planning the conversion of existing buildings to provide families' welfare facilities. The extent to which this scale can be implemented in conversions will depend on the construction and layout of existing buildings.

5 The facilities in this scale should be provided with an intruder alarm system for silent hour security

PART 1 COMMUNITY CENTRES

1 Community Centres may be provided on families' quarters estates consisting of 200 quarters or over, where the need can be justified. In special circumstances, they may also be provided on estates of less than 200 FQs, e.g., where the estate is very isolated, or where families are subject to long periods of separation from the head of the family. In large stations/garrisons or special locations, it may be necessary to provide larger community centres than are authorised in this scale; such centres will be treated as special projects, the additional accommodation being justified at project brief stage.

2 Floor to ceiling heights, particularly in the Main Hall, should be to the minimum necessary to satisfy the social purposes of a Community Centre.

3 Where Child Care facilities are not provided in the community centre building, children's toilets in accordance with Part 2 Serial 26 and 27 are to be provided.

4 A fenced-off activity area, with a secure storage shed, should be provided wherever possible.

SUB-TROPICAL AND TROPICAL INCREMENTS

5 Accommodation subject to increments over Home scales (see Scale 1)

Serial No	Sub-tropical	Tropical
26 - Main Rooms	plus 12.5%	plus 33.3%
27 - Kitchenette	plus 12.5%	plus 33.3%

6 - 20 Spare.

PART 1 COMMUNITY CENTRES (contd)

Accommodation	Area	M & E Services	Planning Notes, Special Fittings, etc.																														
(a)	(b)	(c)	(d)																														
21 Entrance Hall	To be provided out of area addition	Illumination - 175 lux for entrance Hall, 50 lux for pram shelter. External light over entrance where street lighting is insufficient. Supplementary lighting over notice board and individual lighting for telephone kiosks or hoods. Electric Power - One 13A socket outlet for every 37m ² of floor space. Heating - 16.0°C.	Main entrance doors to be fitted with substantial lock. Separate pram shelter adjacent to entrance. Notice board. Telephone kiosks or hoods may be provided up to a maximum of <table><tr><td>FQs</td><td>No</td></tr><tr><td>200 - 400</td><td>3</td></tr><tr><td>600 -1000</td><td>4</td></tr><tr><td>1200 and over</td><td>5</td></tr></table>	FQs	No	200 - 400	3	600 -1000	4	1200 and over	5																						
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200 - 400	3																																
600 -1000	4																																
1200 and over	5																																
22 Manager's Office			Refer to Scale 45																														
23 Toilet Area (including male and female cloakrooms) FAMILIES' QUARTERS 200 - 400 600 - 1000 1200 - 1400 1600 and over	To be provided out of area addition <table><tr><td colspan="3">MALE</td><td colspan="2">FEMALE</td></tr><tr><td>WC</td><td>Urinal</td><td>WHB</td><td>WC</td><td>WHB</td></tr><tr><td>2</td><td>3</td><td>2</td><td>4</td><td>4</td></tr><tr><td>2</td><td>4</td><td>2</td><td>5</td><td>5</td></tr><tr><td>2</td><td>5</td><td>3</td><td>6</td><td>6</td></tr><tr><td>2</td><td>6</td><td>3</td><td>7</td><td>7</td></tr></table>	MALE			FEMALE		WC	Urinal	WHB	WC	WHB	2	3	2	4	4	2	4	2	5	5	2	5	3	6	6	2	6	3	7	7	Refer to Scale 1 Annex B.	Refer to Scale 1 Annex B. Long shelf with mirror over in female toilet area. Nappy changing facility.
MALE			FEMALE																														
WC	Urinal	WHB	WC	WHB																													
2	3	2	4	4																													
2	4	2	5	5																													
2	5	3	6	6																													
2	6	3	7	7																													
24 Cleaners Room			Refer to Scale 1 Annex B																														
25 Calorifier Room (if required)			Refer to Scale 1 Annex B																														

PART 1 COMMUNITY CENTRES (contd)

(a)	(b)	(c)	(d)
26 Main Rooms a Communal Hall	200 FQs - 120.0m ² 400 FQs - 140.0m ² 600 FQs - 185.0m ² 800 FQs - 200.0m ² 1000 FQs - 210.0m ² 1200 FQs - 220.0m ² 1400 FQs - 225.0m ² 1600 FQs - 230.0m ² 1800 FQs - 235.0m ² 2000 FQs - 245.0m ²	Illumination - 300 lux with selective switching and dimming Electric Power - One 13A double socket outlet to every 12m run of wall Heating - 18.5°C	
b Activity Rooms	Included in 25a above	Illumination - 350 lux Electric Power - One 13A double socket outlet for every 37m ² of floor space. Heating - 18.5°C.	Fitted storage cupboards as required
27 Kitchenette/Servery	200-1000 FQs - 14.0m ² 1001-2000 FQs - 23.0m ²	Illumination - 225 lux Electric Power - Three 13A double socket outlets. Heating - 16.0°C. Water Supply - Hot, cold and Drinking (labelled).	Serving hatch to communal hall. Built-in cupboards and shelving as required. Drinking water point. One sink with double draining board. Hand wash basin. Instantaneous water boiler. Space for refrigerator and microwave.
28 General Store Area	200 - 600 FQs - 20.0m ² 800 -1000 FQs - 40 0m ² 1200 FQs and over - 70.0m ²	Illumination - 100 lux Heating - 13.0°C.	Store area to be sub-divided to provide lockable compartments for use by individual activity groups. Shelving and racking as required.

PART 2 - CHILD CARE FACILITIES

1 This part of the scale should be read in conjunction with the Pre-School Learning Alliance Guidance "Good Practice for Full Day Care and Extended Day Care in Pre-Schools" , and the MOD publication "Childcare , a Guide"

2 It is intended to cover the provision of accommodation for both full time and sessional day care for children in the age groups 0-3 and one term; i.e. before they come within the scope of pre school education offered by local education authorities. A separate room must be provided for each year age group, i.e. a minimum of three rooms, 0-1, 1-2, 2-3 and a term.

3 There are a range of specific safety requirements relating to accommodation for children in this age group. In particular, the following points must be borne in mind:

a Low level opening windows must be fitted with safety locks or guards, and care must be taken to ensure that the open edges do not provide a collision hazard for the children, either internally or externally.

b Each door is to be fitted with a slow closing mechanism to prevent children's fingers being trapped.

c Heating appliances must be sited in a safe area and all heated surfaces must be fully guarded.

d Electric power points must be covered or made otherwise inaccessible to children. Trailing leads are to be avoided.

e A first aid box suitably equipped for small children must be readily available to adults, but out of children's reach.

f A telephone with public line access must be provided.

g Floor coverings must be durable, non-slip, easily cleaned, and safe. A carpeted area should be provided in each room for "quiet times", but cushion vinyl or similar should be provided for the rest of the room. Hard floor finishes should be avoided on safety grounds.

h All rooms should be well lit, with both natural and artificial lighting.

j Smoke detectors are to be fitted.

k All cupboards etc must be enclosed to prevent children crawling underneath.

4 Access to the building must be controlled at all times, and the building should be provided with an intruder alarm system which can be actuated manually at need during opening hours.

5 An outside play area is to be provided, preferably accessed directly from each classroom, fully fenced, and fitted with childproof gates.

6 Some of the outside play area is to be shaded.

7 Where space permits, a separate area for each age group should be provided, and each space should be large enough to permit a variety of simultaneous activities.

8 The majority of the area should have a safety surface, rather than grass, to permit outdoor play when wet underfoot.

9 All fixed play equipment e.g. climbing frames, swings, etc., must be on a safety surface.

10 - 20 Spare.

PART 2 - CHILD CARE FACILITIES (contd)

(a)	(b)	(c)	(d)
21 Entrance Hall	To be provided out of area addition	Illumination - 175 lux for entrance Hall, 50 lux for pram shelter. External light over entrance where street lighting is insufficient. Supplementary lighting over notice boards. Electric Power - One 13A socket outlet for every 37m ² of floor space. Heating - 16.0°C.	Main entrance doors to be fitted with substantial child proof lock., security chain, eye glass and drop escutcheon, sliding bolt and entrance bell. Pram/bicycle shelter adjacent to entrance. Childcare entrance clearly identified. Large notice boards.
22 Supervisor's Office			Refer to Scale 45. Lock to door. Telephone/Fax/Answer machine point.
23 Staff Room			Refer to Scale 47, Serial 23.
24 Staff Toilets			Refer to Scale 1 Annex B
25 Children's Cloak room	0.5m ² per child	Illumination - 175 lux Heating - 18.5°C	Clothes hook for each child, 900mm high, at 200mm centres. Bench seating with space beneath for shoes and bags. No lock to door.

PART 2 - CHILD CARE FACILITIES (contd)

(a)	(b)	(c)	(d)												
26 Children's Unisex Toilet Area up to 20 children 21 - 30 children 31 - 40 children	<table><tr><td>Area</td><td>WC</td><td>WHB</td></tr><tr><td>10m²</td><td>2</td><td>2</td></tr><tr><td>14m²</td><td>3</td><td>3</td></tr><tr><td>18m²</td><td>4</td><td>4</td></tr></table> <p>The above areas do not attract area addition</p>	Area	WC	WHB	10m ²	2	2	14m ²	3	3	18m ²	4	4	Illumination - 125 lux Heating - 18.5 ⁰ C Water Supply - Hot and cold (Hot water to be thermostatically limited to 30 ⁰ C maximum)	Partitions between WCs to be higher than door to permit access for adults Washbasins - 450mm high. Fitting for MOD supplied paper towel dispenser. WCs - seat height not to exceed 250mm. Toilet roll holder in each WC. One leaf inward opening door to WC, to be 900mm high and hung 150mm clear of floor. No lock to door. Low level cistern with flushing handle within easy reach of children.
Area	WC	WHB													
10m ²	2	2													
14m ²	3	3													
18m ²	4	4													
27 Baby Changing Area	10.0m ²	Illumination - 300 lux Heating - 21.0 ⁰ C Water Supply - Hot and cold	Washbasin with splashback. Fitting for MOD supplied paper towel dispenser. Fixed shelf for baby changing mat. Large sink with draining board. Lockable storage cupboards for napkins etc.												
28 Kitchen/Servery	14.0m ²	Illumination - 225 lux Electric Power - Three 13A double socket outlets. Heating - 16.0 ⁰ C. Water Supply - Hot, cold and Drinking (labelled).	Serving hatch. Built-in cupboards and shelving as required. Drinking water point. One sink with double draining board. Hand wash basin. Instantaneous water boiler. Microwave oven. Refrigerator. Space and plumbing for washing machine and dishwasher.												

PART 2 - CHILD CARE FACILITIES (contd)

(a)	(b)	(c)	(d)
29 Cleaner's Room			Refer to Scale 1 Annex B.
30 Activity Rooms	0 - 2 years 3.7m ² per child 2 - 3 years 2.8m ² per child maximum number of children per room is 24 3.0m ² walk-in storage cupboard in addition for each room.	Illumination - 350 lux Electric Power - One 13A double socket outlet per 37m ² floor space Heating - 21°C Water Supply - Hot and cold (Hot water to be thermostatically limited to 30°C maximum)	Separate area in each room for quiet/messy/noisy activities. Sink with draining board, 900mm high, with fitting for MOD supplied paper towel dispenser at same height. Book shelves and display boards as required.
31 Outside Play Areas	2.8m ² per child		See Serials 4 - 8
32 Indoor General Storage	13.5m ²	Illumination - 100 lux Heating - 13.0°C	Shelving and racking as required. Secure lock.
33 Outdoor Storage	13.5m ²		For storage of moveable play equipment.

PART 3 - YOUTH CENTRES

(a)	(b)	(c)	(d)
1 Entrance/Reception Area	To be provided out of area addition	Illumination - 175 lux for entrance Hall, 50 lux for pram shelter. External light over entrance where street lighting is insufficient. Supplementary lighting over notice boards. Electric Power - One 13A socket outlet for every 37m ² of floor space. Heating - 16.0°C	Main entrance doors to be fitted with substantial lock. Notice boards. Telephone kiosks or hoods as for Part 1 Serial 21. Reception Desk.
2 Youth Toilets (Divided M/F)	To be provided out of area addition		Fixtures and fittings as Scale 1 Annex B. For numbers of utensils refer to Part 2 Serial 26, based on maximum numbers attending club at any one session, rather than total membership.
3 General Office	21.0m ²	Refer to Scale 45	Public address system capability. Space for 2 workers, photocopier, filing cabinets.
4 Interview Room	9.0m ²	Refer to Scale 45	
5 Cleaner's Room			Refer to Scale 1 Annex B
6 Adult Workers Toilets			Refer to Scale 1 Annex B

PART 3 - YOUTH CENTRES (contd)

(a)	(b)	(c)	(d)
7 Function Hall/Sports Area	2.5m ² per Young Person (YP)	Illumination - 300 lux with selective switching and dimming. Lights to be protected from ball damage. Electric Power - One 13A double socket outlet to every 12m run of wall Heating - 18.5°C	Sliding partitions may be considered if size of room permits division.
8 Arts and Crafts Area	56.0m ²	Illumination - 300 lux. Electric Power - One 13A double socket outlet to every 12m run of wall Heating - 18.5°C	To accommodate work benches/ woodwork/ light metal work/ Pottery. Floor to have hard finish, and be easily cleanable. Notice boards and display shelving as required.
9 TV/Video Lounge	50.0m ²	As Serial 7 less lighting protection.	Satellite Link
10 Common Room / Discussion Room/ Information Shop	45.0m ²	As Serial 8	Notice boards, display racking, shelving.
11 Games Room	120.0m ²	As Serial 7	To accommodate 2 table tennis tables, 2 pool tables, air hockey table, darts.
12 Performing Arts Area	60.0m ²	Lighting and power supply to suit local requirements	Storage Cupboards
13 Cyber/Internet Facility	42.0m ²	As Serial 8	Space for 6 terminals.

PART 3 - YOUTH CENTRES (contd)

(a)	(b)	(c)	(d)
14 Snack Bar	68.0m ²	As Serial 9, plus spotlighting to bar.	
15 Kitchenette	14.0m ²	As Part 1 Serial 26	As Part 1 Serial 27
16 General Storage Area			As Part 1 Serial 28
17 Outside play/Games area	2.8m ² per YP	Floodlighting desirable.	All weather surface.
18 External Storage			As required, for outdoor activity equipment. Bicycle racks as appropriate.

**PART 4 - PUBLICLY FUNDED WELFARE AGENCIES
INTRODUCTION**

1 A variety of welfare agencies which are officially sponsored are provided with accommodation on the MOD estate at public expense.

2 Some of these agencies provide a service primarily for families, others are primarily for service personnel, and the location of the premises provided will depend on the location of the main clientele, as well as the availability of accommodation.

3 Wherever possible the family oriented activities should be at ground level for ease of access.

4 The accommodation set out in the following serials is not necessarily required at every location, nor it is meant to provide an exhaustive list of requirements, which should be agreed on at a local level to meet particular circumstances.

5 Office accommodation provided for the agencies in question will be in accordance with the appropriate serials of Scale 45. Because of the confidential nature of much welfare work, it is generally expected that individual offices, rather than open plan, will be required.

6 Toilet facilities in accordance with Scale 1 Annex B will be provided when they are not otherwise available.

PART 4 - PUBLICLY FUNDED WELFARE AGENCIES (contd)
SECTION A - HIVE

1 If HIVE facilities are provided other than in a community centre, they should have a waiting area, a play area, and refreshment facilities. They should also have a separate pram shelter adjacent to the entrance.

2 In addition to an office/interview room for the organiser, the following facilities should be provided:

(a)	(b)	(c)	(d)
3 Information Room	Mini Hive 20.25m ² Major Hive 27.0m ² Super Hive 36.0m ²	Illumination - 350lux Electric Power - minimum of four 13A double socket outlets Heating - 18.5 ⁰ C	Notice boards, display racking for leaflets etc, as required.
4 Store Room	7.0m ²	Illumination - 200lux Heating - 13.0 ⁰ C	Racking and shelving as required.

SECTION B - HOMESTART SCHEMES

1 This service is normally provided only in overseas locations.

2 The requirement is normally for an office each for the Scheme organiser and Scheme secretary, and for a room to function variously as a confidentiality room, play area, and volunteers' training room sized in accordance with Scale 45.

SECTION C - RELATE COUNSELLING SERVICES

1 This service is normally provided only in overseas locations.

2 The requirement is normally for a counselling room and a waiting room.
