

**SERVICES ACCOMMODATION CODE  
VOLUME 3  
RESERVES AND CADET ACCOMMODATION**

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**PART 1 - INTRODUCTION****General**

1 The concept of the Reserve Forces is that its members should be citizens from the surrounding area taking their place in a volunteer force that provides a large proportion of the Services' mobilised strength and makes one of the most cost effective contributions to our defence. For convenience, the expression TA Centre has been used to refer to the accommodation provided for Reserve forces of all three Services. Cadet Accommodation refers to Army Cadet Force and Air Training Corps accommodation. The TA Centre is the focal point of this volunteer service.

2 The first priority is that a TA Centre should be constructed so as to fulfil its military purpose as a place of assembly, administration and training and for storing equipment. But the volunteers will not attend unless it is also a building which fits into the local community and in which citizens of standing and leadership can be proud to serve. It follows that a TA Centre must provide for the recruiting, military and social needs of the members of the units based there.

3 It is the task of the Reserve Forces and Cadet Associations (RFCA) to bring their local and military knowledge and arrange the detail of the siting and construction of TA Centres and Cadet accommodation.

These accommodation scales are provided for the information and guidance of all concerned in that process.

4 As a general rule, accommodation facilities are not to be duplicated in two different centres for the same unit.

**Aim**

5 The aim of these accommodation scales is to produce a TA Centre which will provide essential basic training, adequate social and storage accommodation suitable for any unit or group of units which may occupy the centre.

**Purpose**

6 The scales are to be used to compile a Schedule of Accommodation which lists the type and size of accommodation to be provided. From this a budget cost is calculated from which a plan is prepared within the limits imposed.

**Scope**

7 The scales will not be modified or exceeded without the prior authority of DN (Reserves) for the Navy, HQ LAND G3 Reserve (Volunteer Estate) for the Army, HQP&TC for the RAF, and HQ air Cadets for the ATC. The scales take account of the varying requirements of the different Arms and

**PART 1 - INTRODUCTION (contd)**

Services and also of the need for units to share centres. The scales do not in themselves constitute an entitlement for the construction of a new build or improvements to existing buildings. However, they may be applied to alterations where it has been found that the accommodation is inadequate to meet the need of the units concerned. All scales will be based upon authorised unit peacetime establishments.

**Shared TA Centres**

8 In these centres accommodation is to be shared wherever training programmes and unit functions permit.

**Units Omitted from Scales**

9 Certain units have been omitted from these scales and provision for them will be subject of approval by the appropriate authority (See Serial 7)

**Detachments**

10 When a TA centre is to be occupied only by a detachment, whose parent sub-unit is responsible for all aspects of its administration, then the Detachment Scale is to be used.

**Regular Units in TA Centres**

11 Where a regular unit (e.g. AFCO) is to occupy part of a TA Centre the space allocated is to be in accordance with JSP 315 Volume 1.

**Area Additions**

12 Unless otherwise stated, the areas specified in the scales exclude circulation, (e.g. entrances, staircases, corridors) internal walls, partitions, toilet and ablution areas, calorifier rooms and other plant rooms. An allowance, called Area Addition, is added to the total scaled area of a building to cater for these elements.

**Scaling Procedure**

13a When it is proposed that a rebuild or major refurbishment is to take place and a scaling exercise is required, the procedure to be adopted is as follows:

(1) After consultation with the unit(s) and other interested parties the RFCA concerned is to submit the "Proposed Schedule of Accommodation" Proforma (See Annex A for TA Centres and Annex B for Cadet Facilities), details of any variations from the scales, and a draft statement of requirement to the appropriate authority (See Serial 7) for approval.

(2) The agreed statement of requirement is to be authorised by the appropriate authority before planning is initiated.

b The statement of requirement should be reviewed prior to detailed planning/ tendering/ construction to ensure that

### PART 1 - INTRODUCTION (contd)

changes in establishment, vehicle and equipment holdings, and deployment plans have been examined.

#### **Grassed Areas**

14 If space permits it is desirable that a site should have a small grassed area suitable for training activities.

#### **Paved Areas**

15 Space for paved areas may be provided in addition to that authorised for the garages, hardstanding in lieu of garages, and gun sheds.

#### **Private Car Parking**

16 Car parking spaces should be provided for 60% of unit strength wherever possible.

#### **Legislation and Regulations**

17 All relevant legislation and regulations, including those issued by MOD, are to be complied with for design, construction, technical safety of equipment and installations, health and safety, and the environment. The procedures to be followed are set out in JSPs 434 and 435.

#### **Disabled Persons**

18 The scales make no specific provision for disabled employees or dependants. Nevertheless there is a legal requirement to implement Part M of the Building Regulations (Part T in Scotland) in buildings, or exceptionally to obtain dispensation by formal submission to Defence Estates.

## PART 2 - BASIC ACCOMODATION

Accommodation	Area	M & E Services	Planning Notes, Special Fittings, etc.
(a)	(b)	(c)	(d)
1 Training Hall Up to 125 126 - 200 201 - 300 301 upwards Detachment (30 - 75)	150.0m <sup>2</sup> 165.0m <sup>2</sup> 180.0m <sup>2</sup> 195.0m <sup>2</sup> 90.0m <sup>2</sup>	<b>Illumination</b> - 350 lux. <b>Electric Power</b> - One 13A socket outlet to every 37m <sup>2</sup> of floor space, or to every 12m run of corridor. <b>Heating</b> - 18.5°C	Consideration may be given to a mezzanine floor over part of the hall where appropriate.
2 Chair and General Store	15.0m <sup>2</sup>	<b>Illumination</b> - 100 lux <b>Heating</b> - 13°C	For Hall storage.
3 Armoury Up to 125 126 - 200 201 - 300 301 upwards Detachment (30 - 75)	15.5m <sup>2</sup> 23.0m <sup>2</sup> 29.0m <sup>2</sup> 40.0m <sup>2</sup> 11.5m <sup>2</sup>		The armoury is to be partitioned between accounting sub-units, and constructed and alarmed in accordance with current security instructions. Only 25% of the establishment of Field Hospitals are provided with weapons.
4 Armourer's Shop	18.5m <sup>2</sup>		Secure storage required for weapons being worked on.

## PART 2 - BASIC ACCOMODATION (contd)

(a)	(b)	(c)	(d)
5 Indoor Range	229.0m <sup>2</sup> 4 lane		For units (2 lane for detachments)
6 Civilian Staff Rest Room	14.0m <sup>2</sup>	<b>Illumination</b> - 150 lux. <b>Electric Power</b> - One 13A double socket outlet.	Includes beverage bay.
7 Kitchen			See Annex B
8 Kitchen Store			See Annex B
9 Medical Inspection Room/ Audiometric Booth	20.0m <sup>2</sup>	<b>Illumination</b> - 350 lux. Limiting glare index 16. 500 lux for sight testing wall charts. <b>Electric Power</b> - One 13A double socket outlet and outlets as required for each item of electrical equipment.	May be provided when RMO is not established, if justified. Urinalysis facility to be a separate compartment, provided with a WC. Sanitary disposal facilities are required. 0.3m x 0.3m laboratory sink with draw off taps; work bench with cupboard and drawer beneath. Where eyesight testing can be carried out by using a mirror with reversed test types 3.3m room length is required.

**PART 2 - BASIC ACCOMODATION (contd)**

(a)	(b)	(c)	(d)
10 MI Waiting Room Up to 300 over 301	10.0m <sup>2</sup> 14.0m <sup>2</sup>	<b>Illumination</b> - 200 lux. <b>Heating</b> - 18.5 <sup>0</sup> C	Notice Boards as required.
11 Multigym Training Room	Dependent on amount of equipment provided.		

**TOILETS, SHOWERS, LOCKERS AND CHANGING ROOMS**

**12 General** Separate facilities are to be provided for males and females.

**13 Toilets** Toilets are to be provided to the scales shown in Annex A, dispersed through the TAC as appropriate.

**14 Showers** Showers are to have individual cubicles of 3.0m<sup>2</sup> (which includes drying area) and are to be provided on the basis of 1 per 15 personnel for each sex.

**15 Lockers/Changing Rooms** Lockers are scaled at 100% of establishment. Total room size is to be calculated on the following basis, and assumes the use of full height lockers:  
0.8m<sup>2</sup> per person - locker up to 300mm wide approx.  
1.2m<sup>2</sup> per person - locker up to 500 mm wide approx.  
1.6m<sup>2</sup> per person - locker over 500 mm wide.

Where half height lockers are provided, the floor area should be adjusted accordingly. Minimum room size - 4.5m<sup>2</sup>.

Separate rooms for males and females. Planned adjacent, and with direct access, to the respective toilet areas. Self closing doors. Built-in bench seating as required. Clothes hooks one per person. Where personnel are engaged on outdoor duties, a drying cupboard may be provided (0.1m<sup>2</sup> per person).

**16 Cadets** When cadets are accommodated in TA Centres, see Part 8 Serial 1e for details of separate toilet facilities for their use.

**17 Kitchen Staff** See Annex B Serial 2b

**18 Workshops and Ranges** A WC and wash basin are to be provided if other toilet facilities are not conveniently located.



## TOILET AREAS

## ANNEX A TO PART 2

(a)	(b)	(c)	(d)
1 Male	WCs Urinals WHBs	<b>Illumination</b> - 125 lux Supplementary lighting over mirrors. <b>Heating</b> - 16.°C. <b>Water Supply</b> - Hot, cold and drinking (labelled).	These provisions are in accordance with the statutory workplace requirements. Washbasin with splashback, mirror, shelf, roller towel fitting and clothes hook. Toilet roll holder and clothes hook in each WC. Drinking water point in each toilet area. Sanitary disposal unit in each female toilet area; type to be decided at project brief stage. <b>Hand Drying:</b> Paper Towel Dispensers should not normally be provided in toilets because of the problems of used paper towel disposal. They are suitable for installation in food handling areas, and in medical examination rooms, wards, etc. Hot Air Hand Dryers are recommended for installation in MT areas, but because of
Up to 5	1 1 1		
6 - 15	1 1 2		
16 - 25	2 1 2		
26 - 30	2 1 3		
31 - 45	2 2 3		
46 - 50	3 2 3		
61 - 75	3 3 4		
76 - 90	4 3 5		
91 - 100	4 4 5		
Above 100	1 WC, 1 Urinal and 1 WHB for every additional 25 persons.		
Female Up to 5	1 1		
6 - 25	2 2		
26 - 50	3 3		
51 - 75	4 4		
76 - 100	5 5		
Above 100	1 WC and 1 WHB for every additional 25 persons.		
	Where these facilities are not covered by area addition allowances, the following areas will apply:		

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## TOILET AREAS (contd)

## ANNEX A to PART 2(contd)

(a)	(b)	(c)	(d)
	Basic Unit m <sup>2</sup> 1 WC, 1 Washbasin 4.0 Lobby if required 1.0 Each additional WC Cubicle 2.0 Each Urinal 2.0 Each additional Washbasin 2.0  Disabled WC & Washbasin 5.0		the amount of current they consume, the effect on energy targets should be borne in mind when considering their installation in other locations. Elsewhere, captive Towel Cabinets are suitable.

## RESERVES AND CADET ACCOMMODATION (contd)

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### FIXTURES AND FITTINGS FOR KITCHEN AND FOOD STORE GENERAL

### ANNEX B TO PART 2

CES No.

**1 Scale** The floor space will be 50.0m<sup>2</sup>. This scale is designed to cater for up to 150 (only for the occasional meal and in an emergency).

#### **2 Health and Safety at Work and Food Safety Acts.**

a Floor, wall and ceiling finishes, drainage, washing-up facilities and equipment are to comply with the various Acts.

b One WC and one wash hand basin with hand drying facilities will be provided.

### EQUIPMENT

**3 General** All equipment is to comply with Defence Works Specification Number 42 - Catering Equipment Specification (CES).

**4 Scale of issue** The following equipment is authorised in all kitchens. However RFCAs are to seek the advice of the Kitchen Design and Equipment Adviser and Division/Brigade Catering Staffs before equipping kitchens.

	CES No.
a 1 x Deep fryer Nominally 50kg/hour. Castors, front two braked. Quick disconnect services.	2
b 1 x Salamander Grill floor stand	3

c 1 x 4 ring burner range with oven under, pot rack over.  
Castors, front two braked. Quick disconnect services 5

d 1 x Water boiler. Nominally 60 ltr 8

e 1 x Hot cupboard. Nominally 1800mm.  
Castors, front two braked. 10

f 2 x Stainless steel (SS) benches. Nominally 1800mm 11

g 2 x SS benches. Nominally 600 x 900mm 11

h 1 x SS bench. Nominally 1200mm 11

j 1 x Knife rack. Box type wall mounted -

k 1 x Wash hand basin, with soap and paper towel dispenser 12

l SS crock wash benching nominally 4m with 2 inset sink bowls and 1m long drainer 11 & 14

m SS racking. Nominally 2 x 1800mm Perforated shelving 18

n 1 x SS Utensil wash sink unit. Nominally 2400mm. 2 inset bowls, 900mm long drainer. 17

## FIXTURES AND FITTINGS FOR KITCHEN AND FOOD STORE (contd)

## ANNEX B TO PART 2(contd)

	CES No.
p 1x SS Food prep sink unit. Nominally 1200mm Single bowl	23
q 1 x Potato peeler. nominally 15kg	26
r 1 x Cleaning material cupboard. Castors, front two braked. Nominally 900mm x 450mm height to fit under counter.	15
s 1 x SS sideboard. Nominally 1200mm Castors, front two braked.	36

NOTE canopy and extractor fans to be fixed above prime cooking equipment and sanitiser sink bowl.

**6 Optional** A microwave cooker and under-counter dishwasher may be provided at the RFCA's discretion if recommended by the Division/Brigade Catering Staff.

**7 Additional** Any additional equipment is to be provided from unit funds (except items listed in Serial 8 below)

## KITCHEN STORE

8 The store is to be adequately ventilated. Floor space will be 11.5m<sup>2</sup>. This store is not for storing rations, (which should be kept under the QM's arrangements in stores under that department's control), but for the storage of attractive items of kitchen utensils, those foodstuffs required for immediate use, and non-perishable unconsumed items. It should contain:

	CES No.
a 1 x 600 ltr Refrigerator cabinet +1 <sup>0</sup> C to +4 <sup>0</sup> C	19
b 1 x 600 ltr Freezer cabinet -18 <sup>0</sup> C to -21 <sup>0</sup> C	21
c 1 x SS Cupboard 900mm x 450mm x 1800mm high	15
d 4 x SS racks. Nominally 1200mm	18

## G1098 UTENSILS

9 Utensils issued as part of the Cooking Outfit Field (Code VB 5622) should not be used in TAC kitchens.

## UTENSILS AND CROCKERY

10 The regular Army is not obliged to issue utensils and crockery. For new TA Centres these items are provided from the Association Initial Grant for Furnishings. Replacement items are provided from the establishment Grant. Attention is drawn to TA Regs. 11.105(i), 11.122 and 11.145.

**PART 3 - SOCIAL ACCOMMODATION - MESSES AND CANTEENS**

**1 Regimental Messes.**

a In the case of scattered units, and only when a TA Centre is being built, rebuilt, or extensively refurbished, a Commanding Officer may request through TAVRA the provision of a Regimental Officers and/or WOs' and Sgts' Messes. The scale for a regimental Mess will be calculated at 75% of the regimental establishment. The Mess will be sited at a chosen centre, normally a Regimental or Battalion HQ.

b The Regimental Mess will be in lieu of and not in addition to the separate messes at outlying centres. In practice this ruling may be interpreted that messes at outlying centres could continue until these centres are renewed. When these centres are renewed a joint Officers'/WOs' and Sgts' Mess or an All Ranks Club scaled as at Serials 2a and b below may be provided. Regimental Messes will be shared by other units/sub units accommodated at the centre.

c **Royal Irish (Home Service) Battalions** are entitled to the provision of Mess facilities in accordance with this scale. Where enhancements to the scale are considered necessary, the addition must be approved by HQNI. The provision is not to include sleeping accommodation. R Irish (HS) officers are entitled to SLA in the first 2 years of service, and this is to be provided to Scale 30 standards in the nearest Station Mess.

**2 Joint Messes**

Units may opt for the following:

a Joint Officers'/WOs' and Sgts' Mess, or Joint WOs' and Sgts'/Junior Ranks' Mess. Only one servery and bar stock room will be provided. The area allocated will be assessed at the WOs' and Sgts' Mess scale.

b All Ranks Club. A joint Officers'/WOs' and Sgts'/Junior Ranks' Mess. The area allocated will be assessed at the scale in Serial 2a above plus the Junior Ranks' Mess scale. One servery and bar stock room at the Junior Ranks' scale will be provided.

**3 Silver Room.**

At each Centre where an HQ Mess is provided a strong room of 14.0m<sup>2</sup> may be provided. Where a sub-unit is custodian of the regimental silver of its regimental forbears a similar room may be provided if it is impractical to keep the silver at the HQ Mess. The room should be sited near to, but NOT in, the kitchen, and provided with steel door, with security lock, baize lined shelving, sink, and guard bars to window(s).

## PART 3 - SOCIAL ACCOMMODATION - MESSES AND CANTEENS (contd)

(a)	(b)	(c)	(d)
4 Officers' Mess Anteroom Up to 13 14 - 20 21 - 35 36 - 45 46 upwards	40.0m <sup>2</sup> 50.0m <sup>2</sup> 60.0m <sup>2</sup> 70.0m <sup>2</sup> 75.0m <sup>2</sup> plus 1.0m <sup>2</sup> per additional member.	<b>Illumination</b> - 125 lux. Supplementary lighting where required. <b>Electric Power</b> - One 13A double socket outlet for every 12.0m run of wall. <b>Heating</b> - 18.5°C.	Hospitals will be assessed at 75% of basic mess entitlement (i.e. 75.0m <sup>2</sup> ) plus 0.7m <sup>2</sup> per additional officer. Messes for less than 3 officers will require special authority.
5 Bar Up to 13 14 - 20 21 - 35 36 - 45 46 upwards	12.0m <sup>2</sup> 14.0m <sup>2</sup> 17.0m <sup>2</sup> 18.0m <sup>2</sup> 19.0m <sup>2</sup>	<b>Illumination</b> - 75 lux for Bar, Supplementary lighting 225 lux over serving points. <b>Electric Power</b> - One 13A double socket outlet, plus one 13A double socket outlet for every 1.5m run of bar. Power supply to bottle cooler(s) and for draught beer pumps. <b>Heating</b> - 18.5°C <b>Water Supply</b> - Hot and cold.	Fixed bar counter with shelves behind, and a lockable sliding shutter over. Hand wash basin. Stainless steel double sink with draining board or glass washing machine.
6 Bar Stock Room Up to 35 36 upwards	6.0m <sup>2</sup> 9.0m <sup>2</sup>	<b>Illumination</b> - 100lux. <b>Heating</b> - Frost precautions only. <b>Water Supply</b> - Hot and cold.	Security lock to door; guard bars to windows. Shelving and racking for bottles. Restraint for gas cylinder(s) as necessary. Stainless steel sink with draining board.

**PART 3 - SOCIAL ACCOMMODATION - MESSES AND CANTEENS (contd)**

(a)	(b)	(c)	(d)
7 WOs' and Sgts' Mess Anteroom Up to 15 16 - 25 26 - 35 36 - 50 51 upwards	40.0m <sup>2</sup> 50.0m <sup>2</sup> 60.0m <sup>2</sup> 70.0m <sup>2</sup> 75.0m <sup>2</sup> plus 1.0m <sup>2</sup> per additional member.	See Serial 4	Hospitals will be assessed at 75% of basic mess entitlement (i.e. 75.0m <sup>2</sup> ) plus 0.5m <sup>2</sup> per additional senior rank. Messes for less than 3 WOs and Sgts will require special authority. Rank ranged posts e.g. Cpl - SSgt, are to be calculated at the higher rank.
8 Bar Up to 15 16 - 25 26 - 35 36 - 50 51 upwards	12.0m <sup>2</sup> 14.0m <sup>2</sup> 17.0m <sup>2</sup> 18.0m <sup>2</sup> 19.0m <sup>2</sup>		See Serial 5.
9 Bar Stock Room Up to 35 36 upwards	6.0m <sup>2</sup> 9.0m <sup>2</sup>		See Serial 6

**PART 3 - SOCIAL ACCOMMODATION - MESSES AND CANTEENS (contd)**

(a)	(b)	(c)	(d)
10a Junior Ranks Canteen Up to 125 126 - 200 201 - 300 301 - 400	55.0m <sup>2</sup> 70.0m <sup>2</sup> 85.0m <sup>2</sup> 100.0m <sup>2</sup>	See Serial 4	Canteens for less than 40 Junior Ranks will require special authority. Rank ranged posts e.g. Cpl - SSgt, are to be calculated at the higher rank.
10b Junior Ranks Canteen (RNR only) Up to 100 101 - 150 150 - 200 Over 200	55.0m <sup>2</sup> 70.0m <sup>2</sup> 85.0m <sup>2</sup> 100.0m <sup>2</sup>		
11 Bar Up to 125 126 - 200 201 - 400	18.5m <sup>2</sup> 23.0m <sup>2</sup> 28.0m <sup>2</sup>		See Serial 5
12 Bar Stock Room Up to 200 201 - 400	9.0m <sup>2</sup> 15.0m <sup>2</sup>		See Serial 6
13 Detachment All Ranks Mess	See Serial 2b		See Serial 4
14 Bar	See Serial 2b		See Serial 5
15 Bar Stock Room	See Serial 2b		See Serial 6



**PART 4 - OFFICES**

1 The basic workspace for individual space allocation comprises space for: -

a working area with an L-shaped purpose built workstation which has sufficient work surface for a personal computer or terminal and printer, routine paper work and a degree of personal storage underneath whilst retaining sufficient free leg space for posture change; it includes space for the occupant to sit;

a visitor to discuss work at the workspace;

local circulation between adjacent workspaces

Where there is no requirement for the full range of this accommodation, consideration should be given to reducing the total area.

2 In open plan workspaces, further areas are then added to the personal workspace to provide for additional furniture and technology, e.g. filing cabinets, additional computers, etc. Generally speaking, it is anticipated that cellular, (i.e. individual) offices will be large enough to accommodate normal requirements. When planning for a building is not sufficiently advanced for precise additional requirements to be known, an average figure of 1.5m<sup>2</sup> per person can be used for planning purposes. Space for meetings is additional.

3 Providing offices for two or three occupants should also be considered. The area will be determined by the occupants' functions and their additional furniture requirements.

4 Provision of individual offices may be made for the following reasons:

- a Security requirements,
- b Privacy requirements, for functions which involve personnel or 'Management in Confidence' information,
- c The nature of the function can be disrupted by or disruptive to other office users,
- d Health and Safety requirements where operations may be hazardous to other office users.

Individual offices should normally be not less than 13.5m<sup>2</sup> to fit in with the normal building grid of 1.5m.

5 Consideration should be given to the use of shared workspaces for staff who spend the majority of their time out of the office.

6 The minimum ceiling height for all offices is to be 2.4m. Therefore, as The Workplace (Health, Safety and Welfare)

**PART 4 - OFFICES (contd)**

Regulations 1992 stipulates  $11\text{m}^3$  to be the minimum volume of space per person, this results in a legal requirement for a minimum floor area of  $4.6\text{m}^2$ .

7 Meeting space should be provided as a shared facility, and only provided on an individual basis where absolutely necessary for the job.

8 Whether noise is internally or externally generated, noise levels within the building should not exceed 55dB(A). Noise reduction measures should be taken where necessary.

9 Where conversational privacy is essential on the grounds of preserving in-confidence discussions against eavesdropping, the need for additional internal sound insulation should be identified at project brief stage.

10 The doors to all individual offices are to be lockable, and security locks are to be provided on the outside doors of office blocks. Special security requirements, e.g. provision of built-in safes, window bars, for certain offices are to be decided at project brief stage, to conform with current security regulations.

11 Sun blinds are to be provided in rooms facing east to west through south.

## PART 4 - OFFICES (contd)

(a)	(b)	(c)	(d)
12 Entrance Hall, corridors and staircases.	To be provided out of area addition - see Part 1 Serial 12.	<p><b>Illumination</b> - 175 lux for entrance and reception lobby, 100 lux for corridors. External light over entrance where street lighting insufficient. Supplementary lighting over notice board and telephone hood.</p> <p><b>Electric Power</b> - One 13A socket outlet to every 37m<sup>2</sup> of floor space, or to every 12m run of corridor.</p> <p><b>Heating</b> - 16.0°C for reception lobby and corridors.</p>	Planned to give a reasonably spacious entry. External doors to be self-closing and draught-proof. Reception lobby with reception desk, notice boards and telephone hoods as required. Interior sign posting as required. Corridor width to provide space for disciplinary parades as necessary.
13 Regimental or Battalion HQ a Individual offices Commanding Officer  Training Major  Adjutant  PSAO	  20.5m <sup>2</sup>  13.5m <sup>2</sup>  13.5m <sup>2</sup>  18.5m <sup>2</sup>	<p><b>Illumination</b> - 350 lux with provision for individual task lighting as necessary.</p> <p><b>Electric Power</b> - minimum of two 13A double socket outlets per person. Additional requirements to be identified at project brief stage.</p> <p><b>Heating</b> - 18.5°C.</p> <p><b>Ventilation</b> - Natural ventilation to a depth of 6m</p>	Where offices are used for orders/defaulters 4.5m <sup>2</sup> will be added. Clothes hooks and pin boards as required, for all offices. The installation of heavy duty safes is to include reinforcement of floor area as necessary.

**PART 4 - OFFICES (contd)**

(a)	(b)	(c)	(d)
13a contd Other NRPS Officers	13.5m <sup>2</sup>	from the perimeter where applicable. Internal areas to provide 3 air changes per hour.	
QM	13.5m <sup>2</sup>		
MTO	13.5m <sup>2</sup>		
Matron at Field Hospital	20.5m <sup>2</sup>		
RSM/CSM/FOS/ASM/ RQMS etc. (each)	13.5m <sup>2</sup>		
b Shared Offices 2I/C and IO/Ops Officer	18.0m <sup>2</sup>		See Serial 13a
Orderly Room	30.0m <sup>2</sup>		Co-located with Pay Office.  Only if accommodation is not already provided elsewhere in scales. May be sited in and added to scale for place of
Pay Office	18.5m <sup>2</sup>		
QM's Clerks	7.0m <sup>2</sup> per person		
MT Office	7.0m <sup>2</sup> per person		
PSI/NRPS	7.0m <sup>2</sup> per person		

**PART 4 - OFFICES (contd)**

(a)	(b)	(c)	(d)
13b contd Regimental Recruiting and Training Teams	21.0m <sup>2</sup>		work if desired (e.g. stores or workshops)
Recruit Reception	13.5m <sup>2</sup>		
Reproduction/Unicom Room	13.5m <sup>2</sup>		
Band Office	16.5m <sup>2</sup>		
Intelligence Section	14.0m <sup>2</sup>		
Troop/Platoon/Section Commanders	18.5m <sup>2</sup>		
14 Squadron/Battery/ Company			See Serial 13a
a Individual offices			
Officer Commanding	13.5m <sup>2</sup>		
Adjutant	13.5m <sup>2</sup>		
IO/Ops Officer	13.5m <sup>2</sup>		

**PART 4 - OFFICES (contd)**

(a)	(b)	(c)	(d)
14a contd PSAO	18.5m <sup>2</sup>		
QM	13.5m <sup>2</sup>		
CSM/FOS/CQMS/SQMS etc. (each)	13.5m <sup>2</sup>		
14b Shared offices Orderly Room	18.5m <sup>2</sup>		See Serial 13a. Includes Pay Office except where pay staff are on establishment, when separate office at 7.0m <sup>2</sup> per person.
MT Office	13.5m <sup>2</sup>		
Specialist Platoons (Signals and Manoeuvre Support)	18.5m <sup>2</sup>		
PSI/NRPS	7.0m <sup>2</sup> per person		
Recruit Reception	13.5m <sup>2</sup>		
Tp/PI/Sect Cdr	21.0m <sup>2</sup>		

**PART 4 - OFFICES (contd)**

(a)	(b)	(c)	(d)
15 Detached Tp/Pl/Sect at TAC, and Independent Detachments. Officer Commanding	13.5m <sup>2</sup>		See Serial 13a
Orderly Room	14.0m <sup>2</sup>		

**PART 5 - STORES**

1 Storage is a complex problem and one that cannot easily be scaled. Unit roles, and their consequent stores holdings, vary immensely. This scale is intended to establish the basic entitlement to storage space for each unit in a TA Centre. Within this entitlement stores may be sited, constructed or internally divided in accordance with the requirements of unit or sub-unit accountability. Storage space, in addition to that authorised below, is to be justified on the Proposed Schedule of Accommodation Proforma (see Part 1, Serial 13A).

2 In buildings which contain valuable or attractive stores items (i.e. those liable to pilfering) adequate arrangements are to be made to make them secure, e.g. by fitting bars to windows, which should be at high level, and provision of an inner XPM cage. All store doors are to have security locks.

3 The areas in this scale are based on a stores stacking height of 3m, with an overall ceiling height of 4m providing a clearance of 1m above to allow for the use of MHE. Where higher stacking is required, these areas are to be justified at project brief stage.

4 Metal racking and shelving is to be of an adjustable of boltless system. as required.

5 Entrances for bulk receipt and issue (R&I) may be provided with a covered loading platform at tail gate height, or with a simple hoist. Separate personnel access doors should also be provided.



**PART 5 - STORES (contd) NON TECHNICAL STORES**

(a)	(b)	(c)	(d)
6 Basic Storage	2.0m <sup>2</sup> per person	<b>Illumination</b> - 100 lux. <b>Electric Power</b> - One 13A double socket outlet to every 45m <sup>2</sup> of floor space. <b>Heating</b> - 10.0 <sup>0</sup> C	
7 Recruit Training Team Store Unit Strength 50 - 200 201 - 450	7.0m <sup>2</sup> 9.5m <sup>2</sup>	See Serial 6	
8 Salvage Store 50 - 200 201 - 450	4.5m <sup>2</sup> 7.0m <sup>2</sup>	See Serial 6	
9 Map/Library	9.5m <sup>2</sup>	<b>Illumination</b> - 350 lux. Supplementary lighting for map boards as required. <b>Electric Power</b> - two 13A double socket outlets. <b>Heating</b> - 18.5 <sup>0</sup> C	Map boards and clothes hooks as required.
10 Expense Store 50 -125 126 upwards	9.5m <sup>2</sup> 19.0m <sup>2</sup>	See Serial 6	Only when QM on strength.

**PART 5 - STORES (contd) NON TECHNICAL STORES (contd)**

(a)	(b)	(c)	(d)
11 Stationery/Archives	7.0m <sup>2</sup>	<b>Illumination</b> - 200 lux <b>Electric Power</b> - One 13A double socket outlet to every 45m <sup>2</sup> of floor space. <b>Heating</b> - 13,0m <sup>2</sup>	Racking and shelving as required.
12 S A Ammunition	7.0m <sup>2</sup>		
13 Flammable Compound	9.5m <sup>2</sup>		Construction standards to JSP 317.
14 Regimental Clothing Store	45.0m <sup>2</sup>	<b>Illumination</b> - 125 lux <b>Electric Power</b> - One 13A double socket outlet to every 45m <sup>2</sup> of floor space. <b>Heating</b> - 13.0°C	Adjustable steel racking and shelving (See Serial 4). 2 changing cubicles, (with curtains across entrance) fitted with full length mirror, coat hooks and bench seats.
15 Camouflage Net Store	Size dependent on vehicle type/quantity		Racking to be provided. May be sited adjacent to garages.
16 Ration Pack Store Up to 200 201 upwards	9.5m <sup>2</sup> 18.5m <sup>2</sup>	See Serial 6	

**PART 5 - STORES (contd) NON TECHNICAL STORES (contd)**

(a)	(b)	(c)	(d)
17 Caretaker's Store Up to 200 201 upwards	4.5m <sup>2</sup> 7..0m <sup>2</sup>	See Serial 6	
18 Ground Equipment Store Up to 200 201 upwards	4.5m <sup>2</sup> 7.0m <sup>2</sup>	No heating or lighting.	

**PART 5 - STORES (contd) TECHNICAL STORES**

Where no details are given for a specific role, a special case is to be made. M & E details as for non-technical stores. All dimensions in m<sup>2</sup>. Where only one figure is given, it applies to all sizes of unit.

Serial	Type/Establishment	50 - 125	126 - 200	201 - 300	301 - 450
(a)	(b)	(c)	(d)	(e)	(f)
19	Detached (from main TAC) Tp/Pl/Sect	18.5 each			
20	Manoeuvre Support Platoon	48.0			
21	Signal Platoon Troop	30.0			
22	MT URS	2.5 per vehicle			
23	RAP Stores	4.5			
24	Armourer (REME)	30.0 (may be sited adjacent to armoury)			
25	Engineer EOD Sqn	18.5			
26	LAD	12.0	16.0	20.0	20.0
27	Industrial Gas (REME) <sup>(1)</sup>	9.5			
29	RA Gun Equipment Store	4 guns 9.5 (Store to be sited in, but additional 8 guns 14.0 to, Training Shed)			
29	R Signals Crypto	18.5 (secure Store)			
30	Bands	<u>Instrument</u> 0.7 per musician	<u>Library</u> Band 30.0 Orchestra 10.0	<u>Boxes</u> Size to be justified	

NOTE 1 And other units when scaled with welding equipment.

**PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS**

1 Training may be carried out in many parts of the TA Centre but the main locations are the Training Hall and Outside Areas (including garages) as well as the Training Rooms listed below.

2 **Lecture/General Training Rooms.** These are always available for use by all the units and sub-units occupying a TA Centre. Their number and size varies with the size of the Centre. They should be adjacent to one another and provided with partitions so that they can be opened up to provide one large lecture room when required. Cinema projection and video viewing facilities should be provided in one lecture room. The provision will be based on  $2.0\text{m}^2$  per student for lectures and  $2.5\text{m}^2$  where audio booths are used (both include space for lecturer).

**M & E Details:**

**Illumination** - 350 lux for desks, 225 lux for dry wipe boards.

**Electric Power** - One 13A double socket outlet adjacent to dais. Further power supplies to instructional equipment as required. **Heating** -  $18.5^{\circ}\text{C}$ .

**Special Fittings:**

Roller chalkboards or dry wipe boards for each room. Pin boards as required. Dais if required. Built-in cupboards for

storage of textbooks, teaching aids, and general classroom equipment as required. Fixtures and fittings for static training aids as required, e.g. radio training desks.

3 **Practical Training Rooms.** These are provided for training in a particular subject where special equipment or instructional techniques are needed. When not required for practical instruction they should be used for other purposes if the layout and fittings permit. The normal size will be  $60.0\text{m}^2$  (minimum width 7.0m).

**M & E Details**

**Illumination** - 350 lux with supplementary lighting for specific activities as required. **Electric Power** - Two 13A double socket outlets per room minimum. Further power supplies to instructional equipment as required. **Heating** -  $18.5^{\circ}\text{C}$ . **Ventilation** - 4 air changes per hour (winter) 10 per hour (summer). Central and individual mechanical ventilation extraction system(s) to suit installed equipment.

**Special fittings:**

Access door to be wide enough to permit passage of demonstration equipment. e.g. Land Rover chassis. Fairface finish to floors, walls and ceilings. Dry wipe boards, chalkboards and pinboards as required. Wall kick strip. Secure arms rack where required.

## RESERVES AND CADET ACCOMMODATION

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## PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)

4 As a guide, the following lecture and training rooms will be required. Where a specific size is not given, it will be derived from Serial 2 above. (TI) indicates Practical Training Room.

Arm/Service	Type	Area (Sq. m)	Remarks/Notes
(a)	(b)	(c)	(d)
RAC	1. <b>All Squadrons</b> a. Driving/Maintenance b. Signals Instruction  2. <b>Armoured Reconnaissance Sqns</b> AFV Gun Simulator Room		
RA	1. <b>Field Battery (FH70)</b> a. Signals Instruction b. Driving/Maintenance c. Gun Drill Shed 2. <b>Field Battery (Lt Gun)/Commando Bty</b> a. Signal Instruction b. Driving/Maintenance (TI) c. Gun Drill Shed 3. <b>Air Defence Battery</b> a. HVM (TI) b. Driving/Maintenance (TI) c. Signals Instruction d. Aircraft Recognition (TI) e. Drill Shed	<div>500.0</div> <div>180.0</div> <div>320.0</div>	<div>)Also HQ Battery ) To be heated</div> <div>To be heated</div> <div>Height/weight of trainer to be considered. )Also HQ Bty ) To be heated</div>

## PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)

(a)	(b)	(c)	(d)
RE	<p>1. <b><u>Regimental HQ</u></b>  a. Driving/Maintenance (TI)  b. Signals Instruction (TI)</p> <p>2. <b><u>Field/EOD/Air Support Squadrons</u></b>  a. Driving Maintenance (TI)  b. Signals Instruction (TI)  c. Training Workshop <sup>(1)</sup>  d. Training Shed <sup>(2)</sup></p> <p>3. <b><u>Plant Squadron</u></b>  a. Signals Instruction (TI)  b. Driving/Maintenance(TI)  c. Training Shed <sup>(2)</sup></p> <p>4. <b><u>Field Support/Amphibious Squadron</u></b>  a. Signals Instruction (TI)  b. Driving Maintenance (TI)  c. Training Workshop <sup>(1)</sup>  d. Training Shed <sup>(2)(3)</sup></p> <p>5. <b><u>Independent Commando Squadron</u></b>  a. Driving/Maintenance(TI)  b. Training Workshop <sup>(1)</sup>  c. Training Shed <sup>(2)</sup></p> <p>6. <b><u>Detached Troop</u></b>  a. Driving/Maintenance (TI)  b. Training Workshop <sup>(1)</sup>  c. Training Shed <sup>(2)</sup></p>	<p>93.0</p> <p>93.0</p> <p>93.0</p> <p>93.0</p> <p>93.0</p>	<p>(1) Training Workshop. Door to suit size of equipment. Heavy duty benching 750mm wide. Heated. Power Points. Free standing racking.</p> <p>(2) Training Shed. Also houses heavy tech stores. Heating to be justified. Free standing racking.</p> <p>(3) Training Shed Amphibious Sqn. To be determined at scaling stage. Access for MHE. Heavy duty free standing racking.</p>

## PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)

(a)	(b)	(c)	(d)
R Sigs	<p><b><u>Trades (TI)</u></b></p> <p><b><u>Group 1</u></b>  Telecommunications Technicians) )  Systems and Radios )  Telecommunications Mechanics )  (Total all types)</p> <p><b><u>Group 2</u></b>  Telecommunications Operators) )  Telegraph and Data )  (Total both types)</p> <p><b><u>Group 3</u></b>  Telecommunications Operators )  Radio Relay and Radio )  (Total both types)</p> <p><b><u>Group 4</u></b>  Telecommunications Operators )  Systems )</p> <p><b><u>Group 5</u></b>  Electrician Drivers )  Drivers Royal Signals )</p>		<p>)  ) One workshop room  )  )  ) One skills room and one COMMCEN room  )  )  ) One skills room and one COMMCEN room  )  )  ) One skills room and one COMMCEN room  )  ) One workshop room  )</p>



## PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)

(a)	(b)	(c)	(d)
Infantry	1. <b><u>Battalion</u></b> a. Model Room b. Driving/Maintenance (TI) c. Signals Instruction (TI) d. SAT and Unit Fire Control Unit <sup>(4)</sup> 2. <b><u>HQ and Rifle Company</u></b> a. Advanced Infantry Training 3. <b><u>Manoeuvre Support Platoon</u></b> a. Lecture Room		(4) To be justified and then only one per battalion. Distance to nearest facility to be considered (Regular and/or TA)  Two rooms per rifle company
SAS	<b><u>All Squadrons</u></b> Training Accommodation to be justified.		
RLC (Transport)	<b><u>All Squadrons</u></b> Driving Maintenance		
RLC (Support/ Materiel)	<b><u>All Squadrons</u></b> Supply Specialist Trg		

## PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)

(a)	(b)	(c)	(d)
RAMC	<ol style="list-style-type: none"> <li>1. <b><u>Field Hospital (200 Bed Units)</u></b> <ol style="list-style-type: none"> <li>a. General Training</li> <li>b. Model Ward - 3 Bed <sup>(5)</sup></li> <li>c. Medical Officers Military Training</li> <li>d. Casualty Simulation</li> <li>e. Combat Medical Technician 1 (TI)</li> <li>f. Combat Medical Technician 2 (TI)</li> </ol> </li> <li>2. <b><u>Field Ambulance (ARRC and ND)</u></b> <ol style="list-style-type: none"> <li>a. Model Ward - 6 Bed <sup>(5)</sup></li> <li>b. Medical Officers Military Training</li> <li>c. Casualty Simulation</li> <li>d. Signals Training</li> <li>e. Driving/Maintenance</li> </ol> </li> <li>3. <b><u>Detachment</u></b> <ol style="list-style-type: none"> <li>a. Model Ward - 3 Bed <sup>(5)</sup></li> </ol> </li> </ol>	(5) 9.5m <sup>2</sup> per bedspace	<p>(5) Double doors 1.4m wide</p> <p><b>Illumination</b> - 125 lux at centre tapering off to 30 lux at bed-head, additional tungsten night light. Bed-head fitting incorporating dimmer switch and shaver socket.</p> <p><b>Electric Power</b> - One 13A double socket outlet. Emergency call facility.</p> <p><b>Heating</b> - 18.5<sup>0</sup>C.</p> <p><b>Water Supply</b> - Hot and cold. Clinical wash hand basin with elbow operated taps, towel rail and splashback.</p>

## PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)

(a)	(b)	(c)	(d)
REME	<p>1. <b><u>All Workshops</u></b> Trade Training (In addition to main Workshop if that main workshop is required)</p> <p>2. <b><u>All Light Aid Detachments</u></b> Trade Training (TI) (in addition to main LAD if that LAD is required)</p> <p>3. <b><u>Main Training</u></b> Workshop/LAD/ Ancillary Wksp/Lift. In view of the great variation in size, type, and organisation of these units, the size of the Training Wksp, Ancillary Wksp, the lifts and technical facilities are to be determined at the time of scaling on advice from the chain of command. NB. As a guide a Trg Wksp "floor" size should be that of the servicing bay (which is dictated by the size of the hoist). An Ancillary Wksp is additional space provided e.g. for a welder. For REME armourers see Part 6 - Stores</p>		<p>Training Workshop</p> <p>1. Includes</p> <ol style="list-style-type: none"> <li>Office 9.5m<sup>2</sup></li> <li>Expense store 9.5m<sup>2</sup></li> </ol> <p>2. Is to be heated.</p> <p>3. An overhead gantry crane of sufficient height and capacity for Wksp tradesmen to practice major assembly changes on all dependant equipments (this Trg should be supplemented by external major assembly changes carried out in the open on hardstanding areas using recovery cranes).</p> <p>4. The height of the Wksp doors shall be not less than 4.25m</p> <p>5. The lift is dependent on the largest vehicle but shall be not less than 8 tonne.</p>

**PART 6 - LECTURE AND TECHNICAL INSTRUCTION ROOMS (contd)**

(a)	(b)	(c)	(d)
Airborne Units	<b><u>All Arms</u></b> a. 1 x 10 door Exit Trainer per TAC b. 1 x Fan Exit Trainer	20.0	To be added to Training Hall At major Centres only where it will be shared by all conveniently located Para Dets. G3 Res. authority for provision.
Bands	<b><u>All Bands</u></b> a. Rehearsal Room  b. Instruction Room	6.0 per musician Minimum 75.0 Maximum 300.0 3.0 per musician Minimum 37.5 Maximum 150.0	

**PART 7 - GARAGES AND UNIT MT SERVICING BAYS**

**1 Garages**

a. At Annex A is a list of vehicles, guns, and equipment which are to have covered accommodation in the form of garages or gun drill sheds. Gun drill sheds are included in the Training Instruction Room scale at Part 6.

b. Heated garages will be provided for all vehicles listed at Annex A, or if it is greater, 10% of all vehicles on the establishment. Hardstanding in lieu of garages will be provided for the remaining vehicles.

c. Concrete aprons will be provided for garages and for hardstanding in lieu of garages of the equivalent area.

d. Internal height of garages will normally be 4.5m with access doors of similar height. Additional height to give 150mm clearance is authorised for higher vehicles. Where worthwhile economy would ensue, garages (or a proportion of garages), having a length of 5.3m or less may have a reduced height of 3.6m with access doors not less than 2.5m wide.

e. Lists of vehicle dimensions are held by RFCAs and this list will be updated from time to time. The "Space per Vehicle" (SPV) is: Vehicle footprint x 2.25 = SPV.

**2. Unit MT Servicing Bay**

a. To effect servicing and minor repair of unit vehicles, heated servicing bays may be provided at TA Centres where 10 or more prime movers are authorised.

b. The size of the servicing bay will be determined by the size of the largest vehicle held on the establishment. Lubrication bays (Tecalemit type) are to be provided with full automatic services and waste substances/fluids disposal facilities, to meet requirements of clearance contractor. Fixed or mobile vehicle hoist, or pit with jack or beam. Where pits are provided they are to be in accordance with Standard Drawing (DWS No 0060/1). The pit length must allow for the unit's largest vehicle, plus 1.0m access at both ends.

**3. Ready-use Store for Oils and Lubricants.**

A store of 18.0m<sup>2</sup>. To hold drums in use for Tecalemit type equipment and compressors. External access via louvred doors. Construction to comply with JSP 317.

**Illumination** - 100 lux.

**Electric Power** - Power supplies for equipment as required.

**Heating** - 10.0°C

**PART 7 - GARAGES AND UNIT MT SERVICING BAYS (contd)**

**4 Battery Charging Room**

23.2m<sup>2</sup> to be divided as required between Rectifier Room and Acid Room. Units with both acid and alkaline batteries need an additional and separate rectifier room for the alkaline batteries (area to be justified at project brief stage). Only to be provided if other unit charging facilities are not available or unsuitable. Design details are in AP 120C-001-1. Lead lined sink, plastic sheet screening to charging shelves. Emergency eye-wash facility.

**Illumination** - 125 lux.

**Electric Power** - Power supplies for battery charging equipment as required. Electrical equipment installed within the space is to be corrosion resistant. Luminaires to conform to at least IP54.

**Heating** - Frost precautions only, except where rooms are regularly occupied, when 16.0°C will be provided.

**Ventilation** - Natural and mechanical ventilation to remove fumes.

**Water Supply** - Cold.

**5 Wheel and tyre servicing**

18.6m<sup>2</sup>. Tyre inflation guard for split rim wheels. Airline. Tyre splitter.

**6 Vehicle Washdown Facilities**

Powered washdown facilities with protected drainage outflow in accordance with current regulations.

**7. Ramps.**

Ramps will only be provided where justified (this is particularly relevant to units loading tracked vehicles on to flatbed vehicles for transportation from the TA Centres to Training Areas).

**PART 7 - GARAGES AND UNIT MT SERVICING BAYS (contd)**

**TA VEHICLES AND EQUIPMENTS WHICH ARE TO HAVE COVERED ACCOMMODATION**

**ANNEX A TO PART 7**

Motor Cycles

Staff Cars - Limited to vehicles whose appearance and cleanliness must be preserved for prestige (e.g. VIPs and COs)

Ambulances and specialist medical vehicles

Armoured (A) vehicles - tracked, wheeled and CET (Combat Engineer Tractors) but AT 105 (SAXON) limited to command, permanently fitted radio and maintenance variants

Guns - SP and Towed

Guided Weapon (GW) - vehicles and equipments

Vehicles and trailers with installed electronic, radar, radio, radio relay, cipher equipment or generators, compressors

Vehicles with Transportable Container Bodies (TCB) used as stores in buildings

Nuclear equipments and vehicles

Emergency and Fire Fighting vehicles and trailers

Trenching Machines Wheeled (Light Mobile Diggers)

Tractors Wheeled Fork Lift, including rough terrain

Rail transfer and simplified rail transfer equipments (RTE & SRTE)

M2/M3 amphibious bridges and BR90 automatic bridge laying equipment

BV 202/206

Trailers cook  $\frac{3}{4}$  ton

Vehicles and equipment classified as, or with installed equipment of, CONFIDENTIAL or above

Vehicles and equipment for which covered accommodation is authorised by Equipment Support Manager

**PART 8 - CADET ACCOMMODATION**

1 **Army Cadet Force (ACF)**. Whenever possible the ACF is to be provided with accommodation in TA Centres. Scale for County HQs, Company HQs, and Detachments up to 50 strong are as follows: (Scales for Detachments in excess of 50 strong are to be negotiated with G3 Res.)

(a)	(b)	(c)	(d)
<b><u>Detachment Accommodated in TA Centre</u></b>			
a Cadet Room	28.0m <sup>2</sup>		
b Servery	4.5m <sup>2</sup>		
c Office	13.5m <sup>2</sup>		
d Store	14.0m <sup>2</sup>		
e Cadet Toilet Area	<div>Male</div> <div>Female</div> <div>WCs 2 2</div> <div>WHBs 2 2</div> <div>Urinals 2</div>		



## PART 8 - CADET ACCOMMODATION (contd)

(a)	(b)	(c)	(d)
<b><u>Detachment Accommodated on a Separate Site</u></b>			This is given as a guide and may be varied up or down as necessary.
f Training Hall	60.0m <sup>2</sup>		
g Lecture Room	2 @ 18.0m <sup>2</sup>		
h Office	2 @ 13.5m <sup>2</sup>		
j Store	13.5m <sup>2</sup>		
k Servery	4.5m <sup>2</sup>		
l Toilet Area	<div>Adults      Cadets</div> <div>                 Male   Female</div> <div>WC            1        2        2</div> <div>WHB          1        2        2</div> <div>Urinal                    2</div>		Where the total number of male and female personnel is five or less, only one WC (with WHB) is to be provided.
m Range			Two Lane (providing there is no suitable range within 5-7 miles)
<b><u>Company HQs</u></b>			
n Office	14.0m <sup>2</sup>		For OC company and training officer.

## RESERVES AND CADET ACCOMMODATION (contd)

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## PART 8 - CADET ACCOMMODATION (contd)

(a)	(b)	(c)	(d)
p Store (inc. CAA's office and armoury)	45.0m <sup>2</sup>		
q <b>County HQ</b>			
Commandant	13.5m <sup>2</sup>		With wall safe
Executive Officer	13.5m <sup>2</sup>		
Training Officer	13.5m <sup>2</sup>		
Duke of Edinburgh Award Scheme/Adventurous Training Officer and RSMT	14.0m <sup>2</sup>		Shared office
Cadet QM	13.5m <sup>2</sup>		
Clerks	7.0m <sup>2</sup>		Shared office
QM's Store	40.0m <sup>2</sup>		
Adventurous Training Store	50.0m <sup>2</sup>		At either County HQ or WETC if not co-located
Magazine	4.5m <sup>2</sup>		See Part 2 Serial 14 and Annex A
Toilet and Shower Facilities			

**PART 8 - CADET ACCOMMODATION (contd)**

**2 Air Training Corps (ATC).** where ATC accommodation is proposed within a TA Centre or in a building shared with the ACF, scales are to be agreed with HQ Air Cadets. For stand-alone ATC units, the building should be designed in conjunction with the particular need of the Sqn and contain the following:

CO's office, general office, small SNCO office, store, secure store and armoury, large classroom/parade room, further classroom/ radio room, servery, toilets as below.

	Adults	Cadets	
		Male	Female
WC	1	2	2
WHB	1	2	2
Urinal		2	

Where the total number of male and female personnel is five or less, only one WC (with WHB) is to be provided. The adult toilet should be fitted for use by the disabled.

The overall floor area totalling 180m<sup>2</sup>

**3 Sea Cadet Corps (SCC).** RFCAs, if requested, should try to assist the SCC's accommodation requirements by providing, space permitting, a small site within, or adjacent to, the curtilage of the TA Centre.

**4 Joint ACF/ATC Detachments.** When planning joint ACF/ATC Detachments, consideration should be given to sharing accommodation wherever possible.

**PART 8 - CADET ACCOMMODATION (contd)****5 Weekend Training Centres (WETCs)**

a. **Basic Scales.** The basic scale will consist of :

Office	13.5m <sup>2</sup>
Shared Office	28.0m <sup>2</sup> with wall safe
Stores	28.0m <sup>2</sup>
Caretaker's Store	4.5m <sup>2</sup>
Armoury	11.5m <sup>2</sup>
2 Lecture Rooms	37.0m <sup>2</sup> each (with sliding partitions)
Magazine	4.5m <sup>2</sup>

b. **Sleeping Accommodation.** Bedspaces will be provided according to the following scales (reductions from or additions to accommodation are to be justified). Cadet and Adult sleeping and ablution accommodation is to be fully segregated.

<b>Officers</b>	<b>Adult Instructors</b>	<b>Cadets</b>
12	12	150

**Notes:**

1 The cadet accommodation should be provided in dormitories of 10, with the ability to segregate bedrooms and ablutions between males and females.

2 The scale of accommodation for cadets will be based on 5.8m<sup>2</sup> per cadet. This is based on the use of beds, rather

than two tier bunks. The decision on when to use double tier bunk beds ultimately rests on the risk assessment that is undertaken in respect of the accommodation that is to be used or is being used. When undertaking the risk assessment consideration should be given to the need for safety bars and any decision to use safety bars may well be the result of the type of surface upon which the bunk beds are to stand, e.g. concrete, floorboards, carpeting etc.

3 The scale for officers and adult instructors will be based on 6.0m<sup>2</sup> per person in double rooms. In addition, one single bedroom of 14.0m<sup>2</sup> is to be provided for the Cadet Commandant or the Senior Officer present at the centre, to be used as a bedroom/study.

**c. Kitchens and Dining Areas**

- 1 **Kitchen and Servery.** 63m<sup>2</sup>
- 2 **Store.** 8.5m<sup>2</sup>
- 3 **Dining Areas.** 150.0m<sup>2</sup> to be divided between Officers/Adults and Cadets as required by movable partitions.

**d. Officers/Adults Mess and Stock Room**

- 1 Mess - 50.0m<sup>2</sup>.
  - 2 Stock Room - 6.0m<sup>2</sup>.
- See Part 3 Serials 5 and 6 for fixtures and fittings.

e. **Drying Rooms.** 0.5m<sup>2</sup> per bedspace.

## PART 8 - CADET ACCOMMODATION (contd)

(a)	(b)	(c)	(d)
f Ablution Area	To be provided out of area addition. One washbasin per 3 persons One fixed head shower per 6 persons	<b>Illumination</b> - 125 lux. Light over mirrors with 2 pin shaver socket. <b>Heating</b> - 16.0°C. <b>Water Supply</b> - Hot and cold.	Washbasins with splashback, mirror, shelf, towel rail and clothes hook to each basin. One fixed seat, 2 clothes hooks, soap holder, shelf, and towel rail to each shower. Curtain rails to showers, which are to be separately partitioned. Floor gullies are required.
g Toilet Area	To be provided out of area addition One WC per 6 persons One Urinal per 16 persons One washbasin (small hand rinse) per toilet area	See Part 2 Annex A	To be separate from Ablutions area. See Part 2 Annex A.

h. **Parking.** Parking facilities will be provided for 25 vehicles.

j. **Ranges.** A four lane indoor rifle range will be provided.

k **Caretaker's Flat.** A caretaker's flat will not normally be provided, except where the accommodation is shared or a special case is made to G3 Res. See Part 10, Serial 1.

**PART 9 UNIVERSITY OFFICER TRAINING CORPS (UOTCs)****1 Basic Accommodation**

(a)	(b)	(c)	(d)
1 Training Hall	180.0m <sup>2</sup>		
2 MRR	230.0m <sup>2</sup>		
3 Armoury	25.0m <sup>2</sup>		
4 Kitchen			See Part 2 Annex B
5 Food Store			See Part 2 Annex B
6 Civilian Staff Rest room	14.0m <sup>2</sup>		
7 MI Room/Audio Booth	19.5m <sup>2</sup>		
8 MI Waiting Room	10.0m <sup>2</sup>		

**2 Social Accommodation**

(a)	(b)	(c)	(d)
1 Mess	150.0m <sup>2</sup>		See Part 3
2 Servery	28.0m <sup>2</sup>		
3 Bar Stock Room	9.5m <sup>2</sup>		
4 Silver Room	4.5m <sup>2</sup>		
5 Toilets etc.	As TAC scales.		

**PART 9 UNIVERSITY OFFICER TRAINING CORPS (UOTCs) (contd)****3 Offices**

(a)	(b)	(c)	(d)
1 C O	20.25m <sup>2</sup>		See Part 4
2 2/ic (shared office)	4.5m <sup>2</sup>		
3 Training Major	13.5m <sup>2</sup>		
4 Adjutant	13.5m <sup>2</sup>		
5 QM/Admin	13.5m <sup>2</sup>		
6 Admin Wing	23.0m <sup>2</sup>		
7 Basic Wing	13.5m <sup>2</sup>		
8 Advanced Wing	13.5m <sup>2</sup>		
9 RSM	13.5m <sup>2</sup>		
10 RQMS	13.5m <sup>2</sup>		
11 CSM	13.5m <sup>2</sup>		
12 PSI/NRPS	14.0m <sup>2</sup> (7.0m <sup>2</sup> each)		
13 MT NCO	9.5m <sup>2</sup>		
14 Reprographics	9.5m <sup>2</sup>		

**PART 9 UNIVERSITY OFFICER TRAINING CORPS (UOTCs) (contd)****4 Stores**

(a)	(b)	(c)	(d)
1 Basic	240.0m <sup>2</sup>		See Part 5
2 S A Ammo	6.5m <sup>2</sup>		
3 Salvage	4.5m <sup>2</sup>		
4 Caretaker	4.5m <sup>2</sup>		
5 MT URS	9.5m <sup>2</sup>		
6 Stationery	4.5m <sup>2</sup>		
7 Map/Library	9.5m <sup>2</sup>		
8 Flammables	4.5m <sup>2</sup>		
9 Lecture Room	2.0m <sup>2</sup> per student		
10 Garages, Unit MT Servicing Bays and Associated Facilities	To be assessed in each case for vehicle dependency		See Part 7

**5 Miscellaneous**

Caretaker's Quarters - see Part 10.

Detachment Scales to be assessed by G3 Res. Main Scales will be reduced accordingly.



**PART 10 - MISCELLANEOUS**

1 **Caretakers' Accommodation.** The caretaker should be provided with accommodation, provided from a scaled entitlement of 90.0m<sup>2</sup>, (and a garage of 16.0m<sup>2</sup>) in the TA Centre, positioned preferably so that it overlooks the main access and entrance to the Centre. Accommodation should consist of a flat with three bedrooms, one lounge/diner, kitchen and store, bathroom and WC.

A private garden will be provided. The main requirement is for a pleasant outdoor amenity, with privacy for sitting or eating outside. a clothes drying facility with hard surface access is to be provided.

2 **Weapons Unloading Bay.** To be provided in accordance with approved drawings. Details are given in JSP 403 Volume II

3 **Other Accommodation.** Varieties of accommodation not listed but required by the unit(s) concerned should be included in the proposal and accompanied by a full justification supported, where appropriate, by the chain of command.

4 **Security Systems.** Gate opening and Security Surveillance Devices (CCTV) are to be provided in accordance with current security policy.

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# RESERVES AND CADET ACCOMMODATION

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## RECORD OF AMENDMENTS

No. and Date	Date Incorporated	Initials	No. and Date	Date Incorporated	Initials
1	not used	EAF	16		
2	not used		17		
3Nov00	January 2001		18		
4	not used		19		
5	not used		20		
6	not used		21		
7	not used		22		
8	not used		23		
9Sep 03	September 2003	EAF	24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		