

National Cemetery Administration (NCA) Facilities Design Guide

Department of Veterans Affairs
National Cemetery Administration
Office of Facilities Management
Facilities Quality Office
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Foreword

The material contained in the National Cemetery Administration Design Guide is a culmination of a partnering effort by the Department of Veterans Affairs National Cemetery Administration (NCA) and the Office of Facilities Management (FM). The Goal of the Design Guide is to ensure the quality of VA cemeteries while controlling construction and operating costs.

This document is intended to be used as a guide and to replace to current technical manuals and other VA criteria in the planning of national cemeteries. The Design Guide is not to be used as a standard design, and the use of this Design Guide does not limit the project Architects' and Engineers' responsibilities to develop a complete and accurate project design that best meets the user's needs and applicable code requirements.

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Introduction

The NCA Design Guide was prepared in cooperation with the National Cemetery Administration and the Office of Facilities Management (FM) and is intended to be a consolidation of existing Department of Veterans Affairs standards and criteria. It contains data from the following sources:

- Master Construction Specification, PG-18-1
- Construction Standards, H-18-3
- Standard Details, PG-18-4
- Equipment Guide List, Program Guide 7610
- Equipment Reference Manual, PG-18-6
- Space Planning Criteria, Handbook 7610, Chapters 701 and 703
- Barrier Free Design Guide, PG-18-13
- Room Finishes, Door, and Hardware Schedule, PG-18-14
- Various Technical Design Criteria pertaining to Architectural, Cost Estimating, CPM Phasing, Electrical, Heating, Ventilating, and Air Conditioning, Interior Design, Plumbing, Sanitary, Site, and Structural.
- Consensus information from directors from various VA national cemeteries.

The Design Guide refers to the above mentioned sources when data is either too detailed or too broad to be included in this guide.

The Design Guide for NCA was developed as a design tool to help designers understand the functional requirements necessary for proper operation of a national cemetery. Its purpose is to answer the question "To what standard does the A/E design?" The Design Guide is a part of the project design contracting documents which also includes the "Scope of Work", "A/E Submission Instructions" and "Computer-Aided Design and Drafting (CADD) Standards Manual."

This Design Guide is not intended to be project specific.

While it does contain the vast majority of spaces that now are required in development of a cemetery project, it is not possible to encompass all possible future requirements. It also describes some space which are not required at all cemeteries. Therefore, it is recommended that the project specific-space program and scope of work be the starting point for an individual project design. Equipment manufacturers should be consulted for actual dimensions and utility requirements. Use of this Design Guide does not compromise the projects Architect' and Engineers' responsibilities to develop a complete and accurate design that meets the user's needs and appropriate code requirements.

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Narrative

Mission and Background

The mission of the National Cemetery Administration (NCA) is four-fold: to provide burial space for veterans and operate and maintain the 114 Department of Veterans Affairs national cemeteries as national shrines; to provide headstones and markers for the graves of veterans; to provide Presidential Memorial Certificates; and to administer the State Cemetery Grants Program assisting states to build or improve state-owned cemeteries for veterans.

President Lincoln, on July 17, 1862, signed legislation which authorized the creation of 14 national cemeteries, "...for the soldiers who shall die in the service of the country." These cemeteries were the beginning of what is known as the National Cemetery Administration. From 1862 to 1973, these cemeteries were operated by the Department of the Army. Today, the NCA of the Department of Veterans Affairs oversees 114 national cemeteries in the United States and Puerto Rico.

Many national cemeteries no longer have gravesites available for the burial of casketed remains. These cemeteries limit burials to the spouse or eligible children of a family member already buried in the cemetery. Most of these cemeteries also perform interments of cremated remains in the ground or in columbarium niches.

Operational Aspects

Each national cemetery is managed by VA National Cemetery Administration (NCA) personnel in conformance with national and area office policies, priorities, goals, and objectives. At most cemeteries there is a staff of administrative and maintenance personnel, under the supervision of a cemetery director.

National cemeteries commonly open from 8:00 a.m. to 5:00 p.m. daily and on Memorial Day from 8:00 a.m. to 7:00 p.m. Generally, funeral corteges are received from 9:00 a.m. to 3:00 p.m., Monday through Friday. Burials at national cemeteries do not normally occur on weekends or Federal holidays.

Unlike most private cemeteries, many national cemeteries are remotely located from the people they serve, requiring funeral corteges to travel long distances to the interment services. Away-from-gravesite services, held in a Committal Service Shelter, are scheduled in advance by the cemetery administrative staff.

A Public Information Center with Cortege Assembly Area may be situated near the main cemetery entrance to provide a central point for vehicles in a funeral procession to wait while the entire cortege assembles and representatives receive final instructions before proceeding to the Committal Service Shelter. The Public Information Center would normally be occupied by cemetery personnel. In the absence of staff, visitors can contact administrative personnel by telephone provided there. Cemetery visitors would obtain gravesite locator information there and Public Rest Rooms would be located there.

The sequence beginning at the cemetery entrance should place the entrance to the Public Information Center and Rest Rooms adjacent to the Cortege Assembly Area, and at a distance from the Committal Service Shelters and Administration/Maintenance Complex, which should be centrally located on the site.

Some maintenance tasks may be contracted for and the contractor(s) provided with storage space within the Administration/Maintenance Complex.

Functional Organization

The functions of a national cemetery include the operation and maintenance of all aspects of the cemetery. National cemetery directors and staff verify eligibility for burial, and then schedule the time and date of interment with funeral directors. They attend to burials and gravesite care, as well as the overall cemetery appearance, and host patriotic ceremonies on Memorial Day, Veterans Day, and other special occasions.. The users of cemetery facilities are typically:

- Funeral attendees, including family members, funeral directors, etc.
- Public visitors,
- Cemetery staff, including administrative, maintenance and other visiting VA staff,
- Volunteers, who provide honors at interment services and assist cemetery staff in administration and maintenance activities, and
- Contractors (maintenance and construction), sales representatives and vendors.

For design programming purposes, cemetery buildings and site areas can be divided into several "functional areas." Tasks, users and specific requirements are identified for each functional area.

The cemetery can be divided into several functional areas in three major categories as follows:

- Site Elements /Features,
- Public Information Center, and
- Administration/Maintenance Complex.

SITE ELEMENTS / FEATURES - Functional Areas

1. Entrance Area
2. Flag / Assembly Area
3. Roadway System
4. Site Furnishings: Signage, Benches, Trash Receptacles, etc.
5. Interment Areas:
 - Casket Gravesites, including Preplaced Lawn Crypts
 - Cremated Remains, including In-ground, and Columbarium
6. Grading, Drainage & Planting
7. Utility Distribution System
8. Irrigation System
9. Memorial Walkway / Donations Area
10. Committal Service Shelter(s)

PUBLIC INFORMATION CENTER - Functional Areas

1. Telephone Reception/Cortege Control
2. Gravesite Locator
3. Public Rest Rooms
4. Lobby
5. Cortege Assembly Area (Parallel Parking Lanes)
6. Visitor Parking Area (Pull-off)

ADMINISTRATION/ MAINTENANCE COMPLEX - Functional Areas

1. Lobby
2. Multipurpose Room
3. Director
4. Assistant Director
5. General Office
6. Operations Center
7. Staff / Public Toilet
8. Maintenance Office
9. Lunchroom / Lounge & Vending
10. Honor Guard
11. Boot Vestibule
12. Locker Room, Toilets & Shower
13. Workshop(s)
14. Vehicle & Equipment Maintenance:
 - Routine Maintenance Bay
 - Heavy Maintenance Bay
 - Vehicle Wash Area (Enclosed or Sheltered)
15. Parts and Tools
16. Materials Storage (Grounds Maintenance, etc.)
17. Flammable Storage Pesticide/Herbicide Storage
18. Pesticide Storage and Pesticide Mixing/Loading
19. Vehicle & Equipment Storage(Enclosed)
20. Maintenance Yard:
 - Vehicle and Equipment Storage (Unsheltered)
 - Vehicle and Equipment Storage (Sheltered)
 - Pesticide/Herbicide Mixing Area (Sheltered)
 - Wash Rack
 - Fuel Island (Fuel Storage Tanks & Pumps)
 - Headstone Storage
 - Grave liner Storage
 - Loading Dock
 - Sand & Gravel Storage Bins
21. Employee Parking Lot

Site Considerations**Entrance Area**

The primary importance of the main entrance to the national cemetery is to create for each visitor a sense of arrival at a special

place. The Entrance Area to the national cemetery should be an architectural or landscape architectural feature that portrays the significance and dignity of a national cemetery without overpowering the visitor. The design should incorporate landscaping, such as trees and low maintenance plantings. The use of color in plantings should be considered in the design solution. The entrance is symbolic of an entrance to a national "shrine" and provides a link to historical or traditional national cemetery "entrance gates" without directly imitating their form. The entrance area design and use of materials should be consistent with other cemetery structures.

Some method of restricting vehicular access is desirable. Gates, if they are an integral part of the design, or a chain, are useful for this purpose. Provide double width entrance, divided for traffic control at the "entry gate", if not for the entire length of the entrance road. Utilize traffic control as necessary to provide safe entrance from the approach road. Provide vertical curbing or other barrier to keep cars from driving over plantings. Changes in color, texture, and size of paving material will provide a feeling of transition for visitors arriving or departing the cemetery.

Cemetery identification is a component of the entrance area. The entrance area must incorporate the following elements in its design:

- The Department of Veterans Affairs Seal, or insignia, at least two feet in diameter;
- The words "(NAME) National Cemetery," in lettering sufficient to be seen from the public street (approach road).

The design shall also include unobtrusive lighting of the cemetery name.

Flag/ Assembly Area

Within the confines of the cemetery, the flag is the single most significant feature. The United States flag is the focus of considerable symbolism for veterans and their survivors. The flagpole and its surrounding area should have its own individual identity, both complementary and harmonious with the natural surroundings. Provide trees/ plantings that enhance the setting and are appropriate

to the site (native, low maintenance). Use good quality, durable, and low-maintenance building materials, such as stone, brick, or concrete. Avoid locating the flagpole in conjunction with an operational function, such as the Administration Building, where the flag becomes an adornment of the building.

There shall be one primary flagpole (aluminum or stainless steel) with internal halyard, tall enough to be visible from major adjacent roadways, if practical. Provide ample and unobtrusive flag lighting. Do not use in-ground fixtures. The flag is flown every day, 24 hours a day, if illuminated after dark. During interment services, the flag is lowered to half-staff. The flag should remain visible to the maximum extent possible even when lowered to half-staff. The flagpole shall meet FAA regulations for height and flight safety requirements. Cemetery personnel must be able to access the flagpole to raise and lower the flag for services. A shorter flagpole, 4500 mm to 6000 mm (15' to 30'), in another location may display the POW/ MIA flag. This is frequently located along the Memorial Path.

A turf assembly area, with the U.S. flag as its focus, should be developed for major gatherings of people on holidays. Terrain and landscaping should define the space and create a scale that is also comfortable for smaller gatherings. The assembly area should be located to take advantage of views on- and off-site. Definition of the immediate surroundings should establish a distinct open space for assemblies and ceremonies and yet be an attractive year-round feature. The space for assembly can serve multiple uses and should not consume land area which could be used for interments. The design should not include permanent seating.

The assembly area should incorporate a focal point -- an architectural or landscape architectural feature, in the spirit of a traditional rostrum -- that can be used as a speakers' platform. The feature should accommodate enough portable seating for twenty dignitaries. An area adjacent to the speakers' platform should accommodate enough portable seating for a forty-piece band. Provide adequate electrical service to meet ceremonial and maintenance needs. Electrical J-boxes should be out of sight and blend into their surroundings. Provide access to water to clean the assembly area paving. Parking for special events and programs is accommodated on roadways and sometimes on the turf in undeveloped interment areas.

Roadway System

The hierarchy of roads in the cemetery includes the entrance road as a divided two-lane road leading into the system of primary and secondary roads and service drives. The design of all the roads should accommodate anticipated traffic volume at a design speed of 24 km/h (15 mph). The roadway system should allow for funeral corteges to proceed in a forward direction from entry to departure. The roadway system should be simple and provide good access to all burial sections. Winding roads and sweeping curves enhance the beauty of the cemetery. Roadside landscaping that complements the appearance of the cemetery should be provided.

The preferred road design includes curbing. In expansions of existing cemeteries, the road design will follow the master plan. Roads designed without curbing will have edge reinforcement. Where curbing is used, it must be mountable (rolled, sloped, flush or battered-face) for traffic control, equipment access, and drainage control. Design storm drainage curb and gutter inlets to match the profile of the curb and/or curb and gutter. No part of the inlet shall be behind the curb. Select the grating for inlets based on drainage capacity, ability to screen out harmful debris, ability to pass unobjectionable debris, strength and permanency. Use vertical curbing on roads within the cemetery only if necessary for traffic control. Maximum road grade is 10 percent. The entrance road, primary, and secondary roads are generally wide enough for two-way traffic to pass a parked vehicle. Preferred minimum road widths and radii are outlined in the table that follows in this section. Quality in initial construction and construction materials is critical to the cemetery roadway system. All roads should support heavy equipment and large trucks loaded with wet dirt, gravel and headstones.

Parking in the cemetery is accommodated in several ways to meet the various needs of staff and visitors, as identified in the design criteria for the specific building/ complex. Typically, cemetery visitors will parallel park along cemetery roads, or in parallel pull-offs, to visit interment areas or cemetery features such as the Flag/Assembly Area, Memorial Walkway, or Public Information Center. Traditional parking lots are not provided for cemetery visitors.

Entrance Road

The entrance "boulevard" is a divided road, at least at its intersection with the approach road (public road), and preferably for its full length. Each side supports one-way traffic, with a passing lane. Entrance roads, if used as the Funeral Cortege Assembly Area, must be long enough and wide enough to accommodate waiting funerals without blocking access to the cemetery.

Primary Road

For the primary cemetery road, a main loop is desirable, allowing one to drive through the cemetery without turning around. Other configurations are possible depending on the specifics of the site. The primary road provides access to all other cemetery roads.

Secondary Road(s)

Secondary roads may be subordinate loops, or connector roads. They provide access primarily to burial sections.

Service Road(s)

The following two types make up the network of service only roads within the cemetery roadway system:

- Service entrance -- The road that provides access from the public road (approach road) directly to the cemetery administration/maintenance complex, if possible. Traffic consists of maintenance vehicles and delivery trucks.

- Service drives to buildings -- The drives which provide access: (1) to the back of the committal service shelters, for removal of remains after the interment service, and (2) to wells, pump houses, etc. These driveways have no curbs and may use alternative paved surfaces in order to minimize their visual impact on the site. Traffic consists of cemetery maintenance vehicles.

Committal Service Shelter Drive

Separate drives should be provided for access and parking for each committal service shelter. A small loop drive, adjacent to the shelter, wide enough for parking three vehicles abreast, works well. The entire drive should accommodate an average of thirty vehicles. The layout of roads and shelters should allow for a cortege to proceed to the designated shelter without passing another funeral cortege on the road. Whenever possible, Committal Shelter drives should be accessed without driving by active burial operations.

ROAD TYPE	MINIMUM WIDTH & MINIMUM RADIUS
Entrance Road:	5.4 m (18'), face to face of curb; 7.2 m (24'), edge to edge, with no curb 15 m (50') minimum radius
Primary Road:	7.2 m (24'), face to face of curb; 7.2 m (24'), edge to edge, with no curb 9 m (30') minimum radius
Secondary Roads:	6 m (20'), face to face of curb; 7.2 m (24'), edge to edge, with no curb 9 m (30') minimum radius
Service Roads:	
(1) Service Entrance:	7.2 m (24'), face to face of curb; 7.2 m (24'), edge to edge, with no curb 15 m (50') minimum radius
(2) Service to Buildings:	3 m (10'), edge to edge, no curbs 9 m (30') minimum radius
Committal Service Shelter Drives:	8.1 m (27'), face to face of curb; 9 m (30'), edge to edge, with no curb; Narrow to 3.6 m (12') at throat 9 m (30') minimum radius

Cortege Assembly Area

The Cortege Assembly Area is located adjacent to the Public Information center, on or near the entrance road. It consists of one or more lanes for vehicles to line up before proceeding to the Committal Service Shelter. Access to the Public Information Center with rest rooms from the Cortege Assembly Area is imperative. Funeral corteges average thirty vehicles with three (3) persons per vehicle.

Site Furnishings

The components of the site furnishings system should coordinate with and complement each other, the cemetery architectural design, and the site as a whole. Site furnishings, including signage, benches, trash receptacles and flower container/ water receptacles, shall be simple, standardized, and properly scaled with the function and character of the site. Design or select all components to be low maintenance and vandal resistant. Concentrate placement of site furnishings, i.e., benches, trash receptacles, water hydrants, and signage, in high-use areas.

Signage

Signage should be consistent with NCA Program Guide, Signage Standards, for national cemeteries, unless there is a compelling

reason for a unique design. Design all cemetery signs as a coordinated information system for cemetery visitors, using consistent locations, shapes, sizes, materials, colors, and graphics. The essential purpose of the signage is to communicate information in a legible, clear and easily comprehended manner. The following sign types should make up the signage system:

- Trail Blazer
- Site Directory
- Traffic Regulation
- Directional
- Street Identification
- Place Identification
- Floral Regulation/Visitor Information
- Burial Section Markers
- Committal Service Status Board

Benches

Design or select a commercially available bench, to be placed at selected locations to take advantage of views or vistas or to establish spots for meditation. Donations by veterans service organizations are the primary means for acquiring the benches.

Trash receptacles

The design or selection from commercially available products should coordinate with, and complement, the overall design scheme. The minimum quantity possible is desired, placed strategically to accommodate the public.

Flower container receptacles

These are storage receptacles that hold the metal flower containers made available for public use in the cemetery. The receptacle is either placed adjacent to water hydrants along the cemetery road or may be constructed to dispense water from a tank for use by cemetery visitors for flowers. The design of the receptacle is similar to a trash receptacle and should coordinate with all other

site appurtenances. Floral regulations sign panel should be attached to this container.

Flower water-spigots

These are posts that enclose or adjoin the water standpipes provided along the roads throughout the cemetery. Water is intended to be used for flowers placed on graves by visitors. The post shall: clearly identify the spigot locations, protect the standpipe from being hit by maintenance equipment, and incorporate a splash block at its base. If non-potable water is used, the spigot shall be clearly labeled as such. The post design should coordinate with the cemetery signage and all other site appurtenances.

Gravesite locator stand

This is a stand which holds a 215 mm x 275 mm (8-1/2" x 11") book-type listing of individuals interred in the cemetery along with the corresponding gravesite number. The stand should accommodate public use of the document and protect it from the elements. It will normally be located at the Public Information Center. The design should coordinate with all other site appurtenances. In the future this grave locator service may be in an inter-active computer accessible to the public.

Interment Areas [Burial Sections]

Interment areas are those portions of the cemetery acreage that are developed for burials of either full casket or cremated remains. Interment areas may be subdivided into Burial Sections of varying sizes and shapes. Burial sections are visually separate areas, broken by vegetated areas (woods), roads, walks and topography. Burial sections for full casket gravesites shall be no larger than 3 acres. Burial sections for cremated remains shall have no more than 999 sites (approximately .2 acre).

In-ground interment areas for casketed or cremated remains shall generally conform to existing terrain. Final grades shall range from 2%, the minimum to achieve positive drainage, to a maximum of 15%. Avoid casket burials on steep slopes. Avoid extensive grading to achieve these criteria where such grading has an adverse impact on adjoining land or where such grading substantially alters or destroys natural features. Define interment areas by natural terrain features such as ridges, valleys, or natural breaks in the topography.

Edges of burial sections shall be a minimum of 3 m (10 feet) from edges of roads, drives and tree lines; a minimum of 6 m (20 feet) from property boundaries or fence lines. The maximum distance from the edge of a road to the farthest gravesite within a burial section shall be no further than 120 m (400 feet) over relatively level land. In areas with steep slopes, the distance from road to farthest gravesite shall be considerably shorter. Generally, for every increase of 5% of slope, there should be a decrease of 30 m (100 feet) or more the distance.

The topography will be the primary factor in determining the direction graves face within a burial section. Where the topography is not significant, road layout and accessibility will determine the direction graves face. A single burial section should have one predominant slope. Each burial section in the cemetery is identified, with the limits of the burial section clearly indicated by section markers.

Full Casket Gravesites

The National Cemetery Administration is committed to providing burial benefits to as many veterans as possible and to achieving the maximum development of gravesites within national cemeteries. The standard gravesite size will be the smallest size practical to accommodate the type of marker being used, to ensure appropriate gravesite appearance and to provide for safety consideration of employees. Each gravesite is marked with one marker, consistent with the requirements of applicable law.

The standard gravesite sizes will be used when conditions warrant:

- The 1500 mm x 3000 mm (5' x 10') gravesite will be used where double-depth interments in a 2100 mm (7') excavation are possible.
- The 1800 mm x 3000 mm (6' x 10') gravesite will be used for single depth side-by-side interments where excavation below 1500 mm (5') is impractical due to soil conditions.
- The 1200 mm x 2400 mm (4' x 8') gravesite may be used in those sections of national cemeteries which by law use flat markers.
- The 900 mm x 2400 mm (3' x 8') gravesite may be used in those sections of national cemeteries which use lawn crypts. Lawn crypts are pre-placed concrete containers with removable concrete lids which are installed at the time of land development. Crypts are installed by excavating the burial area and preparing it to provide adequate drainage. Pre-cast crypts are then placed adjacent to one another and abutting on another.

Accommodation of Cremated Remains

As with full casket gravesites, NCA is committed to achieving the maximum development of cremain sites within national cemeteries. NCA will strive to provide cremain sites in all cemeteries including those closed to the interment of casketed remains. The standard cremain site size will be the smallest size practical to accommodate the type of marker being used, to ensure that the cremain site appearance is appropriate and consistent with any adjacent gravesite section. Each gravesite will be marked with one marker, consistent with the requirements of applicable law and NCA policy.

The standard cremain site sizes will be used when conditions warrant:

- **Designated Cremains Sections** -- A burial site for the interment of cremated remains in a separate cremains section is 900 mm x 900 mm x \pm 600 mm (3' x 3' x \pm 2') deep, and is marked with a 300 mm x 450 mm (12" x 18") flat marker of granite or bronze.
- **Garden Niche or Terrace** -- A burial site for the interment of cremated remains in a distinct space using a system of paths, walls and/or terraces that creates a tranquil garden setting, is 900 mm x 900 mm x \pm 600 mm (3' x 3' x \pm 2') deep, and is marked with a 300 mm x 450 mm (12" x 18") VA standard flat marker of granite or bronze, or a wall-mounted bronze plaque, 140 mm x 215 mm (5-1/2" x 8-1/2").
- **Columbarium** -- A niche in an above-grade structure designed for the interment of cremated remains is 265 mm x 375 mm x 500 mm (10-1/2" x 15" x 20") deep, measured at the face. Each niche is designed to accept an individual VA standard niche cover. Some columbaria developed earlier in national cemeteries utilized multiple-niche covers and various sizes of niches. Expansion of existing columbaria will follow the original design concept for that cemetery. The columbarium design must include the capability of expansion in future phases of cemetery development but must appear complete with the initial phase of development.
- **Cremains [Scattering] Garden** -- A designated garden-type area where cremated remains are scattered in the landscape. A site used for the scattering of cremated remains is not individually marked, but the deceased is acknowledged on a communal bronze plaque in the garden area or by an individual bronze plaque mounted on a wall designated for that purpose. An individual whose ashes are scattered in the national cemetery may not have a memorial marker placed in the memorial section of the cemetery.

Memorial Sites and Sections

A memorial section may be located in areas of a cemetery not suitable, because of soils, terrain or landscape features, for casketed interments. The size and configuration of the memorial section will depend on the terrain, network of roads, walks, etc., the size of the individual memorial site, and the demand at a particular cemetery for memorial sites. A memorial site is 900 mm x 900 mm (3' x 3'), marked with a 300 mm x 450 mm (12" x 18") flat marker of granite or bronze, except that bronze memorial plaques may be mounted on walls designated for that purpose, in lieu of placement of a marker in a memorial section. These walls may be portions of other features such as retaining walls, terraces, etc. that are appropriate for memorial purposes.

Section Markers

Each burial section is marked by one or more section markers bearing either the number or letter assigned to that section. Section markers are an element of the signage system for the cemetery. Section markers are positioned at the edge of the section, usually near a road, drive, or walk, where they are readily visible to the public. Design details of the three standard section markers can be found in NCA Program Guide Signage Standards.

Gravesite control markers

Permanent gravesite control monuments, which meet the requirements detailed in NCA Handbook, Interment Area Layout, are installed prior to the use of any section (burial, cremains or memorial) for interment. The standard grid dimensions are 27 m x 27 m (90' x 90').

Grading, Drainage, and Planting

Retain the site in as natural a state as possible. Keep grading to a minimum, while meeting the functional requirements of the cemetery. To the extent feasible, balance on-site cut and fill. Leave undisturbed such features as natural drainage ways, valuable trees or tree groups, shrubs, ground covers, rock out-croppings and streams. Siltation or increased turbidity of natural wetland areas should be avoided to comply with applicable regulations. The design should use construction practices that minimize adverse effects on the natural habitat.

The planting design should articulate and strengthen the site layout. Develop interrelated patterns of open, closed, or semi-enclosed spaces to suit the planned function. Concentrate planting in non-burial areas, such as trees along streets, buffer planting to

screen unsightly views, and plantings to separate burial sections. Each plant used should serve a purpose and together should contribute to the function and overall design intent of the cemetery master plan. In general, the development should use regionally native plants and employ landscaping practices and technologies that conserve water and prevent pollution.

Prepare interment areas for seeding, sprigging and/or sodding with topsoil and proper nutrients. In non-burial areas, consider alternatives to standard turf that are suitable to drought conditions. Plant cleared slopes steeper than three to one (3:1) with ground cover other than turf. The amount of annual rainfall as well as the type of irrigation system, if any, will determine the plant material selected.

The master plan should designate a location for storage of soil spoils from interments. The area should not be visible to cemetery visitors. This same area may be used for soil processing and storage of graveliners, not too far away from active burial sections.

Memorial Walkway/ Donations Area

Each cemetery should have an area or areas, separate and distinct from interment areas for the collective display of memorials donated by various recognized veterans groups. The area(s) may take the form of a path or terrace and should provide a place for quiet walks and contemplation for cemetery visitors. To the extent possible, an established wooded setting provides the best location for the donation area(s) or memorial path. If developed as a walkway, it should have the character of a meandering path, should originate in the vicinity of the Flag/ Assembly Area, and have one other access point. A memorial walkway should have optimal locations designated along the path for donated memorials, plaques, and benches. The donations area may be the location of the secondary flagpole for display of the POW/ MIA flag.

Donated memorials are typically 450 mm (18") deep x 600 mm (24") wide x 600 mm (24") high, granite bases, or natural boulders, and are placed in small cleared areas adjacent to a path. The walkway or donations "area" must appear complete as a feature in its own right, even without any donated memorials. As with all cemetery features, the memorial walkway/ donations area must be accessible to disabled persons. Although some form of paving is necessary to meet accessibility standards, minimize the visual impact of the paved surface, if designed as a woodlands path.

Avenue of Flags

The cemetery development plan should indicate the location for an "avenue of flags" where donated American burial flags are displayed on special days. The entrance road, or the primary road, is typically the most suitable for this designation. The development plan should provide for sockets adjacent to the roadway for the erection of temporary flag staffs, approximately 4500 mm to 9000 mm (15' to 30') high, spaced 6000 mm to 9000 mm (15' to 30') apart.

Veterans Memorial

The cemetery development plan includes the design and siting of a potential major memorial donation by a veterans service organization. This memorial to all veterans (for example, a statue or wall) would occupy approximately 72 m² (800 square feet). Select a site in a prominent area, perhaps in the general vicinity of the Flag/ Assembly Area or the Memorial Walkway/ Donations Area. The location need not be adjacent to a roadway, but pedestrian access to the memorial site is required. The cemetery development plan will show a location for a memorial, ingress and egress to the site, and the design of the memorial. The cemetery development must appear complete even if the potential memorial is never installed.

Carillon Tower Location

The cemetery development plan includes a site designated for a carillon tower, which potentially could be donated to the national cemetery. The tower would be approximately 13.5 m (45 feet) high and 1800 mm x 1800 mm (6' x 6') at the base.

Architectural Considerations

Public Information Center

Siting

Visibility and accessibility from the main entrance road are necessary. The Public Information Center is a visitor orientation facility and should be situated to serve the public prior to their involvement with cemetery activities and to effectively dispense information and guidance to visitors and funeral attendees. The facility must be located adjacent to the Cortège Assembly Area. It should convey an impression of permanence, be integrated with the site, and utilize the regional vernacular. The buildings and outdoor spaces should be constructed of durable building

materials and have finishes that require little maintenance. It should have a residential scale and a non-institutional character, while having a solid and enduring appearance.

Space

The Public Information Center is a combination of building and sheltered plaza which serves two functions: Visitor/Funeral Orientation, and Public Rest Rooms. The building may be occupied by cemetery staff but would have an outside telephone reception area where cemetery visitors, funeral directors, etc., could easily contact the administration office to have their needs met or questions answered. There would be a small space where appropriate veteran and cemetery related historical items are displayed and desk or counter space for one or two cemetery staff or volunteers to assist customers. The space must have computer network capability with the Administration/ Maintenance Complex. The counter must be able to be closed off when the space is not occupied. Public Rest Rooms would be accessible from outside. Gravesite locator information would be outside, but sheltered. Future plans include installation of a computer-based gravesite locator system for public interaction.

Visitor Parking

Visitors to the Public Information Center will park in an area adjacent to the main entrance to the building, distinctly separate from the Cortege Assembly Area.

Public Rest Rooms

The public rest rooms are part of the Public Information Center. Building materials should coordinate with the other cemetery structures and require little maintenance. The rest rooms should have durable, easy to maintain interior finishes for heavy public use. Provide separate male and female facilities. The capacity of the rest rooms, i.e., how many persons are accommodated in a specified time period, is determined on an individual project basis. Future expansion of this area is a possibility.

Administration / Maintenance Complex

The Administration/Maintenance Complex houses the offices, work spaces and personnel area for cemetery support staff who are

involved in direct and indirect services to veterans, their families, and other cemetery visitors. Visitor contact at the Administration/ Maintenance Complex is minimal. When required, the building should have fire detection and security systems. It should be constructed of durable building materials and have finishes that require little maintenance.

There are basic functional aspects that are common to all national cemetery administration/ maintenance facilities. Each national cemetery is a part of a greater whole, and exists to provide the same services to veterans and their families. Regional and geographic uniqueness should be recognized in the design of cemetery structures with regard to climate, materials, etc.

Flexibility is an important consideration in the design of the Administration/ Maintenance Complex. Changing workload can require additional, or reconfigured administrative space. Changes in personnel (average stay of cemetery directors is three years) may also generate changes in office layout. The design should permit adaptation to changing needs at minimal cost, without large scale remodeling. The design and siting of administration space should allow for future expansion primarily in the general office area.

Siting

The Administration and Maintenance operations are to be viewed as a complex, and situated to encourage interaction between the two. They may be physically attached, or located close to each other on the site in a way that facilitates the necessary interaction. Total integration of the building with the site is important to keep the building from being a focus or feature of the cemetery. Although the administration building is not a place of regular visitor contact, maintenance activities that take place at the building must be sheltered from public view.

A desirable location for the complex is central to the site. Locate the maintenance areas, so that they are not readily visible to the public. Site the complex optimally for functional operations, separate from the Public Information Center and Interment Areas. Utilizing the terrain and landscape in the design should lessen the visual impact of this facility on the cemetery.

Space Planning Criteria

Space planning criteria for National Cemetery administration and maintenance buildings are addressed in VA Handbook 7610, Chapters 701 and 703. It provides the net square footage recommended to meet

the needs of a VA national cemetery building. The scope of work for a particular project will contain the building program, based on the cemetery workload staffing and the space planning criteria.

Administration Room Relationships

Visitors enter the building through the "front door" and are greeted in the office adjacent to the general office. Areas that are open to the public include the director's office, the General Office and the Multipurpose Room. A unisex toilet to serve the Administrative staff will also serve the infrequent public use. The Operations Center is the hub of the office, containing shared office equipment and files. The staff and volunteers enter the administration building through the "back door," or employee entrance, adjacent to the employee parking lot. The lunchroom should be isolated from public view and can serve as the connector for Administration and Maintenance "wings". Refer to Section 3, Room Relationship Diagrams for an example of recommended adjacencies.

Parking

Public parking at the Administration/Maintenance complex should include a parking pull-off, parallel to the road to accommodate an average of three (3) cars for cemetery visitors.

Employee parking should be in a lot obscured from public view, for cemetery employees, official cemetery vehicles, visiting staff, and vendor vehicles. Locate the access drive to the parking lot beyond the public entrance to the building and outside the secured Maintenance Yard. Provide only pedestrian access from the parking lot to the Maintenance Yard. Approximately 3% of employee parking spaces shall be accessible to the physically disabled.

The size of the parking lot should accommodate all employees, plus one to three cemetery vehicles, one volunteer, one vendor, one visiting staff and seven honor guard vehicles. The siting of the parking lot must allow for future expansion

Maintenance

The Administration/Maintenance Complex includes the building that houses the personnel areas for the cemetery maintenance staff, the work shops, vehicle and equipment maintenance areas, and storage areas, and the Maintenance Yard, which contains maintenance activities that occur out-of-doors. Limited space may be made available for volunteers engaged in honor guard activities and some equipment parking at the cemetery. Portions of the maintenance facility may be compartmentalized for use by contractors. Contractor access to this space should not require

passing through VA controlled space, or vice versa. Both the building and the Yard shall be physically secured. The entire complex should have fire detection and security systems.

The building should have durable materials and finishes that require little maintenance. The design and siting of the building should allow for future expansion, primarily in the personnel and equipment storage areas. The Administration/ Maintenance Complex should have a separate secured vehicular access from the public road if possible.

Maintenance Yard

The development of the Maintenance "Yard" should provide for (1) storage and movement of equipment, supplies, graveliners, and headstones that are kept outdoors, and (2) above-ground fuel tanks and pumps. The size of the yard must accommodate the unloading of a delivery from a tractor-trailer truck.

Committal Service Shelter

Normal operations at the national cemetery provide for away-from-gravesite interment services. These services are held in a sheltered area, visually isolated from the administrative, maintenance and burial operations. It is desirable to have the "complex" of shelters within close proximity to the Administration/ Maintenance facility.

The shelter is considered a facility that serves the family and friends of one veteran at any given time and is not intended to be a focal point or strong visual element of the total cemetery experience. Each shelter should accommodate approximately (60) funeral attendees and one (1) casket per service. Larger numbers of attendees should be accommodated by "overflow" paving and adjacent turf areas.

Locate the shelters far enough apart to preserve privacy of an individual service, yet close enough to combine service access at the rear of shelters for removal of caskets. The design of the shelters should reduce the impact of all operational procedures on the families. Site the shelters, utilizing existing terrain, trees and vegetation, to obscure views between shelters and the service access.

Design the building so it is relatively simple and consistent in style and materials with the Public Information Center and Administration/ Maintenance building(s). The building is a covered structure, which is open or partially enclosed on the sides and provides limited shelter from

wind, rain, and sun. Provide a limited amount of storage at the shelter to hold a broom, a shovel, twelve stacking chairs, and two biers.

Provide an area for an honor guard of approximately seven members to stand adjacent to the shelter. The shelters should provide an intimate experience for visitors where individual thoughts are not distracted by the surroundings. Do not provide heating or air conditioning. Determine the feasibility of providing electrical power and plumbing to the shelters. Dedicated committal service shelter drives or pull-offs provide parallel parking for interment services.

Engineering Considerations

Administration/Maintenance Complex

Electric Power

Each workstation in the cemetery requires a four-flex power outlet, with 2 of the outlets on a dedicated circuit for computer equipment. Normal office equipment will be concentrated in the Operations Center and also distributed throughout the General Office.

Telecommunications/ADP

Each workstation requires two network cables and one voice line terminators in a triplex phone jack. The computer system will have a hub in each building and computers will be networked.

HVAC

The type and number of HVAC systems shall depend on the configuration and size of the cemetery building. Evaluate a gas and/or oil system for all facilities. If gas or oil is not available, evaluate a factory fabricated self-contained, direct expansion (DX) cooling unit with electric resistance heat or an air-to-air heat pump (for locations with a minimum 2° C (35° F) winter outdoor temperature. Depending upon the available space and building layout, the unit shall be a single piece or a split system configuration. For relatively larger facilities, evaluate the use of a hot water heating system (with natural gas and/or No. 2 oil as the fuel) and a chilled water cooling system (with air-cooled chillers).

Provide a dedicated heating and ventilating unit for the vehicle maintenance section of the maintenance facility to supply at least 8 air changes per hour. A corresponding exhaust system shall also be provided for exhausting all air to the outdoors.

Design the smoke control for the HVAC systems in accordance with NFPA 90A to effect system shutdown in the event of smoke detention. Smoke detectors shall be mounted in the main supply ducts and upon smoke detection shall stop the supply air fan and sound an alarm.

Drainage/Oil/Water Separator

The requirements for drainage/oil/water separator vary greatly from state to state. Systems will be designed in accordance with the authorities having jurisdiction.

Fuel Tanks and Pumps

NCA uses above ground fuel storage tanks and dispensing system. A divided tank is required, one tank for unleaded and one for diesel fuel, with mounting pad and electrical service for the pumps. These are available on Federal Supply Schedule for purchase and installation by the contractor.

Loading Dock

A loading dock will be considered on a project by project basis. The preferred solution will utilize the natural topography to facilitate off-loading tractor trailers.

Vehicle/Equipment Lift

Requirements for a hydraulic lift must be coordinated for each project to suit the size and weights of the equipment. The preferred equipment is a surface mounted 4-post drive-on lift, with a rolling jack. Adequate clearances must be provided on all sides of the lift.

Vehicle Wash Area

Provide floor drains and hose bibbs at the wash rack, as appropriate, so that dirt and mud can be washed off vehicles and equipment after use. NCA prefers to use self contained washwater recycling systems. These are available on Federal Supply Schedule for purchase and installation by the contractor.

Pesticide Storage and Mixing/Loading Area

Design a storage and mixing area in accordance with authorities having jurisdiction (EPA, state, etc.). At a minimum, storage areas will have chemical resistant coated surfaces and secondary containment area. Also, provide dust and explosion proof lighting, positive ventilation, appropriate signage, and an eye wash/emergency shower.

Site Elements/Features

Utility Distribution System

In addition to the Electrical and Telecommunications Service required by the cemetery, ADP requirements will include one 56 k digital circuit. the need for conduit or direct burial will be determined on a project by project basis. However, spare conduits will be installed between buildings to accommodate future, unknown needs.

Route the main distribution systems for utilities immediately adjacent to roadways within 3000 mm (10') of the curb or pavement edge. Route any utility lines through interment areas between sections, in order to avoid obstruction of gravesites within burial sections. Install all utility lines, including electric power and communication lines, underground. Exceptions may be made depending upon excessive cost or remoteness of source from developed areas of the cemetery.

Irrigation System

Irrigation is usually necessary to keep the landscape at an aesthetically pleasing level. Although sufficient rainfall may be received to sustain indigenous plants, situations involving introduced species or plants in stressful conditions may require irrigation. Evaluate the landscape environment, including turf grasses, and determine whether an irrigation system should be installed in the cemetery. The report should include a cost analysis of irrigation versus non-irrigation, on-site and off-site water supply sources including quality of available water, annual rainfall and the quantity of water needed to sustain healthy plants. If an irrigation system is recommended, design and specify an efficient irrigation system that is automated, easily operated and maintained by cemetery staff. Irrigation lateral lines in burial sections should run parallel with the length of the gravesites.

Section 3

Relationship Diagrams and Relationship Matrix

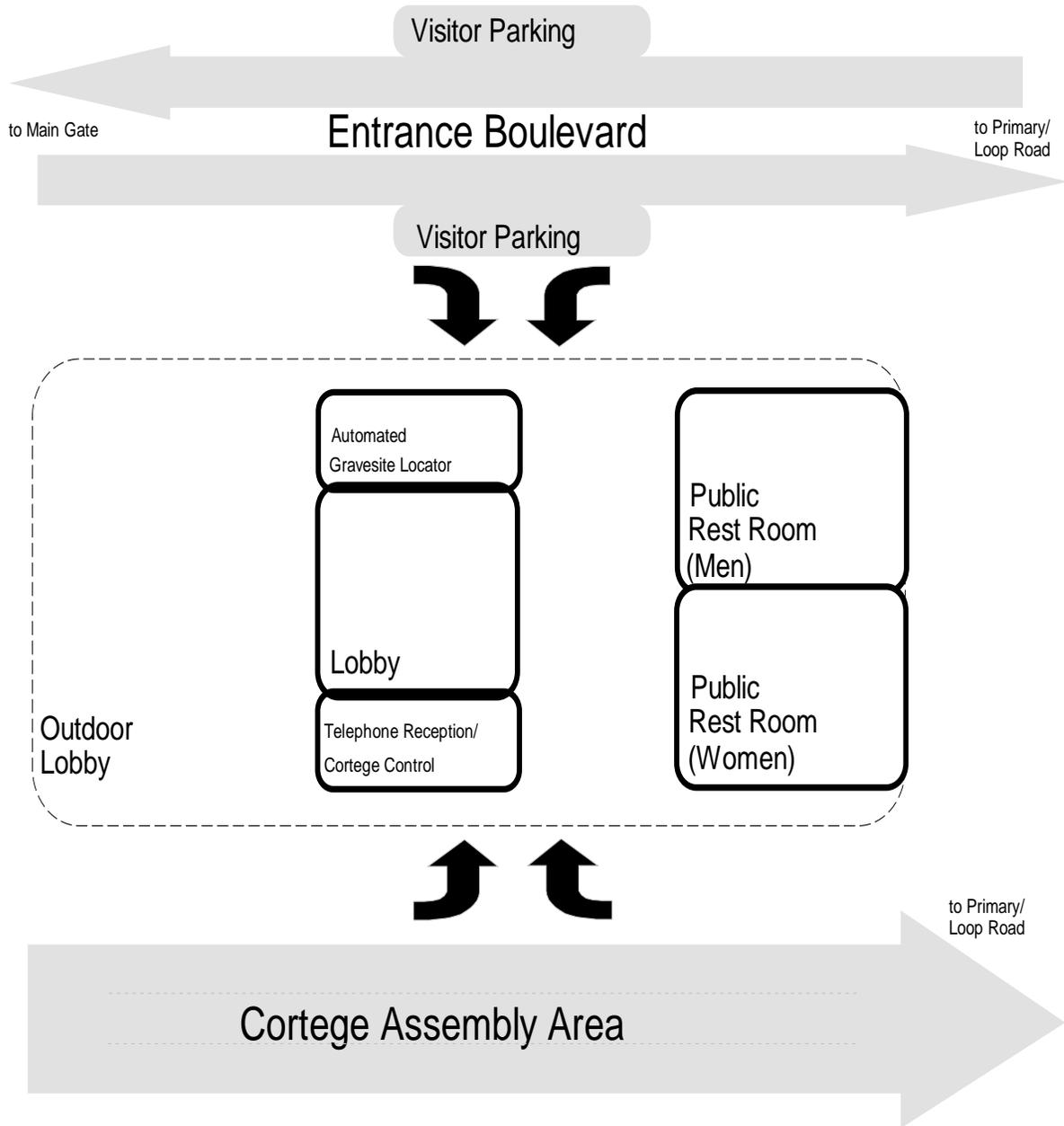
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	Cemetery Entrance Area		Public Information Center		Flag/ Assembly Area		Interment Areas [Burial Sections]		Memorial Walkway / Donations Area		Committal Service Shelter(s)
Public Information Center	A										
Flag/ Assembly Area	B	A									
Interment Areas [Burial Sections]	D	D	C								
Memorial Walkway / Donations Area	C	C	B	C							
Committal Service Shelter(s)	D	D	C	D	C						
Administration/Maintenance Complex	D	D	C	C	C	B					

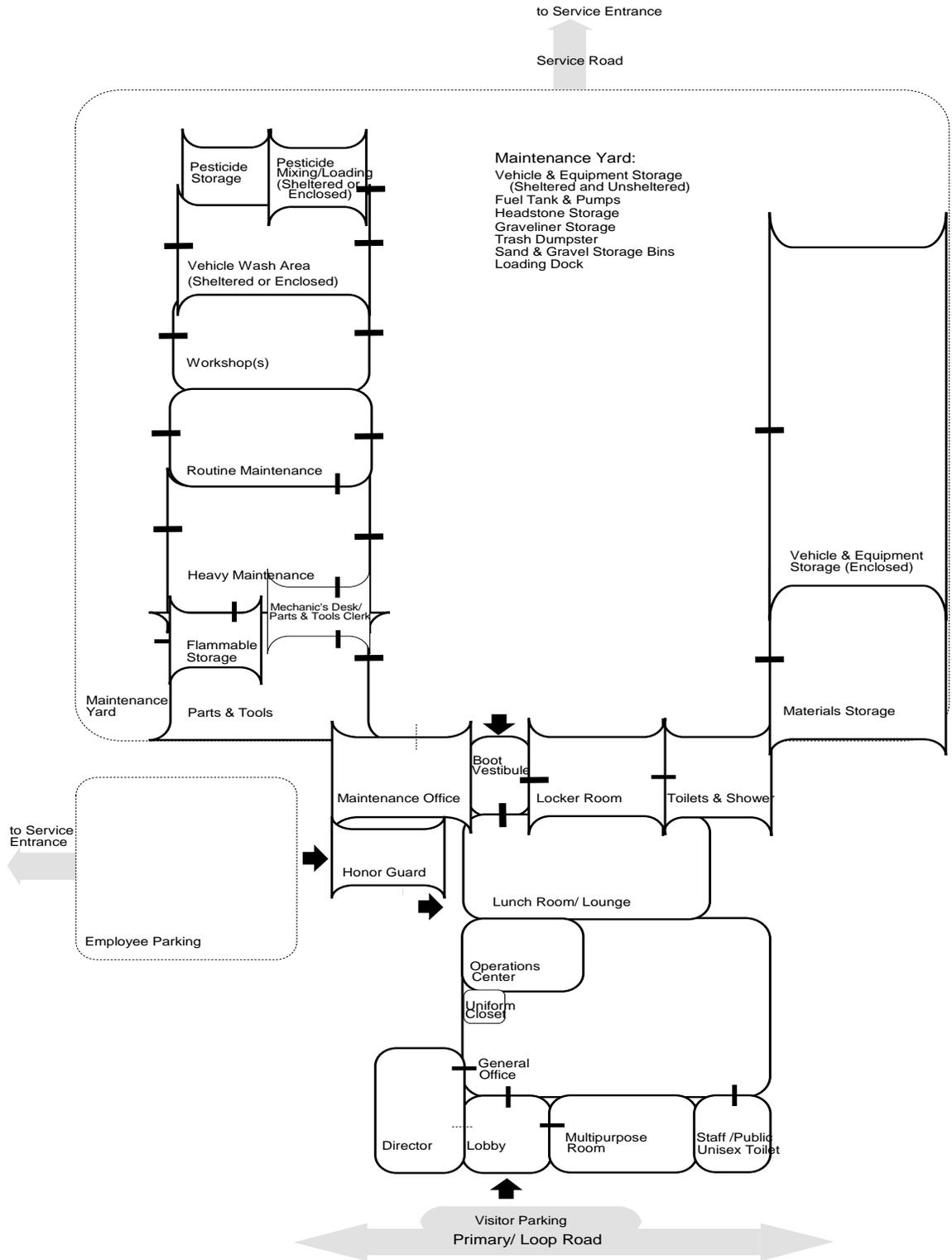
LEGEND

- A - close proximity essential
- B - close proximity desirable
- C - no spatial relationship
- D - separation desirable
- E - separation high priority

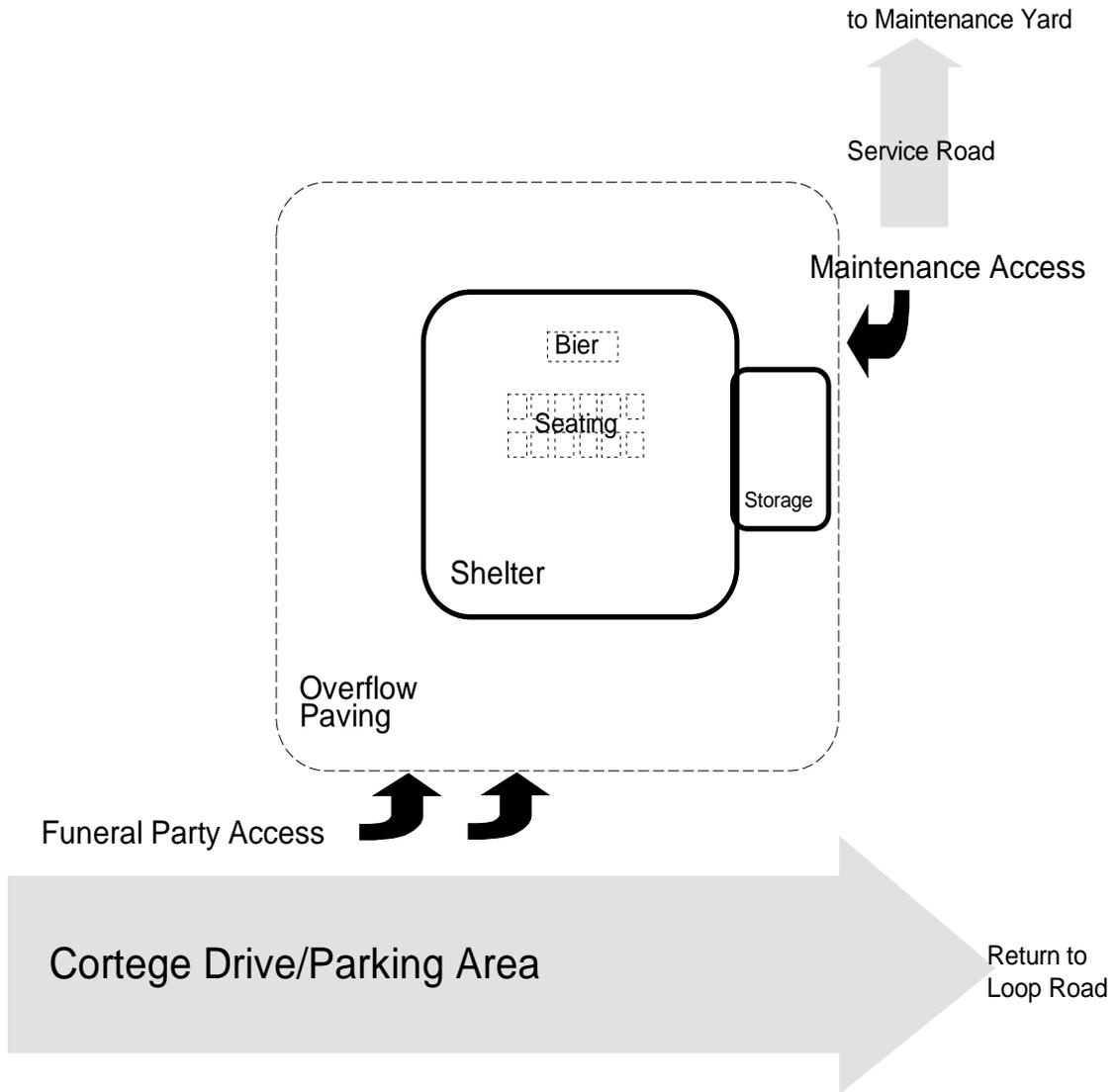
Relationship Matrix
Site Organization



Relationship Diagram
Public Information Center



Relationship Diagram
Administration/Maintenance Complex



Relationship Diagram
Committal Service Shelter

Section 4

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Section 4

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Administration/Maintenance Complex

1.0 Lobby

TASKS	<ul style="list-style-type: none"> ▪ Public reception, waiting, and information for visitors
USER(S)	<ul style="list-style-type: none"> ▪ Cemetery Visitors ▪ All Administrative Personnel
RELATED AREAS	<ul style="list-style-type: none"> ▪ Multipurpose Room ▪ Staff/Visitor Toilet ▪ General Office
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Lounge seating should not be crossed with major circulation routes; ▪ Circulation control for all building functions ▪ Provides a public image for the cemetery and the National Cemetery Administration ▪ Character of the space should be non-institutional

2.0 Multipurpose Room

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area ▪ Informal public and family meetings/receptions/conferences ▪ Community and veterans organizations meetings ▪ Reception of dignitaries and guests ▪ Food and beverages may be served ▪ Viewing of video tapes and slides
USER(S)	<ul style="list-style-type: none"> ▪ Director with Staff ▪ Chaplain with Family Groups ▪ Director with Local Veterans Organizations/Visitors ▪ Training Sessions ▪ Funeral Parties/Families of Veterans ▪ Community and Veterans Groups
RELATED AREAS	<ul style="list-style-type: none"> ▪ Lobby ▪ Staff/Visitor Toilet
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Writing, tack and projection surface ▪ Comfortable, must relate an image; non-institutional ▪ Informal lounge seating, or combination (if large enough) of conference table with seating and separate lounge seating ▪ If windows are provided, light control will be necessary for operating video equipment ▪ Storage for supplies, VCR, television, and projection equipment is required - may be provided by built-in credenza or storage unit ▪ Will be used for public functions at night

3.0 Director

TASKS	<ul style="list-style-type: none"> ▪ Receives visitors, dignitaries ▪ Writing, telephoning, personal computer keyboarding ▪ Conference ▪ Meeting with one or more employees, or family members
USER(S)	<ul style="list-style-type: none"> ▪ Director ▪ General Public ▪ Dignitaries
RELATED AREAS	<ul style="list-style-type: none"> ▪ General Office ▪ Assistant Director, if programmed ▪ Lobby (visual access)
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Separate, totally enclosed office ▪ Must relate a positive public image ▪ Conference seating for four (4) at desk/table ▪ Lounge seating for four(4) to six (6) ▪ Shelving and wall surface for display of mementos and awards ▪ Workstation (desk/table and credenza) <ul style="list-style-type: none"> Worksurfaces (2) 2 file drawers 2 box drawers 1 pencil drawer keyboard drawer Personal computer with monitor, keyboard, mouse, on network with all cemetery computers ▪ Credenza may be used as a worksurface 600 mm (24") deep and may be built-in ▪ Desk may be a conference table ▪ Built-in fire-proof safe for ADP back-up tapes, checks, etc.

4.0 Assistant Director

TASKS	<ul style="list-style-type: none"> ▪ Writing, telephoning, personal computer keyboarding ▪ Conference ▪ Supervises office personnel, assists Director ▪ Meeting with one or more employees, or family members
-------	---

USER(S)	<ul style="list-style-type: none"> ▪ Assistant Director ▪ Visitors
---------	--

RELATED AREAS	<ul style="list-style-type: none"> ▪ General Office ▪ Director ▪ Operations Center
---------------	---

SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Separate office area but not necessarily totally enclosed ▪ Guest seating for two (2) at desk ▪ Work station <ul style="list-style-type: none"> Worksurface File drawer Box drawer Reference shelves/cabinet Typing return or keyboard drawer Personal computer with monitor, keyboard, mouse, on network with all cemetery computers
----------------------	--

5.0 General Office

- TASKS
- Greet visitors
 - Dispense information
 - Typing, writing, filing/reference

-
- USER(S)
- Clerk
 - Program Assistant
 - Cemetery Representative
 - Visitors

-
- RELATED AREAS
- Lobby
 - Interment Records
 - Operations Center
 - Assistant Director, if programmed
 - Director,

-
- SPECIAL REQUIREMENTS
- Workstation
 - File drawer
 - Box drawers, pencil drawer
 - Reference shelves/cabinets
 - Telephone
 - Personal computer with monitor, keyboard, and mouse, on network with all cemetery computers
 - Visitor seating at desk for one; two at cemetery representative workstation(s)
 - Windows should not interfere with efficient workstation planning; exterior light is required, but not necessarily below 1500 mm (60") A.F.F.
 - Systems furniture preferred, providing semi-privacy
 - Administrative Assistant requires partial audio and visual privacy
 - Coat closet for above users
-

6.0 Operations Center

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area ▪ This is the center for filing and reference and shared use of office equipment
USER(S)	<ul style="list-style-type: none"> ▪ All Administrative Personnel ▪ Maintenance Foreman
RELATED AREAS	<ul style="list-style-type: none"> ▪ General Office ▪ Director ▪ Assistant Director ▪ Maintenance Office
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Maximum use of volume for storage and work surfaces with minimum but efficient circulation ▪ Most components built-in. Below counter lateral file cabinets are included as construction contractor-furnished equipment; interment file drawers are government-furnished, but enclosure built-in in the building contract; adjustable shelving above <ul style="list-style-type: none"> Interment records (drawers for 125 mm x 200 mm (5" x 8") cards) Personnel files Correspondence files Computer Network Equipment, if not in telephone closet Supplies (locked storage base cabinets or full height closets) Work surfaces - 600 mm (24") deep, at least 1200 (48") length to be 750 mm (30") deep for drawing reference surface Paper cutter, hole punches, stapler, etc. Two-way communications equipment (microphone, radio base equipment, etc.) Wall mounted or other flat file system for 750 mm x 1050 mm (30" x 42") cemetery maps Tack board Facsimile Machine Computer printer(s) ▪ Floor to ceiling enclosure may be required to contain equipment noise; in any case, walls should be not less than 1800 mm (72") high

6.0 Operations Center

SPECIAL
REQUIREMENTS

(Continued)

- Single 120 V (volt) receptacles (plug strips) are required above all work counters (Space receptacles 300 mm (12" on center)
 - Conduit and outlets required for all ADP and telecommunications equipment located here
 - Windows, if provided, should be not less than 1800 mm (72") A.F.F.
 - Task lighting above all work counters
 - Storage closet for carillon system control console (if not located in Public Information Center telephone closet)
 - Freestanding copy machine
-

7.0 Staff/ Public Toilet

USER(S) ▪ Staff
 ▪ Occasional Visitors to Office

RELATED ▪ General Office
AREAS ▪ Multipurpose Room

SPECIAL ▪ Easy maintenance surfaces
REQUIREMENTS ▪ GFI duplex receptacle at lavatory

8.0 Maintenance Office

TASKS	<ul style="list-style-type: none"> ▪ Supervise maintenance personnel and operations ▪ Meet visitors/vendors ▪ Meet with one or more maintenance staff ▪ May issue parts and tools ▪ Keyboard, write and telephone at workstation <ul style="list-style-type: none"> Keep equipment inventory Keep equipment maintenance records Prepare supply requests ▪ File maps and records ▪ May control fuel pumps remotely if not programmed for Maintenance Bay ▪ May control irrigation remotely
USER(S)	<ul style="list-style-type: none"> ▪ Foremen/Field Supervisors/Team Leaders ▪ Clerk, if programmed; alternate location in Parts & Tools Storage
RELATED AREAS	<ul style="list-style-type: none"> ▪ Parts & Tools Storage - visual access ▪ Fuel Pumps (Maintenance Yard) - visual access
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Maximum wall storage: <ul style="list-style-type: none"> Shelves for catalogues Tack surface for maps, minimum 750 mm x 1050 mm (30" x 42") ▪ Plan file, minimum 750 mm x 1050 mm (30" x 42"), with 1050 mm (42") high work counter ▪ Drafting table, minimum 750 mm x 1050 mm (30" x 42") ▪ File cabinet(s) may be under work counter ▪ Workstation(s): <ul style="list-style-type: none"> File drawer(s), Box drawer(s), Pencil drawer, Typing surface ▪ Wall mounted (book-type) map rack or flat file ▪ Secured supply cabinets ▪ Lateral file cabinets ▪ Secured key cabinet ▪ Desk chair ▪ Side chair ▪ Drafting stool ▪ Telephone ▪ Personal computer with monitor, keyboard and mouse; on network with all cemetery computers

9.0 Lunchroom / Lounge & Vending

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area ▪ Cemetery staff meetings ▪ Viewing of video tapes ▪ Training sessions
USER(S)	<ul style="list-style-type: none"> ▪ All Administration and Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none"> ▪ Boot Vestibule ▪ Locker Room, Toilets & Shower ▪ Outdoor Boot Wash ▪ This is a support function for all areas of the Administration/Maintenance Complex
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Small built-in food preparation center <ul style="list-style-type: none"> Sink Overhead storage cabinets Base cabinet storage with counter surface Overhead cabinet-mounted microwave oven Under cabinet task lighting ▪ Vending machines, recessed (2 max.) (Optional) ▪ Drinking fountain (May be located in hallway) ▪ Maximum natural light: should be bright, relaxing, non-institutional atmosphere ▪ Easy maintenance finishes ▪ Lunchroom may serve as circulation to Locker Room and other areas used by staff ▪ Space does not necessarily require total enclosure, but should not be remote from Lobby and not visible to the public ▪ Four-person tables with individual chairs ▪ Ice Machine may be located here if not in Parts & Tools ▪ Refrigerator (located in kitchen unit) ▪ Microwave oven(s) (built in to kitchen unit) ▪ Tack surface for employee notices (may be located in hallway)

10.0 Honor Guard

- TASKS
- Dressing, waiting
 - Cleaning firearms
-

- USER(S)
- Volunteer Honor Guard
-

- RELATED AREAS
- Employee Parking
 - Committal Service Shelters
-

- SPECIAL REQUIREMENTS
- Natural light not required
 - Locker 450 mm wide x 525 mm deep x 1800 mm high (18" x 21" x 72" or 36")
 - Easy maintenance finishes
 - Heated and cooled to standard office occupancy requirements
 - Lockable cabinet

11.0 Boot Vestibule

TASKS ▪ Boot and raincoat storage

USER(S) ▪ Maintenance Staff

RELATED AREAS ▪ Outdoor Boot Wash
 ▪ Toilets
 ▪ Lunchroom/Lounge

SPECIAL REQUIREMENTS ▪ Natural light not required
 ▪ Provide hooks for raincoats and shelves for boots
 ▪ Easy maintenance finishes
 ▪ Heated and cooled to standards office occupancy requirements
 ▪ Exterior boot cleaning at entry to personnel area:
 Flexible hose
 Mud scrape
 Floor drain

12.0 Locker Room, Toilets & Shower

TASKS	<ul style="list-style-type: none"> ▪ Storage of clothes, dressing
USER(S)	<ul style="list-style-type: none"> ▪ Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none"> ▪ Lunchroom/Lounge ▪ Boot Room
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Natural light not required ▪ Lockers 450 mm wide x 525 mm deep x 1800 mm high (18" x 21" x 72") ▪ Separate locker rooms are provided to accommodate male and female maintenance staff. As the staffing mix changes, separate facilities may not always be required. Therefore, the locker rooms should be designed to accommodate this change. Both rooms are designed the same except for size. A connection between the two should be provided to accommodate the changing staff needs. ▪ A common entry "vestibule" for both male and female facilities is desirable. The "vestibule" may serve as the boot room. ▪ Easy maintenance finishes ▪ Floor drains required ▪ Heated and cooled to standard office occupancy requirements ▪ GFI duplex receptacle at lavatory

13.0 Workshop(s)

TASKS	<ul style="list-style-type: none"> ▪ Welding, repair and fabrication of carpentry, electrical and plumbing for cemetery operations; limited degree of complexity
USER(S)	<ul style="list-style-type: none"> ▪ Building Maintenance Worker ▪ Carpenter, Plumber, Electrician, if programmed
RELATED AREAS	<ul style="list-style-type: none"> ▪ Parts and Tools ▪ Maintenance Yard
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ 2400 mm x 3000 mm (8' - 10') wide garage door ▪ Pedestrian access directly to Maintenance Yard and Parts & Tools ▪ Pipe and lumber storage ▪ Maximum work space/ counters and storage; 750 mm (30") and 600 mm (24") deep wood work counters ▪ 120 V (volt) duplex receptacles (plug strip) along work counter 600 mm (24" on center); minimum two 240 V (volt) receptacles; 120 V (volt) GFI duplex receptacle exterior ▪ Compressed air outlet @ 862 kPa (125 psi) required on interior ▪ Covered exterior work area when possible ▪ Space heated to 16°C (60°F), no cooling

14.0 Vehicle & Equipment Maintenance

14.1 Routine Maintenance Bay (Workbench)

TASKS	<ul style="list-style-type: none"> ▪ Minor vehicle and equipment service including oil changes, engine tune-ups, tire changes, small engine repairs
USER(S)	<ul style="list-style-type: none"> ▪ Automotive Mechanic ▪ Equipment Operator
RELATED AREAS	<ul style="list-style-type: none"> ▪ Parts and Tools ▪ Maintenance Yard
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Work counter with maximum storage and electrical outlets every 900 mm (36") ▪ 120 V (volt) duplex receptacles (plug strip) 600 mm (24" on center); minimum two 240 V (volt) receptacles ▪ Air outlet @ 862 kPa (125 psi) and hose bibb required on interior; Hose bibb, air outlet and 120 V (volt) duplex required on exterior ▪ Pedestrian access directly to Parts & Tools ▪ Vehicular access to Maintenance Yard; 3600 mm (12') garage door width, 4200 mm (14') height; coil type roll-up door preferred with electric opener; vision lights desirable ▪ Space heated to 16°C (60°F), no cooling

14.0 Vehicle & Equipment Maintenance

14.2 Heavy Maintenance Bay (Lift & Workbench)

TASKS	<ul style="list-style-type: none"> ▪ Major vehicle and equipment service including tune-up, engine overhauls, standard engine maintenance and repairs
USER(S)	<ul style="list-style-type: none"> ▪ Automotive Mechanic
RELATED AREAS	<ul style="list-style-type: none"> ▪ Parts & Tools ▪ Maintenance Yard ▪ Flammable Storage
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Minimum headroom of 5400 mm (18') with no obstructions ▪ Work bench with maximum storage and electrical outlets every 900 mm (36") ▪ 120 V (volt) duplex receptacles (plug strip) 600 mm (24" on center); minimum one 240 V (volt) receptacle ▪ Air outlet @ 862 kPa (125 psi) and hose bibb required on interior; Hose bibb, air outlet, and 120 V (volt) duplex required on exterior ▪ Pedestrian access directly to Parts & Tools ▪ Vehicular access to Maintenance Yard: 3600 mm (12') garage door width, 4200 mm (14') height; coil type roll-up door preferred with electric opener; vision lights desirable ▪ Where hoist is required, provide beam with 1815 kg (4,000 lb.) concentrated load capacity ▪ Waste oil storage area should be incorporated within or adjacent to Maintenance Bay ▪ Floor drains required which meet EPA standards for waste oil disposal, i.e., oil/water separator ▪ May require desk/workstation here if mechanic also controls Parts & Tools per program ▪ Space heated to 16°C (60°F), no cooling

14.0 Vehicle & Equipment Maintenance

14.2 Heavy Maintenance Bay (Lift & Workbench)

SPECIAL
REQUIREMENTS
(Continued)

- Where lubrication distribution system is required. it shall accommodate:
 - hydraulic fluid
 - 10 weight oil
 - 30 weight oil
 - gear oil
 - grease
- Where vehicle is noted on space requirements, it is to be surface mounted 4-post drive -on lift, 9.1 - 10.9 metric ton (12-16 ton) capacity and rolling jack
- Lubrication distribution system required in conjunction with lift

14.0 Vehicle & Equipment Maintenance

14.3 Mechanic's/Clerk's Desk

TASKS	<ul style="list-style-type: none"> ▪ Maintenance inventory records ▪ May issue parts and tools ▪ Type, write, and telephone at workstation ▪ Prepare supply requests
USER(S)	<ul style="list-style-type: none"> ▪ Mechanic ▪ Parts and Tools Clerk, if programmed
RELATED AREAS	<ul style="list-style-type: none"> ▪ Parts and Tools
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Shelves for catalogues and maintenance manuals ▪ File cabinet(s) ▪ Workstation(s): <ul style="list-style-type: none"> File drawer(s) Box drawer(s), Pencil drawer(s) Telephone Typing surface Personal computer with monitor, keyboard, and mouse, on network with all cemetery computers ▪ Heated and cooled to standard office occupancy requirements

14.0 Vehicle & Equipment Maintenance

14.4 Vehicle Wash Area

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area ▪ Washing and steam cleaning of vehicles and grounds maintenance equipment
USER(S)	<ul style="list-style-type: none"> ▪ Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none"> ▪ Vehicle & Equipment storage areas ▪ Maintenance Yard ▪ Vehicle & Equipment Maintenance Bays
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Enclosed, sheltered, or open, per program and equipment requirements ▪ Must accommodate backhoe and dump truck ▪ Space heated to allow for vehicle drying without freezing, if totally enclosed ▪ Must meet EPA standards for waste water disposal, i. e., oil/water separator or water recycling system

15.0 Parts & Tools

TASKS	<ul style="list-style-type: none"> ▪ Clerk or other maintenance staff personnel will issue supplies, uniforms, equipment, parts, small tools, and insecticides ▪ Tools and field equipment issued and recorded ▪ Orders for parts and tools prepared ▪ Records reports pertaining to parts, tools, equipment, supplies, and vehicles prepared
USER(S)	<ul style="list-style-type: none"> ▪ Parts and Tools Clerk, if programmed ▪ Mechanic, if programmed ▪ Foreman or Maintenance Team Leader
RELATED AREAS	<ul style="list-style-type: none"> ▪ Maintenance Bay ▪ Insecticide Storage ▪ Maintenance Yard ▪ Flammable Storage
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Counter, cage enclosure, secured where staff exceeds ten (10). Must have locked cabinet 1500 mm (60") wide x 500 mm (20") deep x 2100 mm (84") height, with adjustable shelves where staff is ten (10) or less ▪ 2400 mm - 3000 mm (8' - 10') wide garage door for loading/unloading trucks ▪ 1800 mm (6') wide double doors may be used instead of garage door and pedestrian door ▪ Pedestrian access directly to Maintenance Yard and Maintenance Bay ▪ Maximum storage utilizing all available volume (loft); metal shelving for parts; storage for supplies and uniforms supplied by cemetery ▪ No exterior windows ▪ Ice machine at or near pedestrian door if not programmed for Lunch Room ▪ Exterior hose bibb and 120 V (volt) GFI duplex outlet required ▪ Space heated to 16°C (60°F), no cooling ▪ Requires desk with typing return and telephone where staff exceeds ten (10) ▪ Capability must exist for personal computer with monitor, keyboard, and mouse, on network with all other computers in cemetery

15.0 Parts & Tools

SPECIAL
REQUIREMENTS
(Continued)

- Mechanic may control Parts & Tools; desk may be located in Maintenance Bay rather than in Parts & Tools

16.0 Materials Storage (Grounds Maintenance)

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area ▪ Storage of fertilizer, seed, etc.
USER(S)	<ul style="list-style-type: none"> ▪ Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none"> ▪ Maintenance Yard
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ 2400 mm - 3000 mm (8' - 10') wide garage door for loading /unloading trucks ▪ 1800 mm (6') double doors may be used instead of garage door

17.0 Flammable Storage

TASKS	<ul style="list-style-type: none">▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none">▪ Automotive Mechanic▪ Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none">▪ Heavy and Routine Maintenance Bays
SPECIAL REQUIREMENTS	<ul style="list-style-type: none">▪ Designed to meet local building codes for flammable storage▪ Explosion proof lighting▪ Appropriate signage▪ Secondary containment▪ Positive ventilation▪ Dry stack sprinkler head

18.0 Pesticide Storage:

18.1 Pesticide Mixing and Loading

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none"> ▪ Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none"> ▪ Maintenance Yard
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Designed to meet current EPA regulations for chemical storage and containment ▪ Designed to meet local building codes and pesticide storage regulations ▪ Fireproof construction ▪ Positive ventilation, with explosion proof motor(s) ▪ Impermeable floor surface ▪ Chemical resistant coated surfaces; sealed concrete floors ▪ Explosion and dust proof lighting ▪ Key locking doors ▪ Metal storage shelving ▪ Secondary containment area to prevent spill leakage ▪ Mix and load area adjacent to storage, under roof with containment area ▪ Eyewash/emergency shower ▪ SS sink with foot controls and SS drainboard ▪ Dry stack sprinkler head

19.0 Vehicle & Equipment Storage (Enclosed)

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none"> ▪ Maintenance Staff
RELATED AREAS	<ul style="list-style-type: none"> ▪ Maintenance Yard
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Vehicular access to Maintenance Yard: 3600 mm (12') garage door width, 3600 mm (12') height,; coil type roll-up door preferred with electric opener; vision lights desirable ▪ Pedestrian access to Maintenance Yard ▪ Electrical power for engine block heaters (in cold climates), two (2) per bay, 120 V (volt) duplex outlets ▪ Compressed air outlets @ 862 kPa (125 psi)

20.0 Maintenance Yard

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none"> ▪ Maintenance Staff ▪ Delivery Truck Drivers
RELATED AREAS	<ul style="list-style-type: none"> ▪ Entire Maintenance Building
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Loading dock: freestanding platform with ramp for forklift access to trucks, per program ▪ Fuel Tanks and Pumps: <ul style="list-style-type: none"> ▪ Above ground storage tank with pumps, 3790 L (1000 gallon) total capacity, divided per program ▪ Compressed air outlet at or near fuel pumps ▪ Vehicle and Equipment Storage, sheltered or open per program ▪ Headstone Storage, per program ▪ Tractor trailers must be able to negotiate this area ▪ Vehicle wash area for steam cleaning, etc. with oil/water separator drain to meet current EPA regulations or with recycling equipment, per program ▪ Four 3600 mm (12') wide x 10 800 mm (36") deep x 1500 mm (5') high open bins for sand, gravel, etc. (Alternate location may be soil spoils area) ▪ Mixing pad/containment area for chemical mixing/loading, if not located within Herbicide/Insecticide/Pesticide Storage Area ▪ Space and access for trash dumpster

21.0 Employee Parking Lot

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none"> ▪ All Administration and Maintenance Staff ▪ Vendors/ Contractors/ Visitors (not Public) ▪ Volunteers
RELATED AREAS	<ul style="list-style-type: none"> ▪ Employee Entrance(s) to Administration/ Maintenance Complex
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ 3% of spaces must meet ADA accessibility requirements

Public Information Center

1.0 Telephone Reception/Cortege Control

TASKS ▪ No personnel assigned to this area

USER(S) ▪ Funeral Directors
 ▪ Funeral Parties
 ▪ Cemetery Visitors

RELATED AREAS ▪ Cortege Assembly Area
 ▪ Lobby (Reception desk)
 ▪ Visitor Parking Pull-off

SPECIAL REQUIREMENTS ▪ Telephone with direct connections to
 Administration/Maintenance Complex
 ▪ Counter height writing surface at telephone
 ▪ Public telephone located in this vicinity

2.0 Gravesite Locator

TASKS ▪ No personnel assigned to this area

USER(S) ▪ Cemetery Visitors

RELATED
AREAS ▪ Public Rest Rooms
 ▪ Visitor Parking Pull-off

SPECIAL
REQUIREMENTS ▪ Capability for future hook-up of interactive
 computer for gravesite locator
 ▪ Location of book-type grave locator
 ▪ Counter height writing surface
 ▪ Public telephone located in this vicinity
 ▪ Area sheltered from weather
 ▪ Storage shelf for handout maps

3.0 Public Rest Rooms

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none"> ▪ Funeral Parties ▪ Cemetery Visitors
RELATED AREAS	<ul style="list-style-type: none"> ▪ Cortege Assembly Area ▪ Visitor Parking Pull-off
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Easy pedestrian access to vehicle pull-off used for cortege assembly ▪ Separate facilities for men and women ▪ Housekeeping aids closet adjacent to rest rooms ▪ Dual height drinking fountain in proximity of rest rooms ▪ Durable easily maintained finishes ▪ Lighting operated by motion detector switches (occupancy sensors) ▪ Floor drains ▪ Solid surface material counter with integral lavatory bowl(s) ▪ Wall hung toilets ▪ Ceiling hung toilet partitions preferred ▪ GFI duplex receptacle at lavatory

4.0 Lobby (Reception Desk & Display Area)

TASKS	<ul style="list-style-type: none"> ▪ Public reception, waiting, and information for visitors and funeral parties ▪ Receptionist(s) greets visitors, funeral parties ▪ Dispenses information, handout maps
USER(S)	<ul style="list-style-type: none"> ▪ Cemetery Visitors ▪ Funeral Parties ▪ Receptionist (Personnel assigned to this area as needed; may be staffed by volunteers)
RELATED AREAS	<ul style="list-style-type: none"> ▪ Public Rest Rooms ▪ Cortege Assembly Area ▪ Telephone Reception/Cortege Control
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Provide a public image for the cemetery and the National Cemetery Administration ▪ Character of the space should be non-institutional ▪ The scale, volume, and all parts must create a significant space which invites and welcomes the public ▪ Minimal visitor seating, in small grouping(s) not crossed by major circulation routes ▪ Walls and/or display cases for veteran memorabilia ▪ Possible display location of Great Seal of the U.S. ▪ Receptionist workstation at 750 mm (30") desk height with surface for visitor at a 1050 mm (42") height; workstation may be free-standing or built-in ▪ Personal computer with monitor, keyboard, and mouse, on network with cemetery computers ▪ Possible display location of service seals, if not in assembly area ▪ Heated and cooled to standard office occupancy requirements

5.0 Cortege Assembly Area (Parking Pull-off)

TASKS

- No personnel assigned to this area

USER(S)

- Funeral Parties, Families, and Clergy

RELATED
AREAS

- Public Rest Rooms
- Telephone Reception/Cortege Control
- Lobby (Reception Desk)

SPECIAL
REQUIREMENTS

- Location of Committal Service Status Board sign
 - Flush curbing and walkway along pull-off at Public Information Building
 - Separate from Visitor Parking
-

6.0 Visitor Parking Area (Pull-off)

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area
USER(S)	<ul style="list-style-type: none"> ▪ Cemetery Visitors
RELATED AREAS	<ul style="list-style-type: none"> ▪ Public Rest Rooms ▪ Telephone Reception/Cortege Control ▪ Lobby (Reception Desk) ▪ Gravesite Locator
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ Parallel pull-off along Entrance Boulevard ▪ Flush curbing and walkway along pull-off ▪ Location of Site Directory sign ▪ Location of Floral Regulation/Visitor Information sign

Site Elements/Features

Committal Service Shelter

TASKS	<ul style="list-style-type: none"> ▪ No personnel assigned to this area ▪ Individual interment services are conducted here
USER(S)	<ul style="list-style-type: none"> ▪ Funeral Parties, Families, and Clergy ▪ Cemetery Representatives and Maintenance Staff ▪ Volunteer Honor Guard
RELATED AREAS	<ul style="list-style-type: none"> ▪ Active Burial Section(s) ▪ Cortege Assembly Area ▪ Committal Service Parking Pull-off ▪ Public Rest Rooms
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ No mechanical heating or cooling ▪ Hose bibb on exterior of building ▪ Lockable closet for storage of equipment: <ul style="list-style-type: none"> Folding bier, 600 mm x 600 mm x 1050 mm (24" x 24" x 42") Portable bier (Casket carrier), 625 mm x 1800 mm x 625 mm (25" x 72" x 25") Stacking chairs (12) Broom Built-in shelf for sound system, 120 V (volt) duplex receptacle ▪ Built-in speakers for sound system