

D R A F T

(March 5, 2001)

PROGRAM OF REQUIREMENTS FOR STAFF QUARTERS

[Name of Health Facility]

[Location], [State}

[Month] [Year]

[Name of IHS Area]

INDIAN HEALTH SERVICE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

PROGRAM OF REQUIREMENTS FOR STAFF QUARTERS
INDIAN HEALTH SERVICE
[Name of Health Facility]
[Location], [State]

RECOMMEND APPROVAL:

[Name]
[Assistant Surgeon General] {If applicable}
Director
[Area Name] Area Indian Health Service

Date

RECOMMEND APPROVAL:

[Name]
[Assistant Surgeon General] {If applicable}
Director
Engineering Services - [Dallas or Seattle]
Office of Environmental Health and Engineering
Indian Health Service

Date

RECOMMEND APPROVAL:

[Name]
Director
Division of Facilities Planning and Construction
Office of Environmental Health and Engineering
Indian Health Service

Date

APPROVE:

[Name]
[Assistant Surgeon General] {If applicable}
Associate Director
Office of Environmental Health and Engineering
Indian Health Service

Date

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I. INTRODUCTION. This document defines the design and construction requirements for the **[new/replacement/renovated]** staff quarters to support Indian Health Service (IHS) **[name of health facility]**, located in **[location], [state]**.

II. EXECUTIVE SUMMARY

A. SITE. [NOTE TO PROGRAMMER: Give the description of the proposed site for the project, identifying the location, county, and state. Refer to the applicable Site Selection and Evaluation Report Phase I or II, that has been approved, as containing the legal description, metes and bounds description, and a site plan for the project.]

B. GROSS AREA ESTIMATE. The estimated total gross area for the proposed **[number]** staff quarters is **[amount]** square meters (m²).

C. PROJECT SCHEDULE

Design time:	[number] months
Bid time:	[number] months
Construction time:	[number] months

D. COST ESTIMATE. The cost estimate is based on the IHS Budget Cost Estimating System, which is updated annually and/or as required throughout the project time. Below is a summary of the current estimate for this project, as prepared by the Director, Engineering Services - **[Dallas or Seattle]**, Division of Engineering Services, Office of Environmental Health and Engineering, Office of Public Health, IHS.

PORTION OF PROJECT	DESIGN (\$000)	CONSTRUCTION & EQUIPMENT (\$000)	TOTAL (\$000)
Staff Quarters			

E. STAFFING REQUIREMENTS. The staffing requirements for this project were established based on the application of the IHS Resource Requirements Methodology (RRM), as they apply to this health facility, and are reflected in the approved Program Justification Document for Quarters. Approved are **[number]** FTEs for IHS employees.

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III. DESIGN AND CONSTRUCTION REQUIREMENTS

A. AUTHORIZED UNITS, ROOMS, AND SPACE. In compliance with the OMB Circular No. A-45 (Revised October 20, 1993), the following tables show the authorized number and type of units and the number and type of rooms for the authorized floor areas for the quarters to be provided for this project. [NOTE TO PROGRAMMER: Table II is to be developed to reflect the type of staff quarters included in the project, using the guidance provided in the information brief, entitled "Authorized Sizes, Number of Rooms, and Appliances for IHS Staff Quarters," which was developed from the requirements of the OMB Circular No. A-45.] The net floor area shown is defined as the authorized space inside exterior or party walls, excluding spaces for service, storage, mechanical equipment and garage/carport. For the [Number] [NOTE TO PROGRAMMER: Specify the number of units to be handicapped accessible (HC) in compliance with the UFAS. Then, adapt Footnote (12) to reflect what units will be HC.] units to be designed and constructed for adaptability for handicapped accessibility, the sizes of affected rooms are to be adjusted and increased to comply with the UFAS.

TABLE I - NEW STAFF QUARTERS TO BE CONSTRUCTED

TYPE	NUMBER OF BEDROOMS	NUMBER OF RENTAL UNITS	NUMBER OF TRANSIENT UNITS
Single-Family	2	[No.]	[No.]
	3	[No.]	[No.]
	4	[No.]	[No.]
Subtotal Single-Family		[No.]	[No.]
Multiple-Family	1	[No.] ([No.] - Quadplexes)	[No.] ([No.] - [size]plexes)
	2	[No.] ([No.] - Duplexes)	Not Authorized
Subtotal Multiple-Family		[No.]	[No.]
Subtotals		[No.]	[No.]
Total New Staff Quarters Units			[No.]

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TABLE II - AUTHORIZED NUMBER OF ROOMS AND SIZES

ROOM DESCRIPTION	SF 2 BR (1) (12)	SF 3 BR (1) (12)	SF 4 BR (1)	MF 1 BR (2)	MF 2 BR (3)	TQ 1 BR (4) (12)
Entrance Vestibule	X	X	X	X	X	X
Coat Closet	X	X	X	X	X	X
Kitchen (5)	X	X	X	X	X	
Kitchen/Dining Area (6)						X
Dining Room		X	X			
Dining Room / Living Room (7)	X			X	X	
Living Room		X	X			X
Family Room (Den)	X	X	X		X	
Bedroom						X
Master Bedroom (8)	X	X	X	X	X	
Clothes Closet	X	X	X	X	X	X
Clothes Closet	X	X	X	X	X	
Master Bath Room		X	X			
Master Bath Room Linen Closet		X	X			
Bedroom No. 2 (8)	X	X	X			
Clothes Closet	X	X	X			
Clothes Closet	X	X	X			
Bedroom No. 3 (8)		X	X			
Clothes Closet		X	X			
Clothes Closet		X	X			
Bedroom No. 4 (8)			X			
Clothes Closet			X			

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ROOM DESCRIPTION	SF 2 BR (1) (12)	SF 3 BR (1) (12)	SF 4 BR (1)	MF 1 BR (2)	MF 2 BR (3)	TQ 1 BR (4) (12)
Clothes Closet			X			
Bath Room No. 2	X	X	X	X	X	X
Linen Closet	X	X	X	X	X	X
AUTHORIZED NET FLOOR AREA (m ²)	[]	[]	[]	[]	[]	[]
Halls	X	X	X	X	X	X
Laundry Room	X	X	X	X	X	X
Mechanical Equipment Room (9)	X	X	X	X	X	X
Storage Room (Inside) (10)	X	X	X	X	X	X
Carport, one car						X
Garage (unheated)	X	X	X	X	X	
Storage Room (Outside) (unheated) (11)	X	X	X	X	X	
Net to Gross Conversion Factor						
AUTHORIZED GROSS FLOOR AREA (m ²)	[]	[]	[]	[]	[]	[]

Notes:

- (1) Single family units.
- (2) Multiple family quarters to be provided in the form of quadplex units.
- (3) Multiple family quarters to be provided in the form of duplex units.
- (4) Transient quarters to be provided in the form of a triplex unit.
- (5) Full sized kitchen. See Full Kitchen in GENERAL REQUIREMENTS for description of full sized kitchen.
- (6) Reduced sized kitchen combined with dining area. See Kitchen/Dining Area in GENERAL REQUIREMENTS for description of reduced sized kitchen/dining area.
- (7) Dining space and living room space in a combined area with no wall between the two spaces.
- (8) Two clothes closets are to be provided in bedrooms specified.

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- (9) The mechanical equipment room is for the inside components of the HVAC equipment, electrical panels, etc.
- (10) The inside storage room is to contain space for an upright freezer and shelving for a food pantry and general storage. The minimum size of this room for a 1-bedroom unit is 4 m²; whereas, for all other units, the minimum size is to be 5 m².
- (11) The outside storage room is to be unheated and contain space for lawn maintenance equipment and shelving for general storage. This storage room is to be contiguous to the provided carport or garage. Minimum size of this room is to be 3 m².
- (12) One 2-bedroom single-family unit, one 3-bedroom single-family unit, and one 1-bedroom transient unit are to be adaptable for handicapped accessibility (HC). This means needed ramps, adjustable level counters, wider doorways and halls and larger bathrooms will be provided in these three units. Accordingly, the authorized net floor area for these three units will exceed that shown in this table by the space needed to comply with the HC space requirements.

B. GENERAL REQUIREMENTS

1. Billing for Utilities. As indicated in the "OMB Circular A-45," to carry out Government policy to minimize energy consumption, wherever possible, occupants of Government rental quarters will be required to pay for the actual cost of utilities. Accordingly, for this project, private utility companies will furnish and bill the occupant directly for water, sewerage disposal, electricity, propane and or liquid petroleum gas (LPG), and telephone. Cable television will be Government furnished.

2. Full Kitchen. Each unit shall be provided with space and utility service connections for a full sized cooking range and oven (stove), built-in microwave oven [**NOTE TO PROGRAMMER: Delete built-in microwave, if Service Unit is not providing such and specify that an electrical outlet on a separate electrical circuit is to be provided for a occupant supplied counter-top microwave.**], refrigerator, dishwasher, and garbage disposal. Floor to ceiling upper and lower cabinets and counter space are to be provided.

3. Kitchen/Dining Area. Transient quarters are to be provided with an apartment sized reduced sized kitchen, which will have a dining area as a part of this space. This reduced sized kitchen will have all the appliances specified for the full kitchen, except the cooking stove, counter area and cabinets are to be reduced in size.

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4. **Laundry Room.** Each unit shall be provided with space and utility service connections for a clothes washer and clothes dryer. A utility sink is to be provided in this space also.

5. **Storage Rooms.** See Special Design and Construction Requirements for specific storage rooms requirements applying to this project. The inside storage room shall include space and utility service for an upright freezer.

6. **Appliances.** The cooking stove, refrigerator, clothes washer, clothes dryer, and freezer are to be stand-alone units and are to be Government-furnished, contractor installed. [NOTE TO PROGRAMMER: If the clothes washer, clothes dryer and freezer are to be occupant furnished (as determined by the applicable IHS Area), this part has to be rewritten accordingly. For the clothes dryer, if gas or LPG is available, an option is to be provided for electrical service, with appropriate outlets for both being provided.] The microwave oven, dishwasher and garbage disposal are to be built-in and contractor-furnished, contractor-installed. [NOTE TO PROGRAMMER: If the IHS Area elects to make the microwave occupant furnished, then change this language to reflect that appropriate separate electric circuit is to be provided for a counter top microwave.] All appliances are to be electric, except the cooking stove and clothes dryer are to be natural gas or LPG, whichever is available, if the utility charges are more favorable. The quality of all appliances is to be upper middle grade to ensure durability, serviceability and adequacy for intended use.

7. **Communications Service**

a. **Telephone Service.** Each unit is to be provided telephone service, consisting of two telephone lines. Voice communication outlets are to be provided in the kitchen (one wall location), living area (one location), and the master bed room (one location), of each unit. The kitchen and living area outlets are to be configured for two pair per outlet. In the master bed room area, provide two separate outlets, one for the telephone and one for computer modem connection.

b. **Television Service.** Each unit is to be provided television service, tied into the source provided for this site. (See Special Design and Construction Requirements section.) Television cable outlets are to be provided in the living area (two locations), family room (den) (two locations), and in the master bed room (two locations), of each unit.

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8. **Fire Detection Systems.** To comply with Title I of the Fire Administration Authorization Act of 1992 (Public Law 102-522), ALL housing units are to be provided before occupancy with hard wired smoke detectors, installed in accordance with applicable NFPA standards.

9. **Fire Suppression Systems.** To comply with Public Law 102-522, all multi-family dwellings (three or more dwelling units under one roof; i.e., triplexes and quadplexes) are to be provided before occupancy with an automatic sprinkler system, installed in accordance with applicable NFPA standards. This is in addition to the smoke detectors requirement.

10. **Fire Hydrants.** Fire hydrants are to be provided in the housing area, spaced along the streets, all in conformance with applicable NFPA standards.

11. **Fencing.** A minimum 1.2 meter high fencing is to be provided for each housing unit yard. Gates are to be sized and position to allow proper access by service vehicles.

12. **Driveways.** Each two-bedroom unit and larger shall have paved driveways wide enough for two automobiles. The slope and or drainage of driveways are to be such to preclude flooding of the garage. Each one-bedroom unit is have a paved driveway wide enough for one automobile. **[NOTE TO PROGRAMMER: Specify if portland cement concrete or asphaltic bituminous concrete is to be used.]**

13. **Streets.** Paved streets in front of each housing unit are to be designed and constructed wide enough to allow parking on both sides of the street plus two lanes of traffic. The street layout shall preclude use of streets by vehicles not required in the housing area. **[NOTE TO PROGRAMMER: Specify if portland cement concrete or asphaltic bituminous concrete is to be used.]**

14. **Roads.** All roads in the housing area, other than the streets in front of housing units, are to be wide enough for two lanes of traffic only. **[NOTE TO PROGRAMMER: Specify if portland cement concrete or asphaltic bituminous concrete is to be used.]**

15. **Sidewalks.** Paved sidewalks are to be provided along both sides of all streets in the housing site. As required to provide safe walking from the housing site to the health care facility, sidewalks are to be provided either along the housing access roads or over terrain whichever provides the best route

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between the housing site and the health care facility site. [NOTE TO PROGRAMMER: Specify if portland cement concrete or asphaltic bituminous concrete is to be used.]

16. Housing Site Recreational Area. The housing site is to include a centrally located recreational area for use by the residents. This area is to include six 8-person picnic tables, six 3-person benches, playground equipment for all ages children, a full sized hard surfaced tennis court, a volleyball court, and a half-court hard surfaced basketball court. The surface materials are to be proper for the type of sport specified.

17. Environmentally Beneficial Landscaping. The design is to incorporate the requirements contained in the April 26, 1994, Presidential Memorandum on Environmentally and Economically Beneficial Practices on Federal Landscaped Grounds. Where cost-effective and to the extent practicable, regionally native plants are to be used; the construction practices used are to minimize adverse effects on the natural habit; pollution from the use of fertilizer, pesticides and pest management technics are to be prevented and or reduced to comply with the reduction goals established in Executive Order No. 12856 - "Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements;" and water-efficient practices and landscaping practices are to be followed to meet the requirements of Executive Order No. 12902 - "Energy Efficiency and Water Conservation at Federal Facilities."

18. Site Expansion Planning. The site master plan shall be developed to allow expansion of the housing area by 50 percent, if space permits. Efforts shall be made to use the land as efficiently as possible.

19. Exterior Finishes. The color, texture, durability and cleanability of materials to be used for exterior finishes are to require minimum maintenance. They are to be installed to allow easy repair and or replacement, being easy to match. Special attention should be paid to energy conservation, wind-driven rain, and snow/water/ice release from roofs. The overall design and selection of exterior materials are to be compatible with existing buildings in the community.

20. Interior Finishes. The color, texture, durability and cleanability of interior finishes are to require minimum maintenance. They shall allow easy repair and or replacement, and be easy to match. Cabinets and shelving are to be durable, serviceable

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and adequate in size for their intended use. Floor coverings are to be of excellent quality to ensure wearability, cleanability, and durability.

21. Interior Layouts. Interiors are to be designed efficiently to accommodate built-in cabinets, pantries, baths, and closets. Locations for appliances are to consider usage traffic flow, door swings and serviceability. The wall locations of electrical, telephone and television outlets are to consider possible locations of occupant provided furniture. The room sizes for the kitchen, dining area, living room and family room are to consider the programmed occupancy for the unit. Likewise, the programmed occupancy is to be considered when sizing linen closets, clothes closets and storage rooms.

22. Noise Levels. As a minimum in multiple family units, walls separating units are to have a Sound Transmission Class (STC) rating of 55, and shall be of double wall construction. Walls between living and sleeping spaces are to be constructed to preclude transmission of noise.

23. Energy Conservation. The design shall reflect the Government's effort to operate new facilities with significantly less energy consumption, when compared with facilities designed prior to 1975. Attention is to be given to the orientation of the housing site and housing units relative to prevailing winds and the sun; the amount of insulation in floors, walls and ceilings; the type and quantity of window areas; and energy-saving lighting, heating, cooling, ventilation and major appliances. Attention is to be given to proper barriers and protection to prevent infiltration at penetrations of wiring, fixtures, etc. Infiltration barrier paper is to be used between the exterior wall covering and the exterior sheathing. Proper ventilation systems are to be used to exhaust water vapors from interior spaces and to provide the minimum air changes recommended for comfort. Energy considerations and humidity levels are to be a part of the overall heating, ventilation and air conditioning (HVAC) design. The intent is for the housing unit to be a tight, energy efficient, and comfortable living unit, which will conform with the current state of the art building practices.

24. Plumbing Fixtures and Trim. Upper middle grade plumbing fixtures and trim are to be used to ensure serviceability and maintainability.

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25. **Electrical Fixtures.** All electrical fixtures are to be upper middle grade to ensure serviceability and maintainability. Energy conserving fixtures are to be considered.

26. **Transient Staff Quarters.** In compliance with OMB Circular No. A-45, as revised on October 20, 1993, transient quarters are to be used for short-term occupancy, normally for 90 days or less. Accordingly, the housing unit for this purpose is to be configured as an efficiency type apartment. This unit is to include an entry area, including a coat closet; a reduced-size kitchen, combined with an eating space, having a table and chairs for four; a lounge-living room area, having a sofa, two overstuffed chairs, two end tables, one side table and one coffee table; one bedroom, large enough for a queen-sized bed, night stand, chest, dressing table, and walk-in clothes closet; one bathroom; a linen closet; laundry room; storage room/pantry; mechanical equipment room; and a one-car carport. The kitchen is to have reduced-size cooking range (stove), oven, built-in microwave oven, refrigerator, dishwasher, garbage disposal, and built-in cabinets and counter space. A freezer is to be provided in the storage room/pantry. Appliances are to be provided as specified in paragraph 3.b.(6) above. Transient staff quarters are to be furnished also with all specified dining area, living area and bedroom furniture, plus window treatments, vacuum cleaner, broom, mop, cooking pots and pans, cooking utensils, four-place setting of stainless steel dinnerware, bedding (sheets, pillow case, blanket and bed spread), linen (bath towels, hand towels, wash clothes, dish towels, dish wash clothes, and insulated pot holders), television set, electric clock/radio/alarm, iron, ironing board, telephone instrument, and shower curtain; all of which will be Government-furnished, contractor-installed. This project only funds the initial outfitting of these items.

C. SPECIAL JUSTIFICATIONS AND REQUIREMENTS

1. **SPECIAL JUSTIFICATIONS**

a. **Storage Areas.** For "normal" locations, extra storage space is not to be provided. For "remote" locations, extra storage space is authorized for large quantity purchases of food and supplies. In both cases, the authorized sizes are reflected already in the authorized space table. [NOTE TO PROGRAMMER: Adapt this paragraph to agree with what is being authorized; i.e., "normal" or "remote" location.]

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b. **Family Room (Den).** For "normal" locations, a Family Room (Den) is not authorized. For "remote" locations, considering the lack of community facilities within reasonable commuting distances of this project site, space for recreation purposes is authorized for family units in the form of a family room (den). In both cases, the authorized rooms are reflected already in the authorized space table. **[NOTE TO PROGRAMMER: Adapt this paragraph to agree with what is being authorized; i.e., "normal" or "remote" location.]**

c. **Air Conditioning.** The weather conditions for this site support providing [type] cooling air conditioning units for each quarters unit. **[NOTE TO PROGRAMMER: Adapt this paragraph to meet site requirements and qualifications.]**

d. **Handicapped Accessibility.** To comply with the Uniform Federal Accessibility Standards (UFAS), five percent, or at least one unit, whichever is greater, of any new construction is to be designed and constructed so the units can be adapted for use by handicapped occupants. This includes the provision of necessary ramps, proper sized doors, rooms, halls, and equipment, plus the provision of adjustable items to allow use by the handicapped and the non-handicapped, as assignments dictate. For this project, [No.] [size]-bedroom single-family unit, [No.] [size]-bedroom single-family unit and [No.] [size]-bedroom transient unit are to be adaptable for handicapped accessibility. These special provisions are to be provided in accordance with American with Disabilities Act (ADA) standards.

e. **Transient Quarters.** Considering the concept of operations, there is a need for [No.] transient quarters at this health facility. Transient quarters are used to house students in the fields of medicine, nursing, pharmacy, physical therapy, and laboratory during short term rotations at the facility. Transient quarters will be used also by physicians in locum tenens. All occupancies of transient quarters would be for 90 days or less, and the occupancy rate is expected to be 90 percent or higher. The practice of having students participate in the health care at IHS health care facilities on the [Name of reservation] has been on-going for several years. **[NOTE TO PROGRAMMER: If the project has been authorized as a "remote" site, add the following sentence.]** When substitute health care providers are needed, transient quarters must be available at this remote site.

2. **SPECIAL REQUIREMENTS**

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a. Heating System. Each unit is to be provided with a central forced air gas type heating system, with floor registers. [NOTE TO PROGRAMMER: Revise as required to meet local conditions and requirements.]

b. Cooling System. Each unit is to be provided with a central forced air (swamp) evaporative roof mounted cooling system with high side wall registers. [NOTE TO PROGRAMMER: Revise as required to meet local conditions and requirements.]

c. Attic and Crawl Space. Attic and crawl spaces are to be used only for heating and cooling systems ductwork (all insulated) and are to be vented to the outside. Each of these spaces is to be accessible for maintenance personnel. [NOTE TO PROGRAMMER: Adapt this paragraph to agree with local requirements.]

d. Insulation. The minimum insulation for walls shall be rated R-20 and ceilings rated R-30. All windows are to be insulated. Exterior doors are to be insulated steel construction. [NOTE TO PROGRAMMER: Revise to reflect local requirements.]

e. Satellite Television System. For this project, a central satellite television antenna will be provided for a television system that is to provide entertainment channels distributed to each quarters unit. This system is to be contractor furnished and installed. [NOTE TO PROGRAMMER: Revise to reflect local conditions and requirements.]

f. Landscaping. Considering the dry climate for this site and noting that the existing vegetation is mostly small brush, tumbleweed, and other plant life that can subsist on minimal water, the landscaping for the housing area shall be designed and constructed using regional indigenous plantings. Irrigation systems normally should not be included in this project. Means to reduce dust as much as possible need to be addressed. The Environmentally Beneficial Landscaping paragraph in the GENERAL REQUIREMENTS applies also. [NOTE TO PROGRAMMER: Revise to reflect local conditions and requirements.]

g. Site Adaptation of Previous Quarters Designs. Prior to commencement of a new quarters design, the Director, Engineering Services - [Dallas/Seattle], Division of Engineering Services, Office of Environmental Health and Engineering, Office of Public Health, IHS, is to review all applicable previous designs to

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determine those that are candidates for site adaptation for this project, and submit any such designs for IHS Headquarters approval.

D. CODES AND STANDARDS. Design and construction of new staff quarters will conform to the latest edition of the following identified codes and standards:

- ! Executive Office of the President, Office of Management and Budget (OMB), Circular No. A-45, Revised October 20, 1993.
- ! Public Health Service (PHS) Quarters Management Handbook, August 1990. (This handbook is to be used until replaced by new chapters in the IHS Technical Handbook for Environmental Health and Engineering.) Three chapters of this handbook deal with requirements and standards for new construction:
 - Chapter 5, "Provision of Household Effects" - Describes the provision of appliances, furniture, and other household effects.
 - Chapter 6, "Quarters Standards" - Describes construction standards and policies (e.g., location, physical layout, minimum amenities, etc.) for new family housing.
 - Chapter 8, "Construction of Housing" - Provides space-related and construction standards (e.g., types of dwellings to be constructed, rent and utility considerations, number of rooms, net area of houses, special features, energy metering, etc.).
- ! "Americans with Disabilities Act" (ADA). (For IHS construction projects, two slightly different standards exist for the design criteria requirements for handicapped accessibility, the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act (ADA). The ADA is the more recent of the two, with the UFAS applying only to Federal facilities. In accordance with the IHS Health Facilities Advisory Committee (HFAC) 1-3.11 Decision No. D-11 - Handicapped Accessibility, adopted on June 1, 1994, the ADA, as provided in the 42 United States Code 12101, Title III Standards, will apply for all IHS health care facilities and staff quarters. Accordingly, the number of handicapped units will be determined in accordance with UFAS, but the design and construction will be in accordance with ADA standards.)

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- ! "Uniform Building, Plumbing and Mechanical Codes."
- ! "One and Two Family Dwelling Code," by the Council of American Building Officials.
- ! General Services Administration (GSA) "Metric Design Guide," latest edition (Third Edition, October 1993).
- ! "National Fire Codes," containing compilation of National Fire Protection Association (NFPA) Codes, Standards and Recommended Practices and Guides.