



DEPARTMENT OF THE NAVY  
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CNICINST 1710.1

N9

AUG 1 2011

CNIC INSTRUCTION 1710.1

From: Commander, Navy Installations Command

Subj: OPERATION OF UNMANNED FITNESS SPACES

Ref: (a) BUPERSINST 1710.11C  
(b) Navy Fitness Program Standards

Encl: (1) Standard Operating Procedures

1. Purpose. To implement policy and provide guidance regarding procedures and requirements concerning the operation of all unmanned fitness spaces within Commander, Navy Installations Command (CNIC) structures or facilities.

2. Background

a. There are numerous fitness spaces throughout CNIC utilizing a variety of different spaces and equipment in less than desirable conditions and states of repair. Unmanned fitness spaces are not required to adhere to the same rigorous Department of Defense (DoD) standards as Morale, Welfare and Recreation (MWR) Fitness Centers in accordance with references (a) and (b).

b. The inherent risk associated with personnel conducting physical training in spaces without fitness professionals to oversee daily operations, space requirements, equipment, and safety of patrons is much greater than for established MWR fitness centers.

3. Policy

a. This instruction establishes and standardizes requirements for unmanned fitness spaces, equipment, space conditions and responsibilities, to ensure a safe fitness environment for all authorized users.

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b. Tenant commands that currently have, or plan in the future to have, an unmanned fitness space shall meet all established requirements set forth in this instruction and enclosure (1).

c. It is highly recommended that commands use available MWR fitness centers, thus eliminating the cost and added man hours required to establish and maintain the unmanned fitness space and equipment.

#### 4. Responsibilities

a. CNIC N9 is responsible for maintaining a record of all approved unmanned fitness spaces within CNIC structures or facilities.

b. Region Commanders (REGCOMs) are responsible for:

(1) Ensuring Region instructions are in compliance with this instruction.

(2) Maintaining a list of all unmanned fitness spaces within their region, by installation.

c. Installation Commanding Officers (COs) are responsible for:

(1) Approving the establishment of unmanned fitness spaces within CNIC structures.

(2) Providing oversight of unmanned fitness spaces under their jurisdiction.

(3) Ensuring tenant commands are aware of the policies established in this instruction.

#### 5. Action

a. REGCOMs shall submit a list of all unmanned fitness spaces to CNIC N921 annually by 15 July in conjunction with annual DoD fitness standards report.

b. Installation COs shall:

(1) Conduct an annual assessment to determine existence and proper operation of unmanned fitness spaces on installation property.

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(2) Forward CNIC Form 1710/1 to REGCOM for each unmanned fitness space once approved.

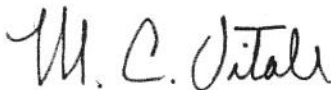
(3) Close spaces found operating outside of the policies herein and dispose of the equipment in accordance with Navy policy.

c. Tenant commands with unmanned fitness spaces shall:

(1) Report unmanned fitness spaces to the CO's appointed authority.

(2) Correct any deficiencies noted within 90 days.

6. Forms and Reports. CNIC Form 1710/1, Request Form To Establish Unmanned Fitness Area/Space/Room, can be found on CNIC Gateway 2.0.



M. C. VITALE  
Vice Admiral, U.S. Navy

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Unmanned Fitness Space, Standard Operating Procedures

## **Commander, Navy Installations Command**

### **Standard Operating Procedures**

#### **Unmanned Fitness Space**

# COMMANDER, NAVY INSTALLATIONS COMMAND

## Unmanned Fitness Space, Standard Operating Procedures

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# **COMMANDER, NAVY INSTALLATIONS COMMAND**

## **Unmanned Fitness Space, Standard Operating Procedures**

### **Section 1 – General Information**

#### **1-1 Purpose**

- a. This Standard Operating Procedures (SOP) was developed to provide guidance on administrative procedures and requirements concerning the operation of all unmanned fitness spaces within CNIC structures or facilities.
- b. Commands that currently have or plan in the future to have an unmanned fitness space within CNIC structures or facilities, shall meet all established controls set forth in this SOP. It is highly recommended that commands use available MWR fitness centers, thus eliminating the cost and added man hours required to establish and maintain the space and equipment.

#### **1-2 Definition and References**

- a. For the purposes of this SOP, definition of an Unmanned Fitness Space is any fitness area, space or room within a CNIC installation structure not managed or operated under the Navy MWR Fitness program. Therefore, by definition, it does not meet the OSD or Navy program standards for a Fitness Center.
- b. The procedures contained in this SOP follow the recommended guidelines set forth in the following:
  - (1) BUPERINST 1710.11C, Manual for the Operation of Morale, Welfare and Recreation Programs, 25 July 2001
  - (2) Navy Fitness Program Standards
  - (3) American College of Sports Medicine (ACSM) Health/Fitness Facility Standards and Guidelines, Third Edition

### **Section 2 – Prerequisites to Establishing an Unmanned Fitness Area/Space/Room**

#### **2-1 Rationale to Establish an Unmanned Fitness Space**

- a. Any Command desiring to establish an unmanned fitness space must meet the following criteria:
  - (1) Must be more than a 15 minute commute by vehicle from the nearest MWR Fitness Center or Service members are required to be on station and unable to leave for 18 hours at any given time.
  - (2) Meet the minimum requirement of square footage per piece of equipment with 10% to 15% additional space per piece, for circulation and patron safety.

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- (3) Must identify an individual in writing who is responsible for daily sanitation and maintenance of fitness equipment and space in accordance with Section 5-1 of this SOP.
- (4) Complete the request form (CNIC Form 1710/1) to establish an Unmanned Fitness Space.

### **2-2 Coordination with Local MWR Activity**

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a. It is recommended that any consideration of an unmanned fitness space on the installation be thoroughly discussed with the local MWR Director. This will help to prevent funding duplicative efforts. The Installation Commanding Officer may appoint MWR fitness personnel to assist with placement and selection of fitness equipment, advice on the development of emergency plans and procedures, and conduct annual safety inspections.

### **2-3 Funding**

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a. The requesting unit Commanding Officer shall ensure appropriated funds have been secured for:

- (1) Procurement of fitness equipment.
- (2) Maintenance of fitness space and equipment.
- (3) Long term funding to support the ongoing operation and maintenance of an unmanned fitness space.

b. Installation MWR funds are not authorized to augment command operated unmanned fitness spaces.

## **Section 3 – Process for Requesting Approval for an Unmanned Fitness Space**

### **3-1 Local MWR Activity**

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a. The installation MWR Director shall recommend or not recommend the request for an unmanned fitness space on his/her installation (ref. 6-3 A).

### **3-2 Installation Commanding Officer**

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a. The Installation Commanding Officer is the final approving authority for establishing an unmanned fitness space within a CNIC structure. Once the form requesting an unmanned space is submitted and approved by the Installation Commanding Officer, it is forwarded to the Region CNIC N92 for notification purposes only.

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b. The Installation Commanding Officer has complete oversight over unmanned fitness spaces under his/her jurisdiction and shall direct, at least annually, a complete assessment of the unmanned fitness spaces in operation.

c. If the unmanned space is not in compliance with established policies and guidelines, the operation will be secured until such time as all issues/concerns are resolved or the area can be permanently secured. If the space is permanently secured, all equipment will be removed and disposed of in accordance with Navy policy.

**3-3 Region CNIC N92 Notification**

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a. Each Region will maintain a list of all unmanned fitness spaces by installation and submit the list to CNIC HQ (N921) in conjunction with annual DoD fitness standards report.

**Section 4 – Fitness Equipment & Facility Requirements****4-1 Facility Guidelines**

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a. The space must meet the minimum requirement of 25-50 sq. ft. per piece of equipment, with 10% to 15% additional space per piece for circulation and patron safety.

b. The space shall provide sufficient air circulation and fresh make-up air (i.e. outside air), which allows for air quality maintenance, room temperature, and humidity at safe and comfortable levels during times of physical activity.

c. Lighting should be at least 50 foot candles, as measured at eye level.

d. The electrical system must be able to meet the requirement of a dedicated circuit for each treadmill which meets manufacturer's specifications (e.g. 120 volt/20 AMP US).

e. Sound transmission through defining perimeter partitions of a noise-generating activity should be limited (below 70 decibels) to a level that does not adversely affect the functionality of the neighboring spaces.

f. Space floor surface shall provide proper level of absorption and slip resistance to minimize risk of users incurring impact or fall-related injuries. Further, the floor structure must be able to withstand intended use and load bearing weight of the equipment and users.

g. Proper signage should alert individuals using the facility of the potential risk of working out in this area. Proper exercise technique signs shall also be posted for instructional and educational purposes, on or near all equipment.

**4-2 Equipment Guidelines**

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a. The following **equipment is acceptable** to be housed in an unmanned facility that meets the minimum requirement of square footage per piece of equipment, with 10% to 15% additional space per piece for circulation and patron safety:

- (1) Cardiovascular Equipment
- (2) Selectorized Strength Equipment
- (3) Stand-alone adjustable benches
- (4) Dumbbells 5 lbs to 100 lbs and Dumbbell Rack
- (5) Exercise Mats
- (6) Body Weight Equipment as space allows

The MWR Fitness Director may appoint staff to assist with placement and selection of equipment. Use of PRT-compliant equipment is recommended where applicable.

b. The following **equipment is not acceptable** and is potentially dangerous to patrons:

- (1) Free-weight Plates
- (2) Plate Loaded Machines
- (3) Olympic Racks (Bench and Squat)
- (4) Smith Machines
- (5) Olympic Bars
- (6) Dumbbells in excess of 100 lbs
- (7) Home Made Equipment

c. All fitness equipment shall be of commercial grade and same quality as fitness equipment at local MWR Fitness Centers. The equipment must be in good operational condition.

d. Requesting command must provide preventive maintenance and equipment replacement plans. Manufacturer's preventive maintenance recommendations are the most commonly used documents to establish a routine maintenance plan. General preventative maintenance practices are shown in Table A for Resistance Training Equipment and Table B for Cardiovascular Equipment.

e. Any fitness equipment that is broken or deemed beyond its service life shall be removed and disposed of, in accordance with Navy policies.

#### 4-3 Emergency Procedures

a. An active phone line will be maintained in the unmanned fitness space for use in case of an emergency. Emergency phone numbers and contacts must be posted by phone and updated quarterly.

b. An emergency plan pertaining to this facility and adverse incident reporting procedures must be listed and displayed in the facility.

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c. Assistance with creation of emergency plans and procedures can be obtained by contacting the local MWR Fitness Director and Navy Safety Office.

### **Section 5 – Fitness Area/Space/Room Policies**

#### **5-1 Operational Policies**

##### **a. PAR-Q**

All facilities offering exercise equipment or services must post a general pre-activity cardiovascular risk screening such as the PAR-Q, in a place where all patrons can view it as they enter. If the self screening tool reveals that a member or user has a known cardiovascular, metabolic, or pulmonary disease, or two or more major cardiovascular risk factors, he/she should be advised within the posted signage to consult with his/her health care provider before participating in an exercise program. A sample of the PAR-Q and subsequent recommendations can be found in Table D.

##### **b. Patron Usage**

Users shall workout with partners. This allows for an emergency response capability in the instance where a user is injured or becomes ill.

##### **c. Space Surveillance**

All spaces should be entered at least every 4 hours during operational hours to assess cleanliness and safety.

##### **d. Age Requirements**

Only adults aged 18 or older, or active duty service members that are assigned to the command, are authorized to workout in unmanned fitness spaces because of the inherent risk of not having trained professionals immediately available for emergencies and instruction.

##### **e. Cleanliness of the Facility and Equipment**

Required cleaning and disinfecting procedures for fitness space can be found in Table C. Gym wipes or cleaning solution with towels will be provided by the operating command at all times. Signage shall be displayed that users wipe off equipment before and after use, with provided wipes or cleaning solution.

##### **f. Dress Code**

Appropriate exercise clothing and shoes are required for use of the Fitness space, in accordance with local dress code policy.

##### **g. Smoking and Tobacco Use**

Smoking or use of smokeless tobacco is not permitted.

### **Section 6 – Appendices**

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#### 6-1 Abbreviations and Acronyms

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DoD - Department of Defense  
DON - Department of the Navy  
ACSM - American College of Sports Medicine  
MWR - Morale, Welfare and Recreation

#### 6-2 Revisions

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This SOP is a tool to facilitate the daily procedures and administration of the Unmanned Fitness Space in CNIC structures and does not replace DON or CNIC policy. Please contact CNIC HQ N921 for suggestions, requests to include additional information, or other content matter.

#### 6-3 Tables

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- A. Common Preventative Maintenance Practices for Resistance Training Equipment
- B. Common Preventative Maintenance Practices for Cardiovascular Training Equipment
- C. Recommended Cleaning and Disinfecting Procedures for Fitness Spaces
- D. Physical Activity Readiness Questionnaire (PAR-Q)

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TABLE (A)  
Common Preventive Maintenance Practices for Resistance Training Equipment

<i>Equipment</i>	<i>Daily Care</i>	<i>Weekly care</i>	<i>Monthly Care</i>	<i>As Needed</i>
<i>Variable-Resistance Equipment</i>	Clean frame with mild soap and water Clean upholstery with mild soap and water	Check all cables and bolts and tighten as needed Check moving parts and adjust as needed.	Lubricates guide rods with lightweight oil	Repair or replace pads. Replace cables if needed
<i>Free Weight Benches</i>	Clean frames with mild soap and water Clean upholstery with mild soap and water	Check all cables and bolts and tighten as needed. Check moving parts and adjust as needed		Repair or replace pads Replace cables as required.
<i>Dumbbells</i>	Clean off with dry cloth.	Check all screws and bolts and tighten as needed.	Use lightweight oil on cloth to remove any rust.	Repair or replace broken dumbbells.

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TABLE (B)

### Common Preventive Maintenance Practices for Cardiovascular Training Equipment

<i>Equipment</i>	<i>Daily Care</i>	<i>Weekly care</i>	<i>Monthly Care</i>	<i>As Needed</i>
Stationary & Recumbent Bicycles	Clean off control panel with damp cloth. Clean off seats with mild soap and water Clean housing with mild soap and water	Check equipment diagnostics on control panel for any warning or indications of problems Check all screws and bolts and tighten as needed If positioned on carpet, vacuum underneath	Remove housing covering the bike and clean out any dust or lint.	Refer to Manufacturer's guidelines.
Elliptical trainers and Stair Climbers	Clean off control panel with damp cloth. Clean housing and pedals with mild soap and water	Check equipment diagnostics on control panel for any warning or indications of problems Check all screws and bolts and tighten as needed If positioned on carpet, vacuum underneath	Remove housing covering the trainer or climber and clean out any dust or lint.	Refer to Manufacturer's guidelines.
Treadmills	Clean off control panel with damp cloth. Clean housing and pedals with mild soap and water	Check equipment diagnostics on control panel for any warning or indications of problems Check all screws and bolts and tighten as needed If positioned on carpet, vacuum underneath	Clean belts using a damp cloth Check belt and deck surface and lubricate as needed Check rollers and adjust if out of alignment	Replace belts if needed Replace deck surfaces if diagnostics indicate Refer to manufacturers guidelines.

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TABLE (C)

Recommended Cleaning and Disinfecting Procedures for Fitness Space

<i>Daily Care</i>	<i>Bimonthly care</i>	<i>Quarterly or Annually</i>
Remove Trash	Clean Light Fixtures	Clean Carpets
Dust all horizontal surfaces	Vacuum and clean under all equipment	Clean walls surfaces thoroughly
Clean and disinfect vinyl pads on equipment	Fully clean mirrors and glass surfaces	
Clean and disinfect Equipment frames		
Vacuum carpets and spot clean		
Spot clean mirrors		
Wash and disinfect hard floor surfaces, including all rubber floor surfaces		
Clean HVAC vents		

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### PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)

The PAR-Q is designed to help you help yourself. Many health benefits are associated with regular exercise. The completion of PAR-Q is a sensible first step to take if you are planning to increase the amount of physical activity in your life.

For most people, physical activity should not pose any problem or hazard. PAR-Q has been designed to identify the small number of adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide in answering these few questions. Please read them carefully and check the Yes or No opposite the question, if it applies to you.

**YES NO**

1. Has your doctor ever said you have a heart condition and that you should only participate in physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

#### *If you answered YES to one or more questions:*

- If you have not recently done so, consult with your personal physician by telephone or in person BEFORE increasing your physical activity and/or taking a fitness appraisal. Tell your physician what questions you answered YES to on PAR-Q or present your PAR-Q copy
- After medical evaluation, seek advice from your physician as to your suitability for:
  1. Unrestricted physical activity, starting off easily and progressing gradually.
  2. Restricted or supervised activity to meet your specific needs, at least on an initial basis. Check in your community for special programs or services.

#### *If you answered NO to all questions:*

- If you answered PAR-Q accurately, you have reasonable assurance of your present suitability for:
    1. A GRADUATED EXERCISE PROGRAM – a gradual increase in proper exercise promotes good fitness development while minimizing or eliminating discomfort.
    2. A FITNESS APPRAISAL – The Canadian Standardized Test of Fitness (CSTF)
- POSTPONE a GRADUATED EXERCISE PROGRAM or FITNESS APPRAISAL if you have a temporary minor illness, such as a common cold.

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Reference: PAR-Q Validation Report British Columbia Ministry of Health 1978  
Produced by the British Columbia Ministry of Health and the Department of National Health and Welfare.