



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
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DIRECTORATE OF MORALE, WELFARE AND RECREATION
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REPLY TO
ATTENTION OF

IMNE-BEL-PE

06 June 2006

STANDING OPERATING PROCEDURES
GRAVES FITNESS CENTER
AND
BODY SHOP

1. **PURPOSE:** This SOP establishes procedures and responsibilities for MWR, Operation Fitness Facilities reference AR 215-1, Fort Belvoir, Va.
2. **APPLICABILITY:** This SOP applies to all MWR personnel assigned for duty at Fort Belvoir MWR, Operation Fitness Facilities.
3. **LOCATION AND TELEPHONE NUMBERS:** Graves Fitness Center, 806-5368, located 2116 Abbott Rd, Wells Field House, 806-5093 located 1810 Goethals Rd, Specker Field House, 806-3057 located 1182 12th street and the Body Shop, 806-3100 located 1023 12th street.
4. **RESPONSIBILITIES:**
 - a. MWR, Sports Director has supervisory authority over the fitness facility manager.
 - b. The fitness facility manager is responsible for the overall operation of each facility and provides supervision and guidance over all personnel assigned to the facilities.
5. **PATRON ELIGIBILITY:**
 - a. The MWR fitness facilities are for the primary use of active duty military personnel who are assigned, attached or residing at Fort Belvoir and their family members. Reference AR 215-1.
 - b. Members of the Army National Guard (ARNG) and US Army Reserve (USAR) and their family members either active or reserve component.
 - c. Retired military personnel and their family members.
 - d. DOD civilian and contractors working on Fort Belvoir.
 - e. Delayed entry program personnel and their family members.

“EXCELLENCE THROUGH SERVICE”

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f. Active Duty military personnel, Retirees and family members are authorized to sponsor (1) guest at the fitness facilities. It is required for sponsor and guest to sign a hold harmless agreement before utilizing the facility. Sponsor is responsible for their guest's behavior while using the facility and the guest must leave when the sponsor leaves the facility.

g. All patrons will be required to present an appropriate identification card, badge and be registered in the RecTrac data base. Swiping of ID card is mandatory for all patrons.

6. AGE REQUIREMENT: The age requirement at Graves Fitness Center and Body Shop is 16. Patrons 12-15 must be accompanied and supervised at all times by responsible patron eighteen (18) years of age or older and eligible to utilize the facilities. Appropriate action will be taken if children are left unsupervised.

7. ADMINISTRATION:

a. Each facility lead manager is responsible for preparation of employees work schedules. Respective work schedule will cover a two week period which is consistent with submission of civilian time and payroll cards.

b. Weekly reports to be turned in by noon on Friday, facility deficiency report.

8. ACCIDENTS:

a. In case of patron emergency, the facility representative will ensure that all necessary medical support personnel is notified. The medical hotline for this installation is Dewitt Army Hospital, at 805-1107. All inquiries should be reported to the medical hotline unless otherwise notified.

b. For all serious injuries every effort must be made to comfort the injured person. Make sure all patrons are moved away from the immediate area, and according to the seriousness of the injury, evacuate patrons from the building. Monitor the building to make sure no one enters.

c. If CPR is required before the emergency staff arrives, make sure all CPR guidelines are performed according to procedures.

d. Every effort must be made to obtain the following information: Name, Grade, telephone number and organization of military and civilian personnel. Parent of children must be notified and informed of the injury and action taken.

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e. All incidents will be reported to the facility manager, accidents occurring in the fitness facility will be reported on accident forms.

f. Ensure facility manager and sports director are contacted before contacting the Installation safety office(ISO), of any accidents/incidents resulting in hospitalization, fatalities, property, equipment or fire damage.

g. Use DA Form 285, Us Army Accident Report, for reporting all accidents. Accidents, which occur after normal duty hours, will be reported to facility manager and/or recorded next duty day.

9. FIRE REGULATIONS:

a. In case of fire, the staff on duty will evacuate the facility and dial 703-781-1800. Reporting the building number, location and type of fire to the fire department. Pending arrival of the fire department, available fire extinguishers will be used in an effort to extinguish the blaze provided there is no danger to human safety.

b. Fort Belvoir fire regulations will be enforced at all times any fire hazards will be corrected immediately and/or reported to the sports director.

c. Each facility manager will be responsible for posting a fire evacuation plan in a conspicuous location. Monthly inspection will also be performed by facility manager of extinguishers.

d. Each facility manager will make a daily survey of the entire building to determine the existence of any safety hazards. When hazards cannot be corrected on the spot the facility manager or sports director will be notified immediately.

10. HOURS OF OPERATION: The facility manager and assigned employees will be responsible for enforcing posted hours of operation. Fitness facilities will be opened and closed on a daily basis in accordance with the posted hours of operation. Shower areas in each sports facility will be closed to patron use 15 minutes prior to facility closing time. Announcements will be made at 30 minutes prior to closing and 15 minutes thereafter. Patrons will be allowed to shower (if required) and exit before the facility closes.

11. TELEPHONE:

a. The telephone will be answered in the following manner:"Fort Belvoir, MWR, facility name, this is "your name" how can I help you."

b. Telephones will be used for the transaction of "official business" only.

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12. **DPW WORK ORDER REQUESTS:** All routine service orders will be recorded in a service order book, to include date, nature of problem, service order number and priority number. If the problem is of safety or security nature request a priority number 1. Facility staff will follow-up on service orders outstanding by 2 weeks. Facility manager is required to submit report to sports director weekly of deficiencies.

13. **SANITARY INSPECTIONS:** The facility manager will be responsible for coordinating the correction of deficiencies noted during routine sanitary inspections of the facility by health authorities.

14. **PERSONNEL ABSENCES:**

a. Civilian employees must request scheduled annual, over forty (40) hours leave, at least (3) weeks prior, by filling out SF FM 71 for approval by their supervisor. Sick leave must be reported within a minimum of two hours of work schedule to facility manager.

b. Personnel failing to report for duty at the designated time or leaving duty with supervisor approval will be charge leave without pay.

15. **ATTENDANCE REPORTING:**

a. Attendance will be maintained by accordance with the RecTrac SOP.

b. All patrons are required to submit information on MWR form to enter individuals and family member into data base.

c. Unit physical training will sign in at front issue desk all respective unit members utilizing the fitness center.

16. **OPERATION OF FITNESS FACILITIES:**

a. During the normal work week, cleaning of Specker Field House, Wells Field House, Graves Fitness Center and Body Shop will be accomplished by:

(1) DPW contract cleaning crew- 7 days per week-Report deficiencies to facility manager.

(2) During morning, afternoon and evenings, personnel are responsible for cleaning all facilities areas. Maximum use of fitness facility facilities requires periodic cleaning throughout the day.

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(3) All staff personnel assigned to their respective facility are responsible for daily routine of detail schedule.

(4) A detail will be posted at each facility, ensuring staff accomplished daily. The facility manger will inspect facility for cleanliness at least twice daily.

(5) Each facility manger is required to be thoroughly knowledgeable of the DPW cleaning contract. It is the facility manager responsibility to ensure that an aggressive monitoring and reporting effort is conducted.

17. SECURITY:

a. MWR personnel on duty will be constantly on the alert to ensure that unauthorized personnel are not in the fitness facility, locker rooms, rest rooms and handball/racquetball courts.

b. Employees on duty at normal closing time will conduct a thorough inspection of the entire building to ensure that all patrons have departed, windows and doors are properly secured, all lights are turned off, outside night lights are turned on, and the equipment issue room is locked.

18. BUILDING KEYS:

a. One key each to the main entrance and padlock will be provided to the CRD, chief.

b. One key each to the main entrance, will be provided to the EOC

c. One key each to the main entrance of Graves Fitness Center and Body Shop will be provided to permanently assigned employee.

d. The facility managers will be responsible for the control of all other keys to doors, rooms located in the facility key box.

e. Keys will not be made available to any individual except as indicated above.

19. EQUIPMENT ISSUE AREA:

a. The facility equipment issue area is "OFF LIMITS" to everyone except assigned personnel, supervisory personnel of the sports section. The equipment issue area will be operated in a business like manner at all times and will be kept clean. No eating is permitted in front issue area, eating in break room is permitted.

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b. Each facility staff personnel will conduct a morning and evening inventory on a daily basis. Any discrepancies in equipment , supplies etc., will be reported to the facility managers.

c. Equipment will not be issued to any individual unless he/she completes the proper hand receipt card.

d. Equipment checked out from the equipment issue area is for the use in that sports facility only and will not be removed from the premises under any circumstances unless approved by the facility manager.

e. The facility managers will establish a daily and weekly schedule for cleaning and maintenance of all equipment in the issue area.

20. **PERSONAL APPEARANCE:** Personnel assigned to sports facilities are required to wear a staff shirt and sweat suits provided when on duty, and to maintain a neat and clean appearance.

21. **THEFT VANDALISM:**

a. CRD, MWR will not be responsible for loss of personal clothing, equipment or valuables.

b. Fitness staff will not accept any personal articles from customers for safekeeping purposes.

22. **DISTURBANCES:** Fitness staff employees on duty, the Military Police will be contacted by dialing, 806-3104. Also it is the option of the facility managers to administer any disciplinary action or suspension from use of the facility.

23. **LOCKERS:** Individual lockers in each facility will be on a first come first serve basis. Customers using the facility can secure personal possessions in available lockers. Clothing, shoes and or any other personal possessions will not be placed on the floor, bleachers or any other apparatus in the facility. Locks on lockers will not remain overnight.

24. **WASHER AND DRYER:** Washers and dryers located in all fitness facilities will only be used by facilities personnel for cleaning and drying of government property. Personal use is prohibited.

25. **ALCOHOLIC BEVERAGES AND FOOD:** The introduction, possession or consumption of alcoholic beverages or any other intoxicating agents is prohibited in fitness facilities or within 50 ft. of the building. MP's will be notified if this occurs. Food is permitted during special events only as specified by facility manager.

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26. MISC:

- a. Pets, animals, baby carriages, bicycles etc., will not be permitted in facilities under any circumstances. Strollers are only allowed during special events in gymnasium.
- b. Personal athletic equipment such as basketballs, volleyballs, weights etc., will not be permitted in sports facilities unless approved by facility manager.
- c. Street shoes or any shoes that will mark floor are not allowed in fitness facility courts.
- d. Appropriate athletic attire must be worn while utilizing all fitness facilities. Jeans, dress pants, cut offs, etc. are prohibited. Shirt and shoes are required at all times in each facility. Appropriate athletic attire will be determined by facilities personnel on a case-by-case basis.
- e. Food glass containers are prohibited.
- f. Showers will not exceed 15 minutes.

26. UNSPORTSMANLIKE CONDUCT: Patrons using profanity, unsportsmanlike conduct, or any similar actions will be directed to leave the facility. The military police will be called if request is not adhered to. The individual's name, status, address and telephone number will be taken and reported to the facility manager.

27. EQUIPMENT USAGE:

- a. To provide maximum use of the cardiovascular equipment it is mandatory that all customers sign-in to use equipment if equipment is being full.
- b. Each customer's time on the equipment will not exceed 30, when others are waiting.
- c. If instructions are needed, please consult the staff on duty prior to using equipment.
- d. Customers will remain in area and be available when the machines become available, or forfeit their time slots.
- e. Rubber sweat suites are prohibited on cardiovascular equipment, steam rooms or saunas.

28. HANDBALL/RACQUETBALL COURT RESERVATIONS:

- a. Eligible patrons can reserve courts by telephone one (1) day in advance beginning at 0900 hours.
- b. Reservations for holidays and weekends may be made from the last regular workday to the next.
- c. Reservations may be only made on the hour, for (1) hour only.
- d. Court reservations are given 10 minutes after the hour to check in for his/her court.
- e. Eye guards must be worn over the eyes at all times while on the racquetball courts (ref AR 215-1) Eye guards and racquets can be signed out form the issue office. Participants without eye protection are requested to forfeit the court immediately.

29. SPORTS PROGRAM EVENTS AND ACTIVITIES:

- a. Each facility manager will be responsible for preparation of facilities for all scheduled sports programs or events. Any special requirements or problem areas will be reported to the sports director.
- b. Visit by DCA and/or command group and VIP's will be reported immediately to the sports director.

30. WEIGHT TRAINING ROOM:

- a. Patrons are required to return all bars, plates and dumbbells to their proper racks after use.
- b. Spotters and collars are required for "free weight" lifts.
- c. Shirts and closed toe shoes must be worn at all times.
- d. To preserve equipment, floor, there will be no slamming of weights on floor.
- e. Weight equipment will not be signed out of the fitness center.

31. STAFF RESPONSIBILITIES:

- a. Ensure all equipment in the weight room is checked for safety daily. Ensure that all required weight equipment has a weight pin.

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- b. Cybex selectorized and bars need regular lubrication. Silicone base cleaner should be used daily.
- c. Staff member will check the weight training room periodically to insure usage of these areas complies established policies.
- d. Staff members will ensure that patrons return all weight equipment to their proper racks after use.

32. RULES FOR USING STEAM ROOMS AT SPECKER FIELD HOUSE AND

- a. All patrons must shower with soap and water before entering.
- b. Steam room, sauna will be limited to a maximum of 12 patrons at one time.
- c. Patrons should not remain in the steam room, sauna more than 10 minutes.
- d. Exercising, rubber suits or use of any form of oils, creams or lotions is strictly prohibited. Patrons are required to wear towels or bathing suits.
- e. The steam room and weight room will be closed periodically for maintenance and cleaning. Closure will be posted.
- f. Food or glass containers are prohibited.
- g. Washing or drying clothes is prohibited in sauna or steam room.

**h. WARNING: DO NOT EXCEED 30 MINUTES IN THE SAUNA/STEAM ROOM
EXCESSIVE EXPOSURE CAN BE HARMFUL TO YOUR HEALTH. PREGNANT
WOMEN AND PERSONS WITH POOR HEALTH SHOULD CONSULT THEIR
PHYSICIAN BEFORE UTILIZING THE SAUNA OR STEAM ROOM.**

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