

FY20 MWR Fitness Center Standards

Standard Number	Standard
FIT 1 - Pre-Activity Screening	
FIT 1.01	A pre-activity tool, such as a Physical Activity Readiness Questionnaire, is posted within the facility via appropriate signage to increase awareness regarding safe exercise or exercising safely.
Note:	See Appendix for additional information.
FIT 1.02	Pre-activity screening tools are:
a)	made available to all patrons who request a pre-activity screening tool;
b)	quick, simple, and easy to implement; and
c)	cost-effective.
FIT 1.03	If the pre-activity screening tool identifies the presence of a known medical concern, diagnosis, or multiple risk factors, the patron is advised to consult with a qualified medical practitioner prior to beginning a physical fitness program.
Note:	See Appendix for additional information.
FIT 2 - Administration Operations	
FIT 2.01	Administrative operations ensure facility offerings are accessible to prospective patrons and meet an identified need within the military community in accordance with DoD standards.
FIT 2.02	The facility complies with applicable federal law or regulation.
FIT 2.03	Operating hours at the main staffed fitness facilities on the installation:
a)	add up to a minimum of 90 staffed hours of operation per week; and
b)	accommodate irregular duty hours.
N/A:	This installation does not have a main staffed physical fitness facility.
FIT 2.04	Each facility maintains a utilization log of some type to monitor usage levels.
FIT 2.05	The facility encourages participation by:
a)	offering programming that meets the physical fitness needs of the military community; and
b)	providing partnership opportunities in the military/local community.
N/A:	The facility is unstaffed or in an isolated/remote location.
FIT 2.06	New patrons are offered an orientation to the facility activities and equipment prior to their participation.
Note:	See Appendix for additional information.
FIT 2.07	Patrons have access to a schedule of events or programs that are available to them.
FIT 2.08	Each facility has a centralized location for the communication and dissemination of relevant information to patrons.
FIT 2.09	The facility maintains a comprehensive fitness and health resource for patrons with interests or needs that cannot be met by the fitness facility.
FIT 3 - Client Supervision and Monitoring for Staffed Facilities	
FIT 3.01	Qualified staff with approved DoD or Service certifications/credentials are available to provide supervision, instruction, and guidance appropriate to the activities being conducted.
N/A:	The facility is fully unstaffed.
FIT 3.02	Staffing standards are established based on minimum staffing to ensure sufficient staff is available to respond in an emergency and to ensure health, safety, and optimum exercise benefit. Staffing standards require:
a)	at least two staff on duty during all staffed hours of operation;
b)	at least one certified personal trainer or fitness instructor be included in a roaming capacity and on duty at the installation during peak hours of operation;
c)	consideration of customer usage levels; and
d)	consideration of the scope of the program.
N/A:	The facility is fully unstaffed.
FIT 3.03	To promote effective supervision and instruction, additional staffing or technology may be needed to ensure:
a)	Service-established ratios are met;
b)	trained staff are able to monitor each activity;
c)	staff and participants can see one another and communicate clearly, allowing quick access to individuals in need of assistance; and
d)	the number or grouping of participants allows for optimal use of available equipment, space, and time.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.

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FIT 3.04	Patrons are encouraged to use spotters for certain activities through proper signage and instruction and trained staff is available, as needed, to perform this task.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
FIT 4 - Client Supervision and Monitoring for Staffed Facilities	
FIT 4.01	The health and safety of patrons and staff is promoted at all times through:
a)	facility policy and procedures;
b)	facility design and layout; and
c)	staff training and qualifications.
N/A:	The facility is fully unstaffed.
FIT 4.02	Informational, safety, and warning signage is:
a)	posted in conspicuous locations where necessary;
b)	posted in accordance with applicable federal codes; and
c)	legible and easily understood by the identified Service population.
Note:	See Appendix for additional information.
FIT 4.03	All staff are trained on the facility's emergency response plan and review and practice the plan at least quarterly.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
FIT 4.04	The facility is equipped to handle medical emergencies including:
a)	maintaining a readily available communication device, poison control information, first aid supplies and manuals, and Automatic External Defibrillators (AED) in accessible locations throughout the facility;
b)	consulting with a health professional, as necessary, to develop procedures for medical emergencies; and
c)	maintaining emergency contact information for staff, including volunteers.
Note:	See <i>FIT 5 - Public Access Defibrillation (PAD) Program</i> for more information on AEDs.
Note:	See Appendix for additional information.
FIT 4.05	All fitness staff, including contractors, are prepared to respond in medical emergencies through:
a)	current training on basic first-aid;
b)	current certification in Cardiopulmonary Resuscitation (CPR) and the use of AEDs; and
c)	current training on universal precautions for preventing exposure to and transmission of blood-borne pathogens.
N/A:	The facility is fully unstaffed.
Note:	See <i>FIT 13 - Child Play Areas</i> for additional requirements specific to child play areas.
Note:	See Appendix for additional information.
FIT 4.06	There is a system in place to document and report all incidents and accidents that involve actual harm, injuries, and deaths to oversight entities and all staff are trained on their reporting responsibilities.
Note:	See Appendix for additional information.
FIT 4.07	A review of immediate and ongoing risks is conducted at least annually that includes a review of incidents, accidents, and grievances related to:
a)	facility safety issues; and
b)	serious injuries and deaths.
FIT 4.08	There is a written schedule and established procedures for cleaning and disinfecting the various areas in the facility, including all equipment, and written records are maintained as evidence that it has occurred.
Note:	See Appendix for additional information.
Note:	See Table 1 for Cleaning and Disinfecting Schedule.
FIT 4.09	Drinking water is available to patrons and readily accessible from exercise areas.
FIT 4.10	Child-resistant covers, fencing, or other safety measures eliminate unsupervised access to standing water, including whirlpools, by children.
N/A:	Patrons do not have access to standing water such as whirlpools.
FIT 5 - Public Access Defibrillation (PAD) Program	
Note:	See Appendix for additional information.
FIT 5.01	The fitness facility has a PAD program in place that:
a)	guides the facility's response to a cardiac emergency;

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	b) prepares staff to respond in the event of a cardiac emergency; and
	c) ensures proper number, placement, and maintenance of AEDs.
FIT 5.02	The facility has a PAD program in place that is consistent with the installation-wide plan and is:
	a) developed under the guidance of the appropriate authority;
	b) updated based on the most current scientific literature; and
	c) reviewed by the appropriate authority to ensure legal compliance.
FIT 5.03	To ensure its effectiveness, the PAD program includes initiation of the local Emergency Medical Services (EMS) response.
FIT 5.04	AEDs in operation at the facility are regularly inspected and maintained according to manufacturers' specifications and formalized procedures.
Note:	See Appendix for additional information.
FIT 5.05	The quantity and location of AEDs is determined based on:
	a) a response time of three minutes or less from the moment of collapse to the moment the AED is at the person's side;
	b) reducing the potential for tampering, theft, and misuse; and
	c) ensuring close proximity to a telephone, particularly when automatic notification does not occur upon opening the cabinet or removing the device.
Note:	See Appendix for additional information.
FIT 5.06	AEDs are easily accessible and their location is well-marked, publicized, and known among trained staff.
FIT 5.07	Protocols are in place to initiate a post-event review within 24-hours of the incident that includes:
	a) assessing the response including people, the device, and protocols;
	b) completing incident reports; and
	c) restocking supplies.
FIT 6 - Requirements for Unstaffed MWR Facilities	
FIT 6.01	Unstaffed facilities are authorized provided:
	a) an appropriate operational risk management assessment is conducted by the garrison/installation commander;
	b) patrons are informed of the risks associated with using the unstaffed facility; and
	c) mechanisms are in place (e.g., CCTV, restricted areas, etc.) to protect patrons to the greatest extent possible given the limitations of the facility.
N/A:	The facility is fully staffed.
Note:	Unit specific facilities, CO approved tenant facilities, non-MWR facilities, and facilities onboard ships are excluded from all <i>FIT 6</i> Standards. Lodging fitness facilities will operate per Service specific policy.
FIT 6.02	Unstaffed facilities must be granted appropriate waivers from Service headquarters prior to operation based on the following criteria:
	a) appropriate access to fully staffed fitness facilities will be maintained for all patrons (unstaffed facilities will not eliminate the installation requirement to operate a fully staffed facility 90 hours per week);
	b) there is no access to a staffed facility within a reasonable commute of the targeted geographic area;
	c) the chosen facility can meet applicable Service fitness facility standards;
	d) completion of a risk assessment certified by the installation Safety Office that is documented and incorporated into facility Standard Operating Procedures; and
	e) additional criteria identified by each military Service.
N/A:	The facility is fully staffed.
FIT 6.03	Appropriate signage is displayed that:
	a) communicates to patrons that the facility is unstaffed;
	b) informs them of the inherent risk of using an unstaffed facility; and
	c) indicates that by using the facility they are assuming personal responsibility and waiving the facility's liability.
N/A:	The facility is fully staffed.
FIT 6.04	The facility uses signage and handouts to:
	a) outline the proper steps for engaging in safe physical activity;
	b) make self-administered, pre-activity screening tools available;
	c) encourage patrons to consult with a qualified medical practitioner prior to beginning a fitness program; and
	d) inform patrons of facility eligibility requirements including any age restrictions.

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N/A:	The facility is fully staffed.
FIT 6.05	The facility ensures patrons can initiate an emergency response by:
a)	posting emergency response procedures in highly visible areas throughout the facility;
b)	making an active phone line available within the facility; and
c)	posting emergency numbers and contacts by the phone.
N/A:	The facility is fully staffed.
FIT 6.06	Information on reporting an adverse incident is displayed in the facility.
N/A:	The facility is fully staffed.
FIT 6.07	Facility policy highly encourages patrons work out with a partner.
N/A:	The facility is fully staffed.
FIT 6.08	Rules, policies, and guidelines for use of the facility are communicated to patrons and appropriately enforced when violations are reported.
N/A:	The facility is fully staffed.
FIT 6.09	Random inspections of unstaffed facilities are conducted throughout the day/evening to promote rule enforcement.
N/A:	The facility is fully staffed.
FIT 6.10	Individuals responsible for preventative maintenance and regular cleaning of the equipment and facility are identified to ensure the facility is maintained according to established procedures.
N/A:	The facility is fully staffed.
Note:	See <i>FIT 4.08</i> and <i>FIT 8.06</i> for more information on appropriate cleaning and maintenance schedules.
FIT 6.11	Unsupervised youth under the age of 18 (excluding all Active Duty) are prohibited from using unstaffed facilities and the participation of supervised youth is further limited based on the appropriateness of available equipment to their size, weight, and experience level.
N/A:	The facility is fully staffed.
FIT 7 - Designing a Fitness Program	
FIT 7.01	The facility offers an array of physical fitness activities that promote the development of a physical fitness program that is appropriate to the individual's current fitness level, goals, age, and overall health.
FIT 7.02	Fitness programs geared towards serving individuals with elevated risk of fitness-related health issues have a medical liaison or medical advisory committee to assist in reviewing:
a)	pre-activity screening protocols;
b)	programming; and
c)	emergency response protocols.
N/A:	Facility does not provide this service.
Note:	See Appendix for additional information.
FIT 7.03	When staff works one-on-one with patrons in scheduled or fee-based appointments, a record is created for each patron that contains:
a)	training logs, progress entries, activity instruction, and supervision notes as applicable; and
b)	results of pre-activity screenings and medical clearance, as needed.
N/A:	Facility does not provide this service.
Note:	See Appendix for additional information.
FIT 7.04	Facilities that offer staff-led programming designed specifically for youth under the age of 18:
a)	have parents complete a waiver and release for the youth;
b)	develop and inform parents of age limits;
c)	develop and inform parents of policies and procedures regarding the use of restrooms and locker rooms;
d)	establish sign-in and sign-out procedures if the parent will not be on-site while the youth is in the facility;
e)	conduct training (to include prevention, identification, and reporting) before staff work with youth; and
f)	ensure individuals (e.g., military, nonappropriated fund employees, appropriated fund employees, contractors, specified volunteers) who have regular contact with children under age 18 have a CNACI and Installation Records Check (IRC) per DoDI 1402.05.
N/A:	Facility does not provide this service.
Note:	This standard does not apply to general use of the facility by youth working out with a parent.

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FIT 7.05	Facility follows Service-specific policies/guidelines governing the age and associated requirements for use of the facility by youth.
N/A:	Facility does not provide this service.
Note:	See Appendix for additional information.
FIT 7.06	Policies and procedures governing the use of activity areas containing free weights and exercise devices by youth under the age of 16 require:
a)	youth be at least 12 years of age to participate;
b)	direct supervision by a responsible qualified adult (e.g., an adult family member, legal guardian, qualified C&Y staff member, qualified coach) at all times;
c)	youth access be limited to activities and equipment that are appropriate to the youth's size, fitness level, and experience;
d)	appropriate involvement of the child's health care provider in designing the fitness program when youth are medically referred; and
e)	an increased level of supervision and instruction appropriate to the age of youth.
Note:	See Appendix for additional information.
FIT 8 - Facility Equipment	
FIT 8.01	The quantity and quality of equipment are in accordance with Service-specific requirements to fulfill the facility's mission.
FIT 8.02	The variety, amount, and availability of exercise equipment at each facility match patron needs and preferences, limit wait times, and are determined based on:
a)	installation size;
b)	facility size;
c)	the hours of heaviest usage;
d)	patrons' preferred mode of exercise; and
e)	industry guidelines.
Note:	See Appendix for additional information.
FIT 8.03	Cardiovascular equipment shall be made up of a sufficient blend of equipment to meet the needs of patrons including but not limited to:
a)	treadmills;
b)	stationary bikes, including a mix of upright and recumbent;
c)	rowing machines; and
d)	elliptical machines.
FIT 8.04	Free weight equipment shall be made up of a sufficient blend of equipment to meet the needs of patrons including, but not limited to:
a)	free weights;
b)	selectorized machines; and
c)	Olympic benches.
FIT 8.05	Manufacturer-recommended safety equipment, such as collars, are required for patrons to promote safe use of the facility's equipment.
FIT 8.06	When purchasing and installing new equipment, staff:
a)	purchase commercial-grade equipment;
b)	purchase equipment that will enhance the facility's offerings;
c)	ensure customer uses equipment for its intended use;
d)	install equipment according to manufacturers' instructions; and
e)	inspect all equipment prior to use to ensure it is operating properly.
FIT 8.07	Equipment is regularly inspected and maintained according to manufacturers' instructions and consistent with industry guidelines.
Note:	See Appendix for additional information.
Note:	See Table 2 for Preventative Maintenance Practices.
FIT 8.08	Equipment that is in need of repair is:
a)	removed from service immediately or clearly marked "out of order";
b)	repaired according to manufacturers' specifications; and

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	c) re-inspected and tested to ensure proper performance prior to use.
	Note: See Appendix for additional information.
FIT 8.09	The organization maintains records on facility equipment including:
	a) manufacturer-provided user manuals, warranties, and operating guides for reference;
	b) documentation of equipment selection, purchase, installation, and set-up; and
	c) records of inspections, maintenance, equipment rotation plan, and repairs.
FIT 9 - Sauna, Steam, and Whirlpool Facilities	
FIT 9.01	Sauna, steam, and whirlpool facilities are maintained and properly monitored to ensure the safety of patrons.
	N/A: The facility does not offer a sauna, steam room, or whirlpool.
	Note: See Appendix for additional information.
FIT 9.02	Proper signage promotes safe usage of the sauna, steam room, or whirlpool by:
	a) educating patrons on potential health risks, developed under the guidance of the appropriate Service authority; recommending that patrons wait at least ten minutes after exercising to cool down, or until sweating has subsided, before using one of these facilities;
	b) informing users of age restrictions;
	c) encouraging patrons to take a soap shower prior to entering these facilities; and
	d) informing patrons of an emergency call/alarm in the steam/sauna room that sounds at the control counter.
	N/A: The facility does not offer a sauna, steam room, or whirlpool.
FIT 9.03	Facilities that offer a sauna, steam room, or whirlpool to patrons post signage prohibiting:
	a) food;
	b) children or youth under 18 years-of-age (excluding all Active Duty);
	c) spending more than ten minutes in these areas at one time;
	d) shaving;
	e) diving or jumping into the whirlpool;
	f) use of body lotions, oils, or suntan preparations;
	g) exercise in the sauna, steam room, or whirlpool;
	h) submerging to the bottom of the whirlpool; and
	i) use by individuals at increased risk of injury or illness unless authorized by a physician.
	N/A: The facility does not offer a sauna, steam room, or whirlpool.
	Note: See Appendix for additional information.
FIT 9.04	Sauna, steam room, and whirlpool areas are equipped with:
	a) thermometers and time clocks visible to patrons to facilitate self-monitoring;
	b) emergency systems to shut off the equipment automatically when unsafe conditions arise, including whirlpool drains when they become clogged;
	c) drain covers and other anti-entrapment devices or systems consistent with the Virginia Graeme Baker Pool and Spa Safety Act;
	d) controls to shut off the equipment that are easily accessible by patrons in the event of an emergency; and
	e) an emergency call/alarm in the steam/sauna room that sounds at the control counter.
	N/A: The facility does not offer a sauna, steam room, or whirlpool.
FIT 9.05	Whirlpool water chemistry, filtration rates, and circulation are at appropriate levels, comply with all applicable codes and industry standards, and records are kept on file to ensure compliance with the codes and standards.
	N/A: The facility does not offer a whirlpool.
FIT 9.06	Saunas, steam rooms, and whirlpools are kept at the following temperatures:
	a) 160 to 170 degrees Fahrenheit for the sauna;
	b) 100 to 110 degrees Fahrenheit for the steam room; and
	c) 102 to 105 degrees Fahrenheit for the whirlpool.
	N/A: The facility does not offer either a sauna, a steam room, or a whirlpool.
FIT 9.07	Staff are trained on proper usage, monitoring, and emergency procedures for sauna, steam, and whirlpool areas.
	N/A: The facility does not offer a sauna, steam room, or whirlpool.
FIT 10 - Indoor/Outdoor Space	
	Note: See Appendix for additional information.

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FIT 10.01	Facilities are well-maintained and spacious enough to ensure the comfort and safety of patrons.
FIT 10.02	Physical activity spaces (e.g. group exercise/unit pt., gymnasium, and free weight area) are: <ul style="list-style-type: none"> a) large enough to accommodate expected patron demand; b) large enough to accommodate the type of equipment or activities to be conducted; and c) properly illuminated.
FIT 10.03	The indoor facility is designed in a way that: <ul style="list-style-type: none"> a) separates physical activity spaces from operational, storage, and maintenance spaces; b) facilitates safe and easy movement throughout the facility; c) meets industry guidelines for square footage allotments; and d) maximizes line of sight.
	Note: See Appendix for additional information.
FIT 10.04	HVAC system in each fitness center facility complies with the American College of Sports Medicine guidelines and standards.
	N/A: The facility was not constructed with full HVAC due to local area guidelines.
	Note: See Appendix for additional information.
FIT 10.05	Indoor facility lay-out minimizes the negative impact of noise-generating activities on surrounding activity and non-activity areas.
FIT 10.06	Floor surfaces are appropriate to the activity being conducted and provide the proper level of absorption and slip resistance to minimize the risk of impact or fall-related injuries.
	Note: See Appendix for additional information.
FIT 10.07	All MWR-owned physical activity areas have a clock, a chart of target heart rates, and a chart depicting ratings of perceived exertion to enable patrons to monitor their level of physical exertion.
FIT 10.08	Facilities have locker rooms, restrooms, and showers that are available to patrons and are: <ul style="list-style-type: none"> a) properly illuminated; b) large enough to accommodate expected user demand; c) well-ventilated using negative exhaust to pull damp air out of wet areas such as showers and steam rooms, and control excessive odor, heat, and humidity; d) designed with non-skid floor surfaces; e) designed with materials and finishes that are water and humidity resistant and easily maintained; and f) cleaned according to industry or Service identified standards.
	Note: See <i>FIT 4.08</i> for detailed cleaning schedules.
	Note: See Appendix for additional information.
FIT 10.09	Indoor play courts: <ul style="list-style-type: none"> a) meet required dimensions and have the specific markings established by the respective sport's governing body when abiding by the sport's governing body rules; and b) are inspected regularly to identify maintenance or repair needs.
	N/A: The facility does not offer indoor courts.
	Note: See Appendix for additional information.
FIT 10.10	Installations provide: <ul style="list-style-type: none"> a) unit sports and athletic programs that support morale, overall physical readiness, esprit de corps, unit cohesion, and military readiness; b) a running track or jogging trail within a reasonable commute; c) outdoor fields/courts that meet required dimensions and have the specific markings established by the respective sport's governing body when abiding by the sport's governing body rules; and d) regular inspections of outdoor fields/courts to identify maintenance or repair needs.
	N/A: The facility does not offer courts and/or fields.
FIT 11 - Auxiliary Services	
FIT 11.01	All specialty areas (e.g., dietitians, massage therapists, martial arts instructors) should meet industry standards for required licenses, certification, and educational background.
	N/A: The facility does not offer auxiliary services.
	Note: See Table 3 for Accepted Accreditations and Certifications.

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FIT 12 - Staff Qualifications	
FIT 12.01	Fitness personnel have the education, formal training, and experience needed to facilitate and oversee safe, effective use of the facility and associated programs.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
FIT 12.02	Professional staff meet current, accepted professional standards in their field and operate within the code and limits of their profession.
N/A:	The facility is fully unstaffed.
Note:	See Table 3 for Accepted Accreditations and Certifications.
FIT 12.03	The Program Director has:
a)	professional certification from a National Commission for Certifying Agencies (NCCA) or Distance Education Accrediting Commission (DEAC) accredited health/fitness organization (civilian personnel only);
b)	competency in business and the design and delivery of exercise programs; and
c)	at least three years of experience in the fitness industry/field for civilian personnel.
Note:	See Appendix for additional information.
Note:	See Table 3 for Accepted Accreditations and Certifications.
Note:	While Program Director and Program Manager can be two distinct roles held by two people or one role held by one person, all requirements in <i>FIT 12.03</i> and <i>FIT 12.04</i> should be met.
FIT 12.04	The fitness Program Manager has:
a)	a four-year degree in exercise science or a related field for civilian personnel;
b)	professional certification by an accredited health/fitness organization; and
c)	at least three years of experience in the fitness industry/field for civilian personnel.
Note:	See Appendix for additional information.
Note:	See Table 3 for Accepted Accreditations and Certifications.
FIT 12.05	Personal trainers have:
a)	a high school diploma or equivalent;
b)	a personal trainer certification from an accredited health/fitness organization; and
c)	professional competence in the physical activity program or area.
N/A:	The facility is fully unstaffed.
Note:	See <i>FIT 12.07</i> for additional requirements for fitness instructors or personal trainers working with youth.
Note:	See Appendix for additional information.
Note:	See Table 3 for Accepted Accreditations and Certifications.
FIT 12.06	Group fitness instructors have:
a)	a high school diploma or equivalent; and
b)	a primary certification from an accredited health/fitness organization or a certification from a commercial/industry health/fitness organization approved by the Service HQ in the specific physical activity program in which they instruct (e.g. yoga, cardio dance programs).
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
Note:	See Table 3 for Accepted Accreditations and Certifications.
FIT 12.07	Instructors or personal trainers working with youth (12 years and older) in strength and conditioning are qualified by:
a)	organization;
b)	knowledge of the physical and psychosocial needs of youth;
c)	an understanding of youth resistance training guidelines;
d)	practical experience working with youth; and
e)	successful completion of all background check requirements according to DoDI 1402.05.
N/A:	Facility does not provide this service.
FIT 12.08	Records of training and up-to-date certification are maintained in personnel records.
FIT 12.09	All full-time fitness staff members receive a minimum of 20 hours a year of professional development training in their fitness specialty areas.
FIT 12.10	Contract Officials are:

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a)	certified and/or trained through recognized and approved National Governing Body (NGB) for particular sport; and
b)	funded through Appropriated Funds (APF) for Category A and B sports.
Note:	See Appendix for additional information.
FIT 13 - Child Play Areas	
FIT 13.01	Child play areas in MWR Fitness Centers are optional and not required. Installation MWR Fitness Facility child play areas follow Service-specific child play area policies and guidelines. Installation local operating instructions, including compliance standards for cleaning, including sanitizing and disinfecting, and maintaining child play areas, are based on Service-specific child play area policy.
N/A:	Facility does not have child play areas.
Note:	See Appendix for additional information.

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Standard Number	Standard
FIT 1 - Pre-Activity Screening	
FIT 1.01	Pre-activity screening procedures and tools empower patrons to take responsibility for their health and well-being by informing them of pre-activity screening expiration dates and what changes in their health may warrant another screening.
FIT 1.03	Findings that would warrant consultation with a qualified medical practitioner, and should be included on the pre-activity screening tool, include known cardiovascular, metabolic, or pulmonary disease; two or more major cardiovascular risk factors; or any other major self-disclosed medical concern such as orthopedic issues.
FIT 2 - Administration Operations	
FIT 2.06	Orientation should include information on facility rules or requirements for participation such as dress codes.
FIT 3 - Client Supervision and Monitoring for Staffed Facilities	
FIT 3.03	Line of sight relates to the physical layout of the facility and placement of equipment. Facilities that have optimized their physical layout may be able to meet supervision requirements with fewer staff. If a program chooses to use closed circuit television to achieve line of sight, the program must have clear policies and procedures for monitoring the television and responding to patron needs that ensure the safety of patrons.
FIT 3.03	Areas requiring direct supervision whenever they are in use include, but are not limited, to: a) free weight areas; b) group exercise rooms during planned activities; c) combative areas; and d) other areas designed for physically demanding activities.
FIT 3.04	Staff should be qualified and appropriately trained for the activity they are supervising. For example, facilities offering weight lifting should have someone trained in spotting and strength training on-site at all times the facility is in operation.
FIT 3.04	Activities that require attentive spotting are those where free weights are supported on the trunk or moved over the head or face.
FIT 4 - Health, Safety, and Security Issues	
FIT 4.02	Implementation of this standard requires that facilities post, among other things: a) signage required by the Americans with Disabilities Act (ADA); b) signage required by the Occupational Safety and Health Administration (OSHA) Guidelines, including information on properly handling potentially hazardous materials such as bodily fluids; c) emergency procedures, including evacuation routes, in strategic locations throughout the facility; d) appropriate signage in activity areas where there may be an increased risk of injury; and e) signage, instruction placards, notices, and warnings provided by the manufacturer on, or in close proximity to, the equipment it came with.
FIT 4.03	In addition to training on how to respond in the event of an emergency, staff should also be trained on the location of phones, how to contact emergency responders, and the location of on-site emergency care equipment and supplies such as the first-aid kit and AED. Training and drills must include child play area staff when a staffed play area is offered.
FIT 4.04	First aid supplies and other resources should be made available to child play area staff when a staffed play area is offered.
FIT 4.05	The American College of Sports Medicine only requires that one staff person trained in AED use be on duty at one time. However, industry leaders agree that the more trained responders that are available the more effective the Public Access Defibrillation program will be.
FIT 4.06	Procedures for documenting and reporting incidents and accidents should include those that occur within the child play area when one is provided.
FIT 4.08	Patrons should be encouraged to wipe down skin-contact surfaces and cardiovascular equipment after use.
FIT 4.08	The American College of Sports Medicine suggests the cleaning and disinfecting schedule found in Table 1 (Table 1 for Cleaning and Disinfecting Schedule).
FIT 5 - Public Access Defibrillation (PAD) Program	
FIT 5	Public Access Defibrillation Program standards apply to all facilities, both staffed and unstaffed.
FIT 5.04	The American Heart Association recommends the use of a maintenance checklist to ensure procedures for AED upkeep are followed consistently and well-documented.

FY20 MWR Fitness Center Standards Appendix

Standard Number	Standard
FIT 5.05	The industry standard for response time ranges from three minutes to five minutes. The American Heart Association states that a five minute response time is acceptable but that a three minute response time should be used as a guide when determining how many AEDs are needed and where to place them. The American College of Sports Medicine recommends that the AED be within a 1.5 minute walk from any location in the facility. As such, more AEDs may be required for buildings with unusual physical layouts such as those that require elevator use or navigating crowded fitness floors.
FIT 6 - Requirements for Unstaffed MWR Facilities	
N/A	
FIT 7 - Designing a Fitness Program	
FIT 7.02	Examples of individuals who may be at increased risk of fitness-related health emergencies include individuals with coronary risk factors, diabetes, cancer, or clinical obesity.
FIT 7.03	Medical clearance should include return to participation clearance following injury, changes in health, or significant lapses in program participation.
FIT 7.03	Industry standard suggests that facilities maintain files indefinitely or, at least, consult with a legal authority prior to their disposal. As such, records of one-on-one training sessions should be kept on file in accordance with relevant JAG recommendations.
FIT 7.05	Youth with uncontrolled hypertension, seizure disorders, or a history of childhood cancer and chemotherapy should be withheld from participating until additional specialized evaluations can be conducted.
FIT 7.06	Youth engaged in fitness activities require greater supervision. The National Strength and Conditioning Association recommends that staff-to-participant ratios during strength and conditioning activities be 1:10 for middle-school-aged participants and 1:15 for high-school-aged participants. Generally speaking, middle school age is 10 to 14 years-of-age and high school is 14 to 18 years-of-age; however, exact age ranges will vary by individual or school district. The Council on Sports Medicine and Fitness recommends a 1:10 staff to youth ratio during strength training and does not differentiate by age. The facility may ensure appropriate supervision and monitoring by requiring youth be accompanied by an adult throughout the facility.
FIT 8 - Facility Equipment	
FIT 8.02	Industry guidelines recommend that: a) equipment support cardiovascular, muscular strength, endurance, and flexibility activities; b) cardio equipment accommodate at least 25% of the patrons expected to use the facility in any 2-hour timeframe; c) there be sufficient resistance circuits, defined as variable resistance and selectorized machines for each major muscle group in the body, to accommodate patterns of usage by the targeted audience; d) sufficient free weight equipment to accommodate patterns of usage by the targeted audience; and e) sufficient fitness accessory equipment such as medicine balls, bands, and foam rollers to accommodate patterns of usage by the targeted audience.
FIT 8.02	Facilities may wish to develop policies regarding usage and duration for popular equipment such as treadmills to improve access.
FIT 8.07	The American College of Sports Medicine suggests the preventative maintenance schedule found in Table 2 (Table 2 for Preventative Maintenance Practices).
FIT 8.08 c)	Legible and easily understood by the identified Service population.
FIT 8.08 c)	If equipment is involved in incidents of injury, legal advisors or risk managers must be consulted for advice prior to repair or destruction.
FIT 9 - Sauna, Steam, and Whirlpool Facilities	
FIT 9.01	Sauna, steam, and whirlpool facilities will not be offered to patrons in unstaffed facilities.
FIT 9.03	Individuals at high risk of injury or illness through use of the sauna, steam room, or whirlpool include pregnant women; individuals taking prescription medicine; individuals with elevated blood pressure, prone to dizziness or light-headed episodes, circulatory deficiencies, diabetes, heart disease, emotional disorders, or history of seizures; and individuals under the influence of alcohol or recreational drugs.
FIT 9.03	Whirlpool jet controls should be on a timer that operates on a ten-minute cycle, with a control button located in a place that requires a person to get out of the spa to begin the next cycle.
FIT 10 - Indoor/Outdoor Space	
FIT 10	Services should take UFC criteria and industry standards into consideration for indoor/outdoor spaces.
FIT 10.03	The organization can facilitate safe and easy movement throughout the facility by creating defined walkways that do not pass through physical activity areas; and avoiding blind corners, unnecessary doors, partitions, and furniture.

FY20 MWR Fitness Center Standards Appendix

Standard Number	Standard
FIT 10.04	Sufficient air circulation and fresh air make-up systems are critical to maintaining room temperature and air quality at safe and comfortable levels.
FIT 10.06	Facilities should consult Unified Facilities Criteria (UFC) guidelines when determining what type of floor service should be installed at each of its activity areas
FIT 10.08	Services should look to industry or Service-identified standards.
FIT 10.09	Indoor play courts include but are not limited to basketball, tennis, squash, and racquetball.
FIT 11 - Auxiliary Services	
N/A	
FIT 12 - Staff Qualifications	
	The level of staff qualifications will vary significantly, depending on the type of participant accepted by the facility. Particularly in facilities that offer programs designed to appeal to older participants or to participants with known health problems, the staff should have special qualifications, usually an advanced, clinically-oriented certification from a nationally recognized professional organization. In many of these same facilities, other health care providers with specialized clinical skills may frequently be involved in formulating the exercise plan.
FIT 12.01	
FIT 12.03 & FIT 12.04	The Program Director is a supervisory position responsible for total facility oversight including operation, programming, and staffing.
FIT 12.03 & FIT 12.04	The fitness Program Manager is a supervisory position responsible for development and oversight of fitness programming.
FIT 12.03 & FIT 12.04	While elements (a) through (c) are preferred, any combination of two of these elements may sufficiently qualify an individual to perform duties as Program Director or fitness Program Manager.
FIT 12.05	Fitness instructors and personal trainers are direct service positions responsible for designing individual exercise programs as well as supervising, coaching, and instructing exercise in the fitness facility.
FIT 12.05	See FIT 12.07 for additional requirements for fitness instructors or personal trainers working with youth.
FIT 12.06	Group Fitness instructors are direct service positions responsible for designing group exercise programs as well as supervising, coaching, and instructing group exercise in the fitness facility.
FIT 12.06	If a group fitness class does not have a certification directly related to the course, the Service may determine the training needed to meet this standard.
FIT 12.10	As needed, consult with Athletics and Sports Programs. Primary sports should have certified contract officials.
FIT 13 - Child Play Areas	
FIT 13.01	UFC standards should be taken into consideration when developing child play areas.

Table 1 - Cleaning Schedule

FIT 4.08 - Minimum Cleaning and Disinfecting Schedule		Formal Comments
Fitness Floor		
Remove trash		Daily
Dust all horizontal surfaces		Daily
Clean and disinfect vinyl pads on equipment		Daily
Clean and disinfect equipment frames		Daily
Vacuum carpets and clean stains		Daily
Spot-clean mirrors		Daily
Wash and disinfect hard floor surfaces including all rubber floor surfaces		Daily
Clean HVAC vents		Twice Monthly
Clean light fixtures		Twice Monthly
Vacuum and deep clean under all equipment		Twice Monthly
Fully clean mirrors and glass surfaces		Twice Monthly
Deep clean flooring (e.g. rubber, tile, carpet, etc.)		Quarterly or annually
Clean wall surfaces thoroughly		Annually
Group Exercise Studios		
Remove any trash		Daily
Dry-mop wood floors		Daily
Dust all horizontal surfaces		Daily
Spot-clean mirrors and glass surfaces		Daily
Clean mirrors thoroughly		Weekly
Wet-mop wood floors		Weekly
Wash and disinfect rubber floor surfaces		Daily
Clean HVAC vents		Twice Monthly
Clean light fixtures		Twice Monthly
Clean audio equipment		Twice Monthly
Wash solid walls		Quarterly or annually
Refinish wood floor surfaces		Annually
Locker Rooms		
Remove trash and replace liners		Daily
Refill paper dispensers		Daily
Refill all soap and related dispensers		Daily
Dust all surfaces with lint-free cloth		Daily
Clean all mirrors and glass surfaces		Daily
Spot-clean locker surfaces, doors, and all exposed hardware		Daily
Clean and disinfect sinks, toilets, and urinals		Twice Daily
Clean and disinfect shower, sauna, steam room, and whirlpools		Daily
Vacuum carpets and clean stains		Daily
Dust-mop or sweep wood surfaces		Daily
Wet-mop and disinfect hard floor surfaces		Daily
Clean all hard surfaces by scrubbing with machine or similar brush		Twice Monthly
Clean and disinfect showers, steam room, sauna and whirlpool completely		Twice Monthly
Clean and dust all HVAC grills and vents		Twice Monthly
Clean light fixtures		Twice Monthly
Clean all waste receptacles		Twice Monthly
Clean and polish all wood surfaces		Twice Monthly
Refill air fresheners and dispensers		Monthly
Clean grout lines in showers		Monthly
Clean carpets with bonnet-style cleaner		Quarterly
Extraction-clean carpets		Annually

Table 1 - Cleaning Schedule

FIT 4.08 - Minimum Cleaning and Disinfecting Schedule	Formal Comments
Wash down all walls	Annually

Table 2 - Maintenance

Preventative Maintenance Practices				
Preventative Maintenance Practices for Resistance Training Equipment				
Equipment	Daily Care	Weekly Care	Monthly Care	As Needed
Variable-Resistance Equipment	<ul style="list-style-type: none"> ● Clean frames and upholstery per manufacturer's recommendations 	<ul style="list-style-type: none"> ● Check all cables and bolts and tighten as needed ● Check moving parts and adjust as needed 	<ul style="list-style-type: none"> ● Lubricate guide rods with lightweight oil 	<ul style="list-style-type: none"> ● Repair or replace pads ● Replace cables if needed
Free Weight Benches	<ul style="list-style-type: none"> ● Clean frames and upholstery per manufacturer's recommendations 	<ul style="list-style-type: none"> ● Check all cables and bolts and tighten as needed ● Check moving parts and adjust as needed 		<ul style="list-style-type: none"> ● Repair or replace pads ● Replace cables if needed
Dumbbells and Bars	<ul style="list-style-type: none"> ● Clean off bars with dry cloth 	<ul style="list-style-type: none"> ● Check all screws and bolts 	<ul style="list-style-type: none"> ● Use lightweight oil on cloth 	<ul style="list-style-type: none"> ● Repair or replace broken bars and dumbbells
Preventative Maintenance Practices for Cardiovascular Equipment				
Equipment	Daily Care	Weekly Care	Monthly Care	As Needed
Bicycles, Recumbent Bicycles, and Ergometers	<ul style="list-style-type: none"> ● Clean off control panel with damp cloth ● Clean off seats and housing per manufacturer's recommendations 	<ul style="list-style-type: none"> ● Check equipment diagnostics on control panel for any warnings or indications of problems ● Check all screws and bolts and tighten as needed ● If positioned on carpet, vacuum underneath 	<ul style="list-style-type: none"> ● Remove housing covering the bike and clean out any dust or lint 	<ul style="list-style-type: none"> ● Refer to manufacturer's guidelines
Elliptical Trainers and Stair Climbers	<ul style="list-style-type: none"> ● Clean off control panel with damp cloth ● Clean housing and pedals per manufacturer's recommendations 	<ul style="list-style-type: none"> ● Check equipment diagnostics on control panel for any warnings or indications of problems ● Check all screws and bolts and tighten as needed ● Vacuum 	<ul style="list-style-type: none"> ● Remove housing covering the elliptical or stair climber and clean out any dust or lint 	<ul style="list-style-type: none"> ● Refer to manufacturer's guidelines
Treadmills	<ul style="list-style-type: none"> ● Clean off control panel with damp cloth ● Clean housing and pedals per manufacturer's recommendations 	<ul style="list-style-type: none"> ● Check equipment diagnostics on control panel for any warnings or indications of problems ● Check all screws and bolts and tighten as needed ● If positioned on carpet, vacuum underneath 	<ul style="list-style-type: none"> ● Clean belts using a damp cloth ● Check belt and deck surface and lubricate as needed ● Check rollers and adjust if out of alignment 	<ul style="list-style-type: none"> ● Replace belts if needed ● Replace deck surfaces if diagnostics indicate ● Refer to manufacturer's guidelines

Note: This is not an exhaustive list. For other equipment refer to manufacturer's guidelines and recommendations.

Table 3 - Accreditations

Accepted Accreditations and Certifications
NCCA (National Commission for Certifying Agencies) Accredited Certifying Agencies
AAPTE - Academy of Applied Personal Training Education
ACE - American Council on Exercise
ACSM - American College of Sports Medicine
ACTION Certification
CI - The Cooper Institute for Aerobic Research
CSCCa - Collegiate Strength and Conditioning Coaches association
IFPA - International Fitness Professionals Associated
ISFTA - International Sports & Fitness Trainers Association
NASM - National Academy of Sports Medicine
NAYS - National Alliance for Youth Sports
NCHEC - National Commission for Health Education Credentialing, Inc.
NCSF - National Council on Strength and Fitness
NESTA - National Exercise and Sports Trainers Association
NETA - National Exercise Trainers Association
NFPT - National Federation of Professional Trainers
NSCA - National Strength and Conditioning Association
PTA Global, Inc.
TWCC - Training & Wellness Certification Commission
DEAC (Distance Education Accrediting Commission) Accredited Certifying Agencies
ISSA - International Sports Sciences Association
USCI - US Career Institute

Note: This is not an exhaustive list and is subject to change by the Services as NCCA and DEAC make changes.