



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 6100.1
N9
6 Jun 19

CNIC INSTRUCTION 6100.1

From: Commander, Navy Installations Command

Subj: OPERATION OF UNMANNED FITNESS SPACES

Ref: (a) Department of Defense MWR Fitness Standards, 21 July 2016
(b) OPNAVINST 1700.7E
(c) CNICINST 1710.3
(d) Navy Fitness Program Standards
(e) OPNAVINST 5100.23G
(f) OPNAVINST 5102.1D
(g) OPNAVINST 5100.29
(h) OPNAVINST 5100.25C
(i) CNICINST 5214.1A
(j) FC 4-740-02FN Navy and Marine Corps Fitness Centers

Encl: (1) Standard Operating Procedures for Unmanned Fitness Spaces
(2) Cleaning and Preventive Maintenance for Resistance Equipment
(3) Cleaning and Preventive Maintenance for Cardiovascular Equipment
(4) Recommended Cleaning and Disinfecting Procedures for Fitness Spaces

1. Purpose. To implement policy and provide guidance regarding procedures and requirements concerning unmanned fitness spaces within Commander, Navy Installations Command (CNIC) structures or facilities per references (a) through (j).

2. Cancellation. CNIC Instruction 1710.1.

3. Scope and Applicability. This instruction applies to any fitness area, space or room aboard Navy installations or assigned areas per references (a), (b) and (h).

4. Background

a. The inherent risk associated with personnel conducting physical training in spaces without fitness professionals to oversee daily operations, space requirements, equipment and patrons' safety is higher than for staffed Morale, Welfare and Recreation (MWR) Fitness Centers.

b. Unit specific facilities, Commanding Officer (CO) approved tenant facilities and non-MWR unmanned fitness spaces are not required to adhere to the same Department of Defense (DoD) standards as MWR fitness centers per references (a). Unmanned MWR fitness spaces should maintain compliance with references (a), (c) and (d).

c. When possible, commands should use available staffed MWR fitness centers, thus eliminating the cost and added man-hours required to establish and maintain unmanned spaces and equipment.

5. Policy

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

b. Commands that currently have, or plan to have unmanned fitness spaces will meet all established requirements set forth in this instruction.

6. Responsibilities

a. CNIC (N921) is responsible for:

(1) Maintaining a record of all approved unmanned fitness spaces within CNIC structures or facilities.

(2) Approving all MWR unmanned fitness facilities per reference (a).

b. Region Commanders (REGCOM) are responsible for:

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

(2) Maintaining a list, by installation, of all unmanned fitness spaces within their Region. REGCOMs will submit this list to CNIC (N921) annually, along with the DoD MWR fitness standards report.

(3) Forwarding CNIC Form 6100/1 for all MWR unmanned fitness centers to CNIC (N921).

c. Installation COs are responsible for:

(1) Approving the establishment of unit specific and tenant command unmanned fitness spaces. COs will conduct an annual assessment to determine existence and proper operation of unmanned fitness spaces under their jurisdiction.

(2) Routing, via chain of command, CNIC Form 6100/1 for MWR fitness spaces to CNIC (N921) for approval prior to operation.

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

(4) Ensuring personnel are aware of the policies established in this instruction.

(5) Maintaining a list of all unmanned fitness spaces aboard the Installation.

(6) Closing spaces found operating outside of the policies herein and disposing of the equipment per Navy policy.

(7) Ensuring all unmanned spaces are assessed annually using CNIC Form 6100/2.

(8) Ensuring all MWR unmanned spaces have CNIC Form 6100/3 prominently posted and available for patrons.

d. Commands with unmanned fitness spaces are responsible for:

(1) Reporting unmanned fitness spaces to the CO appointed authority via CNIC Form 6100/1.

(2) Correcting, within 30 days, any deficiencies noted during an annual assessment conducted by an authority appointed by the Installation CO.

(3) Closing any fitness space not operating per enclosure (1).

(4) Ensuring any incidents or accidents resulting in injury or death are reported per references (e), (f) and (i).

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD), at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6 Jun 19

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N9) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms and Reports. CNIC Form 6100/1 Request to Establish Unmanned Fitness Space, CNIC Form 6100/2 Unmanned Fitness Space Assessment, and CNIC Form 6100/3 Physical Activity Risk Factor Questionnaire can be found on <https://www.navyfitness.org> and the CNIC Gateway (G2) at <https://g2.cnic.navy.mil/Directives/CNIC%20Forms/Forms/AllItems.aspx>.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via G2 web site, <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.asp>.

Standard Operating Procedures for Unmanned Fitness Spaces

TABLE OF CONTENTS

Section	Page(s)
Section 1 – General Information	
1. Purpose	3
2. Definition	3
3. Forms	3
4. Revisions	3
Section 2 – Prerequisites for Establishing Unmanned Fitness Spaces	
1. Rationale to Allow Unmanned Fitness Spaces	3
2. Coordination with Installation Commanding Officer (CO) Appointed Authority for Command Unmanned Fitness Space	4
3. Funding	4
Section 3 – Process for Requesting Approval for Unmanned Fitness Spaces	
1. Tenant Commands	4
2. Installation CO Appointed Authorities	4
3. Installation COs	5
4. Region (N92) Notification	5
Section 4 – Fitness Equipment Requirements	5
Section 5 – Fitness Space Policies	
1. Operational Policies	6
2. Safety Risk Signage Policy	6
3. Emergency Procedures	7

Section 1 – General Information

1. **Purpose.** Per references (a) through (j), this standard operating procedure (SOP) provides guidance on administrative procedures and requirements for the operation of all unmanned fitness spaces within Commander, Navy Installations Command (CNIC) structures or facilities. This SOP does not replace Department of Navy or CNIC policies.

a. Commands that currently have, or plan to have unmanned fitness spaces within CNIC structures or facilities will meet all established controls set forth in this SOP.

b. When possible, commands should use available Morale, Welfare and Recreation (MWR) fitness centers, thus eliminating the cost and added man-hours required to establish and maintain the space and equipment.

2. **Definition.** For the purpose of this SOP, the definition of an unmanned fitness space is any fitness area, space or room aboard a CNIC installation not managed or staffed. By definition, it does not meet the standards in references (a), (c) and (d).

3. **Forms.** CNIC Form 6100/1, Request to Establish Unmanned Fitness Space and CNIC Form 6100/2, Unmanned Fitness Space Assessment.

4. **Revisions.** Contact CNIC (N921) with suggested revisions or for additional information.

Section 2 - Prerequisites for Establishing Unmanned Fitness Spaces

1. **Rationale to Allow Unmanned Fitness Spaces.** To establish an unmanned fitness space, commands must meet the following criteria:

a. Service Members work irregular shifts outside the Navy MWR fitness center's staffed operating hours.

b. There is a more than 15-minute commute (by vehicle) to 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.

c. The potential fitness space meets the minimum requirements of square footage per piece of equipment, with 10 to 15 percent additional space per piece for circulation and patron safety.

d. The space meets reference (j) requirements for the ceiling height; finishes (i.e., walls, floor and ceiling) plumbing; heating, ventilation and air-conditioning; fire protection; power; lighting; and acoustics.

2. Coordination with Installation Commanding Officer (CO) Appointed Authority for Command Unmanned Fitness Spaces

a. Any request for an unmanned fitness space should be thoroughly discussed with the appointed representative to prevent duplicative funding efforts with MWR fitness facilities.

b. Commands are also encouraged to consult with, or request assistance from, MWR, installation N3 and Public Works personnel regarding placement and selection of fitness equipment, development of emergency plans and procedures, and annual inspections for unmanned fitness spaces.

3. Funding

a. COs requesting unmanned fitness spaces should ensure appropriate funds have been secured for the procurement of fitness equipment, as well as long-term funding to support the ongoing operation and maintenance of unmanned fitness spaces.

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

c. Unmanned Navy Operation Service Centers that do not meet the rationale outlined in section 2, paragraph 1 are not authorized CNIC funding support.

Section 3 - Process for Requesting Approval for Unmanned Fitness Spaces

1. Tenant Commands

a. Ensure the proposed unmanned fitness space meets the requirements set forth in this SOP and is safe for intended use via CNIC Form 6100/2.

b. Identify, in writing, an individual responsible for the daily sanitation and maintenance of the fitness equipment and space per enclosures (2), (3) and (4).

2. Installation CO Appointed Authorities

a. Ensure the proposed unmanned fitness space meets or exceeds requirements set forth in this SOP and is safe for intended use via CNIC Form 6100/2.

b. Decide, via CNIC Form 6100/1, whether to recommend the request for an unmanned fitness center or space on their installation.

3. Installation COs

a. Appoint a representative capable of conducting the annual assessment and recommending unmanned fitness spaces aboard the installation.

b. Act as the final approving authority for establishing an unmanned fitness space within a CNIC structure for unit specific, tenant and non-MWR facilities. After the installation CO approves CNIC Form 6100/1, it must be forwarded to the Region (N92) for notification purposes.

c. Route CNIC Form 6100/1 for all unmanned MWR fitness spaces to CNIC HQ (N921) for final approval via REGCOM.

d. Have complete oversight for unmanned fitness spaces under their jurisdiction, direct, at least annually, a complete assessment of the operation using (at a minimum) CNIC Form 6100/2, and forward findings to the Region (N92).

e. If the unmanned fitness space is not in compliance with established policies and guidelines, the operation will be secured until all issues are resolved.

4. Region (N92) Notification. Each Region will maintain a list of all unmanned fitness spaces by installation and submit this list, along with the annual DoD fitness standards report, to CNIC (N921).

Section 4 - Fitness Equipment Requirements

1. The following equipment should not be allowed in unmanned spaces:

a. Olympic Racks (bench and squat).

b. Smith Machines.

c. Barbells.

d. Homemade equipment.

2. All fitness equipment should be of commercial grade and the same quality as fitness equipment at local MWR fitness centers. The equipment must be in good operational condition.

3. Fitness equipment that is no longer needed, broken or deemed beyond its service life will be removed and disposed of per Navy policies.

Section 5 - Fitness Space Policies

1. Operational Policies

a. Physical Activity Risk Factor Questionnaire (PARFQ). All facilities offering exercise equipment or services must post enclosure (5) in a place where all patrons can view it as they enter the fitness space.

b. Workout Partners. Users should work out with partners as this allows for an emergency response capability in an instance when a user is injured or becomes ill. Users should utilize all manufacturer equipment safety features.

c. Space Surveillance. All spaces should be entered at least every 4 hours by person(s) assigned to assess patron safety and promote rule enforcement. A log of all safety and security checks should be maintained on site. The use of CCTV is highly encouraged.

d. Age Requirements. Only adults aged 18 years or older, or active duty Service Members are authorized.

e. Space and Equipment Cleanliness. Recommended cleaning and disinfecting procedures for the fitness space can be found in enclosure (4). Gym wipes or cleaning solution with towels will be provided by the responsible command at all times. Signage requesting users wipe off equipment before and after use with provided wipes or cleaning solution will be displayed.

f. Dress Code. Per local dress code policy, appropriate exercise clothing and shoes are required to use the fitness space.

g. Smoking and Tobacco Use. Smoking or use of smokeless tobacco is not permitted.

h. Alcohol and Drug Use. Patrons under the influence of alcohol or illegal drugs are not permitted.

2. Safety-Risk Signage Policy

a. All unmanned fitness spaces will have prominently displayed signage providing a proper warning and disclaimer regarding the inherent risk associated with personnel conducting physical training in spaces without fitness professionals to oversee daily operations.

b. At a minimum, each unmanned fitness space will have at least one sign posted at the facility entrance at a height and position to ensure patrons will have an unimpeded view of the warning and disclaimer.

c. The warning and disclaimer sign must be visible and legible to patrons having proper or corrected eyesight at a distance of no less than 15 feet.

d. Warning and disclaimer signs will state: “This is an unmanned fitness space. Patrons using this facility face inherently higher safety risk, risk of potential injuries or even risk of death than exists at fully-staffed fitness facilities. All patrons must carefully read and sign the required Accident Waiver and Release of Liability Form prior to utilizing this facility.”

3. Emergency Procedures

a. Use of an active phone line or personal cell phone will be authorized in the event of an emergency. Emergency phone numbers and contacts must be posted by the phone and updated quarterly.

b. Use of closed-circuit television is highly encouraged at all unmanned spaces without direct supervision from a command control desk.

c. An emergency plan pertaining to the unmanned fitness space and incident reporting procedures must be listed and clearly displayed in the space.

d. Assistance with creating emergency plans and procedures can be obtained by contacting the CO’s appointed authority.

e. At a minimum, a first aid kit is required for all unmanned spaces. An automated external defibrillator should be installed per reference (g). Deployment of an AED should have a response time of three minutes or less from the moment of collapse to the moment the AED is at the person’s side.

f. Report all incidents and accidents resulting in injury or death per chapter 14 of reference (e) and reference (f) and reference (i).

CLEANING AND PREVENTIVE MAINTENANCE FOR RESISTANCE EQUIPMENT

Equipment	Daily Care	Weekly Care	Monthly Care	As Needed
Variable -Resistance Equipment	Clean frame with mild soap and water	Check all cables and bolts and tighten as needed	Lubricates guide rods with lightweight oil	Repair or replace pads
	Clean upholstery with mild soap and water	Check moving parts and adjust as needed		Replace cables as needed
Free Weight Benches	Clean frame with mild soap and water	Check all cables and bolts and tighten as needed		Repair or replace pads
	Clean upholstery with mild soap and water	Check moving parts and adjust as needed		Replace cables as needed
Dumbbells and bars	Clean 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

References/Sources

Peterson, J. A & Tharrett, S. J. (2012). *ACSM's Health/Fitness Facility Standards and Guidelines, Fourth Edition*. Illinois

Human Kinetics.

CLEANING AND PREVENTIVE MAINTENANCE FOR CARDIOVASCULAR EQUIPMENT

Equipment	Daily Care	Weekly Care	Monthly Care	As Needed
Bikes	Clean control panel with dry cloth	Check equipment diagnostics through control panel for any potential troubles	Remove bike housing and clean out dust and lint that may have collected	Refer to manufacturer's guidelines
	Clean handles with mild antibacterial soap and damp cloth	Check all screws and bolts and tighten as needed		
	Clean seats with mild antibacterial soap and damp cloth			
Elliptical trainers	Clean control panel with dry cloth	Check equipment diagnostics on control panel for any warning or indications of problems	Remove housing covering the bike and clean out any dust or lint	Refer to manufacturer's guidelines
	Clean handles with mild antibacterial soap and damp cloth	Check all screws and bolts and tighten as needed		
	Clean foot pedals with damp cloth			
Treadmills	Clean control panel with dry cloth	Check equipment diagnostics on control panel for any warning or indications of problems	Clean belts using damp cloth	Replace belts if needed
	Clean housing and pedals with mild antibacterial soap and damp cloth	Check all screws and bolts and tighten as needed	Check belt and deck surface and lubricate as needed and per manufacturer's specifications	Replace deck surface if diagnostics indicate Refer to Manufacturer's guidelines

RECOMMENDED CLEANING AND DISINFECTING PROCEDURES FOR FITNESS SPACES

Daily Care

Remove trash

Dust all horizontal surfaces

Clean and disinfect vinyl pads

Vacuum carpets and spot clean

Spot clean mirrors

Wash and disinfect hard floor surfaces, including all rubber floor surfaces

Clean HVAC vents

Bimonthly Care

Clean light fixtures

Vacuum and clean under all equipment

Fully clean mirrors and glass surfaces

Quarterly or Annually

Clean carpets

Clean walls surfaces thoroughly

Mop deck and underneath equipment (hard floor surfaces)