

Introduction to MWR Fitness Standards

Policy Overview

The MWR Fitness Standards are governed by DoD Instruction (DoDI) 1015.10. These standards are effective as of 1 OCT 2021. Standards will be reviewed approximately every three years.

Contents

The MWR Fitness Standards consist of five tabs: Standards Framework, Appendix, and Tables 1-3.

Applicable Facilities

The MWR Fitness Standards are applicable only to MWR Fitness facilities and do not apply to non-MWR Fitness facilities (e.g., DoD Lodging fitness areas as well as unit-based gymnasiums and fitness centers).

Framework & Categories

The MWR Fitness Standards are organized into seven framework components: Personnel, Programming, Equipment, Information Management, Facilities, Financials, and Other. Within these framework components are three categories: Core, Supplemental, and Operational. Core fitness standards provide mission-essential resources for Service members to meet and maintain required physical fitness standards and enable the force to maintain optimal fitness for combat readiness. Supplemental fitness standards promote the safe and effective use of fitness facilities and establish mission-enhancing administrative guidelines to ensure a high-quality fitness experience for patrons. Operational fitness standards provide guidance on MWR fitness center protocol and operations to promote the proper functioning and maintenance of MWR Fitness facilities.

Reporting

Services are required to report their compliance with Core fitness standards to OSD by 31 JAN following the conclusion of each fiscal year. Reporting on Supplemental and Operational fitness standards may be required by Service functional headquarters for the Services to conduct further assessment across the MWR Fitness enterprise.

DOD MWR FITNESS STANDARDS

PERSONNEL

CORE

PER-1	Qualified staff with approved certifications/credentials provide supervision, instruction, and guidance appropriate to the activities being conducted during all hours of operation.
N/A:	The facility is fully unstaffed.
PER-2	Minimum staffing standards take into consideration customer usage levels and scope of program and require at least two staff on duty in the facility during all staffed hours of operation and 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.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
PER-3	When needed, the facility provides additional staffing or technology to ensure:
(a)	staff and participants can see one another and communicate clearly, allowing quick access to individuals in need of assistance; and
(b)	Service-established ratios are met.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
PER-4	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.
PER-5	All staff, including contractors, are prepared to respond in medical emergencies through:
(a)	current certification 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.
PER-6	Fitness staff, including contractors, 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.
PER-7	Certified or degreed professional staff meet current, accepted professional standards in their field and operate within the scope and limits of their profession.
N/A:	The facility is fully unstaffed.
PER-8	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); and
(b)	competency in business and the design and delivery of exercise programs; and 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 (as determined by Service-level guidance), all requirements in PER-8 and PER-9 should be met.
PER-9	The fitness Program Manager has:
(a)	a professional certification by an accredited health/fitness organization; and
(b)	a four-year degree in exercise science or a related field for civilian personnel; and 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.
PER-10	Personal trainers have:
(a)	a primary certification from an accredited health/fitness organization or a certification from a commercial/industry health/fitness organization.
N/A:	The facility is fully unstaffed.
Note:	See PROG-16 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.
PER-11	Group fitness instructors have:
(a)	a primary certification from an accredited health/fitness organization or a certification from a commercial/industry health/fitness organization approved by the functional program headquarters 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.
PER-12	All full-time fitness staff receive a minimum of 20 hours a year of professional development training in their fitness specialty areas, inclusive of sports and aquatics staff.
PER-13	Contract Officials are:
(a)	certified and/or trained through a recognized and approved Governing Body, approved by the functional program headquarters for the particular sport; and
(b)	funded through Appropriated Funds (APF) for Category A and B sports.
Note:	See Appendix for additional information.
SUPPLEMENTAL	
PER-14	Staff are trained on proper usage, monitoring, and emergency procedures for saunas.
N/A:	The facility does not offer a sauna.
PER-15	Staff are trained on proper usage, monitoring, and emergency procedures for steam rooms.
N/A:	The facility does not offer a steam room.
PER-16	Staff are trained on proper usage, monitoring, and emergency procedures for whirlpools.
N/A:	The facility does not offer a whirlpool.
PER-17	All specialty staff (e.g., dietitians, massage therapists, martial arts instructors) meet industry standards for required licenses, certification, or educational background.
N/A:	The facility does not offer auxiliary services.
PER-18	Staff, instructors, or personal trainers working with youth (12 years and older) in strength and conditioning have:
(a)	a certification from an accredited health/fitness organization or a certification from a commercial/industry health/fitness organization approved by the functional program headquarters (e.g., ACE Youth Fitness Specialist, NASM Youth Exercise Specialization);
(b)	experience working with youth; and
(c)	successful completion of all background check requirements according to DoDI 1402.05.
N/A:	Facility does not provide this service.

OPERATIONAL	
PER-19	Records of training and up-to-date certification(s) are maintained in personnel records for all staff.
PROGRAMMING	
CORE	
PROG-1	Administrative operations ensure installation facilities, programs, and services are available to authorized patrons and meet an identified need and encourage participation within the military/local community.
PROG-2	Operating hours at the staffed fitness facilities on the installation provide a minimum of 90 staffed hours per week and accommodate irregular duty hours.
N/A:	This installation does not have a main staffed physical fitness facility.
PROG-3	The program encourages participation by:
(a)	providing partnership opportunities in the military/local community, if in the best interest of the installation;
	conducting sporting events (e.g., league, tournament, unit event, skill development/clinic) that support morale, overall physical readiness, esprit de corps, unit cohesion, and military readiness, determined by installation size.
(b)	<2,500: 3 2,500-5,000: 4 5,001-10,000: 5 10,001-14,000: 6 >14,001: 8
N/A:	The facility is unstaffed or in an isolated/remote location.
Note:	Waiver can be submitted if a standard cannot be met within the reporting period (e.g., deployment schedule, change in funding, staffing shortage, facility damage, etc.).
PROG-4	Trained staff are available, as needed, to spot and assist with exercise technique for patrons.
N/A:	The facility is fully unstaffed.
Note:	See Appendix for additional information.
SUPPLEMENTAL	
PROG-5	Signage and instruction highly encourages patrons to use spotters when performing certain activities.
PROG-6	The facility offers an array of physical fitness activities that is appropriate to the installation's mission, with consideration for the individual's current fitness level, goals, age, and overall health.
PROG-7	Patrons have access to a schedule of events or programs that are available to them.
PROG-8	Each facility has a centralized location for the communication and dissemination of relevant information to patrons.
PROG-9	The facility maintains fitness and health resources for patrons with interests or needs that cannot be met by the fitness facility.
PROG-10	Fitness programs geared towards individuals with an elevated health risk 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.
PROG-11	Installation MWR Fitness facility child play areas follow Service-specific policies and guidelines, including compliance standards for cleaning, sanitization, and disinfection.
N/A:	Facility does not have child play areas.
Note:	Child play areas in MWR Fitness Centers are optional and not required.
Note:	See Appendix for additional information.
OPERATIONAL	
PROG-12	A cost-effective, quick, simple, and easy pre-activity screening tool, such as a Physical Activity Readiness Questionnaire, is:
(a)	available to all patrons upon request; and
(b)	posted and prominently displayed within the facility.
Note:	See Appendix for additional information.
PROG-13	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.
PROG-14	Patrons are offered an orientation to the facility activities and equipment.
Note:	See Appendix for additional information.
PROG-15	When staff works one-on-one with patrons in scheduled or fee-based appointments, a record is created for each patron. Records include:
(a)	training logs, progress entries, activity instruction, waivers, liability release, 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.
PROG-16	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.
Note:	See Appendix for additional information.
PROG-17	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.
PROG-18	Policies and procedures governing the use of activity areas containing free weights and exercise devices by youth require:
(a)	youth be at least 12 years of age to participate or be of the approved age identified by the functional program headquarters.
(b)	direct supervision by a responsible qualified adult (e.g., an adult family member, legal guardian, qualified Child & Youth 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.
EQUIPMENT	

CORE	
EQ-1	The quantity, quality, variety and availability of exercise equipment at each facility match Service-specific physical readiness requirements and limit wait times.
Note:	See Appendix for additional information.
EQ-2	Cardiovascular equipment shall be made up of a sufficient blend of equipment to meet the Service's physical readiness needs.
Note:	See Appendix for additional information.
EQ-3	Strength equipment shall be made up of a sufficient blend of equipment to meet the Service's physical readiness needs.
Note:	See Appendix for additional information.
EQ-4	Manufacturer-recommended safety equipment, such as collars, are required for patrons to promote safe use of the facility's equipment.
EQ-5	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.
SUPPLEMENTAL	
EQ-6	Saunas 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;
(c)	controls to shut off the equipment that are easily accessible by patrons in the event of an emergency; and
(d)	an emergency call/alarm in the sauna room that sounds at the control counter.
N/A:	The facility does not offer a sauna.
EQ-7	Steam rooms 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;
(c)	controls to shut off the equipment that are easily accessible by patrons in the event of an emergency; and
(d)	an emergency call/alarm in the steam room that sounds at the control counter.
N/A:	The facility does not offer a steam room.
EQ-8	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; and
(d)	controls to shut off the equipment that are easily accessible by patrons in the event of an emergency.
N/A:	The facility does not offer a whirlpool.
EQ-9	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.
OPERATIONAL	
EQ-10	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.
EQ-11	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
(c)	re-inspected and tested to ensure proper performance prior to use.
Note:	See Appendix for additional information.
EQ-12	The facility staff maintains records on 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.
Note:	See Appendix for additional information.
EQ-13	Saunas are kept at 160 to 170 degrees Fahrenheit.
N/A:	The facility does not offer a sauna.
Note:	Saunas are not offered to patrons in unstaffed facilities.
EQ-14	Steam rooms are kept at 100 to 110 degrees Fahrenheit.
N/A:	The facility does not offer a steam room.
Note:	Steam rooms are not available to patrons in unstaffed facilities.
EQ-15	Water temperature does not exceed 104 degrees Fahrenheit.
N/A:	The facility does not offer a whirlpool.
Note:	Whirlpools are not available to patrons in unstaffed facilities.
INFORMATION MANAGEMENT	
CORE	
IM-1	Technology and information management are in accordance with applicable Service directives for automation systems, compatibility and connectivity.
FACILITIES	
CORE	
FAC-1	A review of immediate and ongoing risks is conducted at least annually that includes a review of incidents, accidents, and grievances related to facility safety issues, injury, or death.
FAC-2	Drinking water is available to patrons and readily accessible from exercise areas.
FAC-3	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.
FAC-4	Facilities are well-maintained and spacious enough to:
(a)	ensure the comfort and safety of patrons; and
(b)	meet UFC guidelines for square footage allotments.
Note:	See Appendix for additional information.
FAC-5	Physical activity spaces (e.g. group exercise/unit pt., gymnasium, and free weight area) are large enough to accommodate expected patron demand and the type of equipment or activities to be conducted.
FAC-6	Physical activity spaces are properly illuminated.
FAC-7	The indoor facility is designed in a way that:

(a)	separates physical activity spaces from operational, storage, and maintenance spaces;
(b)	facilitates safe and easy movement throughout the facility; and
(c)	maximizes line of sight.
Note:	See Appendix for additional information.
FAC-8	HVAC system in each fitness facility complies with the UFC guidelines and standards.
N/A:	The facility was not constructed with full HVAC due to local area guidelines.
Note:	See Appendix for additional information.
FAC-9	Indoor facility lay-out minimizes the negative impact of noise-generating activities on surrounding activity and non-activity areas.
FAC-10	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.
FAC-11	All 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.
FAC-12	Facilities have locker rooms (including showers) or restrooms that are available to patrons and are:
(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 Table 1 for detailed cleaning schedules.
Note:	See Appendix for additional information.
FAC-13	Play courts/fields:
(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 have courts/fields.
Note:	See Appendix for additional information.
FAC-14	The installation has a running track or jogging trail or has access to a track/trail located within a reasonable commute in the community.
FAC-15	Rules, policies, and guidelines for use of the facility are communicated to patrons and appropriately enforced when violations are reported.
OPERATIONAL	
FAC-16	Each facility maintains a utilization log to monitor facility and program usage levels.
FAC-17	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.
FINANCIALS	
CORE	
FIN-1	Accounting practices will follow DoD and Service guidelines to include DoDIs 1015.10 and 1015.15.
OTHER	
CORE	
OTH-1	The health and safety of patrons and staff is promoted at all times through:
(a)	facility policy and procedures, and staff training and qualifications; and
(b)	facility design and layout.
N/A:	The facility is fully unstaffed.
OTH-2	Informational, safety, and warning signage is posted in conspicuous locations where necessary; posted in accordance with applicable federal codes; and legible and easily understood by the identified Service population.
Note:	See Appendix for additional information.
OTH-3	The facility is equipped to handle medical emergencies including:
(a)	maintaining a readily available communication device, poison control information, and first aid supplies and manuals;
(b)	consulting with installation safety and medical departments, as necessary, to develop procedures for medical emergencies; and
(c)	maintaining emergency contact information for staff, including volunteers.
Note:	See OTH-8-10 for more information on AEDs.
Note:	See Appendix for additional information.
OTH-4	All staff are trained in the procedures to document and report all incidents and accidents that result in actual harm, injury, illness, or death to oversight entities.
Note:	See Appendix for additional information.
OTH-5	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.
Note:	See Appendix for additional information.
OTH-6	To ensure its effectiveness, the PAD program includes initiation of the local Emergency Medical Services (EMS) response.
OTH-7	The fitness facility has a PAD program in place that:
(a)	guides the facility's response to a cardiac emergency;
(b)	prepares staff to respond in the event of a cardiac emergency; and
(c)	ensures proper number, placement, and maintenance of AEDs.
OTH-8	AEDs in operation at the facility are regularly inspected and maintained according to manufacturers' specifications and formalized procedures.
Note:	See Appendix for additional information.
OTH-9	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.
OTH-10	AEDs are easily accessible, readily available, and their location is well-marked, publicized, and known among trained staff throughout the facility.
OTH-11	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.
OTH-12	When there is no access to a staffed facility, unstaffed facilities must be granted appropriate waivers from Service functional program 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)	the chosen facility can meet applicable functional program headquarters fitness facility standards; and
(c)	additional criteria identified by each military Service or functional program headquarters.
N/A:	The facility is fully staffed.
OTH-13	Unstaffed facilities are authorized provided:
(a)	an appropriate operational risk management assessment is conducted by the garrison/installation commander, certified by the installation Safety Office, and incorporated into facility Standard Operating Procedures;
(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 MWR Fitness Standards. Lodging fitness facilities will operate per Service-specific policy.
OTH-14	For unstaffed facilities:
(a)	Unsupervised youth under the age of 18 (excluding all Active Duty) are prohibited from using unstaffed facilities.
(b)	The participation of supervised youth is limited based on the appropriateness of available equipment to their size, weight, and experience level.
N/A:	The facility is fully staffed.
OTH-15	Unstaffed facility policy highly encourages patrons work out with a partner.
N/A:	The facility is fully staffed.
SUPPLEMENTAL	
OTH-16	Saunas are maintained and properly monitored to ensure the safety of patrons.
N/A:	The facility does not offer a sauna.
OTH-17	Steam rooms are maintained and properly monitored to ensure the safety of patrons.
N/A:	The facility does not offer a steam room.
OTH-18	Whirlpool facilities are maintained and properly monitored to ensure the safety of patrons.
N/A:	The facility does not offer a whirlpool.
Note:	See Appendix for additional information.
OTH-19	Proper signage promotes safe usage of the sauna:
(a)	educating patrons on potential health risks, developed under the guidance of the appropriate Service authority;
(b)	recommending that patrons wait at least ten minutes after exercising to cool down, or until sweating has subsided, before using this facility;
(c)	informing users of age restrictions;
(d)	encouraging patrons to take a soap shower prior to entering this facility; and
(e)	informing patrons of an emergency call/alarm in the sauna room that sounds at the control counter.
N/A:	The facility does not offer a sauna.
OTH-20	Facilities that offer saunas 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 this area at one time;
(d)	shaving;
(e)	use of body lotions, oils, or suntan preparations;
(f)	exercise in the sauna; and
(g)	use by individuals at increased risk of injury or illness unless authorized by a physician.
N/A:	The facility does not offer a sauna.
Note:	See Appendix for additional information.
OTH-21	Proper signage promotes safe usage of the steam room:
(a)	educating patrons on potential health risks, developed under the guidance of the appropriate Service authority;
(b)	recommending that patrons wait at least ten minutes after exercising to cool down, or until sweating has subsided, before using this facility;
(c)	informing users of age restrictions;
(d)	encouraging patrons to take a soap shower prior to entering this facility; and
(e)	informing patrons of an emergency call/alarm in the steam room that sounds at the control counter.
N/A:	The facility does not offer a steam room.
OTH-22	Facilities that offer a steam room 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 the area at one time;
(d)	shaving;
(e)	use of body lotions, oils, or suntan preparations;
(f)	exercise in the steam room;
(g)	use by individuals at increased risk of injury or illness unless authorized by a physician.
N/A:	The facility does not offer a steam room.
Note:	See Appendix for additional information.
OTH-23	Proper signage promotes safe usage of the whirlpool by:
(a)	educating patrons on potential health risks, developed under the guidance of the appropriate Service authority;
(b)	recommending that patrons wait at least ten minutes after exercising to cool down, or until sweating has subsided, before using this facility;
(c)	informing users of age restrictions; and
(d)	encouraging patrons to take a soap shower prior to entering this facility.
N/A:	The facility does not offer a whirlpool.
OTH-24	Facilities that offer a 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 this area 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 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 whirlpool.
Note:	See Appendix for additional information.
OPERATIONAL	
OTH-25	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.
OTH-26	The facility uses signage or 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.
OTH-27	Inform facility patrons on the process for initiating 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.
OTH-28	Information on reporting an adverse incident is displayed throughout the facility.
OTH-29	Random inspections of unstaffed facilities are conducted throughout the day/evening to promote rule enforcement.
N/A:	The facility is fully staffed.
OTH-30	Individuals responsible for preventative maintenance and regular cleaning of the equipment and facility, to include unstaffed, are identified.
Note:	See FAC-17, EQ-5, and EQ-10 for more information on appropriate cleaning and maintenance schedules.

DOD MWR FITNESS STANDARDS

Appendix

PERSONNEL

PER-2	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.
PER-3	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; d) other areas designed for physically demanding activities; e) control desk
PER-3	To promote effective supervision and instruction, additional staffing or technology may be needed to ensure Service-established ratios are met (such as ACSM recommended 1:100 ratio for fitness professionals).
PER-4	The facility's emergency response plan must include 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 members when a staffed play area is offered.
PER-6	The level of staff qualifications will vary significantly, depending on the type of patron accepted by the facility. Particularly in facilities that offer programs designed to appeal to older patrons or to patrons 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.
PER-8,9	The Program Director is a supervisory position responsible for total facility oversight including operation, programming, and staffing.
PER-8,9	The fitness Program Manager is a supervisory position responsible for development and oversight of fitness programming.
PER-10	Fitness instructors and personal trainers are responsible for designing exercise programs as well as supervising, coaching, and instructing exercise in the fitness facility.
PER-11	Group Fitness instructors are Service positions responsible for designing group exercise programs as well as supervising, coaching, and instructing group exercise in the fitness facility.
PER-11	If a group fitness class does not have a certification directly related to the course, the Service functional program headquarters may determine the primary overarching certification required.
PER-13	As needed, consult with Athletics and Sports Programs. Primary sports should have certified contract officials.

PROGRAMMING

PROG-4	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.
PROG-4	Activities that require attentive spotting are those where free weights are supported on the trunk or moved over the head or face.
PROG-10	Examples of individuals who may be at increased risk of health-related emergencies include individuals with coronary risk factors, diabetes, cancer, or clinical obesity.
PROG-11	UFC standards should be taken into consideration when developing child play areas.
PROG-12	Pre-activity screening procedures and tools empower patrons to take responsibility for their health and well-being by informing them of medical conditions which put them at a higher risk of an adverse event that may warrant additional medical screening.
PROG-13	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.
PROG-14	Orientation should include information on facility rules or requirements for participation such as dress codes.
PROG-15	Medical clearance should include return to participation clearance following injury, changes in health, or significant lapses in program participation.
PROG-15	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.
PROG-16,18	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.
PROG-17	Any youth with medical related issues should be cleared to participate in the program by a physician. Specific concerns, limitations or exclusions regarding weight lifting, cardio training or any specific pieces of equipment or training programs should be noted by the physician. Non-medical staff should not be used to evaluate youth for medical issues.

EQUIPMENT

EQ-1	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.
EQ-1	The variety, amount, and availability of exercise equipment at each facility are determined based on: a) installation size; b) facility size; c) the hours of heaviest usage; d) patrons preferred mode of exercise; e) industry guidelines.
EQ-1	Facilities may wish to develop policies regarding usage and duration for popular equipment such as treadmills to improve access.
EQ-2	Cardiovascular equipment shall be made up of: a) treadmills; b) stationary bikes, including a mix of upright and recumbent; c) rowing machines; d) elliptical machines.

	Strength equipment shall be made up of: a) free weights; b) sectorized machines; c) Olympic benches.
EQ-3	
EQ-10	The American College of Sports Medicine suggests the preventative maintenance schedule found in Table 2 (Table 2 for Preventative Maintenance Practices).
EQ-11,12	If equipment is involved in incidents of injury, legal advisors or risk managers must be consulted for advice prior to repair or destruction.
EQ-11 (a)	Legible and easily understood by the identified Service population.
FACILITIES	
FAC-4	Services should take UFC criteria and industry standards into consideration for indoor/outdoor spaces.
FAC-7	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.
FAC-8	Sufficient air circulation and fresh air make-up systems are critical to maintaining room temperature and air quality at safe and comfortable levels.
FAC-10	Facilities should consult Unified Facilities Criteria (UFC) guidelines when determining what type of floor surface should be installed at each of its activity areas.
FAC-12	Facilities should consult Unified Facilities Criteria (UFC) guidelines when determining locker room and restroom spaces.
FAC-13	Indoor play courts include but are not limited to basketball, tennis, squash, and racquetball.
FAC-17	Patrons should be encouraged to wipe down skin-contact surfaces and cardiovascular equipment after use.
FAC-17	The American College of Sports Medicine suggests the cleaning and disinfecting schedule found in Table 1 (Table 1 for Cleaning and Disinfecting Schedule).
OTHER	
	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.
OTH-2	
OTH-3	First aid supplies and other resources should be made available to all facility areas and during programs.
OTH-4	Procedures for documenting and reporting incidents and accidents is provided in all facility areas.
OTH-5	Public Access Defibrillation (PAD) Program standards apply to all facilities, both staffed and unstaffed.
OTH-8	The American Heart Association recommends the use of a maintenance checklist to ensure procedures for AED upkeep are followed consistently and well-documented.
OTH-9	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.
OTH-18	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.
OTH 20,22,24	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.

Table 1 - Cleaning Schedule

FAC-17 - Minimum Cleaning and Disinfecting Schedule	
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
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 cleaning and disinfecting surfaces (e.g. rubber, tile, carpet, athletic fields, courts)	Quarterly
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	Daily
Wet-mop wood floors	Daily
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 Semi-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
Wash down all walls	Annually

Table 2 - Maintenance

Preventative Maintenance Practices						
Preventative Maintenance Practices for Strength Training Equipment						
Equipment	Daily Care	At Least Weekly Care	Monthly Care	Semi-Annually	Annually	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 to remove any rust 			<ul style="list-style-type: none"> Repair or replace broken bars and dumbbells
Preventative Maintenance Practices for Cardiovascular Equipment						
Equipment	Daily Care	At Least Weekly Care	Monthly Care	Semi-Annually	Annually	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
Preventative Maintenance Practices for Athletic Fields						
Equipment	Daily Care	At Least Weekly Care	Monthly Care	Semi-Annually	Annually	As Needed
Synthetic Fields		<ul style="list-style-type: none"> Maintenance for in-season athletic fields/playing surfaces General inspection of playing and spectator areas Determine field safety and playability Game preparation Surface Cleaning 	<ul style="list-style-type: none"> Surface Brushing Raking Removal of weeds, algae, & moss Testing performance 	<ul style="list-style-type: none"> Surface Aerating 	<ul style="list-style-type: none"> Drainage channels checked and cleaned Specialized cleaning maintenance Safety inspection 	<ul style="list-style-type: none"> Surface sweeping Complete inspection of line markings, seams, and high traffic areas Infill top dressing Replace lighting Preventative maintenance for fields Watering to cool surface for play Spot sanitized field
Natural Grass Fields		<ul style="list-style-type: none"> Maintenance for in-season athletic fields/playing surfaces General inspection of playing and spectator areas Determine field safety and playability Game preparation Mow and water field Rake and drag infield 	<ul style="list-style-type: none"> Fix lip buildup (skinned infield) 	<ul style="list-style-type: none"> Overseed 	<ul style="list-style-type: none"> Aerating seed and provide soil amendments to re-establish grass growth Fertilize field Safety inspection 	<ul style="list-style-type: none"> Replace lighting Disease, pest, and weed prevention and control Fix infield puddles Replace lighting Preventative maintenance for fields
Hardwood Floors		<ul style="list-style-type: none"> Sweep and mop surface area Remove marks 	<ul style="list-style-type: none"> Autoscrub floor 		<ul style="list-style-type: none"> Screen and recoat floor Safety inspection is with facility 	<ul style="list-style-type: none"> Replace lighting Sand and refinish floor Preventative maintenance for hardwood floors
Outdoor Courts		<ul style="list-style-type: none"> Sweep surface area Check net tension (tennis, volleyball) 	<ul style="list-style-type: none"> Inspect the status of goals, posts, boards and nets 		<ul style="list-style-type: none"> Pressure cleaned Safety inspection 	<ul style="list-style-type: none"> Resurface court Replace fencing, lighting, and windscreens Court resurfaced Preventative maintenance for outdoor courts
Synthetic Courts/Rubber Flooring		<ul style="list-style-type: none"> Go over the entire floor with a 60-inch or 72-inch microfiber dust mop specially designed for gym floors 	<ul style="list-style-type: none"> Use an auto-scrubber with clean water and a red scrub pad to rinse the floor Use a high velocity air mover if necessary to enhance drying 	<ul style="list-style-type: none"> Deep clean 	<ul style="list-style-type: none"> Safety inspection 	<ul style="list-style-type: none"> Remove scuff marks from rubber gym flooring using scuff pads Use either an auto-scrubber or mop to rinse the whole floor with clean water Preventative maintenance for courts/flooring

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	
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. Service functional headquarters will determine acceptance of specialty certifications for positions such as dietitians, massage therapists, martial arts instructors, etc.