

APPENDIX F

Sample Documents to Support Facility Requirements Determination

F-1. The Facilities Requirements Planning Team Checklist. Like many of the other checklists provided in this pamphlet, the facilities requirements planning team checklist (shown in Table F-1) is provided to assist teams with the identification of major tasks that may need to be accomplished to accurately determine facility requirements.

Table F-1. Example of a facilities requirements planning team checklist

Check	Task	By (Initial)
	Initiate and maintain a working relationship with the prospective base camp user(s).	
	Initiate and maintain working relationship with the host nation, through the U.S. DOS representative, if appropriate.	
	Explain the list of facilities allowances to the prospective base camp user (and HN representatives if appropriate). (See Chapter 3.)	
	Conduct a detailed inventory of (any) existing facilities along with the prospective base camp user.	
	Analyze the existing facilities and infrastructure for shortfalls and excesses along with the prospective base camp user.	
	Determine the base camp user's special needs and facilities that are allowed but which the user states are not needed.	
	Develop and analyze alternatives to meet facilities requirements.	
	Schedule, rehearse, and conduct a decision briefing to explain and request the appropriate commander's approval of the most favorable alternative to meet facilities requirements.	
	Request and obtain written approval of the facilities requirements, and place this in the BCDP record.	
	Make a record of the facilities requirements development process, placing the quantitative and qualitative data in the TAB and the base camp development record.	
	Submit the TAB for higher command approval, as appropriate.	

F-2. The Mechanics of the Process. The process of moving from facilities allowances to facilities requirements is shown in Figure F-1. It is important for the planner to coordinate the allowances and requirements with the customer and the HN throughout the process.

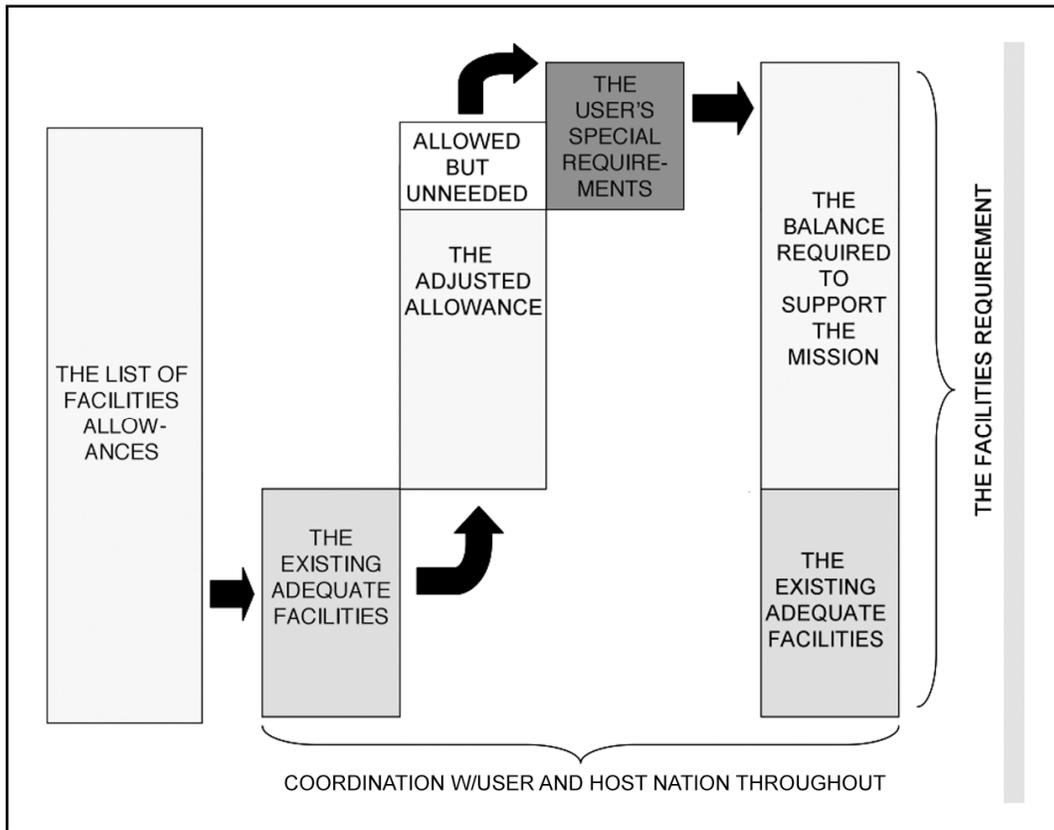


Figure F-1. The mechanics of the process—from facilities allowances to facilities requirements

F-3. Asset Inventory. Before determining facilities requirements, it is important to inventory available assets. Table F-2 describes some of the major items and the associated information needed for an appropriate inventory.

Table F-2. Examples of inventory data

Attribute	Measure or Qualification
<b>Land</b>	Area(s), names and dimensions
	Description of terrain, vegetation, and such
	Present use or use before U.S. presence
	Use(s) by U.S. forces
	Planned use after U.S. redeployment
	Operational and AT/FP considerations
	Environmental aspects/vulnerabilities
	Projected date of U.S. return to owner(s)
<b>Buildings</b>	Building number or letter designation
	Gross area
	Capacity, if applicable
	Designed use
	Year built
	Type of construction
	Conformance with AT/FP standards
	Condition of each building system
	Installed equipment
	Utility support (to each building)
	Projected date, method of disposal or turnover
<b>Infrastructure</b>	Name, number, or letter designation
	Length, area, and such
	Type of construction
	Capacity or capability
	Projected date, method of disposal or turnover
<b>Utility systems</b>	Each component name, number, or letter
	Length, area, and such
	Type(s) of construction/material used
	Capacity or capability, each component or subsystem
	Operational and AT/FP considerations and vulnerabilities
	Projected date, method of disposal or turnover

F-4. Primary Factors Influencing Requirements. There are many factors that influence actual requirements. The primary factors and process, shown in Figure F-2, require coordination and flexibility from the planner due to changes in the situation or the acquisition of new information.

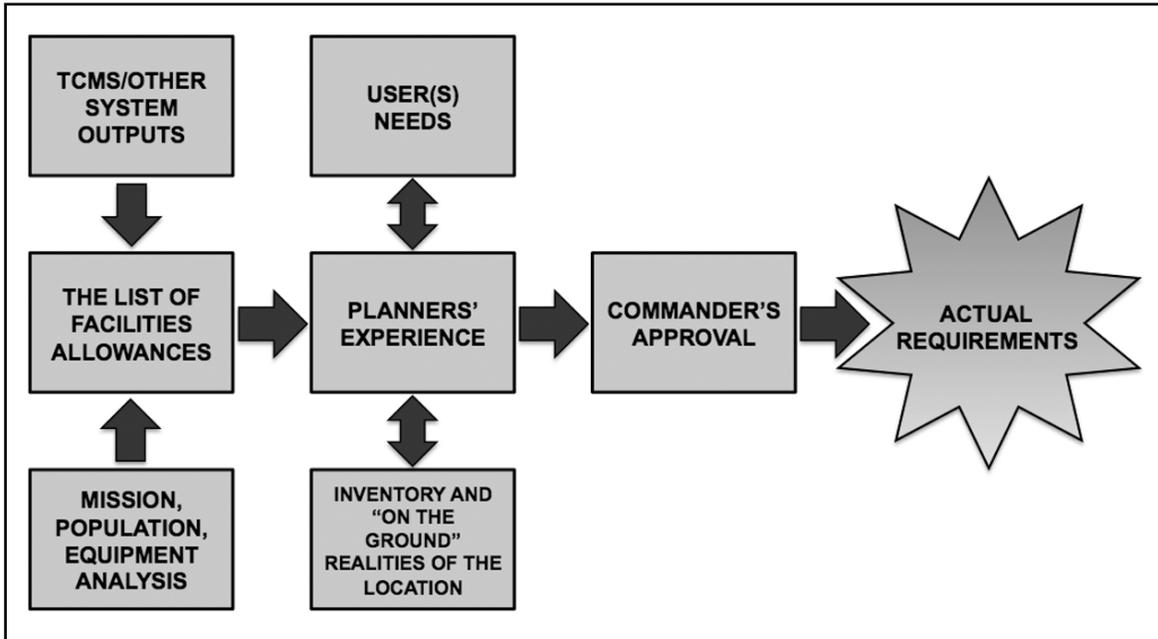


Figure F-2. The requirements determination process

F-5. Operational Requirements. Table F-3 provides an example of some of the operational requirements that could impact the functional requirements. In coordination with the customer, the planner should identify operational requirements as early in the BCDP process as possible.

Table F-3. Operational requirements that produce functional requirements

Operational Requirements	Functional Requirements
There is a threat from enemy aircraft or ballistic missiles.	Facility designs will either include, or require quick access to, overhead cover and lateral protection from indirect fire and standoff weapons. Dispersed site locations are required.
The estimated terrorist threat is very high.	Inhabited facilities must be set back from streets and roadways in accordance with current protection design standards. Berms, barriers, fences, lighting, guard posts are required.

Table F-3. Operational requirements that produce functional requirements

Operational Requirements	Functional Requirements
Assigned armor units need ammunition storage capacity for two basic loads.	The ammunition storage quantity/density will be increased to account for armor unit requirement. Increased quantity/safety distance is required.
New facilities construction will be accomplished by contract method.	Contractor housing, administrative, plant, storage, disposal areas, and haul routes are required.
Operating artillery and air defense systems will be located within the base camp land area but separate from built-up areas.	Add requirements for fire support bases to appropriate facility categories, such as remote housing, service member support, hardened ammunition holding, and AT/FP structures. Add this ammunition requirement to the required ASP capacity.
Rotary wing aircraft operations require “hot” refueling and rapid reloading of weapons systems.	AHA and fuel storage/pumping are required at airfield—close but cannot violate safety criteria.
Some assigned units have male and female service members.	Typically requires separate living, latrine, and shower facilities for each gender.
Air assault rapid reaction mission requires that an infantry company be deployed by rotary wing aircraft within 30 minutes, followed by a larger force.	The airfield should be within reasonable distance of troop housing via multiple access routes. A marshaling area; a command, control, and communication building; and a briefing building are required at the airfield.
Units will carry enhanced prescribed load list, spare parts, and components.	Parts storage areas in maintenance facilities should be increased.
Operations require rapid reaction combined arms battalion force.	Tracked-vehicle hardstand designs need multiple exits to area of operations that are ideally separated from wheeled-vehicle traffic.
BCT and battalion commanders C2 some operations from rotary wing aircraft.	Sufficient helipads should be located close to HQs and C2 facilities.
Base camp security will include mounted patrols around the base camp perimeter.	A paved perimeter road will enhance efficiency of patrols. Add this to requirement for paved roadways.
Because of its location on the MSR, transportation units will use the base camp as convoy offloading and/or stopover point.	Semitrailer truck aprons are required at warehousing facilities. Secure hardstand and driver/crew housing is required for overnight stopover of convoy trucks and security vehicles.

Table F-3. Operational requirements that produce functional requirements

Operational Requirements	Functional Requirements
Because of the duration of the mission, sustainment training of assigned units is a requirement.	Consult RTLTP MCX. Add required ranges and training facilities to facility requirements. Include simulators.
Service members will not have privately owned vehicles or access to buses or taxis.	Provide service member support facilities within 1/4 mile (0.65 km) walking distance of unaccompanied personnel housing areas.
Base camp maintenance and repair will be performed by contractor forces.	Contractor housing, administrative, storage, and shop areas are required. (It may be possible to use the area initially occupied by the construction contractor.)

F-6. TAB Format. The TAB is the planner's detailed record of the facilities requirements development process. Table F-4 provides an example format for adequately documenting the necessary data.

Table F-4. Example format for a tabulation of existing and required facilities (TAB)

<b>SECTION I: MISSION STATEMENT</b>					
<u>Mission Statement:</u>					
<b>SECTION II: POPULATION DATA</b>					
<b>Category</b>	<b>Number of persons (required strength):</b>				
	Unit A	Unit B	Unit C, and such	NAF, Contract, and such	Total
<b>LOWER GRADE AND EQUIVALENT PERSONNEL</b>					
Enlisted Personnel, grades E-1 to E-5					
U.S. Civilians GS-5 and below					
NAF Employees, grades 1 and 2					
U.S. Civilians WG-1 to WG-11 or WL-1 to WL-5					
Contracted Laborers					
<b>COMPANY GRADE AND EQUIVALENT PERSONNEL</b>					
Midgrade Enlisted, E-6 to E-7					
Warrant Officer, WO-1 and WO-2					
Officer, O-1 and O-2					
U.S. Civilians GS-6 to GS-9					
NAF Employees, NF3					
U.S. Civilians, WS-1 to WS-7					
U.S. Educators Schedule C1 to C3					
<b>SENIOR COMPANY AND FIELD GRADE AND EQUIVALENT PERSONNEL</b>					
Senior Enlisted, E-8					
Chief Warrant Officer, CW-3 and CW-4					
Officers, O-3 and O-4					
NAF Employees NF4					
Educators Schedule C4 and up, D-F, M-O and Teaching Principals – schedule L					
<b>SENIOR GRADE PERSONNEL</b>					
Senior Enlisted, E-9					
Chief Warrant Officers, CW-5					
Officers, O-5 and O-6					
U.S. Civilians, GS-13 to GS-15					
NAF Employees, NF5					

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Table F-4. Example format for a tabulation of existing and required facilities (TAB)

EXECUTIVE GRADE PERSONNEL					
Officer, O7					
U.S. Civilian Senior Executive Service					
NAF Employee, NF6					
SECTION III: ORGANIZATIONAL ELEMENTS DATA					
Organizational Element					Quantity
Brigade combat teams/brigades					Each
Battalions or squadrons					Each
Companies, batteries, and troops within the battalions					Each
Separate companies, batteries, and troops					Each
Separate detachments, and teams					Each
Base operations directorates and offices					Each
U.S. contracting firms					Each
Local national contracting firms					Each
Other organizations, and agencies					Each
TOTAL					
SECTION IV: PLAN-SHAPING EQUIPMENT DATA (Examples Only):					
	Unit A	Unit B	Unit C	NAF, Contract, and such	Total
C-17 Cargo Aircraft, U.S. Air Force (USAF)	418 <sup>th</sup> Tactical Airlift Squadron Air Liaison Officer (ALO) Guidance				2/Week
C-130 Cargo Aircraft (USAF)	418 <sup>th</sup> Tactical Airlift Squadron ALO Guidance				2/Day
AH-60 Apache Helicopter					
UH-60 Blackhawk Helicopter					
M-1A1 Abrams Main Battle Tank					
M-2 Bradley Infantry Fighting Vehicle					
M-109 Paladin 155mm Medium Self-Propelled Howitzer					
Multiple Launch Rocket System					
Commercial Tractors and Semitrailers, Fuel Tankers					

Table F-4. Example format for a tabulation of existing and required facilities (TAB)

<b>SECTION V: FACILITIES REQUIREMENTS DATA</b>							
Key to Units of Measure/Capacity: SF – Square Feet; SY – Square Yards; Mi – Statute Miles; CF – Cubic Feet; PN – Persons; EA – Each; Ht – Height; GAL – Gallons; KVA – Kilovolt Amps; KW – Kilowatts							
Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
<b>ROADS</b>							
Primary	Mi SY						
Secondary	Mi SY						
Tertiary	Mi SY						
Tracked Vehicle	Mi SY						
<b>DINING FACILITIES</b>	SF PN						
<b>HOUSING</b>							
Lower Grade and Equivalent	SF PN						
Company Grade and Equivalent	SF PN						
Senior Company and Field Grade and Equivalent	SF PN						
Senior Grade	SF PN						
Very Important Persons (VIPs)	SF						
VIP, Task Force Allowance	SF						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
<b>TOILETS AND SHOWERS</b>							
Male	SF Fixtures						
Female	SF Fixtures						
<b>HEADQUARTERS FACILITIES</b>							
Task Force Headquarters	SF						
Brigade Headquarters	SF						
Battalion Headquarters	SF						
Company Admin and Supply	SF						
<b>SUPPLY FACILITIES</b>							
Supply Support Activity Warehouse	SF CF						
Supply Warehouse, Brigade Allowance	SF						
Direct Exchange/ Central Issue Facility	SF						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
<b>FINANCE AND PERSONNEL SUPPORT</b>	SF PN						
<b>POSTAL FACILITY</b>	SF						
<b>LAUNDRY COLLECTION/ DISTRIBUTION POINT</b>	SF						
<b>AVIATION</b>							
Fixed Wing Runway and Taxiway	SY Length/ Largest Aircraft						
Fixed Wing Apron	SY # Aircraft						
Helicopter Parking Pad	SY # Aircraft						
Vehicle Parking, Aircraft Servicing	SY #Aircraft						
Helicopter Landing Pad	SY EA						
Aircraft Fuel Storage and Refuel Point	EA GAL Outlets						
Control Tower	EA Class/Ht.						
Airfield/Squadron Operations	SF						
Aviation Ground Vehicle Maintenance Shop	SF Bays						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Helicopter and Aircraft Wash Racks	SY # Aircraft						
Hot Refueling Point	EA GAL						
Hot Rearm Point	EA # Aircraft						
<b>COMMUNICA- TIONS COMPOUND/ NETWORK SERVICE CENTER</b>							
Small	SF						
Medium Small Facility	SF						
Medium Facility	SF						
Large Facility	SF						
<b>MEDICAL AND DENTAL FACILITIES</b>							
Battalion Aid Station	SF Beds						
Medical Clinic	SF Treatment Areas						
Dental Clinic	SF Treatment Units						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Holding Clinic	SF Beds						
Field Hospital	SF Beds						
Mobile Surgical Unit	SF Operating Rooms						
<b>MOTOR POOLS</b>							
Maintenance Shop, Battalion	SF Bays						
Maintenance Shop, Separate Company	SF Bays						
Maintenance Administration	SF						
Maintenance Pad	SY Type						
Vehicle Storage Hardstand	SY # Vehicles						
Oil and Lubricant Storage	SF						
Wash Rack	EA # Vehicles						
<b>FUEL STORAGE</b>							
Fuel Storage	EA GAL						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Fuel Dispensing	EA Outlets						
<b>HAZARDOUS MATERIALS FACILITIES</b>							
Hazardous Waste Collection Point	EA Class						
Hazardous Materials Warehouse	SF Class						
<b>PARKING LOTS</b>							
Military Vehicle Parking, Wheeled ¾- Ton and Smaller	SY #Vehicles						
Military Vehicle Parking, Wheeled, 2 1/2-Ton and Larger	SY # Vehicles						
Commercial and Civilian Vehicle Parking	SY # Vehicles						
Military Vehicle Parking, Tracked	SY # Vehicles						
<b>DIRECT SUPPORT MAINTENANCE</b>							
Direct Support Maintenance Shop	SF Bays						
Direct Support Material Storage	SF						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Direct Support Vehicle Holding Area	SY # Vehicles						
Direct Support Paint, Oil & Lubricant Storage	SF						
<b>KENNELS</b>	SF # Animals						
<b>MORGUE</b>	SF # Casualties						
<b>DEFENSE REUTILIZATION AND MARKETING</b>							
Defense Reutilization and Marketing Office	SF						
Defense Reutilization and Marketing Salvage Yard	Acres						
Defense Reutilization and Marketing Covered Storage	SF						
<b>AMMUNITION SUPPLY</b>							
Ammunition Storage Bunker	SF Type and Capacity						
Ammunition Handling Area	SY Type and Capacity						
Basic Load Ammunition Holding Area	Acres, Type, and Capacity						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Captured Ammunition Holding Area	Acres, Type, and Capacity						
Munitions Disposal Area	Acres Capacity						
<b>FIRE PROTECTION</b>							
Fire Station	SF Bays						
Airfield Fire and Rescue Station	SF Bays						
Aircraft Deluge Fire Suppression	EA GAL						
<b>TRAINING</b>							
Deployed Training Support Center	SF # Students						
Deployed Distance Learning Center	SF # Students						
Training and Audiovisual Support Center	SF						
Small Arms Virtual Trainers	EA # Students						
Indirect Fire Trainer	EA # Students						
27-Meter Range	EA # Points						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Deployable Firing Range and Targetry System	EA TYPE						
Assorted Nonfiring Training Courses/ Outdoor Classrooms	EA #students						
Maneuver Training Area	Acres Unit-Types, # Units						
<b>MILITARY POLICE STATION</b>	SF						
<b>AREA SUPPORT GROUP/TEAM</b>							
Directorate of Logistics Facilities	SF Acres						
Directorate of Public Works Facilities	SF Acres						
Directorate of Contracting Facilities	SF						
Directorate of Information Management Facilities	SF						
Directorate of Personnel and Community Activities Facilities							
Security Officer Facilities							
Safety Office Facilities	SF						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
<b>FORCE PROTECTION</b>							
Bunkers/Living-Fighting Bunkers	EA PN						
Guard Towers	EA Type						
Constructed Fighting Positions	EA Type						
Base Camp Entry Control Points	EA Type						
Fencing and Barricades	LF/EA Mi						
<b>SERVICE MEMBER AND AUTHORIZED PERSONNEL SUPPORT</b>							
Chapel	SF Seats						
Education Center, Defense Logistics Agency	SF # Students						
Education Center, Military Occupation Specialty (MOS)	SF # Students						
<b>ARMY AND AIR FORCE EXCHANGE SERVICE (AAFES)</b>							

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Barber/Beauty/ Alteration/Pressing Facility	SF						
Post Exchange (PX)	SF						
PX Warehouse	SF						
Food Service/ Concession Stands	SF EA						
<b>MORALE, WELFARE, AND RECREATION (MWR)</b>							
Fitness Facility	SF						
Field House, Multipurpose Facility	SF # Seats						
Community Center	SF						
Theater, Multipurpose Use	SF # Seats						
MWR Warehouse	SF						
Multipurpose Court	EA						
Multipurpose Athletic Field	EA						
Fitness Course	EA						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
<b>AMERICAN FORCES NETWORK FACILITY</b>	SF						
<b>CONTRACTOR FACILITIES</b>							
Contractor Administration Building	SF						
Contractor Plant	EA Output Capacity						
Contractor Equipment Storage Area	SY # Equipment						
Contractor Covered Storage Area	SF Type Material						
Contractor Vehicle Parking Area	SY # Vehicles						
<b>UTILITIES</b>							
Water Plant	EA GAL						
Water Wells	EA GAL						
Wastewater Treatment Plant	EA GAL						
Electric Power Generation Facility	EA KW						

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Fac. Type/ Name ( <i>Examples Only</i> )	Primary & Secondary Unit of Measure or Capacity	Total Allowed	Total Required	Existing Adeq.	Existing May Be Made Adeq.	Existing Inadeq. Mothball (M) or Demolish (D)	Remarks
Electric Substation	EA KVA						
Heating, Ventilation, and Air Conditioning	EA Type						
Water Lines	LF Size						
Sewer Lines	LF Size						
Electric Lines	LF KVA						
Gas Lines	LF Size, Pressure						