

**1. GENERAL GUIDANCE FOR MEASURING FACILITY AREA (SQUARE FOOTAGE)**

- A. The following is a brief description for measuring facility area. For more information see Department of Army Pamphlet 415-28, section 2-5 Facility measurements.
- B. Definitions:
  - 1. Facility: Building, structure, or utility system.
  - 2. Building: Real property facility that is completely enclosed by a roof, walls, and usually flooring. It normally serves the purpose of occupancy, such as a headquarters, dwelling, office, storehouse, factory, laboratory, or hospital.
  - 3. Structure: Real property facility that is not classified as a building. Typical examples are parking pavements, roads, sidewalks, fences, open storage, open sheds, bus shelters, and athletic fields.
  - 4. Utility: Distribution system, commodity source, or commodity collection point that provides a service or commodity to more than one building or structure. Utilities are measured in capacity measurements.

**2. GROSS AREA (SQUARE FOOTAGE) OF A FACILITY**

- A. For buildings, calculate the gross area by measuring the dimensions to the outside face of the building exterior enclosure walls and multiplying the length by the width by the number of full floors. For partial floors, multiply the length times the width, and add the result to the full floor gross area (square footage).
- B. Include the following spaces in the gross area calculation:
  - 1. Basements
  - 2. Above-grade floors
  - 3. Mezzanines
  - 4. Service and equipment rooms
  - 5. Boiler plant and heater rooms
  - 6. Penthouses
  - 7. Covered and raised loading platforms/facilities
  - 8. The following if enclosed: passages, walkways, porches, balconies, and stairs. Allocate half of the gross area taken up by stairs and elevator shafts to each floor they serve.
- C. Calculate the following exterior spaces as half areas:
  - 1. Covered but not enclosed walkways, breezeways, corridors, ramps, porches, and balconies
  - 2. Covered and uncovered open stairs
  - 3. Uncovered raised loading platforms
  - 4. Covered, ground level, and covered/uncovered below-grade loading facilities

5. Measure exterior covered areas from the face of the enclosure wall to the edge of the covered area served.

D. Exclude the following spaces from gross area:

1. Roof overhangs and soffits for weather protection
2. Exterior uncovered walks, ramps, and paved terraces
3. Enclosed crawl spaces, utility tunnels, raceways, catwalks, and platforms
4. Attic areas with an average ceiling height of less than 7 feet (2.1 meters). Regardless of whether the structure is under a roof or not, the area is the product of its length times its width.

3. GROSS AREA (SQUARE FOOTAGE) OF THE SALES FLOOR AREA

A. The Sales Area is defined at that area to which customers have access. Measurements are taken to the inside face of the perimeter walls.

B. Include the following:

1. Check out, queuing, Grab-N-Go, and grocery cart storage areas
2. Produce, Bakery, Deli, and Meat sales areas
3. Display cases
4. The area behind display cases up to the solid wall behind the cases
5. Hallways if there is no door or doorway at the sales area end of the hallway. Include the hallway up to a door or doorway
6. If the dairy display cases have doors and are open to the dairy cooler. Include the area up to the backside of the dairy case, shelving, or cart that is displaying the product
7. If the dairy display cases do not have doors and are open to the dairy cooler. Include the area to the thermal partition separating the display case or product from the cooler.
8. If the customer service area has a service counter. Include the space to the backside edge of the counter.
9. If the customer service area has a window. Include the space up to the sales area side of the glass.

C. Exclude the following:

1. Bakery and Deli Prep areas
2. Vestibules
3. Meat packing, wrapping, storage or preparation areas
4. Cashier office

5. Customer service area
6. Baggers break area
7. Restrooms
8. Janitor closets
9. Mechanical or electrical closets
10. "Extended Sales Area" into the warehouse

END OF SECTION