



MARINE CORPS COMMUNITY SERVICES SOUTH CAROLINA
MARINE CORPS AIR STATION
P.O. BOX 55018
BEAUFORT, SOUTH CAROLINA 29904-5018

IN REPLY REFER TO
MCCS
SFIT
30 May 24

MARINE CORPS COMMUNITY SERVICES STANDARD OPERATING PROCEDURE

From: Deputy Director, Marine Corps Community Services South Carolina
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR EXTENDED HOURS
FOR UNMANNED FITNESS CENTERS

Ref: (a) MCO 1700.29

Encl: (1) Center Statement of Understanding (SOU)
(2) Assumption of Risk/Waiver Form

1. Situation. Marine Corps Community Services (MCCS) provides an after-hours unmanned Fitness Center in addition to normal manned hours of operation for all authorized patrons 18 years of age and older who possess a registered Common Access Card (CAC).

2. Mission. To provide procedures and requirements concerning extended hours operation of the unmanned Fitness Centers in order to mitigate inherent risks associated with personnel conducting physical conditioning and training in the absence of staff members.

3. Execution

a. Authorized Patrons. All authorized patrons 18 years of age or older with valid Common Access Cards (CAC) are authorized to utilize the Fitness Center during unmanned hours once registered.

b. Guest Policy. No guests are authorized during the unmanned hours. Guests are those individuals who do not possess a valid Common Access Card and individuals who have not registered for unmanned access.

c. Extended Hours Unmanned Fitness Facility Patron Rules and Policies

(1) Patrons who wish to utilize the Fitness Center during unmanned hours must register their CAC at the Fitness Center during the staffed hours of operation, Monday through Friday, 0800-1700.

(2) Fitness Center will have all patrons exit the facility to transition to unmanned operations or close the facility as follows:

(a) Monday - Friday: 2155-2200

(b) Saturday and Sunday 1655-1700

(c) During hours when there is no electricity.

(d) Holidays (except Christmas and Thanksgiving)

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR EXTENDED HOURS
FOR UNMANNED FITNESS CENTER

(3) The SOU and an Assumption of Risk/Waiver Form must be completed prior to working out in the facility during unmanned hours (enclosures (1) and (2)).

(4) Use of the buddy system with another authorized patron is recommended. This allows for an emergency response capability in the event a user is injured or becomes ill. Prior to utilizing the equipment, authorized patrons will identify and assess potential risks before engaging in any activity, per enclosure (1).

(5) Patrons are to be dressed in appropriate athletic attire at all times as outlined in ASO 1020.1x w/Ch1 or DepO 1020.6P w/Ch 1 as appropriate.

(6) Patrons are not authorized to use the sauna, or any other area otherwise posted as off limits.

(7) Weights and equipment must be returned to their proper place after use.

(8) MCCA is not responsible for lost or stolen items.

(9) Radios and stereos are not permitted. Personal listening devices (e.g., cell phones) are acceptable. However, use of headphones/earbuds is required.

(10) Glass bottles are prohibited.

(11) Alcoholic beverages, drugs, tobacco, or tobacco products (e.g., snuff, dip, chew) are prohibited.

(12) Patrons must wipe down machines and upholstery after use with the sanitizing wipes that are available throughout the Fitness Center.

(13) Patrons are not permitted to bring guests or allow access to any other individual, including active-duty military, who have not registered their CAC with Fitness Center staff.

(14) Patrons must cease all activity and exit the facility during periods of power outage.

d. Sauna Rules. Saunas are not available during unmanned hours.

e. Lost and found. Patrons finding any items of value or importance (e.g., jewelry, identification cards, keys) during unmanned hours should take those items to PMO. Items found during manned hours of operation will be turned over to Fitness Center staff to be logged and stored.

f. Evening Transition to Unmanned Facility Procedures

(1) Closing employees are responsible for ensuring the facility is ready for the unmanned fitness center hours.

(a) Complete all closing cleaning tasks.

(b) Close and lock each Sauna, Laundry Room, Administrative Section, Storage Rooms and Post Re-Hab area.

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR EXTENDED HOURS
FOR UNMANNED FITNESS CENTER

(c) Ensure the emergency phone roster and a phone are accessible for patron use.

(d) Make announcements to inform patrons that the facility is closing. Everyone must exit the building. Anyone desiring to stay must first exit the building, then swipe their CAC to regain access. Inform patrons that all "Unmanned Fitness Facility Rules and Policies" are in effect upon reentry.

(e) Ensure all patrons have exited the building.

(f) Ensure the Fitness Center is secured by locking and verifying all doors are secured.

(g) Activate the "unmanned" door locking system.

(h) Patrons may re-enter the building by swiping their CAC after regular hours once staff have secured the facility and activated the card access system (in accordance with paragraph 3.c. above). To clarify, if a patron is in the Fitness at the end of normal operating hours, the patron must depart the facility and wait for staff to activate the card access system before re-entering. This allows Fitness Center staff to properly perform closing duties and secure unauthorized areas of the facility. This also aids in accurately accounting for patrons who use the Fitness Center during non-staffed hours.

(i) Patrons shall use the RecTrac system, located at the front desk, to track patron usage.

g. Emergency Procedures

(1) An active phone line will be maintained in the unmanned fitness space for use by patrons in case of an emergency. Emergency phone numbers and contacts must be posted by the phone and updated as needed.

(2) An emergency plan pertaining to this unmanned facility and incident reporting procedures must be listed and displayed in the facility.

(3) An Automated External Defibrillator (AED) and first aid kit will be located on the fitness deck.

4. Administration and Logistics

a. Submit recommendations for changes to this SOP to the Director of Semper Fit at (843) 228-7222.

b. This SOP shall be reviewed annually, commencing on the anniversary date of publication. The Director, Semper Fit, MCCS South Carolina, will be responsible for completing the review and submitting necessary changes for approval to the Deputy Director.

5. Command and Signal

a. Command. This SOP is applicable to all employees and patrons utilizing the Fitness Center during unmanned hours of operation.

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR EXTENDED HOURS
FOR UNMANNED FITNESS CENTER

- b. Signal. This SOP is effective the date signed.

S. F. KIRKPATRICK

DISTRIBUTION: A