



Brock University

Facilities Management Operating Procedures

Subject: ACCESSIBILITY AUDIT IMPLEMENTATION Number: FMOP 1-4

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ACCESSIBILITY AUDIT IMPLEMENTATION

Contents

- 1.0 Background
- 2.0 Planning, Priorities & Cost Estimates
- 3.0 Implementation
- 4.0 Funding
- 5.0 Reporting – Board of Trustees and Provincial
- 6.0 Accessibility Audit – Record Copies
- 7.0 References
- 8.0 Not Allocated

1.0 Background. In order to further its commitment to students with disabilities and to ensure compliance with the *Accessibility for Ontarians with Disabilities Act* (AODA), Brock University initiated the Accessibility Audit and Design Standards Project as a joint project between Student Services and Facilities Management. The outcomes of the project allow Brock University to systematically plan for the elimination of physical and architectural barriers for those with disabilities, and to design new buildings and facilities that will meet the needs of all members of the University community. Opportunities will present themselves to consider and/or include specific findings of the Accessibility Audit within the scope of work of a broader project (e.g. a functional improvement Facility Renewal project). From time to time, there will also be unforeseen requirements in order to accommodate the needs of students, Faculty and staff in the built-environment through the removal of physical and architectural barriers. In such cases, often with little or no warning, it is necessary for Facilities Management to have in place an agile and quick-response capability for the assessment of those requirements and their delivery.



Brock University Facilities Management Operating Procedures

2.0 **Planning, Priorities & Cost Estimates.**

2.0.1 Planning. The planning methods include the University's annual Budget Development process utilizing Schedule 7 submissions prepared by the University's Accessibility Coordinator and the prioritized positioning of individual projects (typically exceeding \$10,000 and having both a scope of work and a Class "D" or Programme estimate) in one of the five Fiscal Years (Current FY and four Future FY) of the rolling five-year Programme of Projects.

2.0.2 Priorities. Accessibility Audit findings and recommendations are grouped into the following four (4) priorities, to be validated by the University's Accessibility Coordinator:

2.0.2.1 Priority 1 – Immediate Action Recommended (*simple and maintenance related*).

2.0.2.2 Priority 2 – Short-Term Action Recommended (*urgent and needs immediate consideration and action*).

2.0.2.3 Priority 3 – Mid-Term Action Recommended (*are not urgent but will assist in more effectively meeting the access needs of people with disabilities*).

2.0.2.4 Priority 4 – Long-Term Action Recommended (*suggestions for consideration in future planning*)

2.0.3 Cost Estimates. The cost estimates provided in the Accessibility Audit are suitable for Class "D" or Programme estimate purposes. They are based upon 2005-2006 cost data and do not include for 'soft' costs such as consultant (architectural, engineering, project management) fees, municipal permits, GST, etc.,.

3.0 **Implementation.** Implementation includes consideration of the following five (5) typical scenarios:

3.0.1 Accessibility Audit Identified Requirements (less than \$10,000).

3.0.1.1. These are typically (but not limited to) Priority 1 and Priority 2 requirements that are implemented with the resources available to the Maintenance & Operations



Brock University Facilities Management Operating Procedures

Services unit (Structural Team, Mechanical Team, Electrical Team, and Grounds Team).

3.0.1.2. Work Requests are submitted throughout the year by the University's Accessibility Coordinator to the Facilities Management Department's Customer Service Coordinator. The Customer Services Coordinator issues a Work Order, annotated 'AA' for reporting purposes, for Maintenance & Operations Services to complete. Work Requests and Work Orders are to be processed at a rate at which the Maintenance & Operations Services unit can sustain with their allocated and available resources along with recognition of competing requirements. That rate is to be determined and monitored by the Manager, Maintenance & Operations Services and the University's Accessibility Coordinator.

3.0.1.3. The Facilities Management Customer Services Coordinator will report monthly on the completed 'AA' Work Orders in order to update the Accessibility Audits held by both Facilities Management and the Office of the Accessibility Coordinator.

3.0.2 Accessibility Audit Identified Requirements (greater than \$10,000).

3.0.2.1 These are typically (but not limited to) Priority 2, Priority 3, and Priority 4 requirements that can be categorized as projects and are implemented using project delivery procedures with the resources available to the Campus Planning, Design & Construction Services unit.

3.0.2.2 Accessibility Audit requirements that are clearly projects, or those similar and complementary requirements that can be grouped into a project, are to be submitted by the University's Accessibility Coordinator by means of a Schedule 7 (Minor Capital Project) request, as part of the annual Budget Development process, or as an Out-of-Cycle Minor Capital Project request if Student Services funding or another source of stand-alone funding has become available during the Current Fiscal Year (FY). These



Brock University Facilities Management Operating Procedures

two types of project requests are to be sent to Campus Planning Design & Construction Services.

3.0.2.3 Those project requests will be planned as described at 2.0.1 for implementation and delivery by the Campus Planning, Design & Construction Services unit using or coordinating assigned resources (e.g. funding, Architectural and Engineering Design Standing Offer Agreement, Consultants, Brock University Project Managers, contract Project Managers, Maintenance & Operations Services line Managers, and/or contractors). Throughout the project delivery process, close coordination is required between the assigned Project Manager and the University's Accessibility Coordinator. At the Programme-level, together with the University's Accessibility Coordinator, the Manager, Campus Planning, Design & Construction Services will monitor the progress of all projects (funded or unfunded, Current FY or Future FY) having an Accessibility Audit component.

3.0.2.4 Project Managers are to report on the completion of the accessibility project in order to update the Accessibility Audit held by both Facilities Management and the Office of the Accessibility Coordinator (see 5.0 and 6.0).

3.0.3 Opportunities Allowing for Inclusion of Accessibility Audit Requirements into Other Projects.

3.0.3.1 Assigned Project Managers for general University projects, where the principal scope of work consists of facility and site renovations, modifications, alterations and renewal, are to check the Accessibility Audit to see if there are any requirements that can be effectively and efficiently rolled into the scope of work of the project. This is to be done in close coordination with the University's Accessibility Coordinator and, in the case of a Faculty or Department that is providing the funding for the project, the Project Director of that Faculty or Department.



Brock University Facilities Management Operating Procedures

3.0.3.2 In the event that it was possible to incorporate requirements from the Accessibility Audit into the scope of work, those referenced requirements are to be reported on by the Project Manager following completion of the project in order to update the Accessibility Audits held by both Facilities Management and the Office of the Accessibility Coordinator (see 5.0 and 6.0).

3.0.4 Unforeseen Accessibility Requirements. Unforeseen accessibility requirements are to be referred to and validated by the University's Accessibility Coordinator and, in turn, submitted by the Accessibility Coordinator as either a Work Request to the Customer Services Coordinator or as an Out-of-Cycle Minor Capital Project Request.

3.0.5 Accessibility Audit Requirements for Residences. The Department of Residences has been provided with the extract of the Accessibility Audit addressing the accessibility requirements of the University's Residences. Facilities Management will be responsive to Work Requests, Schedule 7s, and Out-of-Cycle Minor Capital Project Requests submitted and funded by the Department of Residences as long as it is indicated by the Department of Residences that the requirement to be implemented has been validated by the University's Accessibility Coordinator.

4.0 **Funding.** In the absence of dedicated funding from either the Province or the University to progressively address Accessibility Audit requirements and/or unforeseen accessibility requirements, the following funding sources will need to be relied on:

- a. Departmental and Faculty operating budgets for work less than \$10,000 (see 3.0.1, 3.0.4, and 3.0.5).
- b. Schedule 7 (Minor Capital Project) submissions during the annual Budget Development process for work greater than \$10,000 (see 3.0.2, 3.0.4, and 3.0.5).
- c. Non-Schedule 7 or Out-of-Cycle Minor Capital Project submissions, to be funded by a Department or Faculty outside of the annual Budget Development process, for work greater than \$10,000 (see 3.0.2, 3.0.4, and 3.0.5).



Brock University Facilities Management Operating Procedures

- d. The project budget of a larger Minor or Major Capital Project where the accessibility requirement(s) can be justifiably embedded into that project's scope of work i.e. where there is a direct and complimentary relationship (see 3.0.3, 3.0.4, and 3.0.5).

5.0 Reporting – Board and Provincial. The operational reporting requirements are detailed above in Section 3.0 Implementation. On an annual basis, Student Services and Facilities Management will report on the past year's implementation of the Accessibility Audit and plans for future action to the University's Board of Trustees through the Board's Capital Projects & Facilities Committee. Facilities Management will assist Student Services and the Office of the Accessibility Coordinator in the preparation of the physical and architectural component of any annual, overall, accessibility reporting that may be mandated by the Province of Ontario.

6.0 Accessibility Audit – Record Copies. Due to the long implementation timeframe of the overall Accessibility Audit findings and recommendations as well as the varied and dispersed physical and architectural requirements, priorities, and implementation resources, it is important that the Accessibility Audit be kept current in terms of:

- a. What has been done, when and by whom,
- b. What remains to be done, and
- c. What is not to be done.

In consideration of the joint and collaborative nature of the Accessibility Audit, with shared-ownership between Student Services and Facilities Management, two copies of the Accessibility Audit will be maintained: one in the Office of the Accessibility Coordinator located in Schmon Tower and the other in the office of the Facilities Management Architectural CAD Technologist (with property and building records) at the Central Utilities Buildings. Operational reporting, see Section 3.0 Implementation, of implemented accessibility work (Work Orders, accessibility projects, projects having an accessibility component, and unforeseen accessibility requirements) by either the Customer Services Coordinator or Project Managers, is to be to the University's Accessibility Coordinator and to the Facilities Management Architectural CAD Technologist.



Brock University Facilities Management Operating Procedures

7.0 **References.**

7.0.1 Brock University, *Brock University Accessibility Audit and Design Standards Project, Accessibility Audit Final Report*, April 28, 2006.

7.0.2 *Accessibility for Ontarians with Disabilities Act, 2005.*

7.0.3 *Building Code Act, 1992.*

8.0 **Not Allocated.**