

STANDARD OPERATING PROCEDURE # AES 2.003

Subject: ADA Projects and Reasonable Accommodation Requests

Purpose and Scope: To provide one document for use for A&E Services, Office for Americans with Disabilities, Student Services, UWF Building Code Official and Facilities Management regarding concerns that are identified with respect to accessibility on campus. AES has a campus-wide ADA Transition Plan which has established priority accessibility projects that are proposed to the Facilities Planning Committee and executed. A contingency of “Reasonable Accommodations Requests” Formula Funds is allocated annually. The purpose of this procedure is to review incoming “Reasonable Accommodations” requests that are in addition to the PECO Formula Funded list of “Accessibility” projects (which address code concerns, not “reasonable accommodation” requests).

Procedures:

1. An Accessibility Reasonable Accommodation Request (ARAR) is received from the campus through the Office for Americans with Disabilities. If the ADA office cannot address it and it requires Architectural and Engineering Services involvement, then it will be forwarded to the Director of Architectural and Engineering Services (and copied to the Assistant Director for Planning and Estimating) for a preliminary review and response within 5 days of receipt. The initial response will be for funding and feasibility only.
2. Limited PECO Formula Funding is earmarked for “Reasonable Accommodations” and not all requests can be funded for compliance. If funding is available, a projected schedule of completion will be provided. **Note: Formula Funds cannot be used to purchase furnishings.**
3. If the request can be addressed through Facilities Management, it will be completed via work order by maintenance staff (i.e.; door closure pull tensions for door maneuverability, etc.). If it cannot be addressed with maintenance, then Step No. 4 will be pursued.
4. Architectural and Engineering Services staff and Building Code Administrator will physically visit the location of the cited concern to identify if it is a code violation, maintenance issue or will become a project. (Cited issues are reviewed with the Building Code Administrator regarding code compliance). Projects that are a code violation are usually large projects and will be submitted during the next Facilities Planning Committee annual cycle for the Formula Funded list of ADA Projects. The

Facilities Sub-Committee of the ADA Task Force will meet to review and prioritize these requests for a recommended list to the Facilities Planning Committee.

5. If funding is inadequate to address a reasonable accommodation, then the ADA Office will be contacted to seek other funding sources through the administration. Once funding is identified, AES staff will execute the project/request.

Developed By:

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Approved By:

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