

Facility Services

Procedural Guidelines

Title: ADA Furniture

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From: Mark Hunter

This procedure affects *all campus departments* and highlights the University's Guidelines for Accessibility and the Installation of New or Reconfigured Systems Furniture.

The Federal Americans with Disabilities Act, the Federal ADA Accessibility Guidelines (ADAAG), and Title 24 of the California Building Code require that all furniture installations in University facilities be accessible, inclusive of University facilities leased by auxiliary organizations. Auxiliary organizations are individually responsible for ADAAG compliance. All other installations of new or reconfigured system furnishings that influence access, egress and/or the circulation of public and employee spaces (including but not limited to an office, lecture room and /or labs) will require Facility Services review and approval prior to installation. The review and approval process will assure a safe and code compliant environment to the campus community and is provided to requesting University departments free of charge. University purchasing policy and bid requirements for furniture still apply.

Accessibility Review and Approval Process:

Step 1. Requesting departments must require vendors to provide an ADA compliant layout drawing for each proposed system furniture installation. In order for a layout drawing to be considered for ADA review, it must include the following: be drawn to scale, include dimensions for accessible approach, entry and egress per ADAAG and California Building Code Title 24, and be certified "ADA Compliant" by the vendor.

Step 2. Requesting departments will submit the layout drawing to Facility Services via a Building Permit Application, which can be found at http://www.afd.calpoly.edu/facilities/services_request.asp?pid=3#Permits Facility Services will review the drawing for ADA compliance. If the drawing is not ADA compliant, Facility Services will request the vendor to re-submit an ADA compliant drawing.

Step 3. Once the layout drawing is ADA compliant and approved, Facility Services will email the requesting department with the final approval so the requesting department can process a University purchase requisition.

Step 4. When submitting purchase requisitions, please send the following information (as back-up) to Contract & Procurement Services: the final ADAAG approval email from Facilities Services, the approved ADA compliant layout drawing, and the vendor price quotation.

Installation:

During the installation, it is the responsibility of the requesting department to have the vendor install the furnishings in conformance with the approved layout. Alternatively, the requesting department may request that Facility Services perform or manage the installation by submitting a Service Request, which can be found at http://www.afd.calpoly.edu/facilities/services_request.asp?pid=3.

Please contact Facility Services directly for guidance or questions on accessibility requirements.

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Please contact Contract & Procurement Services directly for guidance or questions on purchasing requirements.

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