THE UNIVERSITY OF WEST FLORIDA
PENSACOLA CAMPUS

ADA TRANSITION PLAN

PREPARED
SEPTEMBER 22, 1997

APPROVED BY:

__________________________
Dr. Morris Marx, President
University of West Florida

__________________________
Rosalind Fisher, Assistant Vice President
EEO/AA and Diversity
THE UNIVERSITY OF WEST FLORIDA
PENSACOLA CAMPUS

ADA TRANSITION PLAN

PREPARED
SEPTEMBER 22, 1997

APPROVED BY:

Dr. Morris Marx, President
University of West Florida

Rosalind Fisher, Assistant Vice President
EEO/AA and Diversity
VOLUME I

TITLE PAGE

EXECUTIVE SUMMARY ............................................................... 1
  • Title I - Employment
  • Title II - Public Services
  • Title III - Public Accommodations and Services Operated by Private Entities
  • Transition Plan Required

RESPONSIBLE OFFICIALS ............................................................ 2
  • ADA Coordinator
  • ADA Committee
  • Contact Person/Department Roster
  • Responsibilities

POLICY FOR ACCOMMODATION .................................................... 3
  • UWF Policy for Accommodation
  • Title I - Employment
  • Title II - Public Services
  • Title III - Public Accommodations and Services Operated by Private Entities

STRATEGY ................................................................. 4
  • Process
    - Identification of Deficiencies
    - Identification of Discriminatory Policies
    - Budget/Allocation of Funds

PHYSICAL BARRIERS ............................................................... 5
  • ADA Deficiencies Survey and Database
  • Departmental Audits
  • SWANS List

PRIORITIZATION OF FACILITIES ...................................................... 6
  • University Domino Plan
  • Prioritization by Building
    - Prioritization by Function
    - Prioritization by Frequency of Use
PRIORITIZATION OF ACCESSIBILITY ISSUES ........................................... 7
  • "HOT LIST" Requests
  • Life Safety Issues
  • Building Accessibility
  • Site Accessibility

SCHEDULE FOR BARRIER REMOVAL .................................................. 8
  • Schedule of Barrier Removal

RECOMMENDATIONS ............................................................................... 9
  • ADA Review of Construction/Renovation Projects
  • Improvements in Communication of Available Accommodations
  • Coordination of Class Scheduling with Available Accessible Classrooms

DOCUMENTATION
  • Meeting Notes .............................................................................. 10
  • SWANs Lists ................................................................................ 11
    - SWANs Lists
    - UWF Responses to SWANs List Requests
  • University Policies for Accommodation of Individuals with Disabilities ........ 12
    - Human Resources Policy for Accommodating Individuals with Disabilities
### VOLUME II

#### DEPARTMENTAL AUDITS

- Facilities Planning and Management ADA Audit Report ........................................... 1
- Department of Intercollegiate Athletics; Student Athletes and the American with Disabilities Act: Participation in Intercollegiate Athletics ................................. 2
- Department of Cooperative Education ADA Audit of Cooperative Education ............... 3
- Audit of Counseling Services, Americans with Disabilities Act .................................. 4
- ADA Self Audit, Student Services .............................................................................. 5
- Financial Aid Office, Self-Administered ADA Audit Compliance Reports .................. 6
- Health Center, ADA Self-Study ................................................................................... 7
- Office of Housing, ADA Self Audit ............................................................................ 8
- Placement Services, ADA Audit of Placement Services ................................................ 9
- Recreational & Sports Services, Americans with Disabilities Act (SIC) ..................... 10
- University Testing and Student Orientation ADA Self Study for Testing .................... 11
- Student Insurance ..................................................................................................... 12
- Office of Student Activities, ADA Self-Study .............................................................. 13
- Day care, Americans with Disabilities Act .................................................................. 14
- ADA Audit in Academic Affairs .................................................................................. 15
VOLUME III

PRINT-OUTS

- LIFE SAFETY .............................................................. 1
- EXTERIOR ACCESS ..................................................... 2
- ACCESS TO BUILDINGS ................................................. 3
- TOILET ROOMS AND ACCESS TO SPACES/FEATURES ............... 4
EXECUTIVE SUMMARY

The Americans with Disabilities Act of 1990 was created “to establish a clear and comprehensive prohibition of discrimination on the basis of disability.” Discrimination is expressly prohibited in several areas which have a direct impact on the University of West Florida:

1) TITLE I - EMPLOYMENT - The Americans with Disabilities Act bans discrimination in employment practices of the University.

SEC.102. DISCRIMINATION.
(a) GENERAL RULE - No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.

TITLE I became effective July 26, 1992.

2) TITLE II - PUBLIC SERVICES - Requires accessibility to all programs offered by the University:

SEC.202. DISCRIMINATION.
Subject to the provision of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

TITLE II became effective January 26, 1992.

---


3) TITLE III - PUBLIC ACCOMMODATIONS AND SERVICES OPERATED BY PRIVATE ENTITIES - Requires accessibility to all facilities on the UWF Campus, managed by privately-owned business entities:

SEC.302. PROHIBITION OF DISCRIMINATION BY PUBLIC ACCOMMODATION.
(a) GENERAL RULE - No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to ), or operates a place of public accommodation. 4

TITLE III became effective January 26, 1992.

The University of West Florida has an obligation to eliminate discrimination against people with disabilities. To accomplish this, UWF has worked to develop a positive proactive policy for accommodation of people with disabilities including physical barrier removal, alteration of programs for accessibility and materials in alternative formats for visually impaired students. (See Department Self-Audits in Volume II - Appendix). UWF has stated that their goal is to remove all barriers to accessibility, whether required by the ADA Accessibility Guidelines or not.

The purpose of this ADA Transition Plan is to establish, document, and implement UWF’s policies.

---

The ADA Transition Plan is a mandatory procedure required of entities providing Public Services. These procedures are defined and incorporated into the appropriate sections of this document. The document will be available for public review at the following locations:

- Library Reserve Room, Library Building #32.
- Office of Equal Employment Opportunity and Diversity (EEO/AA/D), Room 172, Building #18.
- The Facilities Planning Office, Building 87.
- The Physical Plant Office, Building 87.
RESPONSIBLE OFFICIALS

The University of West Florida has assembled an ADA Committee to assist in decision making and to set priorities for the ADA Transition Plan. The members of the ADA Committee represent the various departments responsible for registration of students, providing financial aid and student services, hiring of UWF staff, scheduling of classes/assignment of classrooms, and maintenance of facilities.

At this time, the ADA Committee is responsible for:

1) Defining which deficiencies are most critical.
2) Establishing the order of priority assigned to individual facilities and deficiencies.
3) Deciding which Buildings affect program accessibility, and therefore, should be brought into physical compliance.
4) Providing input into development of the plan and alternates to physical barrier removal.
5) Recommending approval of the Transition Plan to Dr. Marx, President of the University of West Florida.

Other responsibilities may be assigned to the committee as needed. See also “Recommendations”.
ADA COORDINATOR

Mardi McDaniels, ADA Coordinator, will act as Interim Chair and Contact Person for the ADA Committee. The roster for the ADA Committee is:

<table>
<thead>
<tr>
<th>Contact Person/Department</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosalind Fisher</td>
<td>474-2204</td>
<td>474-3131</td>
</tr>
<tr>
<td>Assistant Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEO/AA and Diversity - Chairperson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mardi McDaniels</td>
<td>474-3491</td>
<td>474-3131</td>
</tr>
<tr>
<td>ADA Coordinator - Interim Chairperson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person - ADA Transition Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sherell Hendrickson</td>
<td>474-2601</td>
<td>857-6030</td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Dye</td>
<td>474-2384</td>
<td>474-3337</td>
</tr>
<tr>
<td>Associate Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbara Fitzpatrick</td>
<td>474-2387</td>
<td>474-3337</td>
</tr>
<tr>
<td>Assistant Director, Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John McGill</td>
<td>474-2263</td>
<td>474-3360</td>
</tr>
<tr>
<td>Veteran’s Affairs, Admissions and Registrar Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gayle Baugh</td>
<td>474-2206</td>
<td>474-2314</td>
</tr>
<tr>
<td>Faculty Advisor, SWANs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henry Ridge</td>
<td>435-9549</td>
<td>435-9549*</td>
</tr>
<tr>
<td>President, SWANs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earl Smith</td>
<td>474-2903</td>
<td>474-3166</td>
</tr>
<tr>
<td>Director, Plant Operations &amp; Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phillip Turner</td>
<td>474-2938</td>
<td>474-3166</td>
</tr>
<tr>
<td>Director, Facilities Planning and Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person/Department</td>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------</td>
<td>-----</td>
</tr>
<tr>
<td>Ron Hambrick</td>
<td>474-2177</td>
<td>474-3166</td>
</tr>
<tr>
<td>Director, Environmental Health &amp; Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Randy Holk</td>
<td>474-2902</td>
<td>474-3166</td>
</tr>
<tr>
<td>Assistant Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant - Telecommunications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave Dawson</td>
<td>474-2018</td>
<td>474-2096</td>
</tr>
<tr>
<td>Associate Director, Instructional Media Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kent Schwartz</td>
<td>474-6010</td>
<td>474-3166</td>
</tr>
<tr>
<td>Assistant Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant - Landscape Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theresa Johnson</td>
<td>474-2168</td>
<td>474-3338</td>
</tr>
<tr>
<td>University Librarian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Wentz</td>
<td>474-2705</td>
<td>474-3412</td>
</tr>
<tr>
<td>Associate Professor, Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don Wallace</td>
<td>474-2295</td>
<td>474-3205</td>
</tr>
<tr>
<td>Associate Professor, Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Deming</td>
<td>478-5765</td>
<td>NA.</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
POLICY FOR ACCOMMODATION

The University of West Florida has established policies to fulfill its obligations and responsibilities under Title I and Title II of the Americans with Disabilities Act. In addition, UWF has an obligation to verify that private entities leasing facilities or property from the University, and providing goods and or services to the public are in compliance with Title III regulations (see Section 302 “General Rule” cited previously: discrimination is prohibited “by any person who owns, leases (or leases to), or operates a place of public accommodation”).

The following is a synopsis of University Policy enforced or currently under development in response to Titles I, II and III of the Americans with Disabilities Act.

TITLE I - EMPLOYMENT

The Human Resources department of the University of West Florida has adopted a “Policy for Accommodating Individuals with Disabilities”, to govern internal procedures related to accommodation of disabilities for its employees and staff. These procedures include provisions for elimination of discrimination in hiring practices, as well as provisions for accommodation of newly incurred disabilities of existing employees (see “University of West Florida, Human Resources, Policy for Accommodating Individuals with Disabilities”, under “Documentation”).

This statement of policy affirms UWF’s commitment to comply with the requirements of TITLE I, although this report draws no conclusions as to the fitness of this policy in satisfying all TITLE I requirements. The policy clearly commits to the goal of providing “reasonable accommodation” as prescribed by TITLE I:

REASONABLE ACCOMMODATION. - The term “reasonable accommodation” may include -
(A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and

(B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.\(^1\)

However, the policy does not address such issues as insuring that applicants are not screened out by reason of their disability, or that standards may not be used which have the tendency of “limiting, segregating or classifying a job applicant or employee in a way which adversely affects the opportunities or status”\(^2\) of the applicant.

**TITLE II - PUBLIC SERVICES**

The primary focus of The UWF ADA Transition Plan is to meet mandatory requirements for entities providing public services, as set forth in TITLE II of the ADA. In short, UWF is responsible for meeting the following objectives:

Ensure that the operation of each service, program and activity is operating so that each, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities (35.150(a))

---

New construction starting after this date must be readily accessible. (35.151(a))

The altered portions of alterations beginning construction after this date must, to the maximum extent feasible, meet the "readily accessible to and usable by individuals with disabilities" standard set by the Uniform Federal Accessibility Standard or, at the public entity's option, the ADAAG. (35.151(b))

In addition to these requirements, it is the expressed goal of UWF to remove all barriers to accessibility.

To accomplish these results, UWF has initiated a self-evaluation process which has been analyzed and documented in the development of the Transition Plan (see "ADA Deficiencies Survey and Database"). The Transition Plan includes analysis of the following information:

1) Identify physical obstacles in the public entity’s facilities that limit the accessibility of its programs or activities to individuals with disabilities;

2) Describe in detail the methods that will be used to make the facilities accessible;

3) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer that one year, identify steps that will be taken during each year of the transition period; and

4) Indicate the official responsible for implementation of the plan.¹

Items 1) and 2) have been accomplished by UWF within the "ADA Deficiencies Survey" compiled in 1994. Items 3) and 4) are addressed as part of this Transition Plan.

TITLE III - PUBLIC ACCOMMODATIONS AND SERVICES OPERATED BY PRIVATE ENTITIES

The University of West Florida also has a responsibility to insure that private entities, leasing buildings or property for the purpose of providing goods and services at the campus, meet the criteria established by the Americans with Disabilities Act. UWF’s responsibility stems from the fact that these spaces are leased from the University. The ADA is vague as to who is financially responsible for implementation of barrier removal under TITLE III in this situation, however, liability for failure to comply is clearly placed on both lessee and leaser. It may be advisable for UWF to take the lead in assuring that spaces leased to private entities are brought into compliance.
STRATEGY

Many factors must be considered in order to develop a Transition Plan which will provide maximum program accessibility. Physical barriers to accessibility must be identified, analyzed, prioritized and scheduled for removal. Identification is relatively simple as guidelines exist for sites, routes and buildings. Existing policies and their effect on program accessibility are harder to quantify since no Federal Guidelines exist.

This report focuses on planning for barrier removal and prioritizes accessibility modifications based on parameters established by UWF personnel and User Groups at public meetings held for that purpose.

In addition to removal of physical barriers, program accessibility might be accomplished by means of class scheduling. Courses may be scheduled so that each course is provided in accessible locations, to satisfy the immediate need until all buildings are brought into full compliance.

Scheduling for accessibility can, to some degree, be accomplished through reassignment of class sections to accessible locations at the specific request of individual students on an “as needed” basis. The Registrar’s Office would become involved when a request is made, however, requests for location changes would require attention and resolution for this to be an acceptable alternative to removal of physical barriers.

PROCESS

Development of the Transition Plan for the University of West Florida employed the following processes:

A. Identification of deficiencies and areas of non-compliance in existing buildings and sites.
B. Identification of policies within the University and its various departments which may have the effect of discrimination against people with disabilities.

C. Establishment of budgets/allocation of budgeted funds to accomplish facility accessibility.

A. IDENTIFICATION OF DEFICIENCIES

The University of West Florida has compiled extensive research concerning accessibility of existing facilities and programs at the Pensacola Campus. Research includes the following:

1) ADA Deficiency Survey and Database - A comprehensive survey of all existing UWF buildings, sites and parking, for existing conditions which are not in compliance with current standards for new construction. (See Excerpts in "Schedule for Barrier Removal").

2) Departmental Audits - Internal surveys of major University Departments to determine if accessibility problems exist and if accommodations are available. (See Volume II - Appendix).

3) SWANs List - Questions and responses on accessibility of the existing campus from Students With Alternative Needs (SWANs). For the purposes of the Transition Plan, Accessibility Comments received from individual users will become part of the SWANs List. (See “Documentation”).

4) ADA Committee Walk-through Survey - In order to determine the most important items to be scheduled for barrier removal, the UWF ADA Committee performed a walk-through survey of all SWANs List requests and other accessibility problems which Committee members are personally aware of. The walk-through was conducted on August 18, and the findings of the Committee have been used to establish the top priority items listed on the “Hot List”. See “Schedule of Barrier Removal”

B. IDENTIFICATION OF DISCRIMINATORY POLICIES

The University has performed a self-audit of various departments to insure that existing facilities and/or policies do not have the effect of discriminating against persons with disabilities. Information requested includes:
1) Program Accessibility - What special problem areas exist within existing
departmental facilities?

2) Are special accommodations available within the department for:
a) Testing?
b) Teaching Aids?

3) Are class materials available in alternative formats such as Braille and large text
formats?

Results of the Departmental Audits are included in Volume II of this document. (See
"Departmental Audits" in Volume II - Appendix).

C. BUDGET/ALLOCATION OF FUNDS

The annual ADA budget is to be determined from UWF minor Project allocation. Barrier
removal within buildings scheduled for renovation will be funded within the budget of the
individual renovation, therefore, the ADA barrier removal budget will be generally allocated
first towards buildings and sites not currently scheduled for renovations under the University
"Domino Plan".

To set priorities for barrier removal, meetings have been held to receive input from the UWF
ADA Committee, representatives of special interest groups and other interested parties. (See
meeting notes dated 5-8-97, 5-13-97, and 5-20-97, under "Documentation"). Several items
identified in these meetings have been included on the "Hot List" which is placed highest on
the list of priorities. See also "Schedule for Barrier Removal".
PHYSICAL BARRIERS

Barriers to Accessibility had to first be identified before any response for correction could be planned. The State University System Board of Regents contracted the University of Florida, College of Architecture to conduct a comprehensive study of all facilities and sites at the University of West Florida. This survey was conducted in 1993, and published in August 1994.

ADA DEFICIENCIES SURVEY AND DATABASE

The resulting document, the “ADA Deficiencies Survey and Database”, is a 650 page itemization of all deficiencies noted by the survey team. It identifies deficiencies based on current standards for new facilities which are far more stringent than standards for existing construction. In other words, many of the deficiencies noted would not necessarily need correction to provide program accessibility, however, all would need correction should major renovation of a specific building occur. The University has stated that their ultimate goal is the removal of all barriers regardless of program accessibility issues.

The total cost to remove all barriers identified greatly exceeds the available funding. Removal of all barriers has been estimated to cost in excess of $11,000,000. See “Prioritization of Facilities”, below.

DEPARTMENTAL AUDITS

As stated earlier, the University of West Florida has surveyed each major department to ascertain the following:

1. Physical Barriers at facilities (should be redundant with ADA Deficiencies Survey and Database).

2. Existing policies concerning students with disabilities.
   a) Anti-discrimination policies
   b) Available accommodations for students with special needs.
3. Availability of information on accommodations.
a) Availability of information in accessible formats.
b) Notification of students that accommodations to provide accessibility are available.

The Departmental Audits were first complied in February 1993. These Audits included a “General Action Form” to identify items scheduled for immediate correction.

The following departments have responded with Departmental Audits:

- Academic Affairs
- Department of Intercollegiate Athletics
  - Student Participation
  - Access to Spectators
- Day Care Center
- Cooperative Education
- Counseling Center
- Student Services
- Financial Aid Office
- Health Services
- Housing
- Placement Services
- Recreation and Sports Services
- Office of Student Activities
- Testing and Student Orientation
- Summary of Audit Relating to ADA Compliance
- Facilities Planning and Management
- Human Resources

For additional information see “Volume II - Appendix”.

Follow-up Audits were completed in 1996 to insure that deficiencies identified in the Departmental Audits had been corrected. Some deficiencies still exist, however, particularly in assessment of policies to determine if they have the effect of being discriminatory. Since this is more difficult to quantify, continued self-auditing by individual departments is recommended, so that trends may be established.
SWANs LIST

The Students With Alternative Needs (SWANs) is an organization of students with disabilities. Membership is on a voluntary basis only. To protect the individual student’s right to privacy, no list of students with disabilities is compiled or provided to SWANs, therefore, it is unknown what percentage of students is actually represented.

The SWANs have identified specific problems/areas at the University which are of concern to students with disabilities. These specific problems are included on the “Hot List” and receive priority status in the Transition Plan. See “SWANs Lists” and “UWF Responses to SWANs List Requests” in “Documentation” for specific complaints and remedies.
PRIORITIZATION OF FACILITIES

Due to the large number of existing barriers to accessibility identified in the ADA Deficiencies Survey, some means of prioritization is necessary to insure that funding will be applied to those items which are of the highest concern as established by the ADA Committee.

The Annual Budget for ADA barrier removal is to be determined from UWF minor project allocation. As was stated earlier, removal of all barriers (whether required by the ADA or not) throughout UWF has been estimated to cost approximately $11,000,000. Fortunately, removal of all barriers is not required to meet the ADA goal of Program Accessibility, since all buildings do not require the same level of accessibility. Furthermore, some buildings are not intended for occupancy by the general public, and removal of barriers to accessibility in these buildings would serve no one.

UNIVERSITY DOMINO PLAN

In addition to the funding referenced above, cost of barrier removal will be provided within funding for general building renovations. The University has developed and continues to update a schedule for building renovations known as “The Domino Plan”. The title comes from the scheduling of renovations consecutively, one after another, so that a shortage of classrooms will not occur. The Domino Plan extends several years into the future.

Buildings scheduled for renovation under the Domino Plan will be brought into compliance with the ADA within the scope of renovations because major renovations are required to comply. Buildings listed in the Domino Plan will, therefore, not be addressed in the ADA Transition Plan, since it is assumed that accessibility issues will be resolved within the scheduled renovations.
PRIORITIZATION BY BUILDING

The remaining buildings not currently scheduled for renovation were ranked as to the importance of accessibility based on user profile, function and frequency of use. The ADA Committee and interested parties have been consulted in order to accomplish this.

PRIORITIZATION BY FUNCTION

Function concerns the buildings primary use. Most buildings on the UWF Campus fall into one of four categories, which are listed in order of importance:

<table>
<thead>
<tr>
<th>Function</th>
<th>User Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Buildings</td>
<td>Students</td>
</tr>
<tr>
<td>Non-Instructional Buildings</td>
<td>General Public/Students</td>
</tr>
<tr>
<td>Student Housing</td>
<td>Students</td>
</tr>
<tr>
<td>Support</td>
<td>UWF Maintenance Personnel</td>
</tr>
</tbody>
</table>

Academic Buildings include: Classrooms, Laboratories, the Library; as well as buildings used for other functions, but in which educational processes occur including: Theaters, Backstage Areas, Orchestra Pits, Art Studios, and other various teaching facilities. Theses buildings serve the primary function of the University – Education – and are primarily used by students; therefore, they will receive the highest priority.

Non-Instructional Buildings include Sports Facilities such as Baseball Fields, Swimming Pools and Dressing Rooms, Cafeteria, the Commons Building, Security, Administration Buildings, the Registrar’s Office, etc. Any building used for non-instructional purposes falls into this second level priority category.

Student housing includes Dormitories, which are managed by the Housing Maintenance Department, and new Student Residences which are maintained by private entities. Although
the University has no obligation to fund ADA barrier removal within the privately owned student residences, it does have an obligation to monitor conditions within them, as is discussed in, "Policy for Accommodation: Title III - Public Accommodations and Services Operated by Private Entities", above.

Funding for Non-Instructional Buildings and Dormitories must come from other sources and will be accounted for separately.

Support Buildings include the Physical Plant, Miscellaneous Maintenance Shops, the University Support Complex, Storage Buildings, and other such functions not generally frequented by students or the general public. Support Buildings have, therefore, been determined to be of the lowest priority for Barrier Removal.

PRIORITIZATION BY FREQUENCY OF USE

Frequency of Use is simply the number of people who use a building or facility on a typical day. The higher the flow of students and the public, the higher the priority for barrier removal. Buildings located near the center of Campus are most heavily scheduled and serve the greatest number of users. Frequency of Use will determine priority of individual facilities within the categories listed above.
PRIORITIZATION OF ACCESSIBILITY ISSUES

Just as buildings have been ranked in order of importance, Accessibility Issues have been ranked to determine sequence of corrections. Meetings have been held with the ADA Committee, representatives from the various Departments, user groups and other interested parties to determine the relative priority of the major accessibility issues facing UWF. These meetings have resulted in the following decisions:

Prioritization of Accessibility Issues:

1. “Hot List”, including SWANs List requests - Highest priority
2. Life Safety Issues - Second priority for barrier removal
4. Site Accessibility Issues - Fourth Priority

A description of these primary issues follows:

“HOT LIST” (see Group 1, on the Schedule for Barrier Removal)
The “Hot List” is compiled from direct requests for accommodation from Students With Alternative Needs (SWANs), the campus organization which was created as a forum for the special problems of disabled students. It identifies accessibility problems considered most critical to those students. Because these are specific requests by disabled students, they should receive immediate attention. UWF has stated that problems identified in the SWANs List will be rectified regardless of ADA Guidelines, if they are reasonable and correction is not infeasible.

The UWF ADA Committee conducted a walk-through tour of SWANs list requests and has subsequently assigned an order of priority for those requests. The ADA Committee will be responsible for updating the “Hot List” yearly to acknowledge progress made and to schedule
new items identified for correction. New items will be identified from Group 2 and Group 3 and promoted to the “Hot List”.

LIFE SAFETY ISSUES
Protecting the health and welfare of the students, staff, and the general public is one of the most critical issues facing UWF. Special accommodations are required to insure that people with disabilities are protected in case of emergency. For example: audible and visible fire alarms must be provided so that people with sight and/or hearing impairments will be warned of the impending danger. Special provisions must be made for egress, or Areas of Rescue Assistance must be provided, for persons with limited mobility who are unable to negotiate stairs. Failure to provide these needed precautions would be the worst form of discrimination, since the individual’s life itself would be in jeopardy. Life Safety issues are, therefore, assigned second priority.

BUILDING ACCESSIBILITY
Accessibility issues which involve the ability of the disabled to enter and exit existing facilities has been established as the next highest priority. Building access is, of course, directly related to the issues of program accessibility.

Within each building, certain necessary features should also be accessible. Accessible restrooms, drinking fountains, and pay phones should be provided so that students with disabilities are able to enjoy the same comforts as everyone else.

SITE ACCESSIBILITY
Site accessibility, the ability to move freely from building to building and to accessible parking, is the next level of priority. The site of the University of West Florida presents some special problems due to the topography. The slope of the land often exceeds recommended slopes for accessible ramps. Where slopes exceed 1:20, sidewalks should be
flanked by handrails, and level areas provided at regular distances, so that persons confined to wheelchairs can stop and rest. Slopes in excess of 1:12 are not considered accessible.

Some site access issues may be virtually impossible to resolve, such as access to Nature Trails and certain hilly areas, however, the center of campus should be addressed as thoroughly as possible, since improvements here will benefit multiple facilities.
GROUP #1 - "HOT LIST" ITEMS

"Hot List" items are those requested by SWANs and/or identified by the ADA Committee. The "Hot List" will be updated each year.

PRIORITY BY BUILDING:

<table>
<thead>
<tr>
<th>Bidg#/Des./Cost Estimate</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 19/Automatic doors and entry ramps/$20,000</td>
<td>18/Automatic doors and entry ramps/$20,000</td>
</tr>
<tr>
<td>2. 79/Exterior ramp improvements/$20,000</td>
<td>2. 79/Exterior ramp improvements/$20,000</td>
</tr>
<tr>
<td>3. 51/Accessible Bathrooms/$20,000</td>
<td>3. 51/Accessible Bathrooms/$20,000</td>
</tr>
<tr>
<td>4. 18/New entry ramps - adj to HC parking/$7,000</td>
<td>4. 38/Accessible bathrooms/$20,000</td>
</tr>
<tr>
<td>5. 38/Accessible bathrooms/$20,000</td>
<td>5. 38/Accessible bathrooms/$20,000</td>
</tr>
<tr>
<td>6. 38/Re-establish HC Parking adj to Bldg 41 $500</td>
<td>6. 38/Re-establish HC Parking adj to Bldg 41 $500</td>
</tr>
<tr>
<td>7. 76/Add new elevator/$75,000</td>
<td>7. 76/Add new elevator/$75,000</td>
</tr>
<tr>
<td>8. Various/Annual-wooden ramps-non-skid surface/$5,000</td>
<td>8. Various/Annual-wooden ramps-non-skid surface/$5,000</td>
</tr>
<tr>
<td>9. 76/Entry Ramp/10,000</td>
<td>9. 76/Entry Ramp/10,000</td>
</tr>
<tr>
<td>10. All/replace knobs w/lever handles, $3,000/yr</td>
<td>10. All/replace knobs w/lever handles, $3,000/yr</td>
</tr>
<tr>
<td>11. 19 &amp; 21, repair uneven sidewalk $2,000</td>
<td>11. 19 &amp; 21, repair uneven sidewalk $2,000</td>
</tr>
<tr>
<td>12. Relocate 10 &amp; 11/HC parking &amp; ramps adj. to Bldg 11, $3,000</td>
<td>12. Relocate 10 &amp; 11/HC parking &amp; ramps adj. to Bldg 11, $3,000</td>
</tr>
<tr>
<td>13. 21/Handrails, auto opening doors, extr. lght/$20,000</td>
<td>13. 21/Handrails, auto opening doors, extr. lght/$20,000</td>
</tr>
<tr>
<td>14. 79/VC Van parking spaces/$2,500</td>
<td>14. 79/VC Van parking spaces/$2,500</td>
</tr>
<tr>
<td>15. 12/Horn/strobes,$2,500</td>
<td>15. 12/Horn/strobes,$2,500</td>
</tr>
<tr>
<td>16. 74/Ext. ramp improvements/10,000</td>
<td>16. 74/Ext. ramp improvements/10,000</td>
</tr>
<tr>
<td>17. 74/Lobby area; 3 automatic doors/$6,000</td>
<td>17. 74/Lobby area; 3 automatic doors/$6,000</td>
</tr>
<tr>
<td>18. 51/HC Seating area needed/$500</td>
<td>18. 51/HC Seating area needed/$500</td>
</tr>
<tr>
<td>19. 54/Additional HC parking spaces/$4,000</td>
<td>19. 54/Additional HC parking spaces/$4,000</td>
</tr>
<tr>
<td>20. 54/HC Seating area needed/$500</td>
<td>20. 54/HC Seating area needed/$500</td>
</tr>
<tr>
<td>21. 77/Interior ramps to change levels/$5,000</td>
<td>21. 77/Interior ramps to change levels/$5,000</td>
</tr>
<tr>
<td>22. 78/Ramps for access/$4,000</td>
<td>22. 78/Ramps for access/$4,000</td>
</tr>
<tr>
<td>23. 12/Improve corridor lighting/$2,000</td>
<td>23. 52/Improve corridor lighting/$2,000</td>
</tr>
<tr>
<td>24. 10/Exterior Ramps too steep/$10,000</td>
<td>24. 10/Exterior Ramps too steep/$10,000</td>
</tr>
<tr>
<td>25. 10/Elevator needed/$70,000</td>
<td>25. 10/Elevator needed/$70,000</td>
</tr>
<tr>
<td>26. 11/Elevator needed/$70,000</td>
<td>26. 11/Elevator needed/$70,000</td>
</tr>
<tr>
<td>27. 10/Slate &amp; plaster walking surfaces/$30,000</td>
<td>27. 10/Slate &amp; plaster walking surfaces/$30,000</td>
</tr>
<tr>
<td>28. 11/Slate &amp; plaster walking surfaces/$30,000</td>
<td>28. 11/Slate &amp; plaster walking surfaces/$30,000</td>
</tr>
<tr>
<td>29. 86/HC Access to building/$5,000</td>
<td>29. 86/HC Access to building/$5,000</td>
</tr>
<tr>
<td>30. Various/Ext. steps-paint stripes on risers/$2,500</td>
<td>30. Various/Ext. steps-paint stripes on risers/$2,500</td>
</tr>
<tr>
<td>31. Sports Complex/VC Van parking spaces/$1,000</td>
<td>31. Sports Complex/VC Van parking spaces/$1,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$476,000</td>
</tr>
</tbody>
</table>

GROUP #2 - ACADEMIC/STUDENT SERVICE

Buildings such as Classrooms, Laboratories, the Library, and other buildings used primarily for other functions but where educational processes occur.

Funding: $60,000 per year from PECO funds after "Hot List" items are addressed.

Priority: Items will be transferred to the "Hot List" on a year to year basis.

PRIORITY BY BUILDING:

<table>
<thead>
<tr>
<th>Building #</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 32</td>
<td>Building #18</td>
</tr>
<tr>
<td>2. 33</td>
<td>Centrally Located High Usage Buildings: #32</td>
</tr>
<tr>
<td>3. 34</td>
<td>Other Academic or Student Service Buildings: #38, #50, #53, #75, #76, #85.</td>
</tr>
</tbody>
</table>

GROUP #3 NON-INSTRUCTIONAL

Buildings which are for occupanc the General Public, but where no Academic functions occur.

Funding: Undetermined amount other sources

Priority: High Priority

PRIORITY BY BUILDING:

<table>
<thead>
<tr>
<th>Building Type</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Centrally Located High U Buildings: #72/73</td>
<td></td>
</tr>
<tr>
<td>2. Other Public Use Buildings: #22A, #39A, #42, #43, #63, #83, #87, #88, #202, #205, #211, #213</td>
<td></td>
</tr>
</tbody>
</table>

PRIORITY BY ACCESSIBILITY ISSUES:

1. Life Safety Issues
2. Building Access Issues
3. Site Access Issues

1. Life Safety Issues
2. Building Access Issues
3. Site Access Issues
GROUP #4 - STUDENT HOUSING

Dormitories (UWF provided) Student Residences (Privately owned & operated)

Funding: UWF will be responsible for funding barrier removal in Dormitories. The new student residences are privately owned and operated, therefore, funding for barrier removal will not be provided by UWF.

Priority: Accommodations on an "as needed" basis; high priority when identified.

Buildings Included: #14, #15, #16, #23, #24, #25, #26, #27, #28, #29, #30, #31, #33, #34, #35, #59, #60, #61, #62, #64, #65, #66, #68

PRIORITY OF ACCESSIBILITY ISSUES:

1. SWANS List Requests
2. Life Safety Issues
3. Building Access Issues
4. Site Access Issues

NOTE: Since Accessible Housing and Accommodations are on an "as requested" basis, only buildings containing accessible units need to be scheduled for Barrier Removal.

GROUP #5 - DOMINO PLAN

Buildings which have been renovated since 1993 or scheduled for renovation in Current Domino Plan.

Funding: Undetermined amount to be funded within the scope of renovations.

Priority: as defined in the Domino Plan.

BUILDINGS RENOVATED SINCE COMPLETION OF ADA DEFICIENCIES SURVEY AND DATABASE: #10, #12, #13, #18, #21, #23 (per Domino Plan)

BUILDINGS CURRENTLY SCHEDULED FOR RENOVATION: #11, #49, #80, #22, #58

BUILDINGS SCHEDULED FOR RENOVATION BY DOMINO PLAN: #19, #20, #36, #37, #51, #52, #54, #70, #74, #77, #78, #79, #82, #86, #87

GROUP #6 - SUPPORT BUILDINGS

Non-Instructional, Non-public support facilities

Funding: No ADA Accessibility upgrades planned.

Priority: No priority; no upgrade planned.

Buildings Included: #57, #40, #46, #48, #55, #56, #84
SCHEDULE FOR BARRIER REMOVAL

The processes discussed previously have been accomplished to develop an order for removal of existing barriers. The following "Schedule for Barrier Removal" is the culmination of this process.

The Schedule of Barrier Removal will be updated by the UWF ADA Committee on a yearly basis, to remove items which have been corrected and to add new items to the "Hot List". New items will come primarily from Group 2 and Group 3, as defined on the schedule, and from additional items brought to the attention of the Committee by Students, Faculty or other users.

Group 4 - Student Housing will be updated per request on an "as needed" basis. Barrier removal within dormitories will be funded separately and overseen by the Department of Housing. Students needing accommodations should file their requests directly to the Department of Housing (474-2463).

Barrier removal within the privately owned and operated Student Residences will not be funded by UWF. The funding should come from the owners, however, it is recommended that UWF monitor complaints and/or deficiencies to insure that the owners are responsive to accessibility issues.
RECOMMENDATIONS

In addition to the Schedule of Barrier Removal, the following are recommended for adoption as UWF policy:

ADA REVIEW OF CONSTRUCTION/RENOVATION PROJECTS

New construction and renovation projects should be reviewed for compliance with ADA requirements, and to insure that items listed in the ADA Deficiencies Database have been addressed and corrected. The SWANs group has requested that they be included in this review process since they are most aware of the issues affecting accessibility. The designated SWANs representative and UWF ADA Coordinator will be notified of Design Review meetings. E-mail and written notification will be provided. Design Documents will also be available from the project User Group and the Facilities Planning Office.

IMPROVEMENTS IN COMMUNICATION OF AVAILABLE ACCOMMODATIONS

Review of current Departmental Audits and follow up Audits (See Volume II - Appendix) indicates a serious commitment to providing accommodations such as class materials and university forms in alternative formats. However, these same audits indicate a lack of dissemination of information to the students who need it most. UWF should review its methods for dissemination of information so that knowledge of various accommodations is readily available.

The SWANs have suggested that a pamphlet should be produced to give to each registered disabled student at the initial visit to Disabled Student Services. The pamphlet should describe the various accommodations available through each department, and should contain a complaint resolution process for addressing concerns of the disabled students. This pamphlet should be made available in Braille and on Audio Tape.
It is also recommended that this ADA Transition Plan should be provided in alternative formats such as Braille and Audio Tape.

COORDINATION OF CLASS SCHEDULING

In addition to removal of physical barriers, program accessibility can be accomplished by means of class scheduling. Courses may be scheduled so that each course is provided in accessible locations, to satisfy the immediate need until all buildings are brought into full compliance.

Scheduling for accessibility can, to some degree, be accomplished through reassignment of class sections to accessible locations at the specific request of individual students on an “as needed” basis. The Registrar’s Office would become involved when a request is made, however, requests for location changes would require attention and resolution for this to be an acceptable alternative to removal of physical barriers.

UWF should formalize policies promoting the above procedures to foster cooperation of all Departments and Faculty.
MEETING NOTES
ADA MEETING AGENDA

ADA (1990 COMPLIANCE)

Title 1
Employees (1994)
reasonable accommodation

Title 2
State and Local Government
Program Accessibility vs Accessibility
Scheduling

Title 3
Private-Public facilities
Access

Transition Plan (1993) - doesn't limit liability
obstacles
dates for correction
procedure
responsible party

Annual Budget
determine by UWF
example $11,000,000 @ 75,000/year = 146 years
work scheduled for renovation

Priorities for Removal
determined by UWF
access to building
signage
interior access to all spaces
life safety
 strobes/horns
projections
knobs
ramps
accessible egress
varying ways to determine priorities

Responsibility
who for what
UWF: survey, budgets, priorities

Request for written self evaluation reports from UWF department leaders

Recognition/Identification of UWF key personnel and decision makers

E\96096\meet 1 9/23/97
who will sign off at each stage
who will sign off on finished document
who must review for input

Where to file report

Other concerns?

Schedule review
PROJECT: UWF ADA Transition Plan  
Project No. 96096

MEETING DATE: 8 May 1997

MEMO DATE: 9 May 1997

ATTENDEES: Mardi McDaniel - UWF ADA Coordinator  
Don Carlos - Graves + Carlos  
Mark Pipkin - Graves + Carlos

COPIES TO:  Attendees  
Phil Turner - UWF Facilities Planning  
DC * File 96096 SF*

ITEMS DELIVERED BY ARCHITECT:

1. ADA Audit Report and copies of completed examples of the University of North Florida. ADA Transition Plan Self Evaluation.

ITEMS RECEIVED BY ARCHITECT: None.

DECISIONS AND ACTION REQUIRED:

Please see the attached meeting agenda for scope of items reviewed. The same agenda is scheduled for the upcoming meeting. No specific decisions were made at this date due to lack of attendance by decision makers. Ms. McDaniel indicated that she will contact key personnel who will form the core committee for the ADA Transition Plan to encourage attendance of the next scheduled meeting. Ms. McDaniel indicated that she knew of a “Domino Plan” which included a listing of various buildings scheduled for renovation. Brief discussion was held about how this list may be incorporated into the ADA Transition Plan. Ms. McDaniel will obtain a copy to deliver to the Architect.

*END OF MEETING NOTES*

Don F. Carlos  
Architect

Attachment: Two Page “Meeting Agenda” ADA

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
PROJECT:  UWF ADA Transition Plan
          Project No. 96096

MEETING DATE:  13 May 1997

MEMO DATE:  20 May 1997

ATTENDEES:  See Attached Attendance Roster

COPIES TO:  Attendees
            Phil Turner - UWF Facilities Planning
            Mardi McDaniel - UWF ADA Coordinator
            Mark Pipkin, Graves + Carlos
            DC ﬁle 96096 SF

ITEMS DELIVERED BY ARCHITECT:

1.  ADA Audit Report and copies of completed examples of the University of North
    Florida ADA Transition Plan Self Evaluation.

ITEMS RECEIVED BY ARCHITECT:

1.  ADA Audits for Individual Departments, dated Feb. 1993, with updates.

DECISIONS AND ACTION REQUIRED:

Don Carlos opened the meeting with a synopsis of Title I, Title II and Title III of the
Americans with Disabilities Act. These concern accommodation of employees, the
responsibility of State and Local Government to provide program accessibility and the
responsibility of private entities to provide accessible public services. Development of the
Transition Plan will be the primary focus of this project. The Transition Plan must include
four main items: (1) must define the obstacles; (2) set dates for correction; (3) set a
procedure for carrying out the correction; and (4) name of the responsible party for seeing
that this occurs.

Annual Budget - UWF has previously set an annual budget of $25,000 a year. This has
been raised to $75,000 a year. Considering that a total of $11,000,000 of ADA
Compliance issues have already been defined, it would take many more years to remove
all obstacles than this ADA Transition Plan will attempt to define.

Priorities for Removal - The priorities for obstacle removal will be determined by UWF.
Two issues currently considered of primary importance are: (1) life safety issues and
egress from buildings and (2) accessibility to buildings from the accessible site into the
building itself. These two items will receive high priorities in the examination of obstacles
by G+C.
Life Safety issues include fire alarm issues (such as strobes and horns for both visually and hearing impaired students and staff), accessible door hardware, projections into accessible pathways, ramps at entries, and accessible egress including areas of rescue on second floor levels.

Responsibility for implementation of barrier removal was then discussed. The Transition Plan will state who is responsible in each department to see that various barriers are removed as established by the priorities. UWF will be responsible for the original survey, setting the yearly budget and establishing the order of priorities.

**Domino Plans** - The University of West Florida “Domino Plan” was discussed. This plan sets the schedule for ongoing building renovations throughout the University. The plan extends approximately five years into the future and slates certain buildings for total renovations, which will include full updates to ADA Compliance. The Domino Plan will be important to the scope of the ADA Transition Plan. It will have already scheduled buildings for ADA updates (which will move those to a low priority when discussing barrier removal throughout campus on a case-by-case basis).

**SWAN's List** - Henry Ridge spoke about the SWAN’s List, which stands for “Students with Alternative Needs”. The SWAN’s List is intended to provide students with special needs a forum to discuss changes necessary around campus to make buildings and programs accessible. There is currently no complete list of the students on campus with special needs since their identity is protected by federal regulation due to concerns of their anonymity. This will make it very difficult to compile a comprehensive list of student’s concerns. It has been suggested that student’s with alternative needs may most easily be identified by people in the registration office. Some type of coding on the student’s registration may help to determine which student’s need their classes scheduled in accessible classrooms.

**Scheduling** - Scheduling of classes was discussed as an alternative means of providing accessibility. The ADA does not require that all facilities on campus are accessible; it does, however, require that all programs are accessible. An alternative means of providing accessible programs would be to schedule those programs in classrooms that currently are accessible. John McGill, who is in charge of enrollment services, said currently they have no way to determine if students with alternative needs are scheduled in classrooms that are fully accessible due to the reasons listed above. It may be necessary to develop a plan for how to provide program accessibility through creative scheduling.
Fire Alarms - Ron Hambrick briefly discussed a Fire Alarm Update plan. The A/E needs to get a copy of this plan as soon as possible so that we may know which fire alarm issues listed in the survey have already been corrected. Ron Hambrick expressed the desire for a synopsis of ADA Required Fire Alarm requirements as these issues may be overlooked by permitting officials. Plans for fire alarm updates need to also address areas of refuge in buildings with elevator access to the multiple levels. Elevators generally shut down when the fire alarm sounds, therefore, areas of safe refuge, provided with telephones, may need to be provided in the stairwells, for students that cannot negotiate the stairs on their own.

Buildings with Special Problems - The A/E was informed that Building #51 is accessible only through another building. This is unacceptable if an emergency situation in the other building would prevent egress from Building #51. Another building of primary interest is the Admissions Office. The Admissions Office does not meet ADA requirements. One of them being the difficulty of opening the entrance door. We also need to check for an accessible route within the Admissions Office. This is considered a high priority since the Admissions Office is the student's first impression of the UWF Campus. The accessibility of the Admissions Office would set the tone for student's entire experience at the University.

Needs List - The A/E will need the following as soon as possible.
2. A copy of the University Domino Plan, for the preceding five years since the ADA Study was conducted and for the next five years, so that we will know which buildings will be addressed first.
3. The University’s Fire Alarm Update plan so that the A/E may determine which life safety issues are to be addressed independent of the ADA Accessibility Program.
4. Any special problems on the SWAN’s List of accessibility issues.

*END OF MEETING NOTES

Mark J. Pipkin, RA
Project Architect

MP/mma

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
## ATTENDANCE ROSTER

<table>
<thead>
<tr>
<th>MEETING</th>
<th>PROJECT</th>
<th>LOCATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA TRANSITION PLAN</td>
<td>96096</td>
<td>NWF Conf</td>
<td>5/14/97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Carlos, Arch.</td>
<td>Graves+Carlos AVE</td>
<td>482-1912, 432-0603</td>
</tr>
<tr>
<td>Mark Pickin, Arch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandra Thompson</td>
<td>UWF - Instructional Media Ctr</td>
<td>474-2509</td>
</tr>
<tr>
<td></td>
<td></td>
<td>474-2018</td>
</tr>
<tr>
<td>Tina Espino, for Fitzgerald</td>
<td>UWF - Student Affairs</td>
<td>4x1, 2387</td>
</tr>
<tr>
<td>Henry Ridge</td>
<td>Swans</td>
<td>904 435 9549</td>
</tr>
<tr>
<td>Phillip Turner</td>
<td>UWF Facilities Planning</td>
<td>474-474-2936</td>
</tr>
<tr>
<td>Earl Smith</td>
<td>UWF Physical Plant</td>
<td>904-474-2903</td>
</tr>
<tr>
<td>Contumbick</td>
<td>UWF - ENRANS</td>
<td>474-2197, 474-3164</td>
</tr>
<tr>
<td>John McGill</td>
<td>UWF Enrollment Services</td>
<td>474 2263 / 4743360</td>
</tr>
<tr>
<td>Mardi McDaniel</td>
<td>UWF - ADA Coordinating</td>
<td>474-3491 / 474-3131</td>
</tr>
<tr>
<td>Shultz Hendricks</td>
<td>UWF - HR</td>
<td>474-2601 / 857-6030</td>
</tr>
<tr>
<td>Gregory Hall</td>
<td>UWF - PMM+ E Telecomm</td>
<td>474-2902 / 474-5144</td>
</tr>
</tbody>
</table>

---

PAGE ___ OF ___
PROJECT: UWF ADA Transition Plan  
Project No. 96096

MEETING DATE: 20 May 1997

MEMO DATE: 30 May 1997

ATTENDEES: See Attached Attendance Roster

COPIES TO: Attendees  
Phil Turner - UWF Facilities Planning  
Mardi McDaniel - UWF ADA Coordinator  
Mark Pipkin, Graves + Carlos  
DC & File 96096 SF

ITEMS DELIVERED BY ARCHITECT:

1. ADA Audit Report and copies of completed examples of the University of North Florida ADA Transition Plan Self Evaluation.

ITEMS RECEIVED BY ARCHITECT: None.

DECISIONS AND ACTION REQUIRED:

Don Carlos opened the meeting with a synopsis of Title I, Title II and Title III of the Americans with Disabilities Act. These concern accommodation of employees, the responsibility of State and Local Government to provide program accessibility and the responsibility of private entities to provide accessible public services.

Development of the Transition Plan will be the primary focus of this project. The Transition Plan must include four main items:
1. Must define the obstacles.
2. Set dates for correction.
3. Set a procedure for carrying out the correction.
4. Name of the responsible party for seeing that this occurs.

Annual Budget - UWF has raised the annual budget to $75,000 a year. An estimated total of $11,000,000 of ADA Compliance issues have already been defined. The A/E asked for direction in setting priorities.

Priorities for Removal - The priorities for obstacle removal will be determined by UWF. Three issues currently considered of primary importance are: (1) life safety issues and egress from buildings, (2) accessibility into buildings, and (3) access from the accessible site to the building itself. These items will receive high priorities in the examination of obstacles by G+C.
20 May 1997 Meeting Notes
UWF ADA Transition Plan - G+C #96096
Page 2 of 3

Life Safety issues include fire alarm issues (such as strobes and horns for both visually and hearing impaired students and staff), accessible door hardware, projections into accessible pathways, ramps at entries, and accessible egress including areas of rescue on upper floor levels.

Implementation of barrier removal was then discussed. The Transition Plan will state who is responsible in each department to see that various barriers are removed as established by the priorities. UWF will be responsible for the original survey, setting the yearly budget and establishing the order of priorities.

**Domino Plan** - The University of West Florida “Domino Plan” was discussed. The plan extends approximately five years into the future and slates certain buildings for total renovations, which will include full updates to ADA Compliance. Buildings already scheduled for renovation will not be addressed in the Transition Plan.

**Scheduling** - The ADA does not require that all facilities on campus are accessible; it does, however, require that all programs are accessible. An alternative means of providing accessible programs would be to schedule those programs in classrooms that currently are accessible. It may be necessary to develop a plan for how to provide program accessibility through creative scheduling.

**Buildings with Special Problems** - Paul Thompson of SWANS voiced several complaints about accessibility problems with the new Library Building and other buildings on Campus:

1. No accessible phones or pay phones are provided.
2. Phones do exist in Areas of Rescue Assistance, however, there are no signs directing the disabled to the Areas of Rescue Assistance.
3. The stacks are too close together to access books near the floor (Note: The A/E does not know if the spacing is compliant or non-compliant per ADAAG).
4. Building 58 has a “stepped” ramp which is unusable.
5. Flagstone walks are difficult to negotiate.
6. Interior ramps in Building 10 are not adequate.

The A/E has not verified these items, so it is unknown whether all of these conditions are non-compliant or simply inconvenient for people with disabilities. The A/E will rely on SWANS lists and the ADA Deficiencies Survey (both provided by UWF) for scheduling barrier removal in the Transition Plan.
Priorities for Barrier Removal - Attendees at the meeting agreed on priorities for the Transition Plan. The University has set priorities for whose needs are to be addressed first:

1. Students
2. Faculty
3. The General Public

Since the Students’ needs are to receive top priority, Academic Buildings/Classrooms and buildings servicing students’ needs are to be brought into compliance first, Faculty needs will be second priority, and other public facilities such as athletic bleachers, etc., will be of a lower priority. Non-public buildings such as support and maintenance facilities will receive lowest priority.

Priority Accessibility Issues - The following accessibility issues were prioritized:
1. Life Safety - Notification and Egress in emergency situations.
2. Building Access - Entrances
3. Site Access - From building to building, or to accessible parking.

Building Plans Review - Complaints from SWANS about new buildings and those recently renovated have raised concerns about plans review for accessibility issues. Plans are currently reviewed by University Standards. Some additional plans review by SWANS or another group sensitive to the needs of the disabled would be beneficial.

*END OF MEETING NOTES

Mark J. Pipkin, RA
Project Architect

MP/cs

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Carlos</td>
<td>SWANS</td>
<td>477-4303/370-0108</td>
</tr>
<tr>
<td>Paul Thompson</td>
<td>Library</td>
<td>474-2164</td>
</tr>
<tr>
<td>Tracey Johnson</td>
<td>Recreation</td>
<td>474-2486</td>
</tr>
<tr>
<td>Travis Carff</td>
<td>Student Affairs</td>
<td>474-2284</td>
</tr>
<tr>
<td>Linda Thomas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robin Anderson</td>
<td>CES - UWF</td>
<td>474-3427 / 474-3160</td>
</tr>
<tr>
<td>Anna Shipley</td>
<td>UAC</td>
<td>x.2155</td>
</tr>
<tr>
<td>Corey Hambirk</td>
<td>UWF - EH+</td>
<td>x.2177 / 474-3160</td>
</tr>
<tr>
<td>Seri Moore</td>
<td>Career Center</td>
<td>x.2258 / 474-3337</td>
</tr>
<tr>
<td>Bill Statler</td>
<td>FAC. MAINT</td>
<td>2871</td>
</tr>
<tr>
<td>Gloria Russ</td>
<td>BUSINESS OFFICE</td>
<td>2640</td>
</tr>
<tr>
<td>John MCGill</td>
<td>Registrar's Office</td>
<td>2263</td>
</tr>
<tr>
<td>Phillip Turner</td>
<td>FACILITIES PLANNING</td>
<td>2938</td>
</tr>
<tr>
<td>Bill Halpern</td>
<td>Chemistry Dept</td>
<td>x.2741</td>
</tr>
<tr>
<td>Dr. Ken Cauthier</td>
<td>Student Affairs</td>
<td>x.2214</td>
</tr>
<tr>
<td>Tonyal Streeter</td>
<td>CED/ICTER</td>
<td>2050</td>
</tr>
<tr>
<td>Earl Smith</td>
<td>UWF POM &amp; E</td>
<td>2903</td>
</tr>
<tr>
<td>Rose York</td>
<td>ADMISSIONS</td>
<td>3379</td>
</tr>
<tr>
<td>NAME</td>
<td>ORGANIZATION</td>
<td>PHONE/FAX</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Jim Hurd</td>
<td>Office of Student Affairs</td>
<td>474-2406 / 474-3208</td>
</tr>
<tr>
<td>Dianna Register</td>
<td>Institutional Computing</td>
<td>474-3013</td>
</tr>
<tr>
<td>Elizabeth Reading</td>
<td>Management / MIS</td>
<td>474-2316</td>
</tr>
<tr>
<td>Jennifer Kunkler</td>
<td>T.O.D.</td>
<td>474-2043 / 474-3129</td>
</tr>
<tr>
<td>Randy Hill</td>
<td>Telecom</td>
<td>474-2902 / 474-3166</td>
</tr>
<tr>
<td>Kevin Green</td>
<td>OFDM</td>
<td>474-3059</td>
</tr>
<tr>
<td>Richard Dobler</td>
<td>CASS</td>
<td>474/2682</td>
</tr>
<tr>
<td>Catherine Dowell</td>
<td>CEO Diversity</td>
<td>474-2205</td>
</tr>
<tr>
<td>Mark McDaniel</td>
<td>AOA Coordinator</td>
<td>474-1991 (74-313)</td>
</tr>
<tr>
<td>Doyle C. Pitts</td>
<td>Controller</td>
<td>474-3040</td>
</tr>
<tr>
<td>Charlotte Sire</td>
<td>UAC</td>
<td>X 3177</td>
</tr>
<tr>
<td>Dave Dawson</td>
<td>UWC</td>
<td>X-2355 <a href="mailto:dawson@uw.edu">dawson@uw.edu</a></td>
</tr>
</tbody>
</table>
ITEMS DELIVERED BY ARCHITECT:

2. ADA Survey Code list, annotated, from ADA Deficiencies Survey and Database, provided by UWF.

ITEMS RECEIVED BY ARCHITECT: None

DECISIONS AND ACTION REQUIRED:

Don Carlos and Mark Pipkin met with members of the UWF ADA Committee to review the Draft Submittal of the ADA Transition Plan, and to set priorities for barrier removal to accomplish accessibility to university programs.

BUDGET

The budget for barrier removal is $75,000 per year. Because of the scope of existing barriers, priorities must be set to insure that the funding provides the most benefits for the funds expended. The A/E has requested specific direction from the ADA Committee to establish these priorities. The ADA Committee made the following suggestions.

SUPPORT FACILITIES

The Committee stated that accessibility of Support Facilities is considered to be secondary to accessibility of Academic Buildings, since neither students nor the public need access to these buildings. Phil Turner will provide a list of Support Facilities to be excluded from the Transition Plan. (Note: to comply with Title I, any employee who becomes disabled and is no longer able to access these facilities will be reassigned to another position within an accessible building).
DORMITORIES

Funding for buildings other than Academic Buildings will come from sources in addition to the $75,000 referenced above. Therefore, these will be listed and totaled separate from Academic Buildings.

Not all dormitories are required to be accessible. Only a percentage must comply. The A/E will get a list of buildings with accommodations, and address deficiencies necessary to provide the required percentage. All other dormitories will be omitted from the Transition Plan to reduce redundancy.

PRIORITY ITEMS

The ADA Committee made several recommendations for items needing priority attention. The Admissions Building #18 is considered top priority, since students must access this facility to enroll to the University, and it will serve as their first impression of accessibility. Currently, the building has a non-compliant ramp, and the entry doors are very difficult to open, for example.

Academic Buildings are perceived as the next most important in priority. Don Carlos is to meet with Phil Turner to set the order of importance for providing accessibility to academic buildings.

SWAN’S list items are to be addressed as early in the Transition Plan as possible, as these items define specific problems of disabled students currently enrolled at the University. The A/E is currently examining requests of SWANS which been compiled through the University.

RECREATIONAL FACILITIES

Henry Ridge of SWANS has made the Committee aware of new accessibility guidelines proposed for Recreational Facilities. These new guidelines have been published for commentary from the public. It is unknown what issues may affect the University, as these guidelines have not yet been approved or issued. It is also unknown which additional barriers will need identification, since these guidelines did not exist when the ADA Deficiencies Survey and Database were compiled.
RENOVATION PROJECTS

Mark Pipkin explained that the Transition Plan will assume that buildings which have been recently renovated or that are scheduled for renovation under the University “Domino Plan” are, or soon will be, accessible using the budget for renovations. Therefore, these buildings will not be addressed in the Transition Plan, due to redundancy.

Members of the ADA Committee stated that this assumption may not be correct, since accessibility issues still exist in some recently renovated projects. This is due in part to the fact that state projects are not reviewed by local planning authorities for permitting.

Mark Pipkin suggested that new projects and renovations should be reviewed by the ADA Committee and/or by SWANS, as these groups are more sensitive to accessibility issues.

SCHEDULING

The next submittal of the ADA Transition Plan is to be delivered on July 29, 1997. The ADA Committee will meet again to review on August 5, 1997.

*END OF MEETING NOTES

Mark J. Pipkin, RA
Project Architect

MP/amc

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within
# ATTENDANCE ROSTER

<table>
<thead>
<tr>
<th>MEETING</th>
<th>PROJECT</th>
<th>LOCATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0196096</td>
<td>ADA Transition</td>
<td>Campus Union</td>
<td>10 JULY '97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillip Turner</td>
<td>UWF Facilities Planning</td>
<td>474-2738/474-3166</td>
</tr>
<tr>
<td>Charlie Wentz</td>
<td>Foundations Technology</td>
<td>474-2705</td>
</tr>
<tr>
<td>Henry Ridge</td>
<td>EOC - UWF</td>
<td>435-9549</td>
</tr>
<tr>
<td>Mardi U. McDaniel</td>
<td>ADA</td>
<td>435-9549</td>
</tr>
<tr>
<td>Earl Smith</td>
<td>UWF Physical Plant</td>
<td>474-2903/474-3166</td>
</tr>
</tbody>
</table>

Carol Hawthorne  Equal Opportunity 474-2205 474-3360

PAGE ___ OF ___
PROJECT: UWF ADA Transition Plan
Project No. 96096

MEETING DATE: 5 August 1997

MEMO DATE: 8 August 1997

ATTENDEES: See Attached Attendance Roster

COPIES TO: Phil Turner, UWF Facilities Planning
Mardi McDaniel, UWF ADA Coordinator/Interim Chairperson
Mark Pipkin, Graves + Carlos
DC WP File 96096 SF

ITEMS DELIVERED BY ARCHITECT:

1. ADA Transition Plan - 50% Draft Submittal, dated 1 August 1997.

ITEMS RECEIVED BY ARCHITECT:

1. Memo from Beth Saier of Swans to John Jarvis concerning Swans List items dated 11-18-93, 1 page.
2. Memos from Edward G. Shauberger addressing Swans List requests, dated 12-13-95, 1 page.

DECISIONS AND ACTION REQUIRED:

Don Carlos and Mark Pipkin met with members of the UWF ADA Committee to review the 50% Draft Submittal of the ADA Transition Plan, and to review Priorities for Barrier Removal as shown in this submittal.

BUDGET

The budget for barrier removal is $75,000 per year. The A/E has requested specific direction from the ADA Committee to establish these priorities. This information has been organized into four categories:

GROUP #1 - ACADEMIC

Academic Buildings are perceived as the most important in priority. Don Carlos met with Phil Turner to set the order of importance for providing accessibility to academic buildings. Phil identified high-use Academic Buildings to receive priority status.
GROUP #2 - PUBLIC BUILDINGS

Buildings for use by the general public, but where no Academic or Student Service functions occur have been placed in this category. The ADA Committee suggested this group should instead be titled “Non-Instructional Buildings”.

GROUP #3 - DORMITORIES

Funding for buildings other than Academic Buildings will come from alternate sources other than from the $75,000 referenced above. Therefore, these have been listed and totaled separately from Academic Buildings.

Not all dormitories are required to be accessible. Only a percentage must comply. Accommodations for dormitories will be provided on a “as needed” basis.

GROUP #4 - DOMINO PLAN

The Transition Plan assumes that buildings which have been recently renovated or that are scheduled for renovation under the University “Domino Plan” are, or soon will be, accessible using the budget for renovations. Therefore, these buildings will receive a low priority in the Transition Plan, unless specific items are requested by SWANS.

SUPPORT FACILITIES

The Committee stated that accessibility of Support Facilities is considered to be secondary to accessibility of Academic Buildings, since neither students nor the public need access to these buildings. Phil Turner has provided a list of Support Facilities to be excluded from Barrier Removal under the Transition Plan. The Support Facilities are to be listed as a separate group on the Schedule of Prioritization of Barrier Removal.

“HOT LIST”

The ADA Committee recommended the inclusion of another category on the Schedule for Prioritization of Barrier Removal. This will be a “Hot List” of barrier removal projects with a very high priority. The “Hot List” will be updated with the most critical items from the other categories, and from SWANS Lists.

Each year, the “Hot List” is to be reviewed by the ADA Committee. Completed projects will be removed, and new “Hot List” items will be selected from high priority items from the other categories. Funding for barrier removal will be directed toward correction of “Hot List” items first, and then any surplus will be directed toward the other categories.
5 August 1997 Meeting Notes
UWF ADA Transition Plan - G+C #96096
Page 3 of 3

SCHEDULING

The A/E is to modify the Schedule for Prioritization of Barrier Removal as recommended by the ADA Committee. The ADA Committee will meet on Wednesday, August 13 to review the updated Schedule.

RECOMMENDATIONS

1. User input has indicated the need for a policy to allow for relocation of classes from non-accessible to accessible classrooms on an as-needed basis. This will help provide accessibility until such time that all facilities are fully accessible. Currently, there is no formal policy; the procedures should be established and adopted as policy, so that Professors will cooperate with student requests for class relocation.

2. Representatives of the University have expressed a need for improved communications with Disabled Students. The following have been recommended:
   
   a. Registration - All students should be made aware of accommodations which are available for Students with Disabilities.

   b. Students shall be allowed to sign a release to allow their names and addresses to be released to SWANS if they so desire.

OTHER ISSUES

A title sheet with a place for the President’s signature shall be added to the Transition Plan. The ADA Committee will not be asked to sign the final document.

*END OF MEETING NOTES

[Signature]

Mark J. Pipkin, RA
Project Architect

MP/amc-CS

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
ADA TRANSITION REPORT
50% SUBMITTAL REVIEW, 8-5-97

SIGN-IN SHEET

Earl Smith
PHIL TURNER
Phil Thompson
Ron Hambrick

Linda Dye
Barbara Fitzpatrick
Carol Newcomb
Theresa Johnson
Dawn Dawson

UWF Physical Plant
UWF FACIL. PLANNING
SWANS
UWF-ETHer
Student Affairs
Student Affairs
Equal Opportunity
Library

MC
GTC

474-2903
474-2938
477-4303
474-2177
474-2384
474-2387
474-2205-
474-2168
ht~@ufl.edu
x-2015

MARK PIPKIN

432-1912
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Phone/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don F. Carlos</td>
<td>ARCH (Guards + Carlos)</td>
<td>432-1917</td>
</tr>
<tr>
<td>Mark McDaniel</td>
<td>ADA Coordinator</td>
<td>414-3491</td>
</tr>
</tbody>
</table>
PROJECT: UWF ADA Transition Plan
Project No. 96096

MEETING DATE: 13 August 1997

MEMO DATE: 19 August 1997

ATTENDEES: See Attached Attendance Roster

COPIES TO: Phil Turner, UWF Facilities Planning
Mardi McDaniel, UWF ADA Interim Chairperson
Mark Pipkin, Graves + Carlos
DC or File 96096 SF

ITEMS DELIVERED BY ARCHITECT:

1. Updated Schedule for Prioritization of Barrier Removal.

ITEMS RECEIVED BY ARCHITECT: None.

DECISIONS AND ACTION REQUIRED:

Mark Pipkin met with members of the UWF ADA Committee to review the updated Schedule for Prioritization of Barrier Removal. The Schedule was corrected with recommendations of the Committee. The “Hot List” of items requiring barrier removal was prioritized for the six most critical items. The ADA Committee decided to meet again on Monday, 18 August, to tour the items listed on the “Hot List”, so that an order of priority can be established for the remainder of the “Hot List” items.

Mark Pipkin will meet with the ADA Committee on 19 August 1997 at 3:00 p.m. to receive the prioritization of these items.

*END OF MEETING NOTES

Mark J. Pipkin, RA
Project Architect

MP/cs

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
## ATTENDANCE ROSTER

<table>
<thead>
<tr>
<th>MEETING</th>
<th>PROJECT</th>
<th>LOCATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA TRANSITION PLAN</td>
<td>96096</td>
<td>12 BOARD ROOM</td>
<td>8.13.97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Fitzpatrick</td>
<td>Student Affairs</td>
<td>435-2387</td>
</tr>
<tr>
<td>Henry Reddy</td>
<td>Student W/Attention Needs</td>
<td>435-9549</td>
</tr>
<tr>
<td>Don Wallace</td>
<td>Education</td>
<td>x 2295</td>
</tr>
<tr>
<td>John McGill</td>
<td>Enrollment Success</td>
<td>x 2263</td>
</tr>
<tr>
<td>Linda Dye</td>
<td>Student Affairs</td>
<td>x 2384</td>
</tr>
<tr>
<td>NAME</td>
<td>ORGANIZATION</td>
<td>PHONE/FAX</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Belize Johnson</td>
<td>UW Libr</td>
<td>X2162</td>
</tr>
<tr>
<td>Phil Turner</td>
<td>UWF FACIL. PLANNING</td>
<td>474-2938</td>
</tr>
<tr>
<td>Ingrid McDaniel</td>
<td>ADA / En</td>
<td>474-3491</td>
</tr>
<tr>
<td>Carol Nathan</td>
<td>EEO</td>
<td>X2005</td>
</tr>
<tr>
<td>Rex Crew</td>
<td>HOUSING</td>
<td>#2463</td>
</tr>
</tbody>
</table>
PROJECT: UWF ADA Transition Plan
Project No. 96096

MEETING DATE: 19 August 1997

MEMO DATE: 22 August 1997

ATTENDEES: See Attached Attendance Roster

COPIES TO: Phil Turner, UWF Facilities Planning
Mardi McDaniel, UWF ADA Interim Chairperson
Mark Pipkin, Graves + Carlos
DC 96 File 96096 SF

ITEMS DELIVERED BY ARCHITECT:

1. Schedule for Prioritization of Barrier Removal, updated to reflect issues discussed at the meeting of 13 August 1997.

ITEMS RECEIVED BY ARCHITECT:

1. List of Noted Problems from ADA Tour, from Mardi McDaniel, Interim Chairperson of the UWF ADA Committee, one page.


DECISIONS AND ACTION REQUIRED:

Mark Pipkin of Graves and Carlos met with members of the UWF ADA Committee to discuss the results of a walking tour of Hot List items which the ADA Committee had performed on the previous day. A list of noted problems from the ADA Committee is attached.

The purpose of the discussion was to finalize prioritization of the Hot List items for identification in the UWF ADA Transition Plan. The Hot List items considered most important by the Committee were ranked 1-15. The "Schedule for Prioritization of Barrier Removal" will be updated to reflect this.

*END OF MEETING NOTES

Mark J. Pipkin, RA
Project Architect

MP/sh

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
List of Noted Problems From ADA Tour

1. *

Between buildings 18 and 21, at the handicapped parking area, the sidewalk is very uneven.

Slope of ramp at building ten is too steep.

Entrance to building 10 and 11 bottom floors is a real problem, sidewalks are bad, slate -- need handicapped parking closer to buildings near entrances to bottom floors.

Doors in building 10 -- Dr. Castle's office area close automatically when fire alarm goes off. What if someone is handicapped -- can they get out and to the ramp safely?

Building 38 needs a ramp at the back of the building near the handicapped parking spaces.

Need Van size parking spaces behind 36 and 38.

Building 38 – 51 – bathrooms not accessible

Building 51 - Room 147 language lab not accessible

Outside light needed between building 51 & 50 at entrances

Building 74 – door ramp is bad

Building 75/76 - ramps too steep – entrances to 76 not accessible

Building 79 -- north ramps too steep

Village -- outside porches not accessible -- threshold

Sports Complex - track ok.

Bldg 86 - not van accessible. – need ramp at back parking lot

Bldg 85 - not van accessible – need HC marked route to show where parking spaces are

Inside ramps in 77/78 -- have to go outside to get to different levels

Field House -- parking too narrow

* Add to Not List
## ACCESSIBILITY GUIDELINES AND STANDARDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Format</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>S14</td>
<td>B C L</td>
<td>Americans with Disabilities Act Accessibility Guidelines (ADAAG): Accessibility requirements for new construction and alteration of buildings and facilities covered by the ADA. Also includes Department of Justice regulations for public accommodations and commercial facilities (7/91)</td>
</tr>
<tr>
<td>S24</td>
<td>C</td>
<td>Uniform Federal Accessibility Standards (UFAS): Design, construction and alteration standards for access to federally-funded facilities (4/63)</td>
</tr>
</tbody>
</table>

## ARCHITECTURAL ACCESS

<table>
<thead>
<tr>
<th>No.</th>
<th>Format</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>S09</td>
<td>D</td>
<td>Americans with Disabilities Act Accessibility Guidelines (ADAAG) Checklist: A checklist for applying ADAAG in the design, construction, and alteration of buildings and facilities, including transit facilities (2/93)</td>
</tr>
<tr>
<td>S05</td>
<td>D</td>
<td>Uniform Federal Accessibility Standards (UFAS) Accessibility Checklist: A checklist for applying UFAS in the design, construction, and alteration of buildings and facilities (6/99)</td>
</tr>
<tr>
<td>S07</td>
<td>D</td>
<td>UFAS Retrofit Manual: This 300-page document, based on UFAS, contains easy-to-understand, practical solutions to oft-encountered alteration situations (4/91)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Format</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>S26</td>
<td>B C D L</td>
<td>Recreation Access Advisory Committee Report: Recommendations from the Access Board’s Recreation Access Advisory Committee for accessibility guidelines for sports facilities, places of amusement, play settings, golf, boating and fishing facilities, and outdoor developed areas. 202 pages (7/94)</td>
</tr>
<tr>
<td>A25</td>
<td>C D</td>
<td>Hands-on Architecture: Contains information from a Board-sponsored research project with suggested standards for specifying controls and operating mechanisms (12/85)</td>
</tr>
</tbody>
</table>

## COMMUNICATION ACCESS

<table>
<thead>
<tr>
<th>No.</th>
<th>Format</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01</td>
<td>B C D L</td>
<td>Assistive Listening Systems: Describes commercially available devices and systems for making public address and other types of communication systems more accessible to persons with hearing impairments (10/91)</td>
</tr>
<tr>
<td>C07</td>
<td>B C D L</td>
<td>Using a TTY: Describes how to make and receive TTY (also known as text telephone or TDD) calls, how to use a TTY machine, and how to recognize and answer TTY calls received on phones used for voice calls (7/92)</td>
</tr>
</tbody>
</table>

---

Do you want to be on our mailing list for the Access America newsletter? (Yes or No) Occasionally outside organizations ask for our newsletter mailing list. May we give your name and address to an outside group? (Yes or No) (If you answered "yes" to either question, please include your signature below – we cannot legally put you on any list unless you are a business or we have your signature.

Signature: ___________________________ Date: _______ Phone/Fax: _______

Printed Name: _________________________ Organization: ______________________

Street Address: ______________________
TRANSPORTATION ACCESS

T10 B C D L Guidelines for Aircraft Boarding Chairs: Guides purchasers, designers, and manufacturers of boarding chairs in the design and purchase of safer and more effective devices; also identifies elements of a proper training program (10/91)

T19 B C D L Aircraft Stowage Procedures for Battery Powered Wheelchairs: Describes a procedure for safely stowing battery-powered wheelchairs on aircraft to conform with regulations governing hazardous materials, based on practices of several domestic and foreign air carriers (8/85)

T27 B C D L Securement of Wheelchairs and Other Mobility Aids: Provides technical assistance to transit operators and people with disabilities on how to secure most common manual and power wheelchairs, including three-wheel scooters. Discusses training and policy issues and lists transit agencies that have developed effective securement systems for dealing with these devices (9/80)

TECHNICAL ASSISTANCE BULLETINS (Compiled from frequently asked questions on specific ADAAG provisions.)

A29 B C D L Bulletin #1: Detectable Warnings (4/94)(lists manufacturers)
A31 B C D L Bulletin #2: Visual Alarms (7/94)
A32 B C D L Bulletin #3: Text Telephones (12/92)
A33 B C D L Bulletin #4: Surfaces (Slip-Resistant) (4/94)
A34 B C D L Bulletin #5: Using ADAAG (2/93)
A35 B C D L Bulletin #6: Parking (5/94)

OTHER PUBLICATIONS

G05 B C D L Laws Concerning the Access Board: 16-page publication highlights the Architectural Barriers Act of 1968, section 502 of the Rehabilitation Act of 1973, which established the Access Board, and section 504 of the Americans with Disabilities Act of 1990, which describes the Access Board’s responsibilities (8/94)

G14 B C D L Americans with Disabilities Act Accessibility Requirements: An overview in tabular form of accessibility requirements, effective dates, regulations, and enforcement of Titles I-IV of the Americans with Disabilities Act (12/91)

G15 B C D L Filing a Complaint ... It's Your Right: Explains how to file an Architectural Barriers Act complaint with the Access Board about inaccessibility involving buildings designed, built, or altered with certain Federal funds or leased for occupancy by Federal agencies. Includes complaint form. Also provides a brief overview of other Federal accessibility laws (3/93)

M51 B C D L Access America: Newsletter about the Access Board and its activities. To be added to the newsletter mailing list, see address block at the bottom of the front page

P94 B C D L Annual Report to the President and Congress: Report on Access Board activities for the 1994 fiscal year

G08 B C D L Publications Checklist: Additional copies of this order form

================================================================= You may mail this form by folding along this line ==-------------------------------------------------------------
<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark McDaniel</td>
<td>AEC</td>
<td>3491</td>
</tr>
<tr>
<td>Charlie Wentz</td>
<td></td>
<td>2705</td>
</tr>
<tr>
<td>Larry Dodge</td>
<td>SWANS</td>
<td>435 9549  452 1734</td>
</tr>
<tr>
<td>Phil Turner</td>
<td>UWF FACILITIES PLUG</td>
<td>474-2938</td>
</tr>
<tr>
<td>Carol Hawthorne</td>
<td>EEO</td>
<td>474-2205  13300</td>
</tr>
<tr>
<td>Ron Hambrick</td>
<td>UWF - EHS</td>
<td>474-2177  474-316</td>
</tr>
<tr>
<td>Theresa Johnson</td>
<td>Library</td>
<td>x 2163</td>
</tr>
<tr>
<td>Gayle Baugh</td>
<td>SWANS/FACULTY</td>
<td>ext 2200</td>
</tr>
<tr>
<td>Linda Tupper</td>
<td>ST Affairs</td>
<td>2384</td>
</tr>
<tr>
<td>Mary Pipkin</td>
<td>G+ C</td>
<td>432-1912</td>
</tr>
</tbody>
</table>
PROJECT: UWF ADA Transition Plan  
Project No. 96096

MEETING DATE: 9 September 1997

MEMO DATE: 15 September 1997

ATTENDEES: See Attached Sign In Sheet

COPIES TO: Phil Turner, UWF Facilities Planning  
Mardi McDaniel, UWF ADA Coordinator/Interim Chairperson

ITEMS DELIVERED BY ARCHITECT:

1. 10 copies of the 95% draft submittal with 2 additional bound copies of the completed document to date including appendices.

ITEMS RECEIVED BY ARCHITECT: None.

DECISIONS AND ACTION REQUIRED:

The meeting was called to review the 95% submittal. Numerous minor comments regarding spelling and grammar were received and will incorporated directly into the documents. Major items are noted below:

1. Appendix: The A/E was advised that “University Policies for Accommodation, Departmental Audits and follow-up Audits”, currently indicated in the appendix, should be bound as a separate document, and referenced in the Transition Plan.

2. Available Formats: The A/E was advised that narratives indicating optional delivery methods for the Transition Plan should be indicated including: “Reading Edge, Braille, and audio tape.” The University will be responsible for providing these formats.

3. Hot List Items: The A/E was advised that the second part of Item 6 should be included under Item 4 (re-establish handicap parking Building 38 & 41).

4. Final Comments and Deliverables: Final comments are due to the A/E Friday, 12 September 1997. The ready to print final should be delivered back to the University 17 September 1997.

5. Print outs from the Database shall include deficiencies from Group 3, and will be bound separately.

*END OF MEETING NOTES

Don Carlos  
DC/MLG-CS

*These meeting notes are an interpretation of items discussed and decisions reached. Any errors, omissions, or clarifications should be noted in writing and sent to the author within seven days of receipt of these notes.
<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Pipkin</td>
<td>G+C</td>
<td>432-1912 432-0603</td>
</tr>
<tr>
<td>Don Carlos</td>
<td>G+C</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>Sherell Hendrickson</td>
<td>UWF-OHR</td>
<td>474-2601/857-6030</td>
</tr>
<tr>
<td>Henry Ridge</td>
<td>Swans</td>
<td>435-9549/bridge@students</td>
</tr>
<tr>
<td>Phil Turner</td>
<td>UWF Facilities Planning</td>
<td>474-3166/474-2938</td>
</tr>
<tr>
<td>Earl Smith</td>
<td>UWF Physical Plant</td>
<td>474-2903/474-3166</td>
</tr>
</tbody>
</table>
### ATTENDANCE ROSTER

<table>
<thead>
<tr>
<th>MEETING</th>
<th>PROJECT</th>
<th>LOCATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>95% Submittal</td>
<td>ADA Transition</td>
<td>UWF Bldg 12</td>
<td>9.9.97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lidda Dye</td>
<td>Student Affairs</td>
<td>x 2384 / 474-3337</td>
</tr>
<tr>
<td>Theresa Johnson</td>
<td>Library</td>
<td>x 2162 / 444-3338</td>
</tr>
<tr>
<td>Nardi McDonald</td>
<td>ADA</td>
<td>x 3491</td>
</tr>
<tr>
<td>Scott Barlow</td>
<td>EO + D</td>
<td>x 2205</td>
</tr>
</tbody>
</table>
July 18, 1997

MEMORANDUM

TO: Mardi McDaniel
    ADA Coordinator

FROM: Phillip Turner
    Director of Facilities Planning and Management

RE: ADA Transition Plan
    Draft Submittal

The following are comments on the initial draft of the UWF ADA Transition Plan:

1. All pages shall be numbered consecutively or otherwise organized for reference.

2. I would suggest each affected department provide a statement of compliance responses proposed (similar to the FIU transition Plan).

3. Include a detailed explanation of the "programmatic versus construction" solutions. This should include a written policy regarding future responses.

4. The survey and database should note the month and year completed. (8/94)

5. The survey was contracted by SUS BOR, with the University of Florida, not FAMU.

6. Note that the final document will be located in EEO/AA/D Office, the Facilities Planning office, the Physical Plant office, and the Library special collections.

7. A draft of the first year's construction priorities has not been included. Housing and auxiliaries must be separated for response funding purposes.

cc: John Martin
    Julie Sheppard
    ADA Transition Plan file
Subject: UWF ADA Transition Plan suggestions for modification

Date: Fri, 12 Sep 1997 05:08:26 -0500

From: Henry Ridge <hridge@students.uwf.edu>
To: Mark Pipkin <gkae@gulf.net>

Mark,

Here is my suggested modifications list:

1. remove various capitalization errors.
2. where the University is used, substitute UWF example page 9, 0paragraph
   sentence 1 & pg. 9 paragraph 3 sentence 1.
3. Suggest UWF combine its policy and procedure for ADA accomodative action
   in a small brochure to be given to each registered disabled student at the
   initial visit to Disabled Student Services. This brochure should contain a
   complaint resolution process for the local level. Such a policy could be
   assembled by the Equal Opportunity Committee. (These accomodations are a
   well kept secret to some students and all students could benefit from a
   concise policy statement spelling out their rights ans remedies to
   violations of their rights.)

4. A point of clarification: When I stated that our committee's ADA
   Transition Plan institutionalizes discrimination, I left out a crucial test
   of that theory. If we don't perform the committee's work and there is no
   plan, then UWF would be found in violation of several provisions for
   (equal) access. With the plans in place this discrimination becomes
   legalized as long as there is a reasonable effort toward the goal of
   removing barriers to access. I am sure that Congress didn't have a 20 year
   timeframe in mind when they forulated this bill.

I wish that I had more time to lend to this project, but I'll have to leave
it at this

Thanks for the services that your firm has provided to my constituents.

Henry Ridge

Henry Ridge

x)
Subject: ADA Transition Plan Funding Level
Date: Fri, 12 Sep 1997 06:05:07 -0500
From: Henry Ridge <hridge@students.uwf.edu>
To: GRAVES & CARLOS <gkae@gulf.net>

Mark,

The reason our plan will take 20 years is because the renovation cycle will cause non-compliant buildings to be in compliance. We are in the midst of a terrific economic upswing. This raises some questions. Will funding be reduced in less favorable economic times? Why don't we fix these problems while the cash flow into the tax coffers is at all time highs. Perhaps these repairs would best be done now while the cost is a constant $11 million. Other public infrastructure is built and repaired by issuing bonds. A present worth calculation using a constant 8.25% interest rate, with no increases for inflation costs, investing $60,000.00 a year, gives a net present day value of $578,299.00. [ Using (60000/1.0825^20) + (60000/1.0825^19) + ... + (60000/1.0825^1) ]

It would appear that we will need to increase the funding level if we are to stop discriminating against the disabled. Twenty years is too long of a period to continue discriminating.

Let me state that while I believe that we (the committee) have been making a good-hearted effort to resolve the issue of prioritizing repairs to do with the present funding level. I have heard of no contingency plan in case that our plan is rejected by Justice Dept. officials as being under-funded. (we presently spend millions on new construction annually) Perhaps a moratorium on new construction, while their plans are reviewed for ADA compliance, would allow for these corrections at the present time.

I am just having a few after thoughts now that we are well down the empathetic institutionizing discrimination.

Henry Ridge

Henry Ridge
SWANS LISTS
and
UWF RESPONSES
TO SWANS LIST REQUESTS
December 13, 1995

Rosalind Fisher-Emerson
Assistant Vice-President for EEO/AA & Diversity/ADA
The University of West Florida

Ms. Fisher-Emerson;

In response to the project you gave SWANs to do, I have gone through the records of the organization from its founding. I found a memo, dated November 18, 1993, from Beth Saier to John Jarvis, that is an appeal for assistance in enhancing the accessibility at the university. Some of the items that she mentioned to Mr. Jarvis have not been corrected for the two years since the memo. I bring them and the memo to your attention.

Items two, three, and five on the memo are needed or insufficiently completed.

Item 2: There needs to be reflective stripping (or paint) on stairs, drop-offs, and ramps with/or sudden changes in elevation (stairs should have alternating color for contrast, as well as lighting by night).

Item 3: Dark Hallways should have better lighting in all buildings.

Item 5: There needs to be improved signage for parking and building identification.

In concern to item two, Building 21, near Student Affairs has a set of steps that are vague to see and need both contrast and a railing. In reference to item three, Buildings 51 and 52 have poorly lit corridors. The main corridors, those connected to the doors, are poorly lit and in need of better lighting. Item five, needs to be implemented as per building identification and marking the designated disabled access to that building.

Thank you for the opportunity to bring these to your attention.

Edward G. Shauerger

CC: Barbara Fitzpatrick, Director of Student Services, Student Affairs

Attachment
Students With Alternative Needs (SWANS)  
c/o Student Activities  
University of West Florida  
11000 University Parkway  
Pensacola, Fla. 32514  

November 18, 1993  

John Jarvis  
Director of Facilities Planning  
The University of West Florida  

Mr. Jarvis;  

As requested, we are submitting to you this list of needed changes at UWF’s main campus. We are responding to a memo brought to our attention by Barbara Fitzpatrick, today (11/18/93).  

1. There is no paper towel dispenser in the handicapped stall in the new cafeteria’s ladies restroom (there is a sink and soap dispenser in the stall).  

2. There needs to be reflective stripping (or paint) on stairs, drop-offs, and ramps with sudden changes in elevations (stairs should have alternating colors for contrast, as well as lighting at night).  

3. Dark hallways should have better lighting in all buildings.  

4. Notification should be given to the Student Disabilities Services Dept. concerning any new construction areas on campus which may pose a hazard to any handicapped students.  

5. There needs to be improved signage for parking and building identification.  

Thank you for the opportunity to bring these needs to your attention,  

FOR OUR RECORDS /  
Beth Saier,  
President SWANS  

cc: Dr. Linda Dye, Associate Vice-President of Student Affairs  
Dr. Ken Curtis, Vice-President of Student Affairs  
Dr. Morris Marx, President of The University of West Florida  
Board of Regents
BLDG. 13
Parking Ramp - corrected Fall 1996

BLDG. 21
Steps are vague to see and need both contrast and railing.

BLDG. 22 - Commons
No paper towel dispenser in the handicapped stall in cafeteria ladies restroom.

BLDG. 50
Needs lighting in front of steps.

BLDG. 51
Needs lighting in front of steps.
Poorly lit corridors.

BLDG. 52
Poorly lit corridors.

INTRAMURAL FIELD/SPORTS COMPLEX
No access to baseball bleachers.
Baseball parking lot side walk blocks ramp.
Only four handicap parking spaces. How many needed?
No access to soccer field/track.
Need area for handicap participants to watch events.

FIELDHOUSE - Bldg. 54
Need additional handicap parking spaces. How many needed?
Need area for handicap participants to watch events.

BLDG. 76 - Pat Dodson Complex
Elevator/handicap access.

BLDG. 77
Built on levels; wheelchairs must leave the building to go to next level.

BLDG. 78
Room 113, 115 has handicap access through 103 otherwise, no wheelchair access.

BLDG. 79
Handicapped parking spaces on service road are too close together; does not allow for van access.
PRIVATIZED HOUSING - UNIVERSITY VILLAGE
Wheelchair students access to main campus from new apartments. Crosswalks being provided at housing complex and Bldg. 82 CFPA areas.

BAILEY CENTER - Bldg. 10, Bldg. 11
Ramps too steep - exterior

BLDG. 86
Does not have direct handicap access.
Areas of Concern

Building 74 - Need elevator, ramp is unmanageable

Building 21 - Need automatic door opening system for Financial Aid and Housing

Building 21 - Need light strips on steps leading up to building

Need walkway to Center for Fine and Performing Arts and new private housing
MEMORANDUM
February 9, 1996

TO: Rosalind Fisher-Emerson, Assistant Vice President
    EEO/AA and Diversity/ADA

FROM: John E. Jarvis, Director
       Facilities Planning and Management

SUBJ: Response (finally) to your memo dated December 15, 1995, Concerning
       certain suggested modifications to Enhance accessibility about the campus
       (per the SWANS letter dated December 13, 1995)

First off this is to thank you and the members of SWANS for bringing these areas
of concern to our attention.

This office has had a long record of accommodating the needs of the handicapped;
and, in recent years, sitting with the members of swans to better understand their
special needs - beyond the required ADA requirements.

After some consideration, research, and reassignment of this project to another
project manager upon losing Mr. Guy Yaste to the private sector; Mr. Danny
Drossos temporarily with these offices came up with the following answers to the
three items cited:

Item 2: Stairs at Bldg 21 - will look into striping and/or painting steps and
installing handrail as a physical plant work order.

Item 3: Hallway lighting - BR-715, general classroom renovations campus-
wide, will address those items in buildings 51 & 52.

Item 5: Building signage - BR-717, minor projects, will address this item
(via the sign machine newly acquired).

Hope this answers those concerns. Sorry for the delay in responding. Any other
items come to mind, please advise.

cc: Danny Drossos
    Barbara Fitzpatrick
    Edward G. Shauberger
    John G. Martin
    Pat Paterson
    S. Earl Smith
    Ron H. Hambrick
MEMORANDUM
28 September 1995

TO: Ms. Rosalind Fisher-Emerson
FROM: Guy E. Yaste III, Architect
Facilities Planning and Management
RE: UWF Campus Wide ADA Update

The approach to correcting the many ADA deficiencies is to address specific problems as they arise and provide appropriate solutions in a timely manner. The following list indicates projects completed within the last two years that are "in the works" or proposed to occur:

1. **Intramural Field** - (Complete September 1995)
   A handicap accessible ramp is presently under construction to provide for handicap accessibility from the upper location down to the field.

2. **Modular Classroom Facility** - (Complete September 1995)
   Four modular classrooms have been placed on campus to take the place of classrooms being renovated. Wheelchair accessible ramps and toilet facilities were a part of the construction package.

3. **Commons Phase One Dining Room Addition** - (Complete 1993)
   The recently completed dining room addition was designed to comply with ADA guidelines. Some items included in this new addition include automatic doors, ramps, accessible restrooms, accessible dimensions at doors and corridors, accessible elevator.

4. **Commons Phase Two Second Floor Renovation** - (Complete September 1995)
   This recently completed renovation was designed to comply with ADA guidelines. Some items included in this project:

   - The University of West Florida

An Equal Opportunity/Affirmative Action Institution
renovation include accessible restrooms, accessible dimensions at doors and corridors.

5. **Commons Phase IIb Bookstore/Post Office Renovation and Expansion** - (Project to bid November 1995)
   This project has been designed to comply with ADA guidelines.

6. **Sports Complex Soccer Field Restrooms** - (Project to bid November 1995)
   There are presently no accessible restroom facilities at the Sports Complex. This project is to provide restrooms to comply with ADA guidelines.

   Accessibility throughout the baseball/softball field is very difficult. Walking on loose sand and grass is the norm. This project is to interconnect the fields and buildings together with a series of sidewalks for pedestrian/handicap/service vehicles accessibility.

8. **Library Renovation and Expansion** - (Complete July 1995)
   The Addition and renovation design were designed to comply with ADA guidelines.

9. **Bailey Center Complex Renovation** - (Bid October 1995)
   This major renovation of Bldgs. 10 and 12 have been designed to comply with ADA guidelines.

10. **Classrooms Renovation** - (Bid April 1996)
    This project is to provide high-tech teaching equipment and to upgrade misc. classrooms in Bldgs. 10, 11, 13, 36, 51, 52, 54, 74, 77, 78, 79, & 86. ADA requirements within the classroom only are within the scope of work.

11. **Field House** - (Complete 1993)
    Handicap accessible restrooms were provided.

12. **Misc ADA Corrections** - (On-going)
    Many door thresholds have been ramped up to the proper height. Automatic door openers are installed where needed. As these deficiencies are brought to our attention, they are researched, designed, and corrected.

13. **New Psychology Building** - (To bid January 1996)
    This project is being designed to comply with ADA guidelines.
Ms. Rosalind Fisher-Emerson  
28 September 1995  
Page 3

14. **Building 58 Renovation** - (To bid October 1996)  
This renovation is being designed to comply with ADA guidelines.

15. **Building 13 Renovation** - (To bid October 1996)  
This renovation is being designed to comply with ADA guidelines.

16. **Misc. Minor Projects** - (On-going)  
The Facilities Planning Office accomplishes many minor renovations on-campus each year. All projects are designed to comply with ADA guidelines.

17. **SWANS Meeting** - (1994)  
Pat Paterson and I met with the SWANS group to discuss our involvement with ADA on-campus. After reviewing the voluminous list of deficiencies, we requested for the SWANS group and others to prioritize the most important items needing correction immediately. The funds appropriated ADA deficiencies is not enough to complete all items, so getting the most corrections for the money appropriated was the Facilities Planning departments goal.

This is the latest update of projects that have been or will be completed concerning ADA guidelines. Where appropriate, projects accomplished on-campus are designed with total accessibility for all in mind. Please contact me if I can be of further assistance on the status of ADA corrections.

GEY,III/rly

pc:  Ms. Barbara Fitzpatrick  
Mr. John Jarvis  
Mr. John Martin  
Ms. Blouche Karen Green
The University of West Florida is conducting an audit of its policies, programs, services, and facilities to identify problems relating to compliance with the American Disabilities Act (ADA). Your assistance in this endeavor is needed and will be appreciated. We are asking that you complete the attached survey and return it in the enclosed postage-paid envelope. You need not identify yourself unless you chose to do so. Thank you for your help.

1. Academic classification: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate ___ Non-degree

2. Type of disability: ___ Visual ___ Hearing ___ Physical ___ Speech ___ Specific Learning Disability ___ Other

3. Residence: ___ On-campus housing ___ Home with parents/spouse ___ Off-campus apartment/home

4. If you live on-campus, are housing accommodations adequate and appropriate to meet your needs? ___ Yes ___ No

If not, please identify need or problem

Reflective paint or tape giving contrasting colors on stairs and better lighting at night and in dark hallways would be very helpful.
5. Have you requested any accommodation in your academic program due to your disability? 
   15 Yes  
   6 No

If yes, was the accommodation provided

Yes.

My disability does not affect my attendance at UWF.

Note takers.

Requested a teacher to speak louder and repeat what was said by other students (responses & questions) - Provided

I require extended time when taking tests, and I have been given it.

Yes.

No, it was the teacher's fault.

Yes.

For statistics to be waived.

Notetaker...a classmate provide note for me...the Student Service pay them for their notes.

Yes.

Yes, I requested a reader to read my text book chapters on tapes. The tutor was provided and did an excellent job to me.

It took one year for adaptive equipment to be purchased for the computer and I had reoccurring problems with the need for qualified and experienced readers/notetakers in my classes. The time lag in meeting the equipment was attributed to "budgetary constraints" and the reader problem is due to current policy on how readers are chosen and employed. Dr. Dye is aware to both problems and has been working on a solution for my unique situation.

If not, please explain nature of problem and accommodation requested

Thanks anyway!

Requested assistance upon admittance to university in May of 1990. Never heard from disabilities office until after I received undergraduate degree in April of 1992.

I've needed a few of my classes moved, but have always been told that they can't be moved.
6. Have you requested auxiliary assistance, i.e. adaptive devices, tutors, notetakers, mobility assistance?  ____Yes  ____No

If yes, was the requested assistance provided at no charge.

Yes.
Yes.
Yes.
Yes.

Yes, see answer to question #5.

Yes.

Same as answer on #5 - the tutor was paid; I was not charged.

If not, please identify need or problem that was not met.

I have nothing requested.

Requested hearing device.

I asked the Student Disability Director prior to my admission if the school provided mobility assistants that could push me in my wheelchair to classes. She stated the school didn't provide that service.

See answer to question #5.
7. Have you experienced problems with classroom accessibility at UWF?
   Yes  No
   6   14

If yes, please identify building and problem experienced.

Teared rooms in large classrooms with many students disable me from sitting in front rows. Presentations are impossible.

It's a general problem for all buildings, not having equal access to all corners. The contrast is preferred to entrance and exits against the alternative way of entering and leaving the building. This gives a feeling of not being equal.

Ramps at many buildings are too steep. It is difficult to access microscope in Zoology lab and the aisles are too narrow. We need more handicapped parking places especially around the Biology building.

Building 52 - Room 101 - I can't access sitting in the front or lower rows because of steps. Also building 79, my classroom had long conference tables and the chairs placed on the outside aisle had to be moved every class for me to get in. Building 52 - room 105 - desks were placed along wall and had to be moved for me to get in the room.

It's mainly the distance between buildings. I've also found the doors that the wheelchairs use lock in building 36. The doors for the library are too heavy and the gate is too close to the exit door (library). Wheelchairs just have too much trouble in the library.

All buildings have areas with poor lighting, low visibility stairs or drop offs and building numbers and room numbers.
8. Are there extracurricular activities, club, organizations in which you wish to participate that you are unable to do so because of your disability?
   3 Yes  No 16

   If yes, please identify.

   No sports in any form are offered to those physically challenged.

   Because I have difficulties reading and studying this occupies my time so I have no leftover time for these activities that I would really like to participate in.

   DPMA, but with time constraints I would not even try attend any meeting. i.e. last bus leaves UWF at 4:30 pm. Meeting starts at 4:00 pm and it takes 8 times as long to perform a given assignment and 5 times as long for transportation as a blind person so I do not have the time.

   I would like to belong to some of the clubs, but my energy and strength is not sufficient to do so because I have family and church responsibilities.

   Are there accommodations that the University can provide to assist you?

   Yes. Have classes in rooms which are not teared.

   Textbook on tape.

   Yes-a new TDD. The old ones are useless. One is broken and the other doesn’t work very well – it has poor visual for words. Personally, I feel that I am the only one that can do my work now.

   It takes longer but I have learned to do it myself.

   No.
9. Are appropriate counseling, health, placement and other student services available to you as a disabled student?  

   18 Yes  2 No

If not, please identify nature of deficiency.

Disabled students tend to get the run around. It takes TOO long to get services. IF we get them.

However, I am at a disadvantage in finding out about the above as access involves knowing about services and knowing involves reading about the services.

The counseling office lacks understanding of my disability.
10. Are there university policies which you believe are discriminatory to you as a disabled student?  2 Yes  14 No

If yes, please identify.

The 70% completion requirement to receive a grade of incomplete. I frequently need treatments or surgery before I can complete this requirement of 70% completion.

No policies - but there are a few instructors that are discriminatory toward the handicapped students.

I would find it helpful if my professors would or could be notified of my learning disabilities so that they would understand where I'm coming from from the very beginning, so if a problem does arise, they know I'm not just taking time off to go to the beach.

See answer #5 and #9 above. Policy of student being responsible for selecting reader and doing all supervising and policy of no continuous access to printed messages, posters, policies, etc. around campus.
11. In which areas have you experienced the greatest difficulty at UWF?
   4  Accessibility of facilities   4  Parking/transportation
   5  Lack of auxiliary aids or human assistance   8  Academic problems
   4  Feeling of isolation   2  None of the above

Library and classrooms.

Difficulty getting a seat close (enough to hear) to the teacher in large classes.

Yes to all the above; however, I try to suggest solutions which will work for me even when I am alone.

12. Please describe other needs or suggestions.

Awareness.

Good qualified (tutors and notetakers). Classes to inform instructors about the different types of disabilities and what they can do to accommodate students with a disability.

I'm not sure UWF can help - but students talking in the halls outside of open classroom door make it extremely difficult to hear the teacher. (I disrupt the rest of class to shut door and return to my seat). Most of the classes for my major are held in rooms 177A building 79. There is music (radio?) many times, phone(s) ringing and other distracting noises (with the door shut). All teachers disappear in this particular room.

Change the meeting times for the "Student With Special Needs". The current time now, I am unable to attend due to class and work.

None.

I realize the University is a large bureaucracy, however, I thought it was ridiculous that my repeated requests for assistance were ignored while I was an under grad. Now, I receive at least one mailing a month from disabilities dept. (note that I adapted, etc. - a hearing aid would have been nice).

Continuing moving forward in making this university a truly equal opportunity facility.

Lack of signage for building entrances that are accessible is very frustrating!
Access to the library book stacks, periodical room, reserve room, and copy machines is very difficult. Bathrooms are a big problem. All bathrooms with the exception of the first floor bathroom in the library and the bathrooms in the education building won't accommodate my wheelchair. This means pulling my chair into a stall and being forced to leave the stall door open while using the bathroom. Some areas of the bookstore are also not accessible.

With the safety problem that has arisen, the disabled students have been forgotten about. Take building 86 - the handicapped parking is isolated w/o good lighting. The big thing is the "blue" safety lights - but NONE of the handicapped parking has ANY safety features. My night class in building 86 - I walk out by myself - as the rest of the students walk out together out to the main lot. Handicapped parking is TOO far from building 86. Also when I try to get a hold of Fitzpatrick, she's either not in or when I do get a hold of her - I get the run around.

The programs serves me well.

Same as #10 - some form of notification being sent to each professor so they can be aware of the special needs of students.

Coordinate with PJC's handicapped services to learn how they provide assistance to a much (10 fold) greater disabled study body. Create a separate department to deal only with meeting the needs of disabled students - thus establishing greater expertise in this field.

Some professors have refused to allow me to take exams in the Handicapped Services testing rooms. I request extra time for tests and the use of that room which allows me greater comfort in test taking.
UNIVERSITY POLICIES FOR ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES
THE UNIVERSITY OF WEST FLORIDA

REASONABLE ACCOMMODATION IN
EMPLOYMENT POLICY AND PROCEDURES

Policy

The University of West Florida is committed to non-discrimination against persons with disabilities in all aspects of employment. The University will take steps to recruit, employ and advance in employment, all qualified persons with disabilities, for any position for which they can perform the essential functions with reasonable accommodations and thus are qualified. To facilitate equal employment opportunities and equal access to employment, the University will comply with all provisions of the Americans with Disabilities Act and will provide, upon request, reasonable accommodations to the known physical or mental limitations of qualified employees or applicants, provided such employment actions or decisions that could have an adverse impact or deny the benefits, compensation, terms, conditions, or privileges of employment to any individual(s) solely by reason of that person’s disability or the disabilities of any person who is related to or associated with an employee or applicant.

Scope of Coverage

This policy on reasonable accommodations covers all University employees and applicants for employment, including those at the main campus, branch campuses, or off-campus facilities.

Definitions:

Person with a disability – any individual who has a physical or mental impairment that substantially limits one or more of such person’s major life activities; who has a record of such impairment; or who is regarded as having such an impairment.

Qualified individual with a disability – anyone who satisfies the requisite skills, experience, education, and other job-related requirements of an employment position that such a person holds or desires, and who, with or without reasonable accommodations, can perform the essential functions of the position.

Employee – any person employed by the University of West Florida on full-time or part-time status in the faculty, A&P, USPS, or OPS category.

Essential functions – the fundamental job duties of the position that the individual with a disability holds or desires.

Undue hardship – a significant burden or expense that is assessed in terms of the reasonableness or cost of any necessary workplace accommodation and the availability of alternative accommodations.

Employees with Disabilities

All University administrators and managers are responsible for ensuring that each employee enjoys equal benefits and privileges of employment offered to all other employees.

It is important that information about a person’s abilities and limitations be accurate. If a question arises requiring an individual’s disability and their ability to perform the essential job functions, management should determine, through discussion with the individual, whether a reasonable accommodation has been sufficient.
Procedures

Any employee requesting a reasonable accommodation should complete a "Reasonable accommodation based on disability request" form. These forms may be picked up in the Office of Human Resources, Bldg. 20E or the Equal Opportunity and Diversity Office, Bldg. 18. Instructions are on the form.
THE UNIVERSITY OF WEST FLORIDA
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION AND
DIVERSITY

DATE: April 22, 1997

TO
Sherell Hendrickson
Mardi McDaniel
Patti Price
Becky Walker

FROM:
Rosalind Fisher
Assistant Vice President for EEO/AA and Diversity

SUBJECT: Human Resources Policy for Accommodating Individuals with Disabilities

Please note and discuss with me.
Please note and return to me.
Please draft reply for my signature.
Please respond.
Please take appropriate action.
Please circulate—no need to return.
Please circulate and return to me.

xx For your information and files.
For appropriate distribution.

REMARKS:
3. In situations where an employee is injured on the job and unable to perform the essential functions of his/her present position with a reasonable accommodation, UWF will interview the disabled employee and non-competitively place the employee in a comparable vacant position for which the individual is qualified. If no vacancy exists, the employee will be notified when an opening occurs and considered, if he/she chooses to apply along with internal applicants.

When the ADA Coordinator’s Office or Office of Human Resources is notified that an employee has incurred a disability these procedures will be followed:

If appropriate, a worker’s compensation claim form will be filed and appropriate referrals for medical evaluation and treatment will be made.

The employee who has incurred the disability must provide the University with a medical statement giving a diagnosis and prognosis for recovery. If appropriate, the physician issuing the disability rating will review the position description of the disabled employee to determine if the disability will allow employee to perform duties and responsibilities as outlined on the position description.

If an accommodation is appropriate and can be made in the worksite, the ADA Coordinator and the Benefits Coordinator in the Office of Human Resources will work with the department head to work out details and options which the employing department will then implement.

If no reasonable accommodation that would enable the employee to perform the essential functions of the job without undue hardship on the department can be made at the existing worksite, the Office of Human Resources will determine whether other vacancies exist which would be suitable and for which the employee is qualified. If such a vacancy does exist, the Benefits Coordinator will explore the essential functions of the job with the employee and address needed assistance.

If, after discussion with the employee, the position appears to be suitable, the Benefits Coordinator will contact the hiring department head to explain the need for an accommodation and require the employee to be interviewed for the position. No outside candidates may be interviewed until the disabled employee has been considered and placed, or rejected for legitimate job-related reasons.

If the hiring department rejects the disabled employee for the position on the basis of job-related reasons, the Office of Human Resources will release the list of outside applicants for the position. The process will be repeated for each vacant position for which the disabled employee is qualified.
1996-97 Equal Opportunity Committee Membership

Dr. Lynne Lauderdale  
Dept. Of Music  
x2147  
Membership through June, 1999

Dr. Carol Tanksley  
Teacher Education  
x2861  
Membership through June, 1997

Dr. Jossy Uvah  
Mathematics/Statistics  
x2857  
Membership through June, 1998

Mr. Bob Sun  
Library  
x2454  
Membership through June, 1998

Ms. Martha Lee Blodgett  
Alumni Affairs  
x2712  
Membership through June, 1999

Mr. John Martin  
Administrative Affairs  
x2209  
Membership through June, 1997

Ms. Lucy Hannon  
Public Affairs  
x2425  
Membership through June, 1998

Ms. Mabel Wells  
Controller's Office  
x3027  
Membership through June, 1997

Dr. Dean Allmon  
Marketing  
x2667  
Membership through June, 1999