



TITLE: Real Property Branch Accessibility Procedure

1. Effective Date: May 8th, 2012

2. Cancellation

Real Property Branch Accessibility Procedure (September 3, 2008).

Office Accommodation and Real Estate Services Accessibility: Duty of Accommodation Policy (October 1, 1999).

3. Authority


This procedure is issued by authority of the Assistant Deputy Minister (ADM), Real Property Branch (RPB), Public Works and Government Services Canada (PWGSC).

4. Context

This Procedure is issued pursuant to:

- Treasury Board (TB) Policy on Management of Real Property (2006), which holds deputy heads responsible for accessibility of real property in accordance with the TB Accessibility Standard for Real Property;
- TB Accessibility Standard for Real Property (2006), which establishes minimum accessibility requirements for the provision of barrier-free access to, use of and exit from federal real property;
- TB Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service (2002), which states it is government policy to create and maintain an inclusive, barrier-free environment in the Federal Public Service to ensure the full participation of persons with disabilities;
- Memorandum from the Deputy Minister (22 November 2006), which delegates authority for approval of full and partial exemptions to the Regional Directors General (RDGs) and the Director General (DG), National Capital Area (NCA) Portfolio Management;
- Accessibility for All, Report of the Standing Committee on Human Resources, Skills Development and the Status of Persons With Disabilities (June 2005), which recommends that PWGSC establish in 2005 an ongoing audit program of the compliance of federal buildings with technical standard CAN/CSA-B651-04.

5. Purpose



To provide clarification on the application of the TB Accessibility Standard for Real Property (2006) with respect to real property that is or will come under the administration of PWGSC; and to ensure compliance with accessibility requirements is evaluated, monitored and reported, and exemptions and minor variations are appropriately considered, approved and documented.

6. Details

6.1 Accessibility Requirements

The TB Accessibility Standard for Real Property establishes the **minimum** accessibility requirements that must be met in providing access to and use of real property under the administration of the Crown. These requirements are specified in Section 5 of the Standard, and include the following base building, fit-up and site components:

- entrances
- passenger elevators
- public areas
- federal work areas
- interior door and corridors
- washrooms
- public telephones
- drinking fountains
- tactile signage
- parking
- walkways
- seating in general assembly areas
- assistive listening systems in classrooms, and general assembly and meeting areas.

In meeting these requirements, custodian departments must apply the CAN/CSA-B651-04 technical standard “Accessible Design for the Built Environment”.


6.2 Application of Standards

The TB Accessibility Standard applies to real property that is or will come under the administration of PWGSC, as follows.

Management of Existing Inventory

The CAN/CSA-B651-04 technical standard does not apply retroactively to real property under the administration of PWGSC prior to October 1, 2004. Throughout the life cycle management of these assets, PWGSC must ensure that they continue to meet the CAN/CSA B651-95 technical standard “Barrier-Free Design” in accordance with the requirements of the previous TB Accessibility Policy (1998) until such time as major renovations are undertaken. The primary differences between the 1995 and 2004 technical standards are provided in Appendix “A”.

Acquisition, New Construction and Major Renovation Projects



The minimum accessibility requirements of the TB Accessibility Standard must be met for all acquisition (including “in situ” lease renewal), Crown construction and major renovation projects. (Note: Application of the CAN/CSA-B651-04 technical standard for the above-noted projects has been in effect since October 1, 2004.)

The extent to which the CAN/CSA-B651-04 technical standard is applied to other building components (e.g. exit stairs, emergency egress, operating controls, visual alarms, detectable warning, way finding, and hazard indicators) is to be determined by PWGSC in consultation with tenant departments based on unique program requirements and duty of accommodation strategies.

NB: In the case of new leases (including “in situ” lease renewals), where accessibility upgrades have been agreed to by a building owner, inspections must be conducted by PWGSC to ensure the work is completed in accordance with the agreed terms and conditions. Any deficiencies must be brought to the attention of the building owner for immediate corrective action.

Fit-up Projects

When fitting up space to meet the occupancy needs of a tenant department, PWGSC is responsible for ensuring compliance with the accessibility requirements of the TB Accessibility Standard as they apply to standard fit-up components. These requirements are reflected in the Government of Canada Fit-up Standards.

Fit-up components and funding accountabilities are identified in the Fit-up Standards: Technical Reference Manual, Chapter A3.2.

Additional Accessibility Requirements of Tenant Departments

Tenant departments are responsible for identifying and funding any accessibility requirements related to their program delivery or duty of accommodation strategies that exceed the TB Accessibility Standard. These requirements, whether provided as part of a fit-up project or as a tenant service, must not negate PWGSC's efforts to ensure barrier-free access to and use of real property in accordance with the TB Accessibility Standard.


Housing

Residential units must be adapted to meet the CAN/CSA-B651-04 technical standard when employees or their immediate dependents require accessibility.

6.3 Accessibility Evaluations

An accessibility evaluation is a key component of the life-cycle management of a real property holding.

An accessibility evaluation must be conducted at the outset of an acquisition or major renovation project. It provides an assessment of the level of compliance of the property with the TB Accessibility Standard, identifies deficiencies and exemptions requiring approval, and informs the decision-making process. When considering new leased accommodation (including “in situ” lease renewals), an accessibility evaluation must be completed as part of the Lease Compliance Report or Lease Condition Report before the award of a lease acquisition.



During the ongoing management of a real property holding, accessibility evaluations must be conducted every five years as part of the cyclical asset management planning process and included in the Building Management Plan. Any deficiencies that are identified are to be programmed in the annual Building Management Plans.

Accessibility evaluations must be undertaken by technical experts, and will include, as required:

- existing accessibility conditions;
- remaining economic life of an accessibility element;
- modifications required to comply with the CAN/CSA B651-95 technical standard (for real property under the administration of PWGSC prior to October 1, 2004);
- modifications required to comply with the CAN/CSA-B651-04 technical standard;
- where applicable, the feasibility, anticipated costs and schedules to bring a real property holding up to current accessibility standards;
- recommended full or partial exemptions;
- recommended minor variations.

6.4 Full and Partial Exemptions


Criteria for Determining Full and Partial Exemptions

In certain situations, PWGSC may exempt real property that is or will come under its administration from all or part of the accessibility requirements of the TB Accessibility Standard. When considering exemptions, PWGSC must refer to existing accessibility evaluations, and consult with technical experts as well as with tenant departments where exemptions may impact their accommodation.

Factors to be considered when determining exemptions will be specific to each real property holding and may include current and intended use, building condition, location and special characteristics.

The criteria for determining full and partial exemptions are as follows:

- i) the work in a facility requires employees:
 - to be "able bodied", e.g. have the ability to lift 50 lbs, climb ladders, etc. or
 - to work in an area designated hazardous occupancy (as defined by the National Building Code and the National Fire Code, e.g. boiler rooms, roofs, elevator pits, equipment catwalks) or other areas where operational requirements preclude reasonable access by individuals with disabilities;
- ii) the real property is naturally inaccessible (e.g. unattended monitoring stations) or difficult to reach due to geographic location and climatic conditions (e.g. cliffs, islands, snow drifts, ice flows);
- iii) the real property is in a remote location and accommodates a one person operation having minimal or no public traffic;

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- iv) the accessibility requirements will significantly reduce the heritage quality of the real property (see TB Accessibility Standard, section 5.8). Such reduced accessibility must be considered in consultation with Federal Heritage Buildings Review Office (FHBRO) and technical experts;
 - v) the real property will be permanently vacated or removed from PWGSC's inventory within twelve (12) months. In this case, PWGSC and/or the tenant department must be prepared to take interim action where individuals with disabilities are employed;
 - vi) the real property is scheduled for major renovations within twelve (12) months;
 - vii) the real property is located on the second story of a two story building, is less than 600 rentable square metres and there is full access to government services and employment opportunities on the ground floor. This possible exemption criterion may also apply to single story buildings where the basement is used as an operational second floor;
 - viii) a new lease that has a duration of less than two (2) years (including lease options) and is nonrenewable;
 - ix) an "in-situ" lease renewal (new lease) where the landlord will not meet the CAN/CSA-B651-04 technical standard because, for example, doing so is considered too costly or too disruptive to other tenants, or where the landlord agrees to meet the standard but at an unrealistic increase in the rental rate. In such cases, where no other suitable accommodation is available, consideration may be given to:
 - the Crown paying the excessive rental rate (subject to approvals) in order to ensure the building meets the TB Accessibility Standard; or
 - seeking a full or partial exemption;
 - x) other criteria as determined on a case-by-case basis.

When evaluating the criteria for exemptions, it is important to be aware that restrictions for one disability do not automatically apply to all disabilities, and that a justified exemption from one type of accessibility requirement does not mean that an exemption from other requirements is justified. In all cases, common sense must be exercised to ensure barrier-free access to and use of the real property while ensuring best value to the Crown.

Approval of Full and Partial Exemptions

Authority to approve full and partial exemptions rests with the RDGs and the DG, NCA Portfolio Management. A request for approval must be prepared in consultation with the technical expert, and will include:

- description of the exemption;
- analysis of options considered;
- justification for the recommendation;
- risks and mitigation strategies;
- copy of the accessibility evaluation.

Any impact the exemption may have on a tenant department must be explained and an indication of that department’s concurrence with the recommendation provided. Regions are to establish an advisory committee to review all requests for exemptions. The request must be signed by the sponsor, the technical expert and the chairperson of the advisory committee. A suggested template for the approval request form is provided in Appendix "B".

If a tenant department requests an exemption to one or more of the minimum accessibility requirements of the TB Accessibility Standard, that department must submit a request in writing to the RDG or the DG, NCA Portfolio Management, and include a justification for the exemption. All decisions on approval remain under the sole authority and responsibility of the RDG or the DG, NCA Portfolio Management.

Should the criteria for determining an exemption change, PWGSC must reassess the real property against the accessibility requirements of the TB Accessibility Standard to ensure that the previously approved exemption is still justified.

6.5 Minor Variations

PWGSC may allow minor variations from the accessibility requirements without seeking RDG or DG, NCA Portfolio Management, approval. Any minor variation must be consistent with the general intent of the TB Accessibility Standard and must not affect the general accessibility of the real property in question. Technical experts must review and provide a recommendation on all minor variations being considered.

Examples of possible minor variations that may be allowed when acquiring space are:

- deferring the installation of accessible urinals in washrooms recently upgraded to meet the CAN/CSA-B651-M95 technical standard (which requires only accessible stalls), until the next major renovation of washrooms;
- accepting the accessibility requirements of provincial building codes where differences are minor (e.g. the CAN/CSA-B651-04 technical standard requires a 900 mm maximum spout height for accessible fountains whereas the *Ontario Building Code* accepts a 915 mm height).

6.6 Monitoring and Reporting

Justifications and decisions for all exemptions and minor variations must be well documented and retained on the project or building file. A suggested file record form is provided in Appendix “C”.

The regional accessibility coordinator must be provided with copies of accessibility audits or evaluations, and informed of decisions to allow exemptions or minor variations as well as of any work that has been completed in a facility to correct non-compliance with the TB Accessibility Standard.

The coordinator is responsible for recording and updating the information in the Accessibility Module of the Real Property Management System (RPMS) in accordance with the following table:

Table 1: Schedule for Updating RPMS Accessibility Module

Facility	Schedule
New Crown-owned or lease-purchase facilities	Upon acquisition or completion of construction
Facilities undergoing major renovations	Upon completion of renovations
Existing Crown-owned or lease-purchase facilities	Upon completion of Asset Management Plan, i.e. every 5 years
New leased facilities (including “in-situ” lease renewals)	Upon acquisition or completion of work in accordance with the terms and conditions of the lease

NB: The schedule outlined in the table is a minimum requirement and does not apply to facilities or parts of facilities exempted from the accessibility requirements of the Treasury Board Accessibility Standard for Real Property.

The information in the Accessibility Module is to be maintained at the asset level and will be used to monitor and report on compliance with the accessibility requirements of the TB Accessibility Standard in terms of:

- compliance of individual facilities (e.g. remaining accessibility issues to be corrected);
- compliance of types of facilities (e.g. Crown-owned, lease-purchase and leased);
- compliance at regional and national levels; and
- facilities partially or totally exempted from the requirements of the TB Accessibility Standard.

7.0 Scope

This procedure applies to real property under the administration of PWGSC including Crown-owned, leased and lease-purchase facilities.

8.0 Definitions

Acquisition - a transaction that adds new real property to the PWGSC inventory by purchase, lease (including lease renewal), exchange, gift, easement, expropriation, custody transfer, or any other means.

Base Building - the building shell including finished floors, exterior walls, interior core and demising walls, finished ceiling complete with lighting, and other building systems consistent with the designated function and planned general use of a building. In office accommodation, base building includes window coverings and primary identification signage.

Exemption - a situation where the requirements of the TB Accessibility Standard for Real Property are waived for a real property holding. Exemptions may be full (i.e. all the accessibility requirements are waived) or partial (i.e. one or more but not all of the accessibility requirements are waived).

Fit-up - alterations and improvements to the base building and/or building systems, including demolition, to prepare an accommodation for occupancy. Fit-up elements may include: partitions

including doors, frames and hardware; furniture panels; window coverings not installed as part of the base building; millwork; power and telephone outlets; modifications to base building HVAC and lighting.

Major Renovation - renovation that involves substantial work to several base building elements at the same time or to an individual base building element at any given time, e.g. elevators, washrooms.

Minor Variation - a variance of a component or area from the accessibility requirements of the TB Accessibility Standard for Real Property that respects the general intent of the standard and does not compromise the effective use of the property by persons with disabilities.

9.0 Roles and Responsibilities

Director General, Accommodation Portfolio Management and Real Estate Services, Headquarters, is responsible for:

- i) ensuring compliance with and consistent application of the TB Accessibility Standard on a national basis through the issue and monitoring of this procedure, and the provision of advice and guidance on its implementation;
- ii) reviewing and updating the procedure, as required, to reflect government-wide real property accessibility policy and standards;
- iii) integrating accessibility requirements into national business processes and systems for planning and managing the inventory at the portfolio and asset levels.

Director General, Professional and Technical Service Management, Headquarters, is responsible for:

- i) providing technical advice and guidance on the accessibility requirements of the TB Accessibility Standard;
- ii) developing national tools and business processes for conducting accessibility audits and evaluations to ensure consistent, effective and timely services and technical expertise;
- iii) coordinating accessibility audits and evaluations at the national level;
- iv) developing national systems and processes for recording, maintaining, updating and reporting real property accessibility information gathered through accessibility audits and evaluations;
- v) integrating accessibility requirements into the life cycle management of real property assets.

Regional Directors General and Director General, NCA Portfolio Management, are responsible for:

- i) establishing an advisory committee to review and recommend requests for exemptions;
- ii) as the delegated regional authority on behalf of the Deputy Minister, approving requests for full and partial exemptions from the accessibility requirements of the TB Accessibility Standard.

Regional Directors General, Director General, NCA Portfolio Management, and Director General, NCA Operations, are responsible for:

- i) ensuring this procedure is implemented and monitored in the region;
- ii) ensuring real property meets the accessibility requirements.

10. References

- Accessibility for All, Report of the Standing Committee on Human Resources, Skills Development, Social Development and the Status of Persons with Disabilities, June 2005
<http://www.parl.gc.ca/HousePublications/Publication.aspx?DocId=1923671&Language=E&Mode=1&Parl=38&Ses=1>
- Government of Canada Response to “Accessibility for All” Eighth Report of the Standing Committee on Human Resources, Skills Development, Social Development and the Status of Persons with Disabilities, October 2005
<http://www.parl.gc.ca/HousePublications/Publication.aspx?DocId=2024329&Mode=1&Parl=38&Ses=1&Language=E>
- Treasury Board Policy on Duty to Accommodate Persons with Disabilities in the Federal Public Service
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TB_852/ppaed1_e.asp#_Toc10018401
- Treasury Board Accessibility Standard for Real Property
http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/aas-gasa/asrp-nafbi/asrp-nafbi_e.asp
- CAN/CSA-B651-04 Accessible Design for the Built Environment. Copies of this standard may be purchased at:
<http://shop.csa.ca/>
- Treasury Board Guide to the Management of Real Property
<http://www.tbs-sct.gc.ca/rpm-gbi/doc/gmrp-ggbi/gmrp-ggbi-eng.aspx>
- Treasury Board Policy on Management of Real Property
http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/aas-gasa/pmrp-pgbi/pmrp-pgbi_e.asp
- Government of Canada Workplace 2.0 Fit-up Standards
http://www.gclopedia.gc.ca/wiki/Fit-up_Standards

11. Attachments

- Appendix A** Primary Differences Between the Technical Standards for CAN/CSA-B651-M95 and CAN/CSA-B651-04
- Appendix B** Template - Request for Approval Form: Exemption to Accessibility Requirements
- Appendix C** Template - File Record Form: Exemptions and Minor Variations

12. Enquiries

Inquiries concerning this procedure shall be directed to:

Director, Accommodation Management,
Accommodation Portfolio Management and Real Estate Services
Real Property Branch

**PRIMARY DIFFERENCES
BETWEEN THE TECHNICAL STANDARDS**

***Barrier-free Design Standard (CAN/CSA-B651-M95)
and
Accessible Design for the Built Environment (CAN/CSA-B651-04)***

The primary differences between the Barrier-free Design Standard (CAN/CSA-B651-M95)/("CSA 95") and the Accessible Design for the Built Environment (CAN/CSA-B651-04) technical standards are:

WALKWAYS

Exterior Walkways

- Increase of minimum width of exterior walkways to 1500 mm (CSA 95: 1200 mm minimum)

Curb Ramps

- Requires curb ramps to have detectable hazard indicators (CSA 95: colour and texture contrasted only)

Stairs/Ramps

- Requirement for extension of handrails for the perimeter of stair landings (CSA 95: 300 mm extensions beyond top of stairs, 300 mm extensions plus one tread depth beyond base of stairs)
- Change of handrail heights from 860-920 mm (CSA 95: 800-920 mm)
- Requirement for ramp handrails to colour contrast with their surroundings (CSA 95: not identified)
- Colour contrast of horizontal face of stair nosings to be 50 +10 mm deep (CSA 95: not specified)
- Ramps to have colour contrasted strips 50 +10 mm deep at top, base and landings (CSA 95: not specified)

BUILDING ENTRANCES

Doorways

- Clear width of doorways to be measured to edge of any panic hardware (CSA 95: measured face of stop to face of door)
- Bottom edge of glazing in doorways not to exceed 900 mm (CSA 95: not mandatory)
- Power door controls to be minimum 25 x 75 mm in size, between 800-1200 mm in height, located in the path of travel and clear of door swings. (CSA 95: not specified)
- Thumb latch door hardware specified as not acceptable (CSA 95: not specified)
- Specifies power doors are to remain open for a minimum of 5 seconds (CSA 95: not specified)

Secure Areas

- Requirements for Access Systems Card Access, Keypads and Security Gates (CSA 95: not specified)

VERTICAL MOVEMENT

Interior Circulation Stairs/Ramps

- Requirement for extension of handrails for the perimeter of stair landings (CSA 95: 300 mm extensions beyond top of stairs, 300 mm extensions plus one tread depth beyond base of stairs)
- Change of handrail heights from 860-920 mm (CSA 95: 800-920 mm)
- Requirement for ramp handrails to colour contrast with their surroundings (CSA 95: not identified)
- Colour contrast of horizontal face of stair nosings to be 50 +10 mm deep (CSA 95: not specified)
- Ramps to have colour contrasted strips 50 +10 mm deep at top, base and landings (CSA 95: not specified)

Elevators

- Minimum door/cab size dimension (CSA 95: 910 mm door: 1725 mm wide, 1295 mm deep and 1370 mm deep to face of door)
 - Centered 1065* mm door:
 - 2030 mm wide, 1295 mm deep and 1370 mm deep to face of door
 - Side (off centered) 915* mm door:
 - 1725 mm wide, 1295 mm deep and 1370 mm deep to face of door
 - Any 915* mm door:
 - 1370 mm wide, 2030 mm deep and 2030 mm deep to face of door
 - Any 915* mm door:
 - 1525 mm wide, 1525 mm deep and 1525 mm deep to face of door
- * permits -16 mm tolerance*

Door reopening devices

- Permits contact to be made before door reopening device is activated (CSA 95: no contact permitted)

Door timing for hall or car call

- For hall calls, a minimum of 5 seconds is required between the time the door starts to open to the time it starts to close (CSA 95: 4 seconds)

Hall Call buttons

- Extends height range for hall call buttons to 890-1220 mm (CSA 95: 1070 mm + 25 mm)
- Buttons or surrounding collar required to be raised a minimum of 1.5 mm (CSA 95: raised, flush or recessed)
- 'Up' hall call button to be above 'Down' button (CSA 95: not specified)
- Clear floorspace of 760 mm by 1220 mm required at call buttons (CSA 95: not specified)
- Objects below hall call buttons not to protrude more than 25 mm (CSA 95: not specified)
- Hall buttons to be a minimum of 19 mm in smallest direction (CSA 95: 20 mm)

Car Controls

- Clear floorspace of 760 mm by 1220 mm required at car controls (CSA 95: not specified)

- Height of car controls to be between 890-1220 mm where elevator serves less than 16 openings (CSA 95: 890-1370 mm). Elevators serving more than 16 openings remain at 890-1370 mm
- Buttons or surrounding collar required to be raised a minimum of 1.5 mm (CSA 95: raised flush or recessed)
- Buttons are to be arranged in either standard telephone style keypad or with numbers in ascending order. When 2 or more columns of buttons are provided, they are to read left to right (CSA 95: not specified)
- Buttons to be identified by tactile characters and Braille only except where arranged in a standard telephone keypad arrangement (CSA 95: tactile characters only)
- Raised star provided immediately left of the button for the main entry level (CSA 95: not required)

Car Position Indicators

- Requires both audible and visible car floor location indicators (CSA 95: visible only)
- Audible signals to sound once for the 'Up' direction or twice for the 'Down' direction or alternatively be verbal stating the word 'Up' or 'Down' (CSA 95: optional to include audible signal only as car passes or stops at a floor)
- Audible signal or verbal annunciator to be 10 db above ambient to a maximum of 80 db (CSA 95: audible signal of minimum of 20 db)

Hall or in-car signals

- Requires visible and audible signaling at each hoistway to indicate which car is answering a call and the direction of travel (CSA 95: car answering call only). In car signals that are visible from the floor area adjacent to the call buttons
- Audible signals to sound once for the 'Up' direction or twice for the 'Down' direction or alternatively be verbal stating the word 'Up' or 'Down' (CSA 95: optional to include audible signal only as car passes or stops at a floor)
- Audible signal or verbal annunciator to be 10 db above ambient to a maximum of 80 db (CSA 95: audible signal of minimum of 20 db)

Floor Designation Signage

- Floor designations to consist of raised characters and braille designations (CSA 95: braille not required)
- Raised designations a minimum of 0.8 mm high (CSA 95: 0.75 mm high)
- Mounting height is 1525 mm to the baseline of the character (CSA 95: centered at 1500 mm + 25 mm)
- Raised star provided immediately left of the floor designation at the main entry level (CSA 95: not required)

Emergency Communications

- If emergency communications device is in a closed compartment, the door hardware is to be operable with one hand, not require tight grasping pinching or twisting of the wrist and not require greater than 22 N to activate operable parts (CSA 95: not specified)

- Requires emergency signalling devices not only to be limited to voice communication. If instructions for use are provided, essential information is to be provided in both tactile and visual form

LULA (Limited Use Limited Access) Elevators

- New allowance for LULA elevators
- Cab size minimum of 1060 mm width by 1370 mm depth with clear width door opening of 815 mm

INTERIOR DOORS AND CORRIDORS

Doorways

- Clear width of doorways to be measured to edge of any panic hardware (CSA 95: measured face of stop to face of door)
- Bottom edge of glazing in doorways not to exceed 900 mm (CSA 95: not mandatory)
- Power door controls to be minimum 25 x 75 mm in size, between 800-1200 mm in height, located in the path of travel and clear of door swings
- Thumb latch door hardware specified as not acceptable (CSA 95: not specified)
- Specifies power doors are to remain open for a minimum of 5 seconds (CSA 95: not specified)

Corridors

- Headroom clearance increased to 2030 mm minimum (CSA: 1980 mm minimum)

WASHROOMS

- Increase in size of toilet stalls to 1600 mm wide by 1500 mm deep (CSA 95: 1500 mm by 1500 mm)
- Requirement for a clear floor area of 1500 mm by 1500 mm outside of the doors for accessible stalls (CSA 95: 1200 mm by 1200 mm)
- Description of requirements for accessible urinals (CSA 95: urinals not included). Although only one urinal is required to be accessible to persons using wheelchairs, all urinals in washrooms would require raised vertical markers
- Lowering of maximum height of coat hooks in accessible stalls to 1200 mm (CSA 95: 1400 mm maximum)
- Requirement for D-pulls outside of doors to be horizontally mounted (CSA 95: vertical)
- Soap dispensers to be operable with one hand, no more than 1100 mm high (CSA 95: 1200 mm) and within 500 mm reach from the lavatory (CSA 95: not specified)
- Clarification of kneespace clearance under sinks at end walls to be centered on sink (eg. 920 mm width required where at end wall)
- Clarification that tilt mirrors are not recommended (CSA 95: not specified)
- Addition of 1000 mm long horizontal grab bar at entrance to roll-in showers (CSA 95: not required) and increase in length of the same bar at entrances to showers with a fold-down seat (CSA 95: 750 mm long). Increase in length of the grab bar on the rear wall of roll in showers to 1000 mm (CSA 95: 900 mm minimum)

DRINKING FOUNTAINS

- Requires drinking fountains to colour contrast with their background
- Requires fountains to be cane, detectable recessed or otherwise located outside of circulation routes
- Requires user to be able to control the timing and water delivery height (eg. not electronically controlled)

PUBLIC TELEPHONES/TACTILE SIGNAGE

- Lowering of public telephones for use by persons in wheelchairs to 1200 mm (CSA 95:1370 mm)

PUBLIC AREAS

- Requirement for line up guides in cafeterias to
 - have clear floor area of 1500 mm by 1500 mm at start, end and changes in direction
 - be stable and not move easily
 - be cane detectable at or below 680 mm
 - colour contrast with surrounding

REQUEST FOR APPROVAL EXEMPTION TO ACCESSIBILITY REQUIREMENTS

Purpose: To request the approval of a *[full or partial]* exemption to the accessibility requirements of the Treasury Board Accessibility Standard for Real Property including the technical standard “Accessible Design for the Built Environment” CAN/CSA-B651-04.

Project Title/Description: *[include type of project e.g. acquisition, construction, major renovation, fit-up]*

Project Number:

Building Name and Address:

Asset Type: *[i.e. Crown-owned, lease, lease-purchase]*

Client Department(s):

Description of Exemption(s):

Summary of Accessibility Evaluation: *[who conducted the inspection, date of report, and summary findings including modifications required to meet accessibility requirements; attach copy of report]*

Options: *[provide an analysis of options considered including costs, benefits and risks]*

Recommendation: *[state the recommended option and provide the justification including mitigation strategies for any risks]*

By allowing this *[indicate full / partial]* exemption, no significant barrier-free access to, use of and egress from the real property would be experienced by the client and/or the general public.

Recommended by:

Sponsor:

[name]

[title]

Signature:

Date:

Technical Expert:

[name]

[title]

Signature:

Date:

Chairperson, Advisory Committee:

[name]

[title]

Signature:

Date:

Approved by:

[name]
Regional Director General

Signature:

Date:

**FILE RECORD FORM
EXEMPTIONS AND MINOR VARIATIONS
TREASURY BOARD ACCESSIBILITY STANDARD FOR REAL PROPERTY**

Project No.:
Building Name and Address:
Project Leader:
Project Manager:
Date:

Full Exemption (yes/no)	Partial Exemption (yes/no)	Minor Variation (yes/no)
Accessibility Element:		
Estimated Cost of Meeting TB Accessibility Standard: \$		
Issues/Comments:		
Technical Expert: Name: Title: Date of Inspection: Recommendation: <i>NB: Copy of technical report must be included in file</i>		
RDG Approval Received: (yes/no/not applicable) Name: Date: <i>NB: Copy of signed approval request form must be included in file</i>		
Full Exemption (yes/no)	Partial Exemption (yes/no)	Minor Variation (yes/no)
Accessibility Element:		
Estimated Cost of Meeting TB Accessibility Standard: \$		
Issues/Comments:		
Technical Expert: Name: Title: Date of Inspection: Recommendation: <i>NB: Copy of technical report must be included in file</i>		

RDG Approval Received: (yes/no/not applicable)

Name:

Date:

NB: Copy of signed approval request form must be included in file

Full Exemption (yes/no) Partial Exemption (yes/no) Minor Variation (yes/no)

Accessibility Element:

Estimated Cost of Meeting TB Accessibility Standard: \$

Issues/Comments:

Technical Expert:

Name:

Title:

Date of Inspection:

Recommendation:

NB: Copy of technical report must be included in file

RDG Approval Received: (yes/no/not applicable)

Name:

Date:

NB: Copy of signed approval request form must be included in file