

ACCESSIBILITY GUIDELINE

GENERAL INFORMATION

- 1.1 CU is committed to fostering a barrier free environment for their students, faculty, staff and visitors. The following information serves as a complement to the requirements outlined in the Columbia University Policy for Accessibility Requirements for New Construction, Alterations/Renovations, and Barrier Removal.
- 1.2 The purpose of these requirements is to:
- Clarify selected accessibility requirements found under the Americans with Disabilities Act (ADA)
 - Provide guidance to Consultants based on practical experience of University leadership regarding accessibility methods, the historical significance of the campus and the expectations of the public.
- 1.3 Columbia University is subject to regulations under federal and local laws and codes that require minimum design requirements for people with disabilities. The following list of laws, regulations, standards, and building codes apply to Columbia University in relation to architectural accessibility.
- [Title III of the Americans with Disabilities Act](#)
 - [2010 ADA Standards for Accessible Design](#)
 - [New York State Human Rights Law](#)
 - [2008 New York City Building Code](#)
 - [New York City Administrative Code](#)
 - [Fair Housing Act](#)
 - [Section 504 of the Rehabilitation Act](#)
- 1.3 It is the responsibility of the Consultant and Project Manager to adhere to Columbia University Policy regarding Accessibility Requirements for new construction, alterations, renovations and barrier removal.

DESIGN REQUIREMENTS

- 2.1 Pre-design Phase
The Consultant will evaluate the route from grade at the building entrance to the entrance doors of the project site, including doors, corridors, restrooms, lounges, pantries, laundry rooms and drinking fountains. He/she will advise the Project Manager [PM] and Design and Compliance [DAC] of all barriers. The PM and DAC will develop a plan for mitigating existing barriers which may or may not become part of the Consultant's scope.

2.3 Design Phase

For all Conceptual, Schematic and Design Development submissions, the Consultant shall depict the “wheelchair circles” at all critical junctures on the floor plan to enable “at-a-glance” evaluation of the challenges and opportunities. He/she shall advise the PM and DAC of any spaces that are inaccessible and cannot be corrected as part of the project.

Using the international accessibility symbol, the Consultant shall identify on the floor plans the workspaces that are well dispersed and easily accessible.

2.4 Construction Phase

The PM and Consultant are to ensure that all temporary construction measures do not hinder wheelchair access to surrounding areas or entry devices, and that debris is not allowed to accumulate in wheelchair circulation areas.

2.5 Accessibility Elements

- 2.5.1 Exterior ramps and pathways – All exterior pathways are to be level and smooth to accommodate the movement of mobility devices and to reduce tripping hazards for people with visual impairments and who use walking assistance devices.
- The accessible route shall be located in the same area and integrated with the main circulation pathway.
 - Ramps shall be constructed of permanent and durable materials that are easy to clear snow from. Stone or concrete are preferred.
 - When using a stone walkway, use a concrete base rather than stone or sand
 - Use a maximum of ½” mortar joints to minimize “rutting” of wheels or mobility devices
 - Avoid potential ponding with special attention to building entries or curb cuts.
 - Ensure exterior surfaces meet slip coefficient standards.
 - Stairs should be avoided on primary routes wherever possible.
 - Wherever possible eliminate the need for ramps by using grade changes $\leq 1:20$. Where railings are required, they should be designed to discourage the securing of bicycles.
 - If an accessible route cannot be provided in the same area as the main entry, then the PM must ensure that the accessible route provides easy and unassisted access to building areas (e.g. no intercom, CUID card required for access.)
- 2.5.2 Interior routes - General circulation routes are to be accessible to the maximum extent feasible.
- Elevators and stairs are to be co-located.
 - General circulation routes shall not have protruding objects (objects that protrude more than 4” into the space and are between 27” and 80” above finished floor.)

- Areas of refuge must be designated and identified at each floor not directly accessible to an exterior exit, and have a way to communicate for assistance, e.g. a telephone. These areas are used in case of emergencies such as fire and must be kept clear.
- 2.5.3 Stairs - Stairs should be as negotiable as possible for those with limited mobility.
- Spiral stairs are not permitted.
 - Convenience stairs are discouraged, and will only be considered if accompanied by a lift or LULA. Requests for the addition of a convenience stair and lift/LULA will be made to the VP, Capital Project Management.
 - For interior stairs, contrasting striping must be provided on the top and bottom tread nosing of each stair rise. For exterior stairs, contrasting striping must be provided on all tread nosing.
 - Sufficient lighting must be provided at stairs.
- 2.5.4 Elevators - Elevators should be located in the same areas as general circulation paths.
- An audible signal shall announce the position of the elevator car. An automatic voice announcement is preferred when it does not interfere with the primary functions of the building (proximity to a classroom door.)
 - If existing elevator sizes in a renovated building are such that they cannot accommodate an interior wheel chair turning radius, then a modified cab must be considered, having two doors at opposite ends and/or duplicate interior controls.
- 2.5.5 Lifts - Wheelchair and platform lifts should be installed only after all other alternatives have been explored and ruled out. They must be designed to accommodate heavy electric wheelchairs and scooters. All proposed lift installations are to be approved by DAC and Disability Services.
- Wheelchair lifts are not permitted in new construction.
 - Exterior lifts must have a canopy to protect it and the user from the elements.
 - All lifts must have signs that explain how to operate the lift, identify a contact person for assistance to use the lift when necessary, and display an emergency number in case the contact person is unavailable.
 - When a lift is installed, no swipe or key access shall be required to operate the lift. This ensures equal access and avoids the need to request assistance.
- 2.5.6 Doors -
- Building entrances, building vestibules, classrooms, labs, suite entries, cafes, lounges, restrooms and any other door providing access to a public function must have a door actuator. Door actuators are to be mounted at exactly 36" AFF wherever feasible. Where not feasible, PM and DAC will advise on the best alternate option.

- All new buildings must have minimum 36" wide doors. Doors being renovated in existing buildings shall be 36" wide to provide required clearances for mobility devices. In the case where a 34" door is installed, a 32" clear door opening must be provided.
- Eliminate thresholds/sill plates under doorways where possible. When unavoidable, minimize transition height to the minimum possible (no higher than ¾" and beveled 1:2)

2.5.7 Building Entrances - Entrances to buildings must be accessible to all users.

- Renovated or altered facilities must provide access through the main entrance. Any deviation from this requirement requires the approval of DAC and Disability Services, and must meet these minimum requirements:
 - The entry should terminate in the same interior lobby or entry hall as the main entry.
 - The accessible path from the main entrance to accessible building entrance must be clearly marked. Signage must be posted at the main building entrance describing the accessible route to the accessible building entrance.
 - Access that requires the assistance of others, such as ringing a doorbell, or requiring CUID swipe access, is unacceptable.
- For new construction, all building entrances must be accessible.
 - Snow and ice can make an otherwise accessible entrance dangerous to all, and inaccessible to a wheelchair user. If architecturally appropriate, covered entrances should be considered.
 - Recessed floor walk-off mats are preferred. Surface mounted mats may present barriers or bumps to wheelchair users.
 - Landings accommodating both stairs and a ramp with an entry door shall be wider than the minimum wheelchair turning radius to allow for maneuverability without the danger of a wheelchair rolling backwards down the stairs.

2.5.8 Toilet Facilities/Restrooms:

- Accessible toilet facilities should be located in convenient areas of buildings and adjacent to other public restrooms. When an accessible restroom is not located adjacent to other restrooms, signage describing directions to the nearest accessible restrooms must be clearly posted.
- In alterations only, if an accessible restroom cannot be provided on a floor, then an accessible restroom should be provided no more than one-story above or below the floor.
- Toilet stall door latches should be easy to grasp with one hand and should not require tight grasping, pinching, or twisting of the wrist to operate. Doors in

wheelchair accessible stalls should have pull handles on both sides of the door near the hinge.

- Where possible, single accessible toilet rooms should have doors that swing outward. For in-swinging doors, the swing of the door should be such that in the event of someone falling and requiring assistance access can be gained without obstruction.
- There should be a shelf or several hooks in the restroom/stall where packages, garments, purses, backpacks, etc., can be placed. At least one hook should be placed at 46", reachable from a sitting position.
- In large public buildings or buildings with large assembly spaces, install at least one accessible gender neutral restroom which will allow an attendant of the opposite sex to assist a person with a disability.

2.5.9 Classrooms, Assembly Areas, Auditorium:

- Classrooms and other assembly areas must provide integrated and disbursed seating with companion seating. Wheelchair seating must not obstruct the general circulation route(s).
- In classrooms with tables, Consultants must determine if it is possible to make all classroom tables accessible. If not, at least one table (no less than 5% of the total number of tables) should have knee clearance in order to accommodate a wheelchair user.
- Wheelchair seating locations must be identified with a sign stating "Priority Seating for people with disabilities."
- Projector screen controls or other A/V controls must be within reach range from a seated position (36" above the floor).
- Instructor tables, lecterns, and/or desks shall be accessible and located with consideration for maneuvering.
- A floor level speaking area is preferable to a raised podium or stage in tiered assembly rooms.
- Ramps, not wheelchair lifts, should be used to provide access to different levels of an auditorium. Wheelchair lifts accessing a podium or stage may not be used in new construction.
- Wheelchair users should be able to enter and exit along the same primary routes as non-wheelchair users.
- Assistive listening systems must be installed in classrooms and assembly areas where audible communication (i.e. microphone) is provided.

2.5.10 Dining Areas:

- Provide a wheelchair accessible route to all service areas. Provide at least 36" clearances to maneuver between occupied tables and chairs.
- Tables and chairs should not be permanently fixed to the floor.

- At least 50% of dining area tables must have ADA specified knee clearance to accommodate wheelchair users.
- At least one of each type of self-service item must be within reach range from a seated position (15"-48" above the floor).

CONSTRUCTION REQUIREMENTS

- 3.1 When an accessible route is temporarily closed by construction, alterations, maintenance operations, or other conditions, an alternate accessible route must be provided. Signage indicating the accessible route must be provided.
- 3.2 When an accessible toilet facility/restroom is closed by construction, alterations, maintenance, operations, or other conditions, signage indicating the nearest accessible restroom must be provided.

END OF SECTION