



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Updated October 2011, Revised July 17, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 3.002

Subject: Americans with Disabilities Act (ADA) Projects and Reasonable Accommodation Requests

Purpose and Scope: To provide one document for the use of Facilities Planning, & Construction, Office for Americans with Disabilities and Student Services regarding concerns that are identified with respect to accessibility on campus. Facilities Planning & Construction has a campus-wide ADA Transition Plan which has established accessibility projects priority which is then proposed to the “Facilities Planning Advisory Committee” (F.P.A.C) for funding. The purpose of this procedure is to review incoming “Reasonable Accommodations” requests that are in addition to the F.P.A.C PECO Formula Funded list of “Accessibility” projects (which address code concerns, not “reasonable accommodation” requests.)

Procedures:

1. An Accessibility Reasonable Accommodation Request (ARAR) is received from the campus through the Office for Americans with Disabilities organized within Human Resources. If a request cannot be addressed by the ADA Office, and it requires Facilities Planning & Construction involvement, then it will be forwarded to the applicable Project Manager for a preliminary review and response within 5 days of receipt. The initial response will be for feasibility and budget resource request only.
2. Limited PECO Formula/Minor Project Funding is planned for “Reasonable Accommodations” therefore, requests must be carefully evaluated. If funding is available, a projected schedule for completion will be provided. ***Note: State PECO Formula/Minor Project Funds cannot be used to purchase moveable furnishings. This fund source can be used for fixed furniture/seating.***
3. If the request can be addressed through Facilities Maintenance, it will be completed via work order by maintenance staff (i.e.; door closure pull tensions for door maneuverability, etc.). If it cannot be addressed with maintenance, then Step No. 4 will be pursued.
4. The Project Manager will physically visit the location of the cited concern to identify if it is code violation, maintenance issue, or if it can become a project. Projects that are a code violation are usually large projects and will be submitted during the next Facilities Planning Advisory Committee annual cycle list of ADA Projects. The Facilities Sub-





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

5. If funding is inadequate to address a reasonable accommodation, the ADA Office will be contacted to seek other funding sources through the administration. After funding is identified, Project Manager will execute the "Construction Project and Space Request" form.

Developed by: Facilities Planning & Construction

Approved by:

DocuSigned by:

951BE17225F94BE...
James Manor
Executive Director
Facilities Management

DocuSigned by:

D5F9973754834E8...
Christopher Martin
Assistant Vice President
Facilities Management