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**Accessible University Advisory Committee**

Design Review Form, Updated, 06/21/2017

New construction and renovation projects that impact the core function of a building or space will be presented to the AUAC in the form of a facilitated review during the final stages of Schematic Design. The review will be facilitated by the Facilities Services Project Manager (and design professional, at the discretion of the Project Manager). This worksheet is to be completed prior to submitting for project review.

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| --- | --- | --- | --- |
| **Project Name** | **OSU Project Manager** | **Type of Submittal (i.e. SD/DD)** | **Date** |
|  |  |  |  |

**Prior to submitting project for review, please confirm the following:**

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| --- | --- | --- |
| **Requirement for Review** | **Confirmed (Yes/No)** | **Comment** |
| 1. The project’s Scope of Work, Proposals, RFQ’s/RFP’s and Contract Documents incorporates the firm’s language directly pertaining to the requirement of the firm to “explore principles of Universal Design and propose options to the owner.”
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| 1. The selection of the design team incorporates evaluation criteria that confirm the firm’s experience in incorporating Universal Design Principles and innovative approaches that promote accessibility.
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| 1. The Programming phase of the design incorporates the exploration of principles of Universal Design, and includes an Accessibility Workshop, involving members of the accessibility advocacy community and building user groups. An executive summary of the Universal Design options and the Accessibility Workshop shall be provided with the design submittal to AUAC and included in the Programming Report submitted to OSU by the design team.
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| 1. The Programming phase of the design incorporates an OSU Best Practices, the 2010 ADA Standards for Accessible Design and Universal Design Principles. An executive summary shall be provided with the design submittal to AUAC.
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| 1. Accommodations requested by building occupants have been documented and are reflected in both the Programming Report and Schematic Design.
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| 1. A third party accessibility review during Schematic Design has been conducted on the project. Documentation of the review has been provided to AUAC prior to Taskforce review.
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**Project Review (To Be Completed During AUAC Review):**

The OSU Project Manager and Design Professional Representative will provide an overview of the project in design. Written material addressing the below areas, as well as visual representations are to be provided to effectively communicate the incorporation of accessible design.

**Areas of typical consideration are:**

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| --- | --- |
| Path of travel to and from all entrances | Drinking fountains |
| Path of travel to adjacent buildings and parking | Furniture |
| Parking lots and accessible parking spaces servicing building in design | Classroom and auditoriums (integration, dispersal, companion) |
| Building entrance doors and vestibules | Signage – way finding and Braille |
| Elevator/conveyance | Emergency evacuation considerations |
| Bathrooms – Entrance, stalls, equipment  | User specific requests |
| Electrical Outlet Switch Height  | Detectable Warnings |

**Review Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Comment #** | **Drawing or Page #** | **Comment** | **A/E Response** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

The AUAC has fully participated in a review of this project design. Through addressing and incorporating items listed in the review comments, AUAC supports this project proceeding to the next stage of design and construction. Additional information on this review is captured in the meeting minutes. The signature below indicates the AUAC’s support of project progression.

Chair Date
**Post Construction, Pre-Occupancy:**

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| --- | --- | --- |
| 1. A third party accessibility review post construction, pre-occupancy has been conducted to ensure SD recommendations were incorporated, project is code compliant, and deferred design elements are reviewed. Documentation of the final review has been provided to AUAC prior to Taskforce.
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**At the completion of the project, the Facilities Services Project Manager will submit this form, and all documentation to the AUAC Chair, for final review and closing of the project by the Advisory Committee**