

# Facility & Property Services

## Physical Access Compliance Program

---



### **PAC – PROCESS #4**

**To:** All Sutter Health Personnel and Outside Consultants managing construction projects.

**From:** FPS Physical Access Compliance ([visit FPS Physical Access Compliance](#))

**Re:** Barrier Prevention Program – Accessibility Plan Review process

**Scope:** Any project regardless of size and budget in areas serving patients and/or public must be submitted for Accessibility Plan Review (APR). The APR process ensures that all approved construction documents are in compliance with current federal and state regulations. For projects exceeding \$20M in cost, the Alternate Compliance Method (ACM) is recommended in lieu of the APR process – see PAC Process #8 ([download PAC Process #8 pdf](#)). The Project Team is responsible for coordinating project updates with the Affiliate ADA Coordinator to ensure accessibility compliance. See the Affiliate ADA Coordinator list on the [PAC web portal](#) ([visit PAC web portal](#)).

**Cost:** The project budget is responsible for funding the APR process cost.

**Schedule:** The extent and duration of this process will vary according to the quality and completeness of documents submitted. The Project Team is responsible to track the APR process with the project's schedule.

### **Steps:**

1. The Project Team completes the APR Application on the PAC web portal (links – [internal](#) and [external](#)). All packages must be reviewed to complete the APR process.
  - a. The Project Team lists all packages in Attachment A of the application:
    - i. Multiple increments, deferred submittals, shop drawings, etc.
    - ii. Multiple agency packages
  - b. The Project Team revises the application when new packages are submitted.
  - c. The Project Team must submit permitted Change Orders even if the APR has been approved.
2. FPS PAC provides the Project Team with a PAC project number. The PAC number and project name must be referenced in all correspondence.
3. The Project Team can use one of the following methods to transmit the drawings to PAC:
  - a. For files < 5MB, the Project Team can email them directly to PAC, or
  - b. For files >5MB, the Project Team can email a link to a file sharing website to PAC, or

- c. The Project Team can create a project folder with the PAC Project number and Project name in the FPS Shared Drive.
4. The list of documents required in a complete PAC submittal are as follows:
  - a. Cover Sheet clearly indicating project scope and a list of architectural barriers being removed per applicable code requirements.
  - b. Civil and Landscape Plans coordinated with architectural plans.
  - c. Overall Accessibility Site Plan identifying compliant conditions in the exterior path of travel. (Separate from fire authority plan)
  - d. Overall Floor Plan at grade level identifying all required exits and entrances serving the area of work. (Separate from fire authority plan)
  - e. Overall Floor Plan on the floor level(s) where area of work exists.
  - f. Enlarged Restroom Plans verifying new/existing compliant conditions.
  - g. Enlarged Specialty Plans with dimensions and notes identifying equipment location and the accessible route.
  - h. Sections and Details demonstrating project specific compliance with current applicable codes.
  - i. Building Interior Code required signage: Directional, informational, tactile, egress, room ID, restroom, stairways and accessibility signs.
  - j. Furniture and Equipment Plans
  - k. Fire Alarm and Electrical Plans
  - l. Specifications containing sections applicable to project scope.
  - m. Equipment cut sheets
5. FPS PAC notifies the Project Team when the intake process is complete and an Access Specialist is assigned.
6. FPS PAC sends the application and documents to the Access Specialist for a fee proposal. FPS PAC sends the proposal to the Project Team. The Project Team must approve the proposal and execute a contract agreement before PAC can authorize the Access Specialist to begin.
7. The Access Specialist issues comments on an APR Report to the Project Team through PAC requesting correction and/or clarification.
8. The Project Team submits responses on the APR Report and revised documents via email through PAC for back check review by the Access Specialist. If needed, the FPS Team may request conference calls with the Access Specialist through PAC to discuss issues.
9. Once all comments are resolved, the APR is complete. FPS PAC submits the approved completed APR Report to Class Counsel via Office of General Counsel while the Project Team archives the APR Report in the project files for record. See Attachment A for example of approved APR Report.
10. See the Monitoring Process of the Barrier Prevention Program – PAC Process #3 ([download PAC Process #3 pdf](#)).