

# Facility & Property Services

## Physical Access Compliance Program

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### PAC –PROCESS #6

**To:** All Sutter Health Personnel involved in practice acquisitions, buildings lease negotiations or renewals and building purchases.

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

**Re:** Requirements for requesting Architectural Barrier Surveys for new properties and practices.

**Scope:** Pursuant to **Policy Guidelines for Accessibility Compliance in Real Estate Transactions** ([download pdf](#)), a new survey is required to identify interior and exterior barriers when new properties are being considered. These new surveys do not automatically become ABRP's and reporting on the removal of barriers to Class Counsel/DRA is not required. The purpose of performing the survey is to identify barriers and associated cost prior to the conclusion of lease negotiations and to determine whether the landlord or the tenant will be responsible for the identified barriers removal.

Prior to requesting survey, be sure to inquire if a CASp inspection has been performed.

**Cost:** The FPS Accessibility Architect, if workload allows, can perform the survey at no cost to the Requestor. If the FPS Accessibility Architect is not available, the Requestor is responsible for funding the survey cost.

**Schedule:** The Requestor is responsible to track the survey process with the project's schedule.

### **Steps:**

1. The Requestor completes the Architectural Barrier Survey Request Application at the PAC web portal ([download Application pdf](#)).
2. FPS PAC notifies the Requestor when the intake process is complete and an Access Specialist is assigned.
3. If the FPS Accessibility Architect is not available, FPS PAC sends the application and documents to the Access Specialist for a fee proposal. FPS PAC sends the proposal to the Requestor. The Requestor must approve the proposal and execute a contract agreement before PAC can authorize the Access Specialist to begin.
4. FPS PAC will coordinate with Requestor to determine billing information, access to the space, and proposed time to perform the survey.
5. Upon completion of survey, FPS PAC will forward the report to Affiliate, ADA Coordinator and Real Estate representative. See Attachment A for example of the survey report. See the PAC Process #9 ([download PAC Process #9 pdf](#)) and Policy for next steps.