

# TAKEN TO ACCESS



Question of the month:

- Q.** I have received the assessment report for a potential acquisition. The majority of the barriers are exterior path of travel barriers. Whose responsibility will be to remove them, ours or the landlord?
- R.** If the intent is to move into the suite without any modifications that would trigger path of travel improvements, the responsibility to remove them would be the landlord's as these barriers are typically located in common spaces potentially serving multiple tenants. In the event that renovations will be made to the suite, as a tenant negotiating a new lease, we may still be able to place the responsibility on the landlord. The Real Estate group will work with you to address remediation with the landlord and include the appropriate language in the lease agreement.

Announcements:

APR Intake & Processing— Starting on June 3, 2013, Michelle Austin will be processing all new Accessibility Plan Reviews (APR's). From this point forward, please email completed applications for plan review and supporting documentation to Michelle Austin at: [AustinM@sutterhealth.org](mailto:AustinM@sutterhealth.org). All code inquiries and facilitation of the Alternate Compliance Method will continue to be handled by Terry Salo.

## ACCESS COMPLIANCE TWINS

On April of 2013 the Policy for Accessibility Compliance in Real Estate Transactions came into effect across the Sutter System. This policy affects operations of all Sutter entities engaged in the conduct of Real Estate transactions and it ensures “that disability access requirements, in accordance with applicable state and federal disability access laws and regulations, are evaluated for all properties in which Sutter Health affiliates intend to serve the public.”

The policy enumerates responsibilities for real estate brokerage operations and defines end-user obligations. It describes the different types of real estate transactions as well as the appropriate guidelines for assessing properties that are being considered for purchase or lease by Sutter Health. Follow link below to review the policy in its entirety: <http://mysutter/PoliciesProcedures/21Real%20Estate%20Policies/Accessibility%20for%20Real%20Estate%20Transaction.pdf>

PAC is teaming up with the RE group in implementing this policy. To date, 10 assessments of potential acquisitions have been performed and the list of new requests is quickly growing. To better understand the process for requesting assessments, the PAC team has prepared PAC Process #6 delineating the information needed to comply with the requirements of the policy. See list below for a summary of required information.

When requesting an assessment:

- Provide building address, floor and suite number.
- Identify whether the building is a single occupant or multi-tenant building.
- Identify if the building is part of a campus with either assigned or shared parking. Indicate whether parking is in a multi-level structure.
- Identify whether a portion of the building or site has already been surveyed.
- Indicate size of the building including overall square footage and number of floors. Indicate if possible, approximate age of building and date of last major remodel.
- Identify proposed usage of the space and whether the intent is to occupy existing space without modifications. If modifications or remodeling are expected, provide a floor plan indicating proposed layout and design. Additionally, indicate “employee only” areas.
- Provide overall floor plan and site plan and note location of nearest public transit stop.

The completion of the assessment alone does not fulfill all the requirements established in the policy. The process map below shows the major steps. By engaging the Real Estate group at the onset of lease negotiations we can ensure that the right process is being followed.

