

**REPORT OF THE
DEPARTMENT OF GENERAL SERVICES**

**REPORT ON PHYSICAL AND
SENSORY ACCESSIBILITY**

**TO THE GOVERNOR AND
THE GENERAL ASSEMBLY OF VIRGINIA**



HOUSE DOCUMENT NO. 32

**COMMONWEALTH OF VIRGINIA
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I. Executive Summary

House Joint Resolution No. 738 of the 1999 General Assembly Session (Appendix A) requested the Department of General Services (DGS) to study the physical and sensory accessibility of state-owned buildings and features within the Capitol Square complex. The Commonwealth is committed to making its facilities fully accessible to all people, ensuring that all of its citizens may participate in the legislative, administrative, and judicial functions of state government.

The Commonwealth has demonstrated that it supports the Americans With Disabilities Act by the many projects completed and presently in progress at the Capitol Square complex that enhance the physical and sensory accessibility to services, programs and activities. Some of the projects are as follows:

Capital Projects - All of these projects are capital projects, or portions of capital projects, that involved major accessibility improvements. The buildings were renovated or constructed to meet the accessibility codes that were in effect at the time of the project design. The Madison Building and the Virginia Distribution Center are currently under construction.

1. Madison Building Renovation
2. Jefferson Building Renovation
3. Executive Mansion Renovation and Addition
4. Library of Virginia
5. Main Street Station Conversion to Offices
6. Pocahontas Building Renovation
7. Seventh & Marshall Parking Garage Renovation
8. Virginia Distribution Center
9. Tyler Building

Elevator Projects – The elevator projects in the following buildings have improved the accessibility to the services, programs and activities on the floors of these multi-leveled buildings.

1. Monroe Building
2. The Capitol
3. VDOT Annex Building
4. Eighth Street Office Building
5. Ninth Street Office Building
6. Supreme Court Building (West Side)
7. Washington Building
8. Executive Mansion

Other Projects – Several tenant space modification projects have improved accessibility within the tenant spaces. Some of the modification projects are in the following locations.

1. Consolidated Laboratory Building
2. Monroe Building
3. Supreme Court Building
4. Eighth Street Office Building
5. Aluminum Building

6. Walkways on Capitol Square
7. Accessible Ramp by the Bell Tower

Future Capital Projects – Projects identified in DGS's 2000-2006 Six-Year Capital Budget Request will, when approved, provide improved accessibility to facilities at the Capitol Square complex.

Although significant improvements have been made to remove barriers that prevent accessibility, this study has confirmed that there are additional improvements that can be made to enhance physical and sensory accessibility by individuals with disabilities throughout the Capitol Square complex. Also, due to the Commonwealth's periodic building code updates, some accessibility code requirements have changed since the design of the above mentioned projects. Therefore, in some cases, the study indicates further improvements can be made in those buildings.

This study provides cost estimates for improving the accessibility to the buildings at the Capitol Square complex. DGS recommends that as funds become available, accessibility improvements should be made in the order of the priorities outlined in the report.

II. INTRODUCTION

This report is in response to the request of House Joint Resolution No. 738 of the 1999 General Assembly Session (Appendix A). The resolution requested the Department of General Services (DGS) to study the physical and sensory accessibility of state-owned buildings and features within the Capitol Square complex. It further requested DGS to conduct the study in consultation with the Department for the Rights of Virginians with Disabilities (DRVD), the Clerk of the House of Delegates and the Clerk of the Senate. These valuable consultations were conducted prior to beginning the study and at intervals throughout.

The consultations enabled DGS to share with them the process that would be undertaken for the study and to update them with progress as the study progressed. The Disability Commission through DRVD requested that cost information for making accessibility improvements to the buildings within the Capitol Square complex be included.

ARCHITECTURAL/ENGINEERING ASSISTANCE

DGS contracted with MMM Design Group (MMM) to assist with the study and documentation of findings. Since cost information was requested for the report, MMM was also tasked with estimating the cost for the accessibility improvements.

MMM began by developing survey forms and interview questionnaires, researching applicable codes, and compiling floor plans and site maps. The applicable codes are those listed in Chapter III Glossary of Terms.

THE STUDY PROCESS

Before the study of the 27 buildings began, DGS sent a notification memorandum (Appendix B) to each of the Heads of Agencies at the Capitol Square complex. The memorandum explained the purpose of the study and requested their assistance. Each agency was requested to complete and return a form that was attached to the memorandum. The form requested the designation of an agency representative who was familiar with the services, programs and activities that the agency rendered to the public and that must be accessible to persons with disabilities.

After receiving the forms from the agencies, appointments were scheduled with the agency representatives for interviews (Appendix C – Interview Form) and to discuss the survey that would be taken to assess the agency's accessibility by disabled persons. During the survey, every accessibility item that required improvement was documented.

The study began in June 1999, with interviews and detailed building surveys. Interviews held with agency representatives assisted in determining the extent of the public areas in each building and the accommodations that were being made to provide accessibility throughout each building. A survey of each building documented existing conditions.

The extent of this effort included detailed surveys of each floor of each building as well as the adjacent parking facilities and public walkways. Survey forms (Appendix D) were used to

enumerate fourteen broad categories of building elements and posed nearly 400 questions about these building elements. In addition to the survey forms, observations of the physical and sensory accessibility conditions were noted floor by floor for each building.

At the completion of the surveys, the observations were analyzed and generic design solutions were identified to improve the building conditions in accordance with the requirements of the applicable codes.

THE COST ESTIMATES FOR IMPROVEMENTS

Once the findings were identified, a cost estimate was developed for each item based on Means ADA Compliance Pricing Guide.

III. GLOSSARY OF TERMS

Accessible – Describes a site, building, facility or portion thereof that can be approached, entered and used by a physically disabled person.

Accessible route – A continuous unobstructed path connecting all accessible elements and spaces in a building or facility which can be negotiated by a person with a severe disability using a wheelchair and which is also safe for and usable by people with other disabilities.

Accessibility – To allow a person with a physical disability to independently approach, enter and use a building or facility.

ADA – Americans with Disabilities Act of 1990.

ADAAG – Americans with Disabilities Act Accessibility Guidelines: Guidelines for accessibility to places of public accommodation and commercial facilities by individuals with disabilities. These guidelines are to be applied during the design, construction, and alteration of such buildings and facilities to the extent required by regulations issued by Federal agencies, including the Department of Justice, under the Americans with Disabilities Act of 1990.

Alteration – Any construction or renovation to an existing structure other than repair or addition.

BOCA – Building Officials and Code Administrators: The organization that develops the standards for a national building code which has been adopted by the Commonwealth. This national building code provides minimum standards to insure the public safety, health and welfare insofar as they are affected by building construction and to secure safety to life and property from all hazards incident to the occupancy of buildings, structures or premises.

CABO – Council of American Building Officials: The organization which adopts and publishes the American National Standards Institute A 117.1-92, a standard for making buildings and facilities accessible to and usable by people with physical disabilities. This standard is recognized under the 1996 BOCA National Code.

Existing building – Any structure occupied prior to the date of adoption of the appropriate code, or one for which a legal building permit has been issued.

Facility – All or any portion of a building, structure or area, including the site on which building, structure or area is located, wherein specific services are provided or activities are performed.

Historic property – Property that is listed or eligible for listing in the National Register of Historic Places or property designated as historic under State or local law.

New building – Any building or facility designed after the date of adoption of the appropriate building code.

Parking – Parking spaces that are located in parking garages/decks, on streets and on surface lots

Permanent space – A toilet room, mechanical room, stairway or other similar space that for the purpose of signage is unlikely to change function with time, renovation, or the introduction of a new agency.

Physically disabled person – An individual who has a physical impairment, including impaired sensory, manual or speaking abilities, that results in a functional limitation in gaining access to and using a building or facility.

Public use – Describes interior or exterior rooms and spaces that are made available to the general public. Public use may be provided at a building or facility that is privately or publicly owned.

Repair – The reconstruction or renewal of any part of an existing structure for the purpose of maintaining the existing conditions.

Slip-resistance floors – Recommended by ADAAG that the floor material must be safe and usable by people who use wheelchairs or walk with difficulty. This term is used liberally because there are no uniform test procedures or measurable values for a slip-resistant characteristic.

Structural frame – The structural frame shall be considered to be the columns and the girders, beams, trusses, and spandrels, having direct connections to the columns and all other members which are essential to the stability of the building as a whole.

Technically infeasible – An alteration of a building or a facility that has little likelihood of being accomplished because the existing structural conditions require the removal or alteration of a loadbearing member that is an essential part of the structural frame, or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility.

Title II (of ADA) – This title applies to all state and local government services, programs or activities. Under it all new buildings, facilities or parts of facilities constructed by, on behalf of, for the use of a public entity shall be designed and constructed in such a manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities. New construction and alterations projects commenced after January 26, 1992 must comply with requirements of Title II and shall be held to the accessibility standard of the Uniform Federal Accessibility Standards or the ADA Accessibility Guidelines.

UFAS – Uniform Federal Accessibility Standards (January 13, 1998)

VUSBC – Virginia Uniform Statewide Building Code, 1996 Edition with Amendments effective April 15, 1997, which adopted the 1996 BOCA National Code, prescribes building regulations to be complied with when constructing, repairing, maintaining and changing the use of buildings and structures.

IV. FINDINGS

The survey addressed accessible routes leading to each of the 27 buildings in the Capitol Square complex as well as the accessibility at each of the building's entrances. Within each building, the survey evaluated the accessibility to the public areas of the building such as reception areas, agency director's offices and conference rooms. Further, the survey addressed the accessibility to and within public restrooms and incidental building features, such as drinking fountains and public telephones.

The findings in each building are grouped into four broad priority categories based on the importance of sensory and physical accessibility to services, programs and activities:

- PRIORITY I** Provide public access to the building from public sidewalks, parking or public transportation.
- PRIORITY II** Provide public access along the path to those areas of the building where services, programs or activities are made available to the public.
- PRIORITY III** Provide public access to restroom facilities.
- PRIORITY IV** Provide public access within areas where services, programs or activities are provided to the public, and to such conveniences as drinking fountains, telephones and assistive listening systems

PRIORITY I FINDINGS

Aluminum Building: The main public entrance is located off Governor Street, at the second floor, through the Connector building. The only accessible entrance is on the first floor, at the south side of the building. There is no accessible vertical connection between the second and third floors. The stair from the first floor to the second leads to private agency space and is not for public use. There is no signage on the building directing visitors to the entrance on the building's south side to access the first floor. No significant public activities take place on the first floor.

Bell Tower: There is no accessible entrance. However, a sign and push button buzzer for visitors requiring assistance have been mounted adjacent to the east entry steps.

Capitol: The main entrances to the Capitol are located on the first floor, the west wing, the north entrance, and the east wing. The accessible entrance is the west wing. The entrance at the Portico on the second floor was also surveyed. The Portico entrance includes signage discouraging public use and directing visitors to the accessible entrance at the west wing. In other areas, no signage is available to indicate that the west wing entrance is the accessible entrance.

Central Highway Building: The main public entrances to the building are located on the basement level from old Fourteenth Street, and on the first floor, from the VDOT parking lot. The entry at each location has been modified by replacing the existing doors with power assisted doors. Directional signage directing visitors to either accessible entrance is needed at the entrance on Broad Street.

Consolidated Laboratory: The main public entrances are located on the first floor from Main Street and on the second floor from Franklin Street. Both entrances are accessible and contain the proper international symbol for accessibility.

Eighth Street Office Building: The main public entrances to the building are located on the first floor from Eighth Street and on the first floor from Broad Street. The accessible entrance is the Broad Street entrance. There is no signage at the Eighth Street entrance to direct visitors to the Broad Street entrance. The ramp inside the Broad Street entrance vestibule will require a different handrail and clear maneuvering space relative to the direction of approach. The Eighth Street entrance contains steps without a ramp or platform lift. Other items noted at the Eighth Street entry doors include lack of the required clear opening width, proper maneuvering space relative to the direction of approach and two doors in the vestibule.

Finance Building: The main public entrances to the building are located on the first floor at the front of the building facing Capitol Square and on the mezzanine level at the rear of the building. The mezzanine level entrance is considered the accessible entrance. There is no directional signage to this entrance and it is not easily accessed from any public transportation or sidewalk. The route to this entrance includes a sloped sidewalk, but it does not qualify as a ramp. In addition, this entrance has a level change at the threshold greater than allowed.

General Assembly Building: The main public entrances to the building are located on the first floor from Capitol Square and from Ninth Street. The accessible entrance is from Ninth Street. There is no signage at the Capitol Square entrance to direct visitors to the Ninth Street entrance.

Highway Annex Building: The main public entrances to the building are located on the first floor from Broad Street and on the West Side of the building, from Old Fourteenth Street. The accessible entrance is the main entry from Broad Street. There is no signage directing visitors to the Broad Street entrance. Conditions that will need to be modified were noted at both entrances.

Jefferson Building: The main public entrances to the building are located on the Lower Basement Level off Bank Street and on the First Floor, off of Capitol Square. The accessible entrance is off Bank Street. Signage directing visitors to this entrance is located on Bank Street. There is no signage at the Capitol Square entrance to direct visitors to the Bank Street entrance.

Library of Virginia: There are two accessible public entrances to the building. The main pedestrian entrance is located on Broad Street and includes a ramp and steps up to the building entrance. The other is from the parking garage and is accessed by taking an elevator to the main floor entrance vestibule. An exterior entry door and an interior vestibule door are power assisted to aid a visitor with access to the building. Signage to direct visitors to the accessible entrances is located appropriately at each entrance.

Main Street Station: The only public entrance to the building is located on the west side of the building, facing Franklin Street. All other building entrances require an employee access card. Conditions found at the Franklin Street entrance include a vertical level change and problems with the entrance doors.

Memorial Hospital: The main public entrances to the building are located on the first floor from Broad Street and at the basement level on the east side of the building. The entrance on Broad Street is not accessible. The basement level entrance is considered the accessible entrance and has a ramp to the door. The basement entrance door is power assisted. A visitor must ring a buzzer located on the outside of the door and wait for security personnel to access the building.

Monroe Building: The building entrances are located on the first floor from Fourteenth Street and on the south side from Franklin Street. Both entrances have storefront doors that need to be modified.

Morrison Row/219 Governor Street: The main entrance to 219 Governor Street Building is from Governor Street. This entrance is accessible by stairs from street level up to the entry door on the first floor.

Morrison Row/221 Governor Street: The main entrance to 221 Governor Street Building is from Governor Street. This entrance is accessible by stairs from street level up to the entry door on the first floor.

Morrison Row/223 Governor Street: The two public entrances are located at the basement level from Broad Street and on the first floor from Governor Street. The accessible entrance is from Broad Street. Signage directing visitors to this entrance is located on Governor Street for vehicular traffic. This entrance is always locked and is equipped with a buzzer for visitors in need of assistance.

Ninth Street Office Building: The main public entrance to the building surveyed for compliance is located on the first floor at Ninth Street. The Grace Street entrance to the Capitol Police office was also surveyed; however, it is not accessible by disabled individuals due to the stairs down to the entry door, and the entry door itself. The entrance at Ninth Street has a ramp from the sidewalk and has directional signage. However, there is no signage at the Capitol Police entrance to direct visitors to the Ninth Street entrance. The conditions noted at the Ninth Street entrance include: the lack of required space between the two entrance doors in series, maneuvering space at the doors, non-standard ramp and a vertical level change where the ramp meets the sidewalk.

Old Virginia State Library: The building is presently vacant. The main public entrances to the building are located on the First Floor from Broad Street and Capitol Square. The accessible entrance is at the First Floor from Broad Street. There is no directional signage at the Capitol Square entrance to direct visitors to the accessible entrance. Other conditions are noted that are associated with both entrances.

Pocahontas Building: The main public entrances to the building are located on the south side (Main Street) of the building at Ground Floor, on the north side (Bank Street) of the building at the First Floor. Both entrances are considered accessible. Minor conditions with the entrance doors were noted regarding access to the building.

Powers-Taylor Building: The only public entrance is located on the first floor from Thirteenth Street. This entrance consists of a series of two double doors.

Rose and Lafoon Building: The public entrance to the building is located on the first floor from Eighth Street. This entrance has several items noted, such as a level change greater than allowed, and the double-leaf entry doors do not have one active leaf providing required clear opening. The accessibility entrance is at the basement level and accessed through an alley off of Eighth Street. There is no directional signage nor has the international accessibility symbol been posted at this entrance, and the door no longer has the proper clear maneuvering space.

Seaboard Building: The main public entrance to the building is accessed by steps from Franklin Street. There is a secondary entrance with a steep wood ramp from the east parking lot.

Supreme Court Building: The main public entrances to the building are located on the basement level from Eighth Street – the Turret entrance – and on the first floor, from Ninth Street. The accessible entrance is the Turret entrance off Eighth Street, although signage has been provided to direct visitors to the Ninth Street entrance. The entry door at the Turret entrance requires tight grasping and twisting of the wrist, and closes too fast. This door is also equipped with a buzzer and electric latch operated by the Capitol Police from the Turret. The entry doors at the Ninth Street entrance close too fast, are too heavy, do not have beveled thresholds and have no maneuvering space.

Tyler Building: The main public entrances to the building are located on the corner of Main Street and Governor Street (Level 1), the parking garage to the elevator lobby (Level 1) and on the corner of Franklin Street and Governor Street (Level 2). The entrance located at the corner of Main Street and Governor Street is considered the accessible entrance. The approach to the entrance and the entrance doors contain conditions that need to be modified.

Washington Building: The main public entrances to the building are located on the south side of the building at the Basement level and on the northwest side of the building at level one. The South entrance is considered the accessible entrance, and is also a service entrance that includes a ramp from the sidewalk. The Northwest entrance is not an accessible entrance and no signage is provided to direct a visitor to the South entrance.

Zincke Building: The main public entrances to the building are located on the first floor from Governor Street and on the first floor from Grace Street. The accessible entrance is off Governor Street. There is no signage at the Grace Street entrance to direct visitors to the Governor Street entrance.

PRIORITY II FINDINGS

Aluminum Building: Access to the primary reception desk is located on the second floor south of the main public entry. Once inside, signage or the receptionist guides visitors to their destinations.

Bell Tower: This building serves as a kiosk where tourists pick up brochures, pamphlets, and maps on the first floor. The staff assists disabled individuals when notified by the buzzer located outside near the steps.

Capitol: The State Capitol reception desk in the first floor lobby is manned from 9:00 a.m. to 5:00 p.m. The security desk in the West Wing entry is manned 24 hours a day. At either location a visitor may inquire for information. Again, assistance is available from the Capitol Police.

Central Highway Building: The Building has a main reception area, located on the first floor. All visitors must sign in at the security desk in the reception area. This area is staffed with security personnel that provide information or assistance to the visitor. In addition to the main reception area, each individual department has its own reception area.

Consolidated Laboratory: The building reception area is located on the second floor lobby at the Franklin Street entrance. Visitors using the Main Street entrance must be escorted to the reception desk at the second floor.

Eighth Street Office Building: There are no building reception areas; each agency has its own reception/waiting area. A visitor can use one of the three elevators to arrive at the desired floor. There, the directional signage has been placed on each floor. On most floors, the text is at an incorrect height. The conditions associated with the floors near and around the elevator lobby are not slip-resistant and the elevator platforms do not have the proper maneuvering room.

Finance Building: The reception area is located in the main corridor on the first floor, inside the Capitol Square entrance. Conditions that will need to be modified include doors leading from the corridors into office areas and the elevator.

General Assembly Building: Once inside the building, a visitor must sign in at the security desk located in the lobby of the Ninth Street entrance. This security desk is manned by Capitol Police 24 hours a day while the Legislature is in session.

Highway Annex Building: Reception for visitors is at the security desk in the lobby from the Broad Street entrance. Security guards in the lobby are available to assist with directions. There is a bank of four elevators to serve the building's sixteen floors. A special elevator on the Fourteenth Floor is required to get to the Fifteenth. The public is not allowed access to the Fifteenth Floor. Certain conditions that will be modified were noted concerning the elevators and the stairs.

Jefferson Building: There is no building reception area, however, there is an unmanned security desk located inside the vestibule at the Bank Street entrance. Once inside, a visitor must go to the main elevator lobby on first floor to access a directory.

Library of Virginia: Once inside the Library, visitors can stop at the reception desk for assistance or continue to the rear (NW corner) of the building to access the public elevators. All of the public spaces are located on levels one and two. There are public spaces on the second level mezzanine and level five, but they are accessed only with a security card and provided with an escort.

Main Street Station: There are no building reception areas; however, there is a sign directing visitors to Room 217 for assistance and to the elevator, located at the north end of the building. There is also a building directory inside the entrance doors, next to the escalator. The accessible route contained some conditions regarding lack of headroom clearance without a barrier, permanent room signage, the elevator, and two means of accessible egress.

Memorial Hospital: Once inside the building, visitors go to the reception desk located inside the Broad Street entrance on the first floor. Elevators are located in the east and west ends of the building.

Monroe Building: There is no building reception area; each agency has its own reception/waiting area. The building directory will direct the visitor to the appropriate agency. The building directory in the lobby contains text that does not meet the required character height.

Morrison Row/219 Governor Street: 219 Governor Street has a connector door between the Aluminum Building at the basement level and between the 221 Governor Street Building also on the basement level. These two pathways include stairs.

Morrison Row/221 Governor Street: 221 Governor Street has a connector door between 219 Governor Street Building on the basement level and 223 Governor Street also on the first floor level. These two pathways include stairs.

Morrison Row/223 Governor Street: There are no building reception areas associated with 223 Governor Street. There is a sign mounted with a buzzer for visitors to ring for assistance.

Ninth Street Office Building: Once inside the main entrance, a visitor must utilize the building directory located in the main lobby on the first floor. The first floor lobby contains conditions such as floors that are not slip-resistant and carpets that are not securely attached. The elevator does not have the proper wheelchair maneuvering space to enter the car, to reach the controls and to exit and the control panel is not located on the front wall of the cab. To access the Division of Capitol Police, located in the basement, a visitor must utilize the freight elevator. The freight elevator also lacks floor space for wheelchair users to enter the car, reach the controls and exit and the control panel is not located on the front wall of the cab. Lobby doors on various floors do not have the proper door hardware, lack 12" of uninterrupted surface at the bottom of the door, pull weight and close time. Permanent room and directional signage need to be modified.

Old Virginia State Library: The building is presently vacant. Once a plan for its reuse has been identified, the facility will be brought into compliance with the latest accessibility requirements.

Pocahontas Building: There are security desks, manned with Capitol Police during regular business hours, located inside each entrance. Once inside, a visitor must sign in at the security desk. If directions are needed, a visitor can use the building directory located in each entrance lobby. The entrance lobbies include the security desk at the Bank Street entrance, the floor materials, the ramps and the stairs will need to be modified.

Powers-Taylor Building: The reception area is located on the first floor on an accessible path from the entrance. Once inside the building, the visitor will sign in and the receptionist will announce the individual. There is one elevator in Powers-Taylor which is used as an accessible route; however certain modifications are needed to the elevator control systems.

Rose and Lafoon Building: The reception area is located in the first floor lobby from the Eighth Street entrance. The public is not allowed beyond this lobby. If there is a request to see documents, the receptionist will present them to the visitor in the lobby area.

VII. RECOMMENDATIONS

Although significant improvements have been made to remove barriers that prevent accessibility, this study has confirmed that there are additional improvements that can be made to enhance physical and sensory accessibility by individuals with disabilities throughout the Capitol Square complex. Also, due to the Commonwealth's periodic building code updates, some accessibility code requirements have changed since the design for buildings built or renovated in the 1990's. Therefore, in some cases, the study indicates further improvements in those buildings. **DGS's recommendations for accessibility improvements at the Capitol Square complex are as follows:**

- It is of primary importance for the public to have access to the main entrances of buildings. This report identifies such as a Priority I concern. It is also important that the public has access along the path from the main entrances to the spaces where services, programs or activities are provided to the public. This report identifies such as a Priority II concern. The report identifies Priority III concerns as those that relate to public access to restroom facilities. Priority IV concerns are identified in this report as those that relate to having access within areas where services, programs or activities are provided to the public.

Recommendation: As funding becomes available, improvements should occur in the order of the priorities identified in this report.

- Some buildings at the Capitol Square complex have high public interest and use. Examples of these are the General Assembly Building and the Capitol which was visited last year by more than 170,000 people.

Recommendation: Buildings that have high volumes of public interest should be considered when prioritizing improvements.

- Some services to the public may be presently located in a building that would require substantial costs to remove barriers that prevent accessibility by disabled individuals. However, those services could possibly be relocated to an accessible area.

Recommendation: Agencies should be proactive in locating their services to areas that are already accessible or that could be made accessible without substantial costs.

- Regarding historic buildings, the Commonwealth should continue to follow the guidance of the Americans with Disabilities Act to maintain the historic significance of the buildings when making accessibility improvements.

Recommendation: If physical access cannot be provided without fundamentally altering the historic elements of the building, alternative measures should be taken to achieve accessibility.

This report serves as a summary of DGS's findings concerning the physical and sensory accessibility of state-owned buildings and features within the Capitol Square complex. DGS has compiled twenty-eight three-ringed volumes of detailed information documenting the findings.

Since the total documentation is voluminous, containing in excess of three thousand pages of information, the volumes will be housed with DGS/Division of Engineering and Buildings/ Bureau of Facilities Management/Planning and Technical Services.

DGS welcomes anyone desiring access to the volumes to contact either of the following staff persons at 203 Governor Street, Richmond, Virginia 23219:

**Janet E. Diehl
Project Manager
(804) 786-7608
or**

**John F. Mitchell, Capital Outlay
Program Assistant Director
(804) 225-3772**

Monroe Building: Restroom facilities are located on the first through twenty-fifth floors. However, the public does not have access to restrooms on all floors. Doors to the restrooms need too much force to open. Other conditions noted were the lack of an accessible stall, improperly mounted urinals, and improperly mounted dispensing devices.

Morrison Row/219 Governor Street: The restroom facility is located on the upper floor and is accessible by a stairway only.

Morrison Row/221 Governor Street: The restroom facility is located on the upper floor and is accessible by a stairway only.

Morrison Row/223 Governor Street: An accessible unisex restroom facility is located on the second floor which is accessible by elevator.

Ninth Street Office Building: Restroom facilities for the public are located on floors three through eleven off the elevator lobby. The restrooms on floors three, eight and nine are considered the accessible restrooms in the building. Restrooms on all floors, other than nine, contain conditions relating to the accessible stall layout, grab bars, dispenser locations, faucets requiring tight grasp and twisting of the wrist, and signage. The entry doors to some of the restrooms will require greater width or maneuvering space.

Old Virginia State Library: The building is presently vacant. Once a plan for its reuse has been identified, the facility will be brought into compliance with the latest accessibility requirements.

Pocahontas Building: Restroom facilities for the public are located on all floors, except the basement level and three west. On floors one through fourteen, they are located on the west side of the building off the elevator core. On the east side of the building, they are located within the space occupied by the using agency. Some of the conditions noted regarding the restrooms included: access to the restrooms or stalls, conflicts between the door swing and clear floor space at dispensers, and ambulatory stalls in place of wheelchair stalls on the east side of the building.

Powers-Taylor Building: The basement level and fourth floor restroom facilities are labeled as accessible spaces for the public. Both levels have facilities for men and women. The restrooms are located on an accessible route. Minor modifications to stalls and accessories in these restrooms will further improve accessibility.

Rose and Lafoon Building: The building does not have public access beyond the front lobby; therefore, there are no restrooms, snack bars, vending machines, conference rooms or agency offices available to the public. Stairs and elevators are strictly for agency use.

Seaboard Building: Accessible restroom facilities are located on the first floor off the corridor. Some modifications to these restrooms will improve accessibility.

Supreme Court Building: Restroom facilities for the public are located on the first, second, third, fifth and sixth floor and have multiple restroom locations for both men and women. The restroom facilities on the first floor are located off the corridor behind the elevator lobby. The second floor restrooms are located in the Law Library. The third and fifth floors contain men's (west & east) and women's (central & east) restrooms. The sixth floor contains men's and women's (west, central & east) restrooms. Various conditions that need to be modified in all of the restroom facilities were noted.

Tyler Building: Public restroom facilities are located on all levels of the west section of the building. These facilities are located on the south side of the elevator core. The public restrooms are also located on Levels 1 and 3 in the southeast section of the building. Some of the conditions noted in the restrooms throughout include: grab bars too short, toilet controls not mounted on the wide side of the toilet stall, coat hooks mounted too high on the stall door, no insulation on hot water pipes below the lavatory.

Washington Building: Restroom facilities for the public are located on levels two through thirteen. The facilities are located in the elevator lobby on each floor. The restrooms need to be modified for accessibility.

Zincke Building: Restroom facilities for the public are located on all floors. None are accessible restrooms.

PRIORITY IV FINDINGS

Aluminum Building: The facility contains no meeting rooms, conference rooms, or cafeterias. Public bid openings are held in the tenant space on the First Floor.

Bell Tower: This building serves as a kiosk for tourists to pick up information, and has no public meeting rooms, and food service areas.

Capitol: Public conference and meeting rooms are located throughout the Capitol. The House of Delegates and Senate Chambers' public galleries are located on the mezzanine level in opposite wings. Both galleries step down, toward a balcony edge. Some accessible public seating is provided in these areas. None of the conference/meeting rooms contain permanent assistive listening systems. Portable systems, including signers and CART systems, are available upon request. A cafeteria and a vending area are available to the public in the south portion of the first floor. The vending machines are accessible by stairs only.

Central Highway Building: The Building has five director's offices located on floors one through four. There are two public conference/meeting rooms located on the first, and third floors. The first floor meeting area is an auditorium that can be divided into three separate rooms. The physical plant conference room is on the third floor. The snack room with vending machines and fixed seating is located on the basement level and is accessible to the public.

Consolidated Laboratory: The main public conference room is located on the first floor. The following items were noted: protruding objects, incorrect signage, and no permanently installed listening system. There is also a vending area that is accessible to the public.

Tyler Building: Visitors to the office suites on Level 11 are monitored by the receptionist located directly off the elevator lobby. The areas within these suites are fully accessible, but the entry doors need modifications to be fully accessible. A public cafeteria is located on Level 3, in the northeast corner of the building. For the cafeteria to be fully accessible, entry doors and the height of the self-service dispenser for the silverware need modifications. Other areas available to the public that were surveyed include snack rooms with vending machines and drinking fountains that were fully accessible.

There are three large public hearing rooms located on Level 2. Each hearing room has a fixed seating capacity of more than fifty people with an amplification system that is not equipped with a permanently installed assistive listening system. The level change from the main floor to the witness box needs a ramp to be accessible. Wheelchair seating locations are not dispersed throughout the seating area and the required maneuvering space is not provided. Entry doors to all hearing rooms need modifications to be fully accessible. Conference rooms are located on levels 3 through 11 in the southwest corner of the building and on Levels 1 and 3 in south east section of the building near the restrooms. Entry doors to most of the conference rooms need modifications to be fully accessible.

Washington Building: Conference rooms for the Department of Agriculture and Consumer Services are located on levels one and two, four, eight and eleven. Other meeting areas are located throughout the building within agency office areas. Vending machines are located in the elevator lobby on levels four and six. There is a break room on level one that is not accessible. Water fountains, conference rooms and vending areas need modifications to be fully accessible.

Zincke Building: Two public meeting/conference rooms are located on the first floor and one on the second floor. Other meeting rooms are located in agency office areas throughout the building. Drinking fountains and the public telephone need modifications to be fully accessible.

V. PARKING

In addition to surveying the 27 buildings in the Capitol Square Complex, evaluations were also made of the surface parking lots and parking garages/decks that provide parking for the employees and visitors in these buildings. Some of the important elements in the evaluation include the provision of the required number of accessible spaces for each facility, the location and denotation of the accessible spaces and the dimensional characteristics of the spaces and associated travel aisles.

Four parking facilities do not have the required number of accessible spaces. There are also four facilities in which the accessible spaces are not the closest spaces to the accessible building entrance. Some parking facilities lack the appropriate signage to designate the accessible spaces. Another common problem is insufficient number of van-accessible spaces.

A relatively low cost has been estimated to implement the improvements needed to address the conditions observed. Most of the corrective work can be achieved through the installation of new signage and reconfiguration of parking spaces.

PARKING FINDINGS

Capitol Square Lot: This lot is along the state road around the Capitol with entry from and exit to Ninth Street at Grace Street. This road is open to public traffic, but Capitol Police controls the parking along it. Except for weekends, holidays and the discretion of Capitol Police, there is no parking by the public in this lot. There is one accessible parking space available for the public on the west side of the Capitol.

Consolidated Laboratory Building Lot: This lot is on the West Side of the Consolidated Laboratory Building. Seven DGS authorized public/visitor parking spaces are located in the southwest corner of the lot, but none of these are accessible to disabled individuals. Eight DGS reserved accessible parking spaces are located in the northwest corner of the lot. None of these spaces are designated for the public. Modifications to location, signage and identification symbol are needed for these spaces to be fully accessible.

Library of Virginia Deck: This deck is under the Library of Virginia which is bounded by Marshall Street, Ninth Street, Broad Street and Eighth Street. Seven accessible public/visitor parking spaces are along the south wall of Level B1 Parking. Access routes to the building entrance from the accessible parking area are unobstructed by vehicular traffic. Accessible parking spaces are not distributed between parking deck levels or van accessible. The capacity of this lot indicates van accessible parking spaces are needed.

Madison Parking Deck: This deck is attached to the Madison Building which is bounded by Grace Street, Old Fourteenth Street, Franklin Street and Governor Street. Five public/visitor parking spaces are located on the lower outside deck level in the southwest corner at Franklin and Governor Streets, but none of these are accessible to disabled individuals. Two DGS reserved accessible parking spaces are located in the northwest corner of the lower outside deck level. None of these spaces are designated for the public or van accessible. The capacity of this lot indicates van accessible parking spaces are needed.

Eighth Street Office Building: Main public conference rooms are located throughout the building. Several conference rooms have entry doors to which modifications will improve accessibility. The building's visual emergency warning system is not visible from all vantage points. Vending machines are located in the snack bar on the first floor. Drinking fountains, located on every floor in the elevator lobby, need modifications to be fully accessible.

Finance Building: The only accessible space used for meetings is located within the administrator's office suite on the first floor. In the case of a visitor meeting one on one with an agency representative, the meeting would take place in the reception area. Other items noted for modifications in the building include the drinking fountain and signage.

General Assembly Building: Main public conference/meeting rooms are located on the first floor. Other meeting rooms are located throughout the building. A cafeteria located on the sixth floor is available to the public. Drinking fountains, public telephones, and courtesy telephones are available to the public throughout the building. These conveniences need modifications to be fully accessible.

Highway Annex Building: A public conference/meeting area is located on the third floor, off of the main corridor. The agency Boardroom is located on the third floor. Both meeting rooms will require assistive listening systems. A cafeteria with vending area is located in the basement and available to the public. Modifications will need to be made to the telephones and drinking fountains located throughout the facility.

Jefferson Building: Main public conference/meeting areas are located on the first floor and on the thirteenth floor. Other meeting areas are located throughout the building in the agency office areas. Vending machines are located in an area on the first floor and are accessible by the public.

Library of Virginia: Four meeting rooms and a fixed-seat auditorium that are accessible by the general public are located on the first floor. The other rooms available for public use are located on the second level mezzanine and fifth level. The access to these rooms is by escort only. A snack bar is located on the first floor. Two drinking fountains surveyed were mounted at an incorrect height.

Main Street Station: The main conference room in the building is located on the mezzanine level. Other smaller conference areas are located on the second floor. Access to the conference rooms needs modifications to be fully accessible.

Memorial Hospital: Main public conference/meeting rooms are located on the first, second and fourth floors. The Bid Opening Room is located off the lobby on the first floor. Drinking fountains are located in the corridor adjacent the elevator lobby on all floors and a public telephone is located in the Bid Opening Room. A wider doorway is required into the Bid Opening Room.

Monroe Building: Public conference/meeting rooms are located in the first floor lobby. Other conference rooms are located within agency office areas. A cafeteria and a snack shop are located on the first floor. The tray slides in the cafeteria are too high above the floor. Drinking fountains, located on all floors in the elevator lobby area, are mounted improperly.

Morrison Row/219 Governor Street: The building is not occupied at this time. The drinking fountain is mounted too high and does not have the proper legroom.

Morrison Row/221 Governor Street: The building is not occupied at this time. The drinking fountain is mounted too high and does not have the proper legroom.

Morrison Row/223 Governor Street: A public meeting/conference room is located on the first floor which is accessible by elevator. The door to the meeting/conference room needs modification to be fully accessible. There are no cafeterias/snack areas or vending machines available to the public.

Ninth Street Office Building: Public meeting and conference rooms/areas are located throughout the building. Entry doors to some meeting/conference rooms need modifications to be fully accessible. A full service cafeteria is located on the first floor near the passenger elevators. Some conditions noted in the cafeteria include: carpet not securely attached to the floor, tray slides located too high above the floor, and operating parts of dispensers located too high. There are also vending machines located off the first floor lobby. Drinking fountains, located in the elevator lobbies on floors one through eight, ten and eleven, lack clear knee space and correct water spout height.

Old Virginia State Library: The building is presently vacant. Once a plan for its reuse has been identified, the facility will be brought into compliance with the latest accessibility requirements.

Pocahontas Building: A large assembly room is located on the first floor on the west side of the building. Main public meeting and conference rooms are located off the west elevator core on the second and fourth floors. Other meeting rooms are located throughout the building in the agency office areas. Entry doors to some conference rooms need modifications to be fully accessible. Vending machines are located on the first floor near the elevator lobby and are accessible by the public.

Powers-Taylor Building: Offices located on the fourth floor are most likely to receive the public. The building's two conference rooms are on the fourth floor and the mezzanine level. Both conference rooms need minor modifications to be fully accessible. A snack room on the basement level and drinking fountains on various floors are accessible by elevator.

Rose and Lafoon Building: The building does not have public access beyond the front lobby; therefore, there are no restrooms, snack bars, vending machines, conference rooms or agency offices available to the public. Stairs and Elevator are strictly for agency use.

Seaboard Building: Main public conference/meeting areas are located on the first floor of the two-story portion near the Franklin Street entrance. Minor conditions were found with the doors and drinking fountains.

Supreme Court Building: Conference rooms are located on the third, fifth and sixth floor. The third and sixth floor conference rooms do not have visual alarms for the emergency warning system displayed. Doors to all conference rooms have latching hardware that requires tight grasping and twisting of the wrist. The Supreme Court Room, Court of Appeals Court Room, and Hearing Rooms A and B, are all located on the first floor. Wheelchair seating is not provided. Visual alarms have been provided, but they are not mounted in a position to be seen from every vantage point. The public is allowed to use vending machines in a lounge area on the sixth floor. The entry door to the vending area has a threshold that is too high and latching hardware that requires tight grasping and twisting of the wrist.

Main Street Station Lot: This lot is bounded by Broad Street, Seventeenth Street, Main Street and Fifteenth Street. Eight public/visitor parking spaces are located on the West Side near the entrance to the Main Street Station Train Shed, but none of these are accessible to disabled individuals. Nineteen DGS reserved accessible spaces are located throughout the lot. None of these spaces are designated for the public, van accessible or connected to an accessible route unobstructed by vehicular traffic. The capacity of this lot indicates van accessible parking spaces are needed.

Rear of Highway Annex Lot: This lot is bounded by Old Fourteenth Street to the west and Grace Street to the north. Two accessible public/visitor parking spaces are located in the northwest corner closest to the lot entrance. Modifications to location and identification are needed for these spaces to be fully accessible.

The Closed Portion of Old Fourteenth Lot: This lot is the closed portions of Old Fourteenth Street and Grace Street between Broad Street to the North and Governor Street to the West. There is a Passenger Loading Zone on the closed portion of Grace Street near the Governor Street intersection. This lot is central to a number of the Capitol Square complex buildings. The Passenger Loading Zone provides access to the accessible entrance of the Zincke Building. There is no visitor parking and no accessible parking. The Passenger Loading Zone needs modifications to be fully accessible.

Tyler Building Deck: This deck is attached to the Tyler Building which is bounded by Franklin Street, Fourteenth Street, Main Street and Thirteenth Street. Six public/visitor parking spaces are on Level 1, but none of these are accessible to disabled individuals. Fourteen DGS reserved accessible parking spaces are located throughout the deck. None of these spaces is designated for the public. Modifications to location and identification are needed for these spaces to be fully accessible.

VI. IMPROVEMENT COSTS

STUDY FOR PUBLIC ACCESSIBILITY OF CAPITOL SQUARE COMPLEX						
No.	Name of Building	Improvement Costs				Total Cost
		PRIORITY I: Entrance	PRIORITY II: Internal Path	PRIORITY III: Restrooms	PRIORITY IV: Spaces	
01	Finance	\$655	\$53,137	\$38,300	\$3,835	\$95,927
02	Washington	13,894	341,252	295,940	50,820	701,906
03	Jefferson	848	73,700	10,400	0	84,948
06	Old Virginia State Library	6,274	30,620	22,535	24,910	84,339
07	Aluminum	2,040	6,850	0	6,050	14,940
08	Zincke	380	113,012	228,332	25,086	366,810
10	Central Highway	150	98,093	53,000	18,278	169,521
11	Highway Annex	422	55,530	233,656	61,410	351,018
13	Eighth Street Office	5,042	99,073	220,115	34,570	358,800
14	Consolidated Laboratory	2,448	81,695	18,720	8,826	111,689
27	219 Governor Street	150	40	8,300	6,300	14,790
28	221 Governor Street	150	1,480	6,080	0	7,710
33	Monroe	448	179,270	694,892	122,622	997,232
34	Rose & Lafoon	5,440	0	0	0	5,440
36	Supreme Court	1,284	187,728	237,825	85,826	512,663
37	Ninth Street Office	20,760	278,204	164,430	56,522	519,916
38	Capitol	11,890	102,698	49,325	36,075	199,988
40	Bell Tower	150	0	0	0	150
41	General Assembly	6,792	232,130	630,560	98,132	967,614
48	223 Governor Street	395	13,340	4,950	8,380	27,065
49	Memorial Hospital	1,450	51,270	62,895	22,540	138,155
57	Main Street Station	384	203,320	105,615	25,460	334,779
58	Seaboard	2,832	2,550	25,600	4,100	35,082
60	Powers Taylor	7,664	19,650	31,215	22,440	80,969
61	Pocahontas	192	83,960	209,045	13,840	307,037
65	Tyler	564	37,596	221,280	29,298	288,738
71	Library of Virginia	0	1,800	79,215	27,570	108,585
P	Parking & Grounds	51,780	0	0	0	51,780
TOTALS:		\$144,478	\$2,347,998	\$3,652,225	\$792,890	\$6,937,591

PRIORITY DESIGNATIONS KEY:

PRIORITY I: PROVIDE PUBLIC ACCESS TO THE BUILDING FROM PUBLIC SIDEWALKS, PARKING, ENTRANCE OR PUBLIC TRANSPORTATION.

PRIORITY II: PROVIDE PUBLIC ACCESS ALONG THE PATH TO THOSE AREAS OF THE BUILDING INTERNAL WHERE SERVICES, PROGRAMS OR ACTIVITIES ARE MADE AVAILABLE TO THE PUBLIC.

PRIORITY III PROVIDE PUBLIC ACCESS TO RESTROOM FACILITIES.
RESTROOMS

PRIORITY IV PROVIDE PUBLIC ACCESS WITHIN AREAS WHERE SERVICES, PROGRAMS, OR SPACES ACTIVITIES ARE PROVIDED TO THE PUBLIC, AND TO SUCH CONVENIENCES AS DRINKING FOUNTAINS, TELEPHONES, AND ASSISTIVE LISTENING SYSTEMS.

Seaboard Building: There is a reception area at the Franklin Street entrance. From the east parking entrance one enters in a corridor away from the Franklin Street reception area. Main offices and meeting rooms are located on the first floor. The second floor is not accessible and is an employee only area.

Supreme Court Building: There are two building reception areas located from Eighth Street and one located from the Ninth Street entrances. The Eighth Street elevators do not have Braille placed on the doorjamb for floor designation. The Ninth Street side elevators do not have the audible and visual indicators, the call buttons & emergency buttons on the control panels are mounted too high, and the elevator floor does not come within ½" of the floor at each stop. Most lobbies and corridors have objects such as ashtrays, fire extinguishers or drinking fountains, which protrude more than 4" into the pathway.

Tyler Building: The main reception desk is located inside the accessible entrance on Level 1 and is manned by security personnel during regular business hours. The accessible route contains several conditions that need to be modified, such as a non-slip resistant floor material, headroom at the open stairs, the doors to the Clerk's Office and directional signage. Other conditions that need to be modified along the accessible route include objects mounted to the walls protruding more than four inches, directional and permanent room signage, telephones and doors.

Washington Building: There is no reception area at either entrance to the building. A sign to direct visitors to the desired floor is located in the elevator lobby at the basement level. Directional signage is located throughout the building, mostly in the elevator lobbies on each floor. There is a bank of three elevators to serve the building. Conditions that will need to be modified were noted concerning the elevators, the floor materials in some areas and doors.

Zincke Building: There is a reception area on the first floor near the Governor Street entrance.

PRIORITY III FINDINGS

Aluminum Building: The Aluminum Building has no restrooms for use by the general public. Restroom facilities are for agency use only.

Bell Tower: This building serves as a kiosk for tourists to pick up information, and has no public restrooms.

Capitol: The men's public restroom facilities are located on the first and second floors. Women's public restroom facility is located on the first floor only. All other restroom facilities are for private use. These public facilities do not include the required clear floor space at the doors for maneuvering and each public restroom will require minor improvements.

Central Highway Building: Restroom facilities for the public are located on the first, third and fourth floors. All the restroom facilities on the first and third floors are located off the main corridor and have similar conditions that need to be modified. The restroom facilities on the fourth floor are located in the south wing of the building off the maintenance department lobby and have conditions that need modifications similar to those in other restroom facilities.

Consolidated Laboratory: Restroom facilities for the public are located on the second floor. Restrooms are labeled with the international symbol for accessibility and can be accessed through a vestibule/waiting room area. Modifications are needed to both men and women's restrooms to make them fully accessible.

Eighth Street Office Building: Restroom facilities for the public are located on all floors. Many of the doors to the restroom facilities have thresholds that are too high, need too much force to open and close too fast. Other items of concern include: the lack of an accessible stall, hot water pipes that are not insulated beneath the lavatory, and dispensers that require tight grasping and twisting of the wrist to operate. In addition, a visual emergency warning system has not been provided in any of the restroom facilities.

Finance Building: The only restroom facilities for the public are located on the first floor, down the corridor from the entrance. These facilities will need to be modified for accessibility.

General Assembly Building: Restroom facilities for the public are located on all floors. The restroom facilities on the first floor are located in the elevator lobby. On the remainder of the floors, there are restroom facilities located on the east (Senate) side and west (House) side of the building. The restroom facilities on the Senate side are located on the second through the eleventh floors. The restroom facilities on the House side are located on the second through ninth floors behind the elevator lobby. The restroom facilities in the basement are not public. All of the restroom facilities will require modifications to stalls and accessories.

Highway Annex Building: Restroom facilities for the public are located on all floors, except the basement level. The restroom facilities on the first floor are located inside the agency office door. On floors two through fourteen and the basement, the restroom facilities are located directly off the elevator lobby. Conditions that need to be modified were noted in each restroom, men's and women's, that were surveyed.

Jefferson Building: Restroom facilities for the public are located on all floors, except the basement level. The restroom facilities on the first floor are located inside the agency office door, off the elevator lobby. On floors two through thirteen, the restroom facilities are located directly off the elevator lobby on each floor. The mounting height of the mirrors is too high.

Library of Virginia: Restroom facilities for the public that can be accessed without an escort are located on Level B1 Parking, Level 1 and Level 2. Other public restroom facilities are available on Level 2M and Level 5 of the building. On Level 1, the number of stalls in the women's restroom requires an ambulatory stall in addition to the existing wheelchair stall.

Main Street Station: Restroom facilities for the public are located on the first and second floors at the north and south ends of the building. All of the public restrooms are located off a main corridor. The restrooms on the mezzanine level are located near the main conference room. Typically, the restrooms lack an accessible stall, lack a urinal at the proper height in the men's restrooms, have dispensers mounted at an incorrect height and need modifications to the entry doors to be fully accessible.

Memorial Hospital: Accessible public restroom facilities are located on levels one, two and three. The men's restroom is located off the corridor near the west elevator and the women's restroom is located off the corridor near the east elevator. Some modifications to stalls, lavatories, and corridor doors are needed to improve the accessibility of these toilet facilities.

APPENDICES

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APPENDIX A

GENERAL ASSEMBLY OF VIRGINIA -- 1999 SESSION

HOUSE JOINT RESOLUTION NO. 738

Requesting the Department of General Services, in consultation with the Department for the Rights of Virginians with Disabilities, the Clerk of the House of Delegates and the Clerk of the Senate, to study the physical and sensory accessibility of state-owned buildings and features within the Capitol Square complex.

Agreed to by the House of Delegates, February 23, 1999

Agreed to by the Senate, February 18, 1999

WHEREAS, the Commonwealth seeks to make its capitol fully accessible to all people, ensuring that all of its citizens may participate in the legislative, administrative, and judicial functions of state government; and

WHEREAS, the Commonwealth supports the spirit of the Americans With Disabilities Act which requires that the services, programs, and activities of state government be accessible to its citizens; and

WHEREAS, the Disability Commission, in Senate Document No. 9 (1998), found that "agencies need to be proactive in order to ensure that facilities and services are fully accessible"; and

WHEREAS, testimony delivered to the Disability Commission during the 1998 interim indicates that individuals with disabilities still encounter barriers to full physical and sensory accessibility to the buildings and features of the Capitol Square; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the Department of General Services, in consultation with the Department for the Rights of Virginians with Disabilities, the Clerk of the House of Delegates and the Clerk of the Senate, be requested to study the physical and sensory accessibility of the state-owned buildings and features within the Capitol Square complex, including the provision of sufficient handicapped parking spaces, curb cuts, automatic doors, voice prompts, and internal and external paths of travel. Recommendations shall be developed for the purpose of enhancing physical and sensory accessibility by individuals with disabilities throughout the Capitol Square complex.

The Department shall report its findings and recommendations to the Disability Commission prior to November 1, 1999, and complete its work in time to report to the Governor and the 2000 Session of the General Assembly as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents.



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Engineering and Buildings

May 21, 1999

805 East Broad Street, Room 101
Richmond, Virginia 23219-1989
(804) 786-3263
Voice/TDD (804) 786-6152
FAX (804) 371-7934MEMORANDUM

TO: Heads of Agencies at Capitol Square Complex

FROM: Nathan I. Broocke, Director SUBJECT: **Survey of Capitol Square Complex for
*Americans With Disabilities Act Compliance***

The Division of Engineering and Buildings (DEB) of the Department of General Services (DGS) is requesting your assistance in conducting a study of accessibility of DGS facilities pursuant to House Joint Resolution 738 enacted in the 1999 Session of the General Assembly.

As noted in the enclosed resolution, DGS must study the physical and sensory accessibility of the state-owned buildings and features within the Capitol Square Complex. This will involve a walk-through of the facilities of each agency to determine if public individuals with disabilities have access to your area.

You can assist DEB by designating a representative from your agency to tour your facility with a DEB Project Manager and our architectural consultant, MMM Design Group. Your representative should be knowledgeable of the areas within your facilities that must be accessed by public individuals with disabilities. The person should also be knowledgeable of any special arrangements provided by your agency to provide services to disabled persons where physical barriers restrict access to the areas where those services are normally rendered.

DEB will conduct the tours between June 2, 1999 and July 15, 1999. The exact date and time for your agency will be coordinated with your agency representative. It is estimated that the tour will range between two to four hours. DEB is also requesting an alternate representative in the event that the initial representative will not be available for the prescheduled date and time.

For your convenience, a form is enclosed to obtain the names and phone numbers of your agency representatives. This form can be faxed to DEB/Bureau of Facilities Management at 371-2467. Please return the completed form by May 26, 1999.

If you have any questions, please call me at 786-3263 or Mr. John F. Mitchell, Capital Outlay Program Assistant Director at 225-3772. Thank you for your assistance.

Enclosures

C: Mr. John F. Mitchell
Ms. Janet E. Diehl

GENERAL ASSEMBLY OF VIRGINIA -- 1999 SESSION

HOUSE JOINT RESOLUTION NO. 738

Requesting the Department of General Services, in consultation with the Department for the Rights of Virginians with Disabilities, the Clerk of the House of Delegates and the Clerk of the Senate, to study the physical and sensory accessibility of state-owned buildings and features within the Capitol Square complex.

Agreed to by the House of Delegates, February 23, 1999

Agreed to by the Senate, February 18, 1999

WHEREAS, the Commonwealth seeks to make its capitol fully accessible to all people, ensuring that all of its citizens may participate in the legislative, administrative, and judicial functions of state government; and

WHEREAS, the Commonwealth supports the spirit of the Americans With Disabilities Act which requires that the services, programs, and activities of state government be accessible to its citizens; and

WHEREAS, the Disability Commission, in Senate Document No. 9 (1998), found that "agencies need to be proactive in order to ensure that facilities and services are fully accessible"; and

WHEREAS, testimony delivered to the Disability Commission during the 1998 interim indicates that individuals with disabilities still encounter barriers to full physical and sensory accessibility to the buildings and features of the Capitol Square; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the Department of General Services, in consultation with the Department for the Rights of Virginians with Disabilities, the Clerk of the House of Delegates and the Clerk of the Senate, be requested to study the physical and sensory accessibility of the state-owned buildings and features within the Capitol Square complex, including the provision of sufficient handicapped parking spaces, curb cuts, automatic doors, voice prompts, and internal and external paths of travel. Recommendations shall be developed for the purpose of enhancing physical and sensory accessibility by individuals with disabilities throughout the Capitol Square complex.

The Department shall report its findings and recommendations to the Disability Commission prior to November 1, 1999, and complete its work in time to report to the Governor and the 2000 Session of the General Assembly as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents.

FAX TO: **John F. Mitchell & Janet Diehl**
Department of General Services
Bureau of Facilities Management

FAX #: 371-2467

DATE: _____

SUBJECT: Agency Representatives To Assist DGS With Survey
For *Americans With Disabilities* Act Compliance

MESSAGE:

The following is in response to the information you requested:

Agency Information

Name of Agency: _____
(Please Print)

Building Where Agency Is Located: _____
(Please Print)

Primary Representative

Name: _____
(Please Print)

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Alternate Representative

Name: _____
(Please Print)

Phone Number: _____

Fax Number: _____

E-mail Address: _____

APPENDIX C

**SURVEY FOR PUBLIC ACCESSIBILITY
OF CAPITOL SQUARE COMPLEX**

AGENCY REPRESENTATIVE INTERVIEW FORM

BUILDING NAME:

DATE:

AGENCY:

AGENCY REPRESENTATIVE:

QUESTIONS:

1. Where are the major entrances for the public?
2. Where is the "Reception" for the public? Access Route?
3. What is the access route to the Agency Director's office?
4. Which restrooms are "Public Restrooms"? Access Route?
5. What is the access route to the conference/meeting rooms used by the public?
6. Are public cafeterias/snack bars located within the agency? Access route?
7. Are there provisions provided by this agency to assist the public when the agency's physical features are not in accordance with ADA?

APPENDIX D

LIST OF SURVEY FORMS

SURVEY FORM 1- ENTRANCES

SURVEY FORM 2- DOORS AND GATES

SURVEY FORM 3- BUILDINGS AND CORRIDORS

SURVEY FORM 4- RAMPS

SURVEY FORM 5- ELEVATORS

SURVEY FORM 6- STAIRS

SURVEY FORM 7- LIFTS

SURVEY FORM 8- EMERGENCY WARNING SYSTEMS

SURVEY FORM 9- TOILET ROOMS

SURVEY FORM 10- ASSEMBLY ROOMS

SURVEY FORM 11- ROOMS AND SPACES

SURVEY FORM 12- RESTAURANTS AND CAFETERIAS

SURVEY FORM 13- DRINKING FOUNTAINS

SURVEY FORM 14- TELEPHONES

DGS STAFF

DIRECTOR: DONALD C. WILLIAMS

DEPUTY DIRECTOR: D. B. SMIT

DEPUTY DIRECTOR: WILLIAM G. POSTON

DIVISION OF ENGINEERING AND BUILDINGS:

NATHAN I. BROOKE

BUREAU OF FACILITIES MANAGEMENT:

BRUCE E. BROOKS

PLANNING AND TECHNICAL SERVICES:

E. LEO OWEN

◆ JOHN F. MITCHELL

◆ JANET E. DIEHL

◆ *Indicates staff with primary oversight of this study and report*