

UNIVERSAL DESIGN FOR PHYSICAL SPACES PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Universal Design Policy
Approval Date:	May 2, 2021
Effective Date:	May 2, 2021
Procedure Owner:	Vice President, Administration and Chief Financial Officer
Procedure Administrator:	Director, Facilities and Supply Chain

Overview:

This procedure supports the implementation of the Universal Design (UD) Policy where possible by providing guidance for the planning and design of facilities and physical space at NorQuest College (college).

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President to establish policies and procedures for the college's management and operation.

Procedures:

All planning for facilities and physical spaces will consider the principles of Universal Design. When new construction or renovations are proposed, consultation and early discussion will highlight UD principles to ensure that all new learning/work spaces will be as accessible as possible. The planning and design of facilities and physical space will be in consideration of and in accordance with, where legislated, of the following:

- Universal Design principles
- College space standards
- Functional programming and end-user requirements
- Physical space limitations
- Alberta Building and Fire Codes
- Alberta Barrier-Free Design Guide

Definitions:

Universal Design Principles

The Seven Principles of UD describe how environments and devices should be designed:

1. Equitable Use – The design is useful and marketable to people with diverse abilities.
2. Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.
3. Simple and Intuitive Use – The design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
4. Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

	<ol style="list-style-type: none"> 5. Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions. 6. Low Physical Effort – The design can be used efficiently and comfortably, and with a minimum of fatigue. 7. Size and Space for Approach and Use – Appropriate size and space are provided for approach, reach, manipulation, and use, regardless of the user's body size, posture, or mobility.
Related NorQuest College Information:	<ul style="list-style-type: none"> • College Space Standards (contact Facilities for a copy) • Furniture Management Procedure • Space Allocation and Utilization Procedure • Universal Design Policy
Related External Information:	<ul style="list-style-type: none"> • Alberta Barrier-Free Design Guide • Alberta Fire Code • Canadian Standards Association (CSA) B651-04 Accessible Design for the Built Environment • City of Edmonton – Access Design Guide • The National Building Code - 2019 Alberta Edition
Next Review Date:	March 2025
Revision History:	<p>May 2013: new</p> <p>August 2013: update for document links and branding</p> <p>June 2015: reviewed as per Policy and Procedure Framework: no change</p> <p>August 2019: Compliance Office template & reorganization update</p> <p>November 2020: general update</p> <p>May 2021: Reviewed</p>