

## 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.

<b>Functional Category:</b>	Operations
<b>Parent Policy:</b>	Universal Design Policy
<b>Approval Date:</b>	May 31, 2013
<b>Effective Date:</b>	September 1, 2014
<b>Procedure Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Procedure Administrator:</b>	Senior Manager, Facilities Management

<b>Overview:</b>	<p>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).</p> <p>Authority to establish this procedure is derived from the <a href="#">NorQuest College Board of Governor's Policy No. 5</a>, which delegates authority to the President to establish policies and procedures for the college's management and operation.</p>
<b>Procedures:</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Universal Design principles</li> <li>• College space standards</li> <li>• Functional programming and end-user requirements</li> <li>• Physical space limitations</li> <li>• Alberta Building and Fire Codes</li> <li>• Alberta Barrier-Free Design Guide</li> </ul>
<b>Definitions:</b>	<p><b>Universal Design Principles</b></p> <p>The Seven Principles of UD describe how environments and devices should be designed:</p> <ol style="list-style-type: none"> <li>1. Equitable Use – The design is useful and marketable to people with diverse abilities.</li> <li>2. Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.</li> <li>3. Simple and Intuitive Use – The design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.</li> <li>4. Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.</li> <li>5. Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions.</li> <li>6. Low Physical Effort – The design can be used efficiently and comfortably, and with a minimum of fatigue.</li> <li>7. Size and Space for Approach and Use – Appropriate size and space are provided for approach, reach, manipulation, and use,</li> </ol>

regardless of the user's body size, posture, or mobility.

**Related Information:**

- [Alberta Barrier-Free Design Guide](#)
- [Canadian Standards Association \(CSA\) B651-04 Accessible Design for the Built Environment](#)
- [Universal Design Policy](#)

**Related Documentation:**

N/A

**Next Review Date:**

March 2019

**Revision History:**

May 2013: New  
August 2013: update for document links and branding  
June 2015: reviewed as per Policy and Procedure Framework: no change