



CCDA

California Commission
on Disability Access



GOVERNOR EDMUND G. BROWN JR.

CALIFORNIA COMMISSION ON DISABILITY ACCESS

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MEMBERS of the COMMITTEE

Steve Dolim – Chair
Mike Brinkman
Stoyan Bumbalov
Ida Clair
Kurt Cooknick
Dennis Corelis

MEMBERS of the COMMITTEE

Gary Layman
Mia Marvelli
Sue Moe
Ewa O'Neal
Michael Paravagna

Commission Executive Staff

Stephan Castellanos – Executive Director

**MEETING NOTICE AND AGENDA
CALIFORNIA COMMISSION ON DISABILITY ACCESS**

CHECKLIST COMMITTEE

CCDA wants to provide the highest level of accessibility for all meetings. We encourage you to look at the detailed information starting on page 3.

Sep 30th, 2014

1:00 PM to 3:00 PM

(The end time is an estimate, the meeting may conclude earlier)

TELECONFERENCE # 1-866-770-5886

PARTICIPANT PASSCODE 19311577

[Live Captioning](#)

<https://global.gotomeeting.com/join/244842589>

Meeting Site Location

**BUILDING STANDARDS COMMISSION
2525 NATOMAS PARK DR SUITE 120
SACRAMENTO, CA 95833**

Notice is hereby given that the California Commission on Disability Access (CCDA) Checklist Committee will hear, discuss, deliberate and/or take an action upon the following items listed in this notice. The public is invited to attend and provide their input or comments.

ITEMS:

- 1) Call to Order/ Roll Call
- 2) Approval of Meeting Minutes (July 28th, 2014) – Action
- 3) **Comments from the Public on Issues not on this Agenda:** The Checklist Committee will receive comments from the public at this time on matters not on the agenda. Matters raised at this time may be briefly discussed by the Checklist Committee and/or placed on a subsequent agenda.
- 4) **Last meeting Action Goals:**
 - a. Survey Questions and Results from CALBO (Exhibit A & B)
 - b. Survey Questions and Results from Building Standards members (Exhibit C & D)
 - c. Effective timing for selected accessibility item inspections for Bldg. Dept.
- 5) **Sample of Phases of Inspection**
 - a. Sacramento County (Exhibit E)
 - i. Major Inspection Stages:
 - ii. Structural; **#130 Disabled Access Path of Travel (at final inspection)**; Electrical: Plumbing; Mechanical; Site; Fire & Life Safety; Equipment; Special; & Final
 - b. City (unknown) Sample: (Exhibit F)
 - i. Major Inspection Stages:
 - ii. Foundation; Structural; Electrical; Insulation; Plumbing; Block/Concrete; Pool/Spa; Mechanical; Agencies; Final
 - c. DSA Project Inspection Card (Exhibit G)
 - i. Major Inspection Stages: Site Work & Foundation Prep.; Vertical & Horizontal Framing; Appurtenances; Finish Site Work & Other Items;
Section 4 #29 Other work Accessibility
- 6) **Discuss organizing content or “bones” for conceptual inspection opportunities:**
 - a. Grading
 - b. Framing
 - c. Under-slab plumbing
 - d. Plumbing Rough-in

- e. Electrical Rough-in
- f. Pre-concrete re-bar and form check
- g. Pre-paving
- h. Site work
- i. Final

7) Samples of content that were available to view:

- a. DSA (Exhibit H)
- b. CALBO (Exhibit i)

8) Future Agenda Items: The Checklist Committee may discuss and set for action on future agendas, procedural and substantive items relating to the checklist project.

9) Adjourn

The Checklist Committee meeting is operating under the requirements of the Bagley-Keene Open Meeting Act set forth in Govt. Code Section § 11120-11132. The Act generally requires the Checklist Committee to publicly notice their meetings, prepare agendas, accept public testimony, and conduct their meeting in public unless specifically authorized by the Act to meet in closed session.

- ❖ Meetings are subject to cancellation; agenda items are subject to removal or items may be taken out of order.
- ❖ The CCDA Checklist Committee meets under the authority of Government Code § 8299.
- ❖ The CCDA Checklist Committee may hold a closed session on pending or proposed litigation involving the Commission [Govt. Code § 11126(e)] and personnel matters and performance review relating to the Commission [Govt. Code § 11126(a)].
- ❖ The meeting facilities and restrooms are accessible to individuals with disabilities.
- ❖ Each CCDA Committee meeting will provide a teleconference line, large print agendas, and captioning.
- ❖ Requests for accommodations for individuals with disabilities (sign-language interpreter, assistive listening device, Braille, or any other accommodation needed by an individual) should be made to the Commission office no later than 10 (ten) working days prior to the day of the meeting.
- ❖ Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not holding or for terminating the scheduled meeting.
- ❖ If Para transit services are needed, they may be contacted at (916) 429-2744, TDD (916) 429-2568 in Sacramento. [Sacramento Regional Transit](http://www.sacrt.com) (www.sacrt.com) has public transit available the day of the meeting. For alternate routes contact Sacramento Regional Transit at (916) 321-BUSS (2877); for hearing impaired (916) 483-HEAR (4327).
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826-7280. If you ARE NOT a certified access services rider, contact customer service at 1-800-827-0829, TDD 1-800-827-1359.

- ❖ For the latest information on meeting status, check the [California Commission on Disability Access](http://www.cdda.ca.gov/) Web Site: <http://www.cdda.ca.gov/>
- ❖ Questions regarding this notice and agenda may be directed to [Steve Funderburk](#), Office Administrator at (916) 319-9974 or at 721 Capitol Mall, Room 250, Sacramento, California 95814.

2) Approval of Meeting Minutes (July 28th, 2014) – Action

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
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MEETING MINUTES**

July 28, 2014

1. CALL TO ORDER

Chair Steve Dolim welcomed everyone and called the meeting of the Checklist Committee of the California Commission on Disability Access (CCDA or Commission) to order at 1:00 p.m. at the Building Standards Commission, 2525 Natomas Park Drive, Suite 120, Sacramento, California 95833.

Chair Dolim reviewed the meeting protocols.

ROLL CALL

Committee Members Present:

Mike Brinkman
Stoyan Bumbalov
Ida Clair
Kurt Cooknick
Gary Layman
Mia Marvelli
Susan Moe
Ewa O'Neal (Teleconference)

Committee Members Absent:

Dennis Corelis

Commissioners Present:

Steve Dolim, Chair
Michael Paravagna

Staff Present:

Stephan Castellanos, Executive Director
Angela Jemmott, Program Analyst
Steven Funderburk, Office Technician

Also Present:

Jim McGowan, Executive Director, California Building Standards Commission (CBSC)
Michael Nearman, Deputy Executive Director, CBSC
David Peters, CEO, Lawyers Against Lawsuit Abuse (Teleconference)

Chair Dolim called the roll and confirmed the presence of a quorum.

2. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA

No public comment.

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3. INTRODUCTIONS

Chair Dolim asked Committee Members to introduce themselves.

4. PURPOSE AND BACKGROUND

There was no discussion on this agenda item.

5. TASK DEFINITION AS STATED BY LEGISLATURE

Executive Director Castellanos read the CCDA's task definition as given by the Legislature in Senate Bill 1608, California Government Code Section 8299.06: "The Commission, as soon as practicable, but in no event later than July 1, 2010, shall develop, in consultation with the staff of the California Building Standards Commission, a master checklist for disability access compliance that may be used by building inspectors."

Chair Dolim stated the Commission, along with the California Building Standards Commission (CBSC) and the Division of the State Architect (DSA), has been given another chance by the Legislature to complete this task. He stated the importance of hearing from those who were previously involved to help the Checklist Committee understand what transpired that kept the Commission from successfully completing a master checklist the first time around. He invited members of the public who participated in the earlier effort to enter into today's discussion.

Public Comment:

Jim McGowan, the Executive Director of the CBSC, stated the use of a master checklist is voluntary. He suggested including building officials in the process and in the design because they are the ultimate end user. If it does not meet the needs of building inspectors in the field, it will not be utilized. He urged Committee Members to listen to the counsel of the building officials with respect to what their people will not use in the field. Carrying around a binder of information materials is similar to carrying around a codebook, and on the building site they will not carry that material.

In the initial meeting of the previous CCDA Committee, the California Building Officials Association (CALBO) requested something in tri-fold and simple that they could carry in their pockets. Mr. McGowan stated his counsel would be to create something that building officials will be willing to utilize.

Mr. McGowan stated the previous CCDA Committee considered making the checklist into an electronic type of application, but many local jurisdictions cannot afford to buy their staff electronic devices. He asked Committee Members to keep the main customer in mind while creating the master checklist, because, if it does not meet their needs, they will not use it.

Committee Member Questions and Discussion:

Committee Member Bumbalov stated the California Department of Housing and Community Development (HCD) developed a checklist for Chapter 11A for the

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Commission two years ago. The intent was to provide something that can be seen and touched, with section numbers, pictures, and diagrams, and was pocket-sized. The HCD was unable to make the checklist smaller than 8-1/2x11, although it is downloadable from the CCDA and HCD websites. It is broadly used, but needs to be updated because it is based on the 2010 California Building Code (CBC).

Chair Dolim stated he liked the idea of keeping the checklist concise and compact with a downloadable feature.

6. TIME FRAMES FOR DELIVERABLES

There was no discussion on this agenda item.

7. VISION OF DELIVERABLE

a. Samples of Different Styles of Checklists

San Francisco Port

Richard Skaff/Restaurant Association

Restaurant Association Health and Food Safety Checklist

Codemasters

Even Terry Associates

Builder's Book Store Products

DSA Checklist

CALBO Samples from Layman

b. Discussions of Successes and Failures with Above Styles

c. Other Style Ideas

d. Development of CCDA Deliverable Guiding Definition

Chair Dolim showed Committee Members several examples of checklists from other organizations to help in the creation of the master checklist. There were books, tri-folds, pocket-books, one-page/one-subject summary sheets, and downloadable versions. He asked Committee Members to share about the materials they brought and about their vision for the master checklist.

Committee Member Layman discussed a seven-page Swimming Pools, Wading Pools, and Spas checklist he put together. It is used as a field guide, and contains a table and check boxes. He noted that, in his jurisdiction, building inspectors do take laptop computers in the field. They can copy and paste the comments, complete with code sections, off of their laptops and onto their correction notices.

He agreed with Committee Member Bumbalov to eliminate the comment lines, which could reduce the size; put the section numbers at the end instead of at the beginning; and eliminate the table, which can be misleading and confusing to lay persons.

Committee Member Layman also discussed a three-page Parking Facilities Checklist he put together. Along with the building inspector in the field, office staff can use this checklist to answer questions from the public about what is required for accessible parking. This checklist lists the requirements for every phase, and, since it is a Word

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document, staff can print specific sections. He has received positive feedback from inspectors in the field and staff, because staff can use the checklist instead of going to the code, and inspectors in the field can copy and paste from that list for corrections. Committee Member Layman stated the Parking Facilities Checklist could be designed as a tri-fold, as Mr. McGowan mentioned.

Committee Member Layman stated he is currently putting together a form for inspectors in the field to follow what is reviewed at each inspection or at each phase of construction, from what is reviewed at a foundation inspection to what is reviewed at a final inspection. It will also have copy-and-paste capabilities, and is a simple comment list as well as a checklist. It can also be designed as a tri-fold.

Committee Member Clair asked Committee Member Layman what building officials used prior to his checklists. Committee Member Layman stated they did not have checklists based on accessibility. They did not carry anything with them, but did inspection "off the top of their heads," which is not an uncommon practice. He noted some of the examples on the table were very thorough, especially the one that reproduces the codebook into a smaller form.

Chair Dolim stated it is not the time or the purpose of a checklist for an inspector in the field to open the codebook to figure things out.

Executive Director Castellanos stated the Legislature recognized that there were no tools for inspection and that failure occurred in compliance as a result of the final inspection. He stated he read all past agendas and minutes of CCDA meetings to follow the conversation. He concluded that there were many products that support plan review and providing surveys, but surveys are a different activity than doing a field inspection from a local building department perspective.

Executive Director Castellanos agreed with Mr. McGowan's comment that the checklist has to be useable by a field inspector. He requested that Committee Members consider defining "master checklist ... that may be used for building inspectors." He stated it is defined for plan reviews and for surveys, but he asked what it is for field inspectors. After defining the terms, the Committee can begin discussions about content with regard to those definitions. He asked if the DSA has anything for their field inspectors.

Committee Member Moe stated the DSA has an inspection card and a manual for their project inspectors. They have specific training sessions so inspectors know what to look for when they go out to a facility. Also, inspectors have to certify, so there is more training during the certification process. She cautioned that the tri-fold cards available from the Builders Bookstore have errors.

Chair Dolim agreed with Executive Director Castellanos that the Committee needs to stay focused on what is going to help the field inspector, not the plan review. He recommended as a goal to stay focused on the CCDA's Top-Ten violations for lawsuits. Parking violations are five of the Top-Ten violations. A tri-fold on parking would help alleviate half of the Top-Ten violations.

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Commissioner Paravagna agreed with beginning in small steps and dealing with the hotter issues first, and then, after getting feedback, perfecting the process moving forward. He asked if there was a budget for the checklist. Executive Director Castellanos stated there is a budget for the meetings and for pulling together the content, but not for producing any material. He suggested preparing the content first before looking into how to distribute it.

Committee Member Cooknick suggested asking building officials about the areas that are the biggest mysteries or where they have the largest problems. He suggested, along with forming the checklist, to deal with the Top-Ten violations that the DSA finds are not in compliance, including the areas where the building officials are unclear.

An unidentified Committee Member stated the Top-Ten violations are more about existing facilities that are not new. It may be better to find out where the deficiencies are in new construction alterations than it is to deal with the Top-Ten list.

Executive Director Castellanos stated the need to be careful not to rely on the Top-Ten list too much, as it verifies the kinds of buildings, but not necessarily whether the lawsuit is a result of a failed initial inspection or if it is three years old. The law came as a result of complaints arising from noncompliance in new facilities.

The checklist can be a prompt to remind inspectors of what to check or it can be more comprehensive. It would be nice to have more information about the things that do not pass most often in new construction so they can be spot-checked. There is survey work being done on that, and staff can ask for that information.

The Commission is only dealing with one step in the construction process with the assumption that the plan reviewers, architects, and engineers are doing their jobs. The Legislature feels this one little group has been left out of the process. The Commission is charged with providing them with another tool to ensure all of the good work that has preceded them is being adhered to.

Committee Member Clair stated there is a danger of condensing the checklist too much. She suggested making it digitally based or creating it as an app with sufficient text that inspectors do not have to check the code unless they have a question. Then, inspectors can click on the code and read it. It is initially condensed, but immediately expandable. Some jurisdictions may not have the technological capability. She suggested, as part of the outreach, determining if technology is a possibility by asking what their technological resources are, the number of inspectors in their jurisdiction, and if they carry phones. If that can be understood, the Committee can create a better layered process than a condensed process that may end up not working as well. Chair Dolim agreed that layering would be a good strategy.

Commissioner Paravagna stated inspectors stay current if the checklist is electronic, because updates will automatically be made for everyone.

Committee Member Moe stated issues that she hears consistently at project inspector trainings are when to start the inspection process, how and where to measure, and

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what the accessibility requirements are for signage. She stated part of the problem is the misunderstanding of what is required to be accessible.

An unidentified Committee Member stated the master checklist will have minor checklists under it. She stated she agreed with Committee Member Layman that the checklist could be broken up into the phases of inspection. She suggested the first breakdown might be the phases of construction where inspection occurs and, from there, what the inspectors need to look for in each phase.

Committee Member O'Neal stated the need to determine the sequence of construction to use for the checklist. She agreed with writing the checklist to the phases of construction and to have certain inspections checked at certain times.

Public Comment:

Michael Nearman, the Deputy Executive Director of the CBSC, stated this sounds like a good starting point. He suggested a survey of building officials and recommended a popular website, which they use to exchange information that might be a good tool. He suggested reaching out to CALBO and the American Institute of Architects (AIA) to come up with a survey list of the hot items and the importance of what types of devices they think they will use to give Committee Members an idea of what is possible. He stated he agreed with the move towards an electronic checklist, but cautioned that it has always been held back because the electronic possibilities are unknown. He suggested getting some feedback on that type of topic as a secondary direction.

Committee Member Questions and Discussion:

Committee Member Moe stated the DSA sent a survey to the project inspectors for their feedback. The DSA asked a series of questions and tailored their training based on the answers to those questions. She stated the DSA impresses the need for project inspectors to inspect to the approved plans and specifications that have gone through the review process by the DSA Plan Review staff.

Chair Dolim summarized the discussion to this point:

- A survey will assess the technology base
- The building inspector focus means focusing on newer construction
- The delivery method needs to be capable of updates

He asked for comments from Committee Members that have expertise in surveying or technology. Committee Member Clair stated a portable document format (PDF) can be created with hyperlinks. The master checklist can be created in Word and transferred into a PDF, where the highlighted code can be clicked on to navigate directly to that section of the code.

Executive Director Castellanos stated the DSA's inspection tool is comprehensive, but not specific. It is another good example of how to start a checklist. He suggested making the DSA's inspection tool look more generic so it will have a longer shelf life.

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Committee Member Marvelli asked if the DSA inspection list is for during construction, after constructed is completed, or if there is an overlap. Committee Member Moe stated the DSA instructs its inspectors that certification starts when construction begins, whether it is new construction or an alteration. The inspection process begins when construction begins. The new inspection tool with the layered inspection results will begin August 1st, so it has not been technically tested yet.

Executive Director Castellanos stated the DSA inspection tool is on their website and is a good place to start in terms of what a master checklist should include. From there, the Committee can start to discuss delivery of that information.

Commissioner Paravagna stated inspectors either have access to technology in the field or they do not. He stated the need, if the checklist is technology-based, to deliver a compatible product for inspectors who do not have technology in the field.

An unidentified Committee Member stated inspectors who do not have technology in the field can print out the up-to-date, relevant areas to take with them.

Executive Director Castellanos asked the three building departments represented in this Committee if a lack of clarity in the drawings occurs often and requires a more complete reference.

An unidentified Committee Member stated it does happen often. It is easy to make it right on the plan, but in the field it is totally different.

Executive Director Castellanos stated, when an inspector in the field encounters something like that, they may miss it because it is not on the plans, or they may not know it is an access item and pass it without being aware of it.

Committee Member Bumbalov stated inspectors in the field have check points. If they do not know something, they double check it.

Executive Director Castellanos stated, in terms of things that arise in the field that are not clear or contained in the drawings, the inspector can do one of two things: they miss it and there is an automatic failure, or they are skilled enough to know something is wrong and they seek the reference somehow, by calling the office or carrying a book.

An unidentified Committee Member agreed and stated, with the DSA projects, if there are existing field conditions that do not match what is on the plans, then the project inspector writes up a deviation notice, which comes through the architect or the engineer, through the contractor, and then through plan review. The deviation notice alerts them of a problem.

Chair Dolim stated eighty percent is existing inventory. He cautioned against ignoring it while focusing on a system for new construction. He also cautioned against making the system so complex that it only works for new construction and does not have at least some touch points on the existing basic inventory.

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An unidentified Committee Member stated it goes back to when the inspectors go out and do plan review per what is indicated on the drawings. The inspector needs to look to the set of plans, especially in existing construction, to look at the scoping portion of it. Without that balance of the scoping and the technical, potentially, they are going to point out things that they think are required to be accessible that are not.

She recommended the checklist be part of a layered system, where the project goes from the designer to the plan reviewer to the contractor to an inspector who inspects it. If the checklist mirrors that, then the final checklist is a condensed list for the inspector. If there is an issue, it goes back a layer, which is a plan review list that offers more information, and then back to the next layer, to the designer who created it.

She stated, although not all jurisdictions can afford it, technology only moves forward. If the Committee aims at providing something static, it will not serve the constituency or the mission of compliance. By putting something out there that is valuable, in some ways the cost of technology, even if it is shared, becomes less because the value of it is more important.

Executive Director Castellanos agreed. He stated he liked the DSA format because it is hyperlinked directly to the code. This does not prevent the use of it as a hard copy, because it is a straight checklist by section. He suggested creating a comprehensive on-line document that provides hyperlinks with the code for people who have questions.

An unidentified Committee Member agreed that this format will serve the constituency better, and will also protect the CCDA. A more condensed product can be misused where people point to the CCDA as the source of the misinformation. If it is layered, that content is there. The hyperlinks straight to the code are built in.

Public Comment:

Mr. Nearman agreed that the DSA checklist is a good comprehensive master. Three years ago, the past Checklist Committee thought the DSA plan review checklist was the answer and considered using that as the master checklist. He cautioned that legislators may remember that situation and, if they hear similar language coming out again, they may not approve.

Commissioner Questions and Discussion, continued:

Chair Dolim stated he would like to develop a goal statement as to the shape and format of the master checklist. He summarized the goals so far:

- An electronic format that is printable
- A technological solution of layering
- A way to be updated

He stated the Committee has determined the checklist is a product for newer construction, but Committee Members have yet to discuss how to address the existing inventory that is going through maintenance and if the checklist will be responsible for that, too.

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Committee Member O'Neal stated the checklist for existing buildings should address only what the inspection is for. She gave the example of an existing building where the plans and work are only on a small portion of the building. Inspectors have no authority to question the rest of the property or the building even though it might not be in compliance. They can only inspect what the permit was issued for, which means the checklist should only address items to be inspected.

Public Comment:

Mr. Nearman stated there are projects in existing facilities where the scope of work addresses a small portion of the building, and the overall evaluation of the project is impacted by the amount of accessibility that is requested for that project. There is a hardship issue that comes in, and some projects are limited. There is a twenty percent threshold, where the local official determines which of the items are most important to incorporate, but full coverage of everything in every case is not possible.

Commissioner Questions and Discussion, continued:

Committee Member O'Neal stated the hardship form or the summary of the upgrades should be provided on the plans that the inspector can inspect, but there may be projects that are not so clear. The plans will address whatever is supposed to be inspected. She suggested that the checklist make clear that it is limited by what the permit was issued for.

Committee Member Moe stated the DSA developed this procedure to clearly delineate on the plan when the inspector goes into the field, and what it is they need to inspect. The project inspector trainings teach that there is a difference between the terms "accessible route" and "path of travel." An accessible route only exists in new construction, and a path of travel only exists in existing construction. The trainings mention the accessible route, but focus on the path of travel.

Committee Member Marvelli suggested creating a set of assumptions as to how it will be used. It should not be an issue for the checklist to list which items will effectively determine access on a path of travel, alteration, or improvement. An effective use of the checklist sets the stage, and the stage is that there is a design process that incorporates this, there is a plan review process that ensures that the design information is clearly delineated, and there is an inspection process that, at these different layers of inspection, certain items are checked, and at a final inspection, it passes. She stated the need to understand that the onus of success of a project is not at the final inspection with someone adhering to a checklist. By then, it is too late. She stated there is a process and she suggested that the Committee set parameters on that process to successfully use the tool that it is providing.

Executive Director Castellanos stated his interest in the use of a checklist tied to inspector training, as Committee Member Moe mentioned. He questioned what CALBO is doing with regard to access. Committee Member Layman stated CALBO has

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instructors that create their own programs based on the codebook. He stated it was possible to put a program together on the master checklist.

Chair Dolim stated he would like to develop a group definition, a mission. He stated the master checklist will be reflective of phases of when an inspection occurs, not just the finished product. He asked Committee Members for comments and suggestions.

Committee Member Bumbalov stated the HCD checklist is developed in a different way broken down by exterior and interior. He stated he did not understand how the phases can be put into a checklist.

An unidentified Committee Member noted that, two summers ago, during the Senate Bill (SB) 1186 conversations, one of the ideas was the notion of construction observation by someone with construction knowledge at key milestones to catch potential problems early in the construction process.

Executive Director Castellanos stated the phase element and the layering element are both necessary. The design goes through the plan review and includes the inspection in stages.

Chair Dolim used the example of having ten or twelve points on an item of inspection and coloring the first tier to be inspected blue, the second tier red, and the final tier green as a way to make one list focus an inspector for the appropriate time they are on the site.

Committee Member Clair stated, if it is effectively layered where a procedure is set up on how to support a successful inspection by using a layering process, eventually, many individuals will begin to use it, including designers, as long as it has depth and, ultimately, adds clarity by linking back to the code, as it is part of the layers.

Committee Member Layman confirmed what Committee Member Clair said about layering. He stated many inspectors do not check the elevation, or if there is a 6-inch block wall or an 8-inch block wall, or 2x4 studs or 2x6 studs when checking the foundation for the plumbing. He suggested that these be some of the bullet points on the master checklist, because they are important for accessibility and need to be caught early, not at the final inspection.

Committee Member Marvelli agreed and stated the checklist is looking at it from a completely different standpoint than from her background, which is the final inspection, but she noted that, in her experience, there is always a problem that must be fixed.

Chair Dolim summarized that some of the comments were to develop the comprehensive list, give it to the building inspection team to say what should be inspected on the first, second, and third visits, and maybe there will be some iterations that come as a result of the phases of this inspection.

Committee Member Clair stated, in going towards that goal, that CALBO, the AIA, and the DSA Academy can start developing training that integrates the checklist. She stated, since they all are participating in the master checklist's development and all are offering

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training, it will send a common message and will start to change how the profession uses it.

Committee Member Cooknick noted that the master checklist will compel the designer to provide what people will be looking for from them.

Chair Dolim asked if it is important for the inspectors to have code citations in the checklist. Committee Member Clair stated the importance of providing a hyperlink to the code. She stated, when they start using it in that way, that becomes a universal language, they begin to remember where it is in the code, and their knowledge is increased. Chair Dolim stated it is a paraphrase of the code up to that point.

Committee Member Clair agreed and stated, if the code is hyperlinked, it will always be available and inspectors can get to the complete language and gain an understanding in that section. Then, when they read it the next time, in their minds they already know what it says.

Chair Dolim asked how, in Committee Members' vision of the checklist, to deal with 11A and 11B. He asked if there are so many differences between the two that a parallel document will need to be created.

An unidentified Committee Member asked what the difference in inspection is between the two. Committee Member Layman stated 11A and 11B are very different; however, they can be incorporated together, as Committee Member Clair said, by putting them in Word and PDF formats and creating hyperlinks to the code through all phases of inspection. If inspectors have a question, they can click on the hyperlink. Committee Member Layman stated providing the master checklist in this format is an inexpensive process that will be available to all divisions and everyone involved. For those who do not have the technology, they can print it out and take it in the field with them. Also, as Jim McGowan said, tri-folds can be put together for the different phases and different inspections. Inspectors know what they will be inspecting, so they can select the appropriate tri-fold on their way to the site, if they do not have a computer.

Committee Member Bumbalov stated Chapters 11A and 11B have different issues. There are few circumstances that require both chapters. He stated inserting both chapters into the same checklist may not work.

Committee Member Layman suggested that there be an 11A and an 11B that are separate, but could be put together for the final product into one book. The book would be hyperlinked so the differences would be addressed.

Committee Member Bumbalov stated his concern with linking 11A and 11B together, as they have not only different bullet points but also bullet points that overlap. He stated the same issues do not need to be pointed out.

Committee Member Marvelli stated 11A and 11B would be different checklists. It is all part of the same umbrella with the same result; it just takes a different path.

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Committee Member Marvelli agreed that having the code citation hyperlinked on the checklist is important, because it puts the onus on the inspector to research what they need to, and it would not have an incorrect code reference on the checklist if the code section is restated.

Committee Member Moe stated there can be projects where there is overlap of 11A and 11B, where both chapters would apply depending on the type of housing it is. The issue is the portions of 11A that apply and the portions of 11B that apply have to be clear on the plans. This goes back to clearer drawings, clearer scoping, and a clearer plan review that then goes to the building inspector, who now knows what to inspect to, and back to an inspector inspecting to the plans.

Committee Member Bumbalov stated these are circumstances that cannot be captured in a checklist. Committee Member Moe agreed. Chair Dolim agreed that it is not a plan checker's checklist, but will be a field inspector's checklist.

Public Comment:

Mr. McGowan stated he has heard all of this before, with the exception of the phase construction. The initial Committee stayed away from merging 11A and 11B, and ended up with two Subcommittees. That is why the HCD voluntarily put out a checklist.

Mr. McGowan stated the thrust of the legislation as it was understood at the time was to focus on businesses and the complaints they received for noncompliance. He recommended not combining 11A and 11B together, but he agreed with possibly making them separate checklists.

Chair Dolim asked if he was saying to put efforts in the business side first. Mr. McGowan stated it would be similar to Committee Member Lehman's pool example, where the scoping provision immediately splits into the housing side and the commercial side. The first choice is if it is a housing project or a non-housing project, utilizing HCD's work for the residential side.

He stated 11B has been recently changed from 11A, not only in its topics and how it is set up, but its number sequencing follows the ADA now. Not that it was that well-aligned before, but at least there was commonality in the nomenclature. So, now that that has changed, that creates a whole new level of reference and understanding of what this section means for housing as opposed to the commercial side. Secondary to residential, he suggested focusing on commercial.

8. SET UP OF SUB-GROUPS AND FOCUS ON WORK EFFORTS

- a. Meeting Schedules**
- b. Document Development**
- c. Time Line Development**
- d. Graphics**
- e. Product Data Entry**

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Chair Dolim asked about the timeframe for the master checklist. Executive Director Castellanos stated there is no end date, but, because it is so late, there is some urgency communicated to both Commissions from the Legislature.

The checklist was a big item when it was first incorporated into legislation. There may be a perception that there is a failure in inspection that causes lawsuits and does not provide for full compliance as it should be. He stated every tool the Commission can add to enhance outcomes in terms of access is desirable. He stated CALBO is doing their part, and the DSA has a great program with inspection and Certified Access Specialists (CAsp).

The goal is to use the rest of the year to get beyond the definitions, begin focusing on content, and then begin determining delivery methodologies. He added that Committee Members made a good start on it today.

Chair Dolim asked, since there is some organizational pressure to show the Legislature that the Checklist Committee is moving, if it would be more effective to demonstrate that less is moving but works well, or that more is moving but does not work as well.

Executive Director Castellanos agreed with Mr. McGowan that the usefulness of this tool is the most important. If this Committee can make a statement that CALBO, local building officials, the DSA inspection program, and the training components are all aligned to make this work and are moving in that direction, that is going to be a powerful statement.

Executive Director Castellanos asked Mr. McGowan if the earlier Committee made connections between the user, the producer, and the developer of the document and made joint statements about how it will be used as a training tool and in the field. He stated his recollection of reading the minutes is that they talked about the delivery technology, but did not spend much time talking about content or utility.

Mr. McGowan stated the content part of it was left to the Subcommittees, and it was their responsibility to come back with a product for the full Commission. There was a certain amount of dysfunctionality in this process. He noted this Committee is drilling down far more than the past Committee did. He suggested learning from the past Committee's mistakes. He recommended not losing sight of who the customer is and trying not to impose additional inspection sequences or processes upon them, but instead pointing out that they have certain things they should do. He stated he liked the phase idea that was discussed today.

Commissioner Paravagna suggested developing a pilot with inspectors in the field for their feedback.

Chair Dolim stated the need to get roles in expertise of the group to understand who can lead this a little further for the first, second, and third part of the conversation. It is important to get the mental organization of this put together to reach that end result.

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He asked Committee Member Moe who developed the DSA training inspector list. Committee Member Moe stated it was a joint effort with the DSA staff.

Chair Dolim asked if the DSA training inspector list is technologically difficult to work with. Committee Member Clair stated it is a PDF, a static document with no hyperlinks.

Chair Dolim stated the DSA training inspector list is the first step. The linkage part is the next step. He asked who knows about that. Committee Member Clair stated this would be the people on the technological side of the DSA.

Chair Dolim asked Committee Members O'Neal, Brinkman, and Layman if they would step into the phasing side of how to break the master checklist into inspection observation times.

Executive Director Castellanos stated local building job cards are phased. He asked if the DSA job cards are phased. Committee Member Clair stated they are. She will send a sample to staff.

Chair Dolim asked Committee Members if there were aspects and features of this that the Committee needs to focus on and discuss the talents needed at the table.

Committee Member Marvelli suggested surveying the building officials with questions such as where they see their technological capabilities and where they see themselves in five years.

Chair Dolim asked if CALBO would be best to prepare that survey for their organization. Committee Member Layman stated Committee Member O'Neal can ask Jeff James to run a flier out to the building officials with the request.

Chair Dolim asked if a thirty-day timeframe is realistic for that kind of information. Committee Member Layman answered in the affirmative. Executive Director Castellanos offered the help of the CCDA staff.

Chair Dolim asked Committee Member Moe to lead the list group to send out a list for Committee Members.

Executive Director Castellanos stated staff will post the DSA manual on the CCDA website and generate a draft of the definitions and goals discussed today to be sent to Committee Members for their review. He asked for feedback and other goals that may have been missed. He stated the goals were as follows:

- It should be reflective of the inspection phases, but also be cognizant of the end product
- It should be easily updated
- It should have good technology
- It must be accepted by local building officials and inspectors
- It should be connected to training by CALBO, the AIA, and the DSA
- It should incorporate code citations
- It should focus on 11B, or commercial or existing buildings

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- To start with a comprehensive list
- To survey local building officials and architects

Public Comment:

Mr. Nearman stated it sounds like many different activities could be happening simultaneously. He stated he would like to hear about future meetings a week in advance and receive information to familiarize himself with.

Committee Member Questions and Discussion:

Chair Dolim stated there are thirty days to get a survey back from CALBO and one week for Committee Member Moe to circulate the list, which will generate massive input. Committee Member Layman stated in thirty days the inspection process should be complete and presented to the CALBO Committee so there will be something at the table for this Committee's review.

Chair Dolim stated there could be inspection list and scope progress while the survey is out. He asked who would be skilled in meeting with Committee Member Moe to give input on the inspection list before the next meeting, to bring a rough idea, in reflection with the survey, back to the group in thirty days.

Executive Director Castellanos stated Committee Members Moe and Clair, and Chair Dolim will work on the inspection list.

Chair Dolim stated the survey work is going to be done at CALBO. Committee Members Layman and O'Neal will work with CALBO on the survey tool.

Committee Member O'Neal asked for verification on the survey questions. Chair Dolim stated the technology level of the various jurisdictions, input of the content on the checklist and if it is going to include the scope and phases of inspections, the phases that would be most valuable as an inspector regarding accessibility, and what gives the most trouble to an inspector are the survey questions.

Executive Director Castellanos stated two Subcommittees have been put in place today. The next Committee meeting will be six weeks from today. Staff will send materials out one week ahead of time.

Chair Dolim thanked everyone for their ideas and input.

9. OTHER INPUTS

There was no discussion on this agenda item.

10. FUTURE AGENDA ITEMS

There was no discussion on this agenda item.

11. ADJOURN

There being no further business, the meeting was adjourned at 3:05 p.m.

4) Last meeting Action Goals:

- a. Survey Questions and Results from CALBO
(Exhibit A & B)

In an effort to better serve our CALBO members, the CALBO Access Committee would like you to take this quick 5-minute survey so we can ultimately provide you (the end user) with some helpful tools. Please complete this survey on or before August 22, 2014.

- 1) What type of technology does your jurisdiction's building inspectors use during their inspections?
 - a) Field laptops, iPads, and/or smart phones.
 - b) Hand written correction notices
 - c) Both a) & b).
 - d) Other: _____
- 2) Would a checklist divided into types of inspections be desirable? EX: What accessibility features you need to look for during a Foundation inspection; what to look for during a Frame inspection; etc. OR would more a traditional type of checklist be desirable. EX: DSA's checklist, CalDAG, etc.
 - a) A type of inspection checklist.
 - b) A traditional type checklist.
 - c) Both would be nice to have.
 - d) Other: _____
- 3) What type of format would you desire?
 - a) Online downloadable format (Editable format with ability to copy and paste)
 - b) Preprinted hard copies.
 - c) Either format.
 - d) Other: _____
- 4) What field accessibility issues are more common and problematic during your inspections? (that way we can start with the hot topics first).
 - a) Parking.
 - b) Accessible routes.
 - c) Site issues, slopes and grades.
 - d) Signs
 - e) Restrooms
 - f) Other: _____
- 5) Does your jurisdiction currently have sufficient number of CASp inspectors to meet the requirements of SB 1608, if so, are they?
 - a) In-house.
 - b) Consultant's
 - c) Combination of a) & b)
 - d) Other: _____
- 6) Is your jurisdiction planning on certifying in-house plan checkers and/or inspectors in the...?
 - a) Next 6-12 months
 - b) Not sure
 - c) Will be utilizing CASp consultant service completely
 - d) Will be supplementing with CASp consultants on an as needed basis

Thank you in advance for your time,

CALBO Access Committee



Constant Contact Survey Results

Survey Name: CALBO Accessibility Committee Survey

Response Status: Partial & Completed

Filter: None

8/19/2014 10:52 AM PDT

What type of technology does your jurisdiction's building inspectors use during their inspections?

Answer	0%	100%	Number of Response(s)	Response Ratio
Field laptops, iPads and/or smart phones			20	12.5 %
Hand written correction notices			83	51.8 %
Both			53	33.1 %
Other			4	2.5 %
No Response(s)			0	0.0 %
Totals			160	100%

Would a checklist divided into types of inspections be desirable (Example: What accessibility features you need to look for during a Foundation inspection; what to look for during a Frame inspection; ect), or would a more traditional type of checklist be desirable (Example: DSA's checklist, CalDAG; ect)?

Answer	0%	100%	Number of Response(s)	Response Ratio
A type of inspection checklist			58	36.2 %
A traditional type of checklist			17	10.6 %
Both			76	47.5 %
Other			5	3.1 %
No Response(s)			4	2.5 %
Totals			160	100%

What type of format would you desire?

Answer	0%	100%	Number of Response(s)	Response Ratio
Online downloadable format (Editable format with ability to copy and paste.)			48	30.0 %
Preprinted hard copies			19	11.8 %
Both			85	53.1 %
Other			4	2.5 %
No Response(s)			4	2.5 %
Totals			160	100%

What field accessibility issues are common and problematic during your inspections?

Answer	0%	100%	Number of Response(s)	Response Ratio
Parking			65	42.7 %
Accessible routes			92	60.5 %
Site issues, slopes and grades			105	69.0 %
Signs			61	40.1 %
Restrooms			75	49.3 %
Other			14	9.2 %
Totals			152	100%

Does your jurisdiction currently have a sufficient number of CASp inspectors to meet the requirements of SB 1608?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			72	45.0 %
No			59	36.8 %
Not sure			26	16.2 %
No Response(s)			3	1.8 %
Totals			160	100%

Which of the following CASp inspectors does your jurisdiction use?

Answer	0%	100%	Number of Response(s)	Response Ratio
In-house			59	36.8 %
Consultants			61	38.1 %
Both			29	18.1 %
Other			6	3.7 %
No Response(s)			5	3.1 %
Totals			160	100%

Is your jurisdiction planning on certifying in-house plan checkers and/or inspectors?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes, within the next 6-12 months			61	38.1 %
No, will be utilizing CASp consultant services completely			18	11.2 %
No, will be supplementing with CASp consultants on an as needed basis			22	13.7 %
Not sure			40	25.0 %
Other			16	10.0 %
No Response(s)			3	1.8 %
Totals			160	100%

4) Last meeting Action Goals:

- b. Survey Questions and Results from Building Standards members (Exhibit C & D)

Survey Results from Non-CALBO Members

**Survey Listserv provided by Building
Standard Commission**

Total Survey Response: 27

8 responded(Noting as previously taken survey)

Statistical Data collected from 19 of the responses

1) What type of technology does your jurisdiction's building inspectors use during their inspections?

- a) Field laptops, iPads, and/or smart phones
- b) Hand written correction notices
- c) Both a) & b)
- d) Other: _____

A Total Response 5	B Total Response 12	C Total Response 2	D Total Response 0
Response Ratio 26%	Response Ratio 63%	Response Ratio 11%	Response Ratio 0

2) Would a checklist divided into types of inspections be desirable? EX: What accessibility features you need to look for during a Foundation inspection; what to look for during a Frame inspection; etc. OR would more a traditional type of checklist be desirable. EX: DSA's checklist, CalDAG, etc.

- a) A type of inspection checklist
- b) A traditional type checklist
- c) Both would be nice to have
- d) Other: _____

A Total response 3	B Total response 2	C Total response 14	D Total response 0
Response Ratio 16%	Response Ratio 11%	Response Ratio 73%	Response Ratio 0

3) What type of format would you desire?

- a) Online downloadable format (Editable format with ability to copy and paste)
- b) Preprinted hard copies
- c) Either format
- d) Other : _____

A Total Response 11	B Total Response 4	C Total Response 3	D Total Response 1
Response Ratio 58%	Response Ratio 21%	Response Ratio 16%	Response Ratio 5%

4) What field accessibility issues are more common and problematic during your inspections? (that way we can start with the hot topics first).

- a) Parking
- b) Accessible routes
- c) Site issues, slopes and grades
- d) Signs
- e) Restrooms
- f) Other: _____

A Total Response 1	B Total Response 11	C Total Response 10	D Total Response 2	E Total Response 3	F Total Response 1
Response Ratio 4%	Response Ratio 39%	Response Ratio 36%	Response Ratio 7%	Response Ratio 10%	Response Ratio 4%

5) Does your jurisdiction currently have sufficient number of CASp inspectors to meet the requirements of SB 1608?

- a) Yes
- b) No
- c) Not sure

A Total Response 12	B Total Response 5	C Total Response 2
Response Ratio 63%	Response Ratio 26%	Response Ratio 11%

6) Which of the following CASp inspectors does your jurisdiction use?

- a) In-house
- b) Consultant's
- c) Combination of a) & b)
- d) Other: _____

A Total Response 5	B Total Response 11	C Total Response 3	D Total Response 0
Response Ratio 26%	Response Ratio 58%	Response Ratio 16%	Response Ratio 0%

7) Is your jurisdiction planning on certifying in-house plan checkers and/or inspectors in the...?

- a) Yes, within next 6-12 months
- b) No, will be utilizing CASp consultant service completely
- c) No, Will be supplementing with CASp consultants on an as needed basis
- d) Not sure
- e) Other: _____

A Total Response 10	B Total Response 3	C Total Response 5	D Total Response 1	E Total Response 2
Response Ratio 47%	Response Ratio 14%	Response Ratio 24%	Response Ratio 5%	Response Ratio 10%

8) As a useful tool, should the checklist be organized by?

- a) Phase
- b) Final Inspection only
- c) Independent (i.e., by CASp or trained professional)
- d) Other : _____

A Total Response 15	B Total Response 2	C Total Response 1	D Total Response 1
Response Ratio 79%	Response Ratio 11%	Response Ratio 5%	Response Ratio 5%

9) Please provide any comments that you consider useful information for this survey topic: **(NO RESPONSES)**

- 5) Sample of Phases of Inspection
 - a. Sacramento County (Exhibit E)

CBAC2013-00611 COM AREA C03

Issued

Adrs: 2928 SCOTLAND DR, ANTELOPE, CA

Owner: CR SILVER PORTFOLIO INV

Contr: TO BE DETERMINED

COMMERCIAL CONVERT ONE RENTAL STORAGE UNIT TO SINGLE TOILET ROOM IN EXISTING MANAGER'S OFFICE CONN



NOTICE and WARNING: This is your record of field inspection and is not valid without a copy of the building permit enclosed. DO NOT COVER any work until it has been inspected and approved. This folder must be posted in a highly visible location. The job address must be clearly posted and visible from the street and/or on the front of the building. This folder, with enclosed permits and the approved plans, must be available for each inspection or the inspection will not be made. Inspections may be scheduled by phone or on-line 24-hours a day. Requests for same day inspections are not accepted on calls received after 6:00 a.m. Permit fees are set to provide a limited number of inspections. A re-inspection fee will be charged when a return trip is necessary due to, but not limited to, the following: 1) Work is not completely ready for the called inspection. 2) Deficiencies found on the previous inspection are not corrected or new deficiencies were created. 3) Lack of access to the work to be inspected. 4) The approved plans, this permit folder or previous correction notices are not on site. 5) Job address is not posted visibly at the job site. THIS PERMIT SHALL EXPIRE IF THERE IS NO ACTIVITY FOR 180 DAYS OR MORE. ("Activity" is defined as having a field inspection of the permitted work in progress). A building permit has a maximum life span of two (2) years. All building permits shall expire two (2) years from their date of issuance regardless of continuing work and/or inspections performed (per SCC 16.02.160, Section 105.5). A permit extension can only be granted by the Building Official upon his approval of a written request.

COMMERCIAL INSPECTION RECORD

2 copies
to be submitted to
the building department

STRUCTURAL				ELECTRICAL				PLUMBING				MECHANICAL				
Code	Inspection	Signature	Date	Code	Inspection	Signature	Date	Code	Inspection	Signature	Date	Code	Inspection	Signature	Date	
101	Footings, Foundation	[Signature]	3/19/14	220	Ufer/Ground Electrode			340	Ground Plumbing	[Signature]	3/19/14	460	HVAC Ducts	[Signature]	3/19/14	
102	Slab on Grade/Gravel	[Signature]	3/19/14	221	Under Slab Conduit			341	Sewer	[Signature]	3/19/14	461	HVAC Equipment	[Signature]	3/19/14	
119	Slab on Deck			222	Under Ground Service Conduits			342	Water Service	[Signature]	4/16/14	462	Fire Dampers			
124	Dry Pack											463	Commercial Hood			
125	Vert. Concrete Forms			223	Rough Electric			343	Drain, Waste & Vent	[Signature]		464	Hood Shaft / Hood Duct			
105	Masonry Bond Beams			224	Rough Walls	[Signature]	4/21/14					465	Gas Vents / Flues			
106	Tilt up Panel			226	Rough Hard Lids	[Signature]	4/21/14	344	Top Out Plumbing	[Signature]	4/21/14	467	Condensate Drains			
107	Panel Closure			234	Rough Soffits			345	Tub/Showers, Hot Mops			468	Refrigeration Equipment/Piping			
103	Girders/Joists			225	T-Bar Ceilings			346	Condensation-Indirect Piping			469	Cooking Equipment			
104	Frame	[Signature]	3/20/14	235	Water / Gas Bonds			347	Gas Piping							
118	Floor Nail			237	Panels / Transformers			348	Rainwater Overflow Piping							
130	Fire Wall Nail															
133	Fire Walls/Caulking			238	Roof Electrical											
110	Shear Walls			227	Service Change			349	Backflow Protection			Approved by Others	Minimum Floor Approval			
108	Roof Nail			228	Power Pole			350	Water Heater				Fire Dept. Approval	[Signature]	4/21/14	
129	Roof Frame			229	Construction Power			351	Solar Water Heater				Health Dept. Approval			
131	Re-Roof Overlay			225	Meter Connection			352	Gas Pressure Test			Debris Ordinance	ESWPC			
132	Re-Roof Nail/Tear Off				Elect. Tag #			353	Gas Tag #				Waste Management Plan			
135	Commercial Coach Setup & Support			230	AG Pump								Debris Hauler			
112	T-Bar Ceiling			232	Light Standard Footings							Recycling Method				
117	Draft / Smoke Curtain			233	Underground Conduits							Waste Log Received				
121	Lath															
113	Stucco Scratch			239	Final Electrical	[Signature]	4-21-14	399	Final Plumbing	[Signature]	4-21-14	499	Final Mechanical	[Signature]	4-21-14	
120	Disabled Access & Path Of Travel				Energy Compliance				Energy Compliance				Energy Compliance			
185	Misc. Structural															
199	Final Structural	[Signature]	4/19/14													
	Energy Compliance															

COMMERCIAL PROJECTS: A Certificate of Occupancy will be issued upon project final, as applicable.

NOTE: DO NOT PLACE CONCRETE until "foundation" type inspection has been approved.

NOTE: DO NOT COVER ANY WORK WITHOUT INSPECTOR APPROVAL.

5) Sample of Phases of Inspection

b. City (unknown) Sample: (Exhibit F)

	Inspector's Initials	Date
<u>FOUNDATION</u>		
Demo Pr-Measure	_____	_____
Driveway	_____	_____
Footings	_____	_____
Piers	_____	_____
Set Backs	_____	_____
Slab Foundations	_____	_____
Slab Garage	_____	_____
Ufer/Grounding Electrodes	_____	_____
<u>MANUFACTURE HOMES/ COMMERCIAL COACHES</u>		
MH Accessory Insp	_____	_____
MH Final	_____	_____
MH Permanent FD	_____	_____
MH Setup	_____	_____
Verify Insignia/Serial #'s	_____	_____
<u>STRUCTURAL</u>		
Drywall	_____	_____
Firewall	_____	_____
Framing	_____	_____
Roof Deck Nail	_____	_____
Scratch Coat	_____	_____
Shear Nailing-Exterior	_____	_____
Shear Nailing-Interior	_____	_____
Structural-Misc/T-Bar	_____	_____
Under Floor	_____	_____
Wet Wall	_____	_____
Window Replacement	_____	_____
<u>ELECTRICAL</u>		
Bonding	_____	_____
Conduit/Underground	_____	_____
Electric Meter Release	_____	_____
Service Entrance	_____	_____
Restore Service	_____	_____
Rough Electrical	_____	_____
T-Bar Electric	_____	_____
Temp Power Pole	_____	_____

	Inspector's Initials	Date
<u>INSULATION</u>		
Ceiling Insulation	_____	_____
Framing Insulation	_____	_____
Under Floor Insulation	_____	_____
<u>PLUMBING</u>		
Gas Test	_____	_____
Ground Plumbing	_____	_____
Rough Plumbing	_____	_____
Sewer	_____	_____
Shower Pan Test	_____	_____
T-Bar Plumbing	_____	_____
Under Floor Plumbing	_____	_____
Water Service	_____	_____
<u>BLOCK/CONCRETE</u>		
Fireplace/Foundation	_____	_____
CMU-Lifts 1st - 2nd - 3rd - 4th	_____	_____
<u>POOLS/SPA</u>		
Bonding-Cavity/Deck	_____	_____
Fencing/Door Alarms	_____	_____
Final-Pool	_____	_____
Pre-Plaster	_____	_____
Site Check/Pre-Gunite	_____	_____
<u>MECHANICAL</u>		
Hood Duct Shaft	_____	_____
Rough Mechanical	_____	_____
T-Bar-Mechanical	_____	_____
<u>AGENCY FINAL APPROVALS</u>		
Environmental Health	_____	_____
Fire Dept.	_____	_____
Fire Sprinklers	_____	_____
Planning	_____	_____
Public Works	_____	_____
Service District	_____	_____
<u>FINAL INSPECTIONS</u>		
Building	_____	_____
Electrical	_____	_____
Mechanical	_____	_____
Plumbing	_____	_____

Other/Comments:

The following departments require a final inspection and sign off prior to certificate of occupancy:

- ___ Oroville Fire Department
- ___ Oroville Planning Division
- ___ Oroville Public Works Division
- ___ Oroville Parks & Trees Department
- ___ Butte County Environmental Health
- ___ Water District: _____

This card will serve as Certificate of Occupancy/Completion upon authorized signature

Chief Building Official

Authorized Signature

Date

5) Sample of Phases of Inspection

c. DSA Project Inspection Card (Exhibit G)

PROJECT INSPECTION CARD

This form shall be completed by the Project Inspector, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-336 (a), as the work of construction progresses.

Complete this form in compliance with DSA Procedure PR 13-01 and use the DSA 152 Manual as a guide.

School District/Owner:	DSA File #: -
Project Name/School:	DSA App. #: -
Project Inspector Name:	DSA Certification #:
Building #: <i>(As identified on the plans.)</i>	
<p>The Project Inspector shall date and initial each block and section per the Instructional Notes on page 2.</p>	
DSA card #:	Date Issued:

Card Start Date: _____ (Note 9)

AREA OF COMPLIANCE				AREA OF COMPLIANCE					
Block #	Description	DATE	Inspector's Initials	Block #	Description	DATE	Inspector's Initials		
SECTION 1	Initial Site Work and Foundation Prep	1	Mass Grading						
		2	Building Pad						
		3	Drainage Devices						
		4	Utilities (Rough-in)						
		5	Excavations						
		6	Forms						
		7	Reinforcement						
		1A	Material Tests (Note 3)						
		1B	Special Insp (Note 4)						
		1C	Geotech (Note 5)						
		1D	DSA-6 Arch (Note 6)						
		1E	DSA-6 SE (Note 7)						
		1F	DSA-6 EE (Note 7)						
		1G	DSA-6 ME (Note 7)						
		SECTION 1 COMPLIANCE (Note 8)							
SECTION 2	Vertical and Horizontal Framing	8	Foundation Concrete						
		9	Concrete Vertical						
		10	Masonry Vertical						
		11	Wood Vertical						
		12	Steel Vertical						
		13	Concrete Horizontal						
		14	Wood Horizontal						
		15	Steel Horizontal						
		2A	Material Tests (Note 3)						
		2B	Special Insp (Note 4)						
		2D	DSA-6 Arch (Note 6)						
		2E	DSA-6 SE (Note 7)						
		2F	DSA-6 EE (Note 7)						
		2G	DSA-6 ME (Note 7)						
		SECTION 2 COMPLIANCE (Note 8)							
SECTION 3	Appurtenances	16	Ceilings						
		17	Exterior Cladding						
		18	Rated Assemblies						
		19	Fire Alarms						
		20	Fire Suppression						
		21	M/E/P (Structural)						
		22	M/E/P (Fire & Life Safety)						
		3A	Material Tests (Note 3)						
		3B	Special Insp (Note 4)						
		3D	DSA-6 Arch (Note 6)						
		3E	DSA-6 SE (Note 7)						
		3F	DSA-6 EE (Note 7)						
		3G	DSA-6 ME (Note 7)						
		SECTION 3 COMPLIANCE (Note 8)							
		SECTION 4	Finish Site Work and Other Work	23	Fine Grading				
24	Flatwork								
25	Parking								
26	Fire Lane								
27	Other Work Structural								
28	Other Work Fire Life Safety								
29	Other Work Accessibility								
4A	Material Tests (Note 3)								
4B	Special Insp (Note 4)								
4D	DSA-6 Arch (Note 6)								
4E	DSA-6 SE (Note 7)								
SECTION 4 COMPLIANCE (Note 8)									

Card Completion Date: _____ (Note 10)
Inspector's Signature: _____

PROJECT INSPECTION CARDInstructional Notes

1. **The Project Inspector shall date and initial each block and section when:**
 - A. Identified areas are determined to be in compliance with the *DSA approved construction* documents. **DSA approved** construction documents are those portions of the construction documents, duly approved by DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety, and Accessibility portions of the project.
 - B. Required testing and inspections are complete, and
 - C. Required documentation has been received by the project inspector.
2. **If any block or section is not applicable to the construction, Inspector shall enter "NA" under date and provide initials.** Dates must be entered in mm-dd-yy format.
3. If material testing is required for any work covered by the section, then an interim Laboratory of Record Verified Report (form DSA 291) must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the DSA 291 was received and initial the block.
4. If any special inspections are required for any work covered by the section then an interim Verified Report for the special inspections must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the verified report was received and initial the block.
 - For projects where the special inspectors are provided by the Laboratory of Record: The Verified Report is form DSA 291 Laboratory Verified Report with the "combined Verified Report" box checked in section 2 of the form.
 - For projects where the special inspectors are not provided by the Laboratory of Record: The Verified Report is form DSA 292 Special Inspection Verified Report. If more than one special inspector is providing services then form DSA 292 for each of the special inspectors is required.
5. If geotechnical related inspections or testing is required for any work covered by the section then an interim Geotechnical Verified Report (form DSA 293) must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the DSA 293 was received and initial the block.
6. An interim Verified Report (Form DSA 6-AE) for the design professional in general responsible charge must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the Verified Report was received and initial the blocks. For most projects, the "Design Professional in General Responsible Charge" is an architect (Arch). However, for some projects this person may be a structural, mechanical, or electrical engineer.
7. An interim Verified Report (form DSA 6-AE) for design professionals as listed must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the Verified Report was received and initial the blocks. If the construction documents used to construct/inspect work in the section-include plans signed by any one of the design professional listed then the Interim Verified Report must include their signatures. If the construction documents used to construct/inspect work in the section do not include plans signed by any one of the design professionals listed then the Project Inspector shall, for that specific design professional, enter NA for the date received and initial the block.

The following are abbreviated: SE (Structural Engineer); EE (Electrical Engineer); ME (Mechanical Engineer)
8. The "Section Compliance" block is dated and initialed after all other blocks in that section are dated and initialed.
9. The Project Inspector shall enter the date the contractor mobilizes to begin construction (or demolition) of the work that is part of the scope for the building number identified on the inspection card.
10. The Project Inspector shall enter the date of the card completion and provide his/her signature when all other sections and blocks on the inspection card related to the structural, fire life safety and access aspects of the project are completed. Final Verified Reports are not required to be received prior to entering the card completion date.

- 7) Samples of content that were available to view:
 - a. DSA (Exhibit H)

4 ACCESS COMPLIANCE INSPECTION ITEMS

ACCESS COMPLIANCE INSPECTION ITEMS

Due to the nature of the accessibility inspection items, there are no requirements for receipt of documentation beyond the approved construction documents. Therefore, the items listed below are strictly inspection items that are to be **verified for compliance with the approved construction documents**.

ACCESS COMPLIANCE INSPECTION ITEMS



Figure 4-1: Path Of Travel at Site – Missing Items

4.1 Site

I. Inspection of the following items:

I.A. Location

I.A.1. An accessible route of travel between all buildings and accessible site facilities, including parking serving (see Figure 4-1):

I.A.1.1. Area of new work

I.A.1.2. Public right-of-way.

I.B. Key features of an accessible path of travel (POT):

I.B.1. Dimensions

I.B.1.1. Slope/cross-slopes

I.B.1.2. Level changes leading to additional accessible features (e.g. ramps, stairs, etc.).

I.B.1.3. Maintenance of specified clear width and height

I.B.1.3.1. Projections into path

I.B.1.3.1.1 Overhanging obstructions

I.B.1.4. Warning Curbs

I.B.2. Surfaces

I.B.2.1. Materials on and along POT.

I.B.3. Tactile Requirements

I.B.3.1. Tactile indicators along POT.

I.B.4. Visual Requirements

I.B.4.1. Visual indicators along POT.

ACCESS COMPLIANCE INSPECTION ITEMS

I.C. Civil Engineering work related to accessibility.

4.1.1 Parking

I. Inspection of the following items:

I.A. Location

I.A.1. Location and layout of accessible parking on the site

I.A.2. Number of accessible spaces per lot for multiple lots.

I.A.3. POT connection for:

I.A.3.1. Ramps at accessible spaces.

I.A.3.2. Passenger or Bus Loading zones.

I.A.3.2.1. Verify "drop-off/pick-up" areas do not encroach into fire lane (see 3.1 *Site Issues* subsection II.A.4.1 on page 179 for additional information).

I.B. Dimensions

I.B.1. Parking Spaces

I.B.2. Access Aisles

I.B.3. Paint and required markings.

I.B.4. Vertical clearance at parking spaces.

I.B.5. Parking Structures

I.B.5.1. Special dimensions and clearance requirements per approved construction documents.

I.C. Visual Requirements

I.C.1. Paint and required markings.

I.C.2. Signage at each type of space.

I.C.3. 'Tow-away' sign at lot entrances.

I.D. Special equipment, where occurs per requirements:

I.D.1. Parking lot ticket dispensers.

I.D.2. Electric vehicle charging station.

4.1.2 Signage

I. Inspection of the following items:

I.A. Location

I.A.1. "Tow-away" sign(s) at parking lot entrance(s).

I.A.2. At accessible parking spaces (see Figure 4-2).

I.A.2.1. Van Signs

I.A.2.2. International symbol of accessibility (ISA) at accessible spaces.



Figure 4-2: Example Parking Signage

ACCESS COMPLIANCE INSPECTION ITEMS

- I.B. Dimensions
 - I.B.1. Sign size
 - I.B.2. Height
 - I.B.3. Text Dimensions
- I.C. Visual Requirements
 - I.C.1. Text of "Tow-away" sign(s) at parking lot entrance(s).
- I.D. When specified in approved construction documents, verify directional signs.

4.1.3 Walks

I. Inspection of the following items:

- I.A. Location
 - I.A.1. See *4.1 Site* on page 218 for location information.
 - I.A.2. Edge protection if sloping adjacent grade occurs.
- I.B. Dimensions
 - I.B.1. Walk/POT Width
 - I.B.2. Distance between landings on sloping walks.
 - I.B.3. Passing Spaces
 - I.B.4. Slope/cross-slope
 - I.B.4.1. At door and gate landings.
 - I.B.5. Warning Curbs
- I.C. Surfaces
 - I.C.1. Texture and slip-resistance, including at level changes.
 - I.C.2. Transition of new walk to existing walk.
 - I.C.3. Drainage gratings (see Figure 4-3)
 - I.C.3.1. Locations
 - I.C.3.2. Type
 - I.C.3.3. Opening size/orientation.
- I.D. Tactile Requirements
 - I.D.1. Tactile indicators along POT.
- I.E. Visual Requirements
 - I.E.1. Visual indicators along POT.
- I.F. Civil Engineering work related to accessibility.

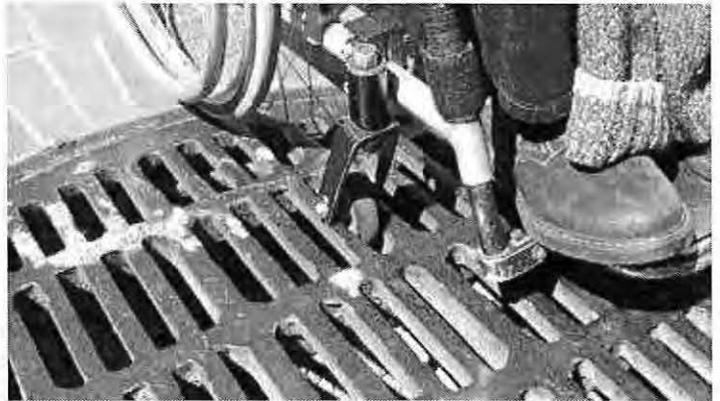


Figure 4-3: Incorrect Grating Type

ACCESS COMPLIANCE INSPECTION ITEMS

4.1.4 Curb Ramps

I. Inspection of the following items:

- I.A. Location
 - I.A.1. See 4.1 Site on page 218 for location information.
 - I.A.2. Crossings at vehicular ways.
 - I.A.3. Configuration (see Figure 4-4).
- I.B. Dimensions
 - I.B.1. Landings at top and bottom.
 - I.B.2. Slope
- I.C. Surfaces
 - I.C.1. Border Grooves
 - I.C.2. Detectable Warnings
 - I.C.3. Slip-resistance
- I.D. Visual Requirements
 - I.D.1. Finish/contrast versus adjacent sidewalk.

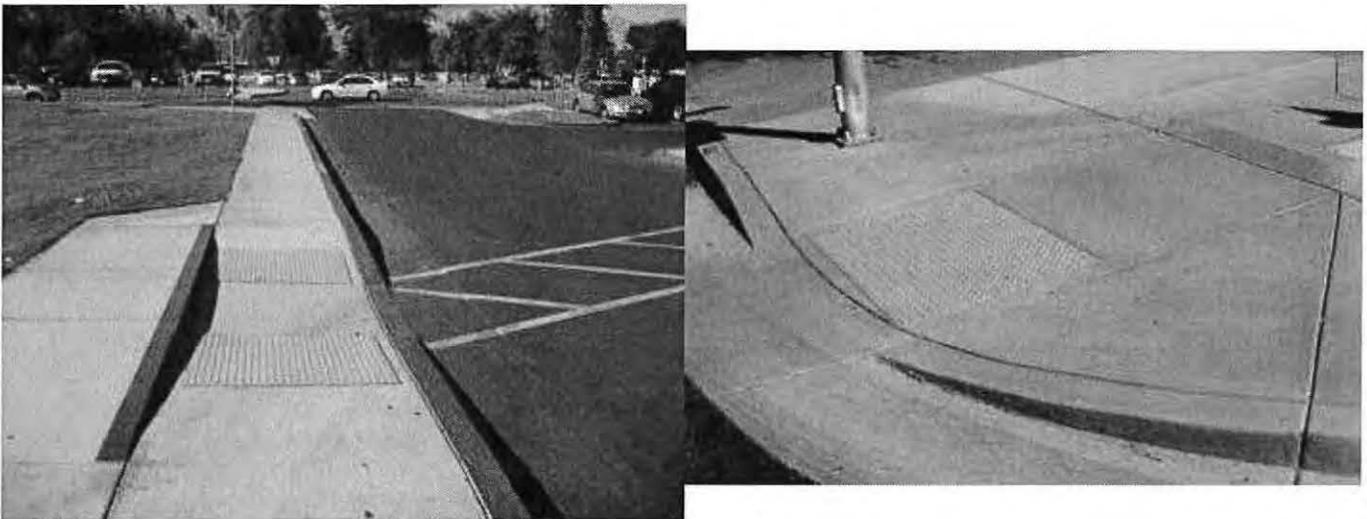


Figure 4-4: Curb Ramp Examples

4.1.5 Ramps and Landings

I. Inspection of the following items:

- I.A. Location
 - I.A.1. New and existing ramps on accessible POT.
 - I.A.2. Landings
 - I.A.2.1. Top
 - I.A.2.2. Bottom
 - I.A.2.3. Intermediate

ACCESS COMPLIANCE INSPECTION ITEMS

- I.A.2.3.1. Between level landings.
- I.A.2.3.2. Change of direction
- I.A.2.4. At door or gate.
- I.A.3. Guards, if required.
- I.B. Dimensions
 - I.B.1. Slope/cross-slope of ramp and landings.
 - I.B.1.1. Sloped to prevent standing water.
 - I.B.2. Ramp
 - I.B.2.1. Slope/cross-slope
 - I.B.2.1.1. Sloped to prevent standing water.
 - I.B.2.2. Length
 - I.B.2.3. Width
 - I.B.3. Landings (top/bottom/intermediate)
 - I.B.3.1. Slope/cross-slope
 - I.B.3.1.1. Sloped to prevent standing water.
 - I.B.3.2. Length
 - I.B.3.3. Width
 - I.B.3.4. Distance between level landings.
 - I.B.4. Handrails
 - I.B.4.1. Handrail Location
 - I.B.4.2. Handrail Extensions
 - I.B.5. Guide Curb or Rails
- I.C. Surfaces
 - I.C.1. Surfaces behind handrails per requirements.

4.1.6 Stairs and Landings

I. Inspection of the following items:

- I.A. Location
 - I.A.1. New stairs/stairways, existing modified stairs/stairways.
- I.B. Dimensions
 - I.B.1. Stair/stairway width.
 - I.B.2. Treads
 - I.B.2.1. Markings for the visually-impaired.
 - I.B.3. Risers
 - I.B.4. Landings
 - I.B.4.1. Sloped to prevent standing water.
 - I.B.5. Handrails
 - I.B.5.1. Handrail Location
 - I.B.5.2. Handrail Extensions
- I.C. Surfaces
 - I.C.1. Slip-resistance
 - I.C.1.1. Treads

ACCESS COMPLIANCE INSPECTION ITEMS

- I.C.1.2. Landings
- I.C.2. Surfaces behind handrails per requirements.
- I.D. Visual Requirements
 - I.D.1. Markings for the visually-impaired.

4.1.7 Gates

I. Inspection of the following items:

- I.A. Location
 - I.A.1. Configuration
- I.B. Dimensions
 - I.B.1. Strike-side clearance.
 - I.B.2. Push-side clearances.
 - I.B.3. Level landings
 - I.B.3.1. Width
 - I.B.3.2. Depth
 - I.B.4. Hardware (see Figure 4-5).
- I.C. Gate Construction

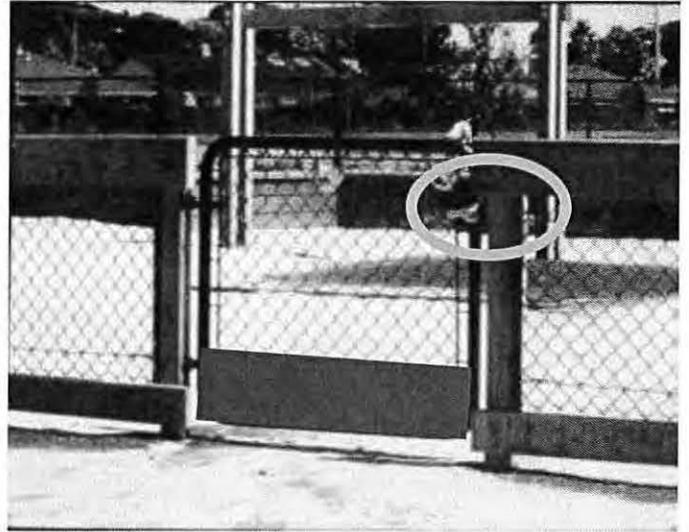


Figure 4-5: Gates

ACCESS COMPLIANCE INSPECTION ITEMS

4.2 Building

I. Inspection of the following items:

- I.A. Location on site.
- I.B. Proximity to accessible features.

4.2.1 Signage

I. Inspection of the following items:

- I.A. Locations
 - I.A.1. ISA
 - I.A.2. Room Identification Signs
 - I.A.3. Tactile Exit Signs
 - I.A.4. Elevator or platform lift identification, way-finding
 - I.A.5. Stairway Signage
 - I.A.5.1. Directional Signage (see Figure 4-6).
 - I.A.6. Area of refuge
 - I.A.7. Building directory
 - I.A.8. Text Telephone (if applicable).
 - I.A.9. Signage at special-use areas
 - I.A.9.1. Assistive Listening Systems
 - I.A.9.2. Restroom Doors (see Figure 4-7).
- I.B. Dimensions
 - I.B.1. Mounting height
 - I.B.1.1. Room Identification Signs
 - I.B.1.2. Tactile Exit Signs
- I.C. Visual Requirements
 - I.C.1. Type/font
 - I.C.1.1. Size
 - I.C.1.2. Style
 - I.C.1.3. Raised Text
 - I.C.1.4. Color contrast
 - I.C.1.5. Texture of sign
- I.D. Tactile Requirements
 - I.D.1. Corresponding braille text for visual signs.



Figure 4-6: Example of Stair and Directional Signage



Figure 4-7: Example of Restroom Signage

ACCESS COMPLIANCE INSPECTION ITEMS

4.2.2 Hallways, Corridors, Vestibules

I. Inspection of the following items:

- I.A. Location
 - I.A.1. POT to area of new work.
- I.B. Dimensions
 - I.B.1. Widths of:
 - I.B.1.1. Halls
 - I.B.1.2. Corridors
 - I.B.1.3. Exit Balconies
 - I.B.2. Passing spaces (if required) at long halls/corridors.
 - I.B.3. Maneuvering clearances at
 - I.B.3.1. Turns
 - I.B.3.2. Switchbacks
 - I.B.3.3. Doors
 - I.B.3.3.1. Door swing clearances at vestibules.
 - I.B.3.4. Gates
- I.C. Guards at balconies and other required areas.

4.2.3 Ramps and Landings

I. Inspection of the following items:

- I.A. Location
 - I.A.1. New and existing ramps on accessible path of travel.
 - I.A.2. Landings
 - I.A.2.1. Top
 - I.A.2.2. Bottom
 - I.A.2.3. Intermediate
 - I.A.2.3.1. Between level landings.
 - I.A.2.3.2. Change of direction
 - I.A.2.4. At door or gate.
 - I.A.3. Guards, if required.
- I.B. Dimensions
 - I.B.1. Ramp
 - I.B.1.1. Slope/cross-slope
 - I.B.1.2. Length
 - I.B.1.3. Width
 - I.B.2. Landings (top/bottom/intermediate)
 - I.B.2.1. Slope/cross-slope
 - I.B.2.2. Length
 - I.B.2.3. Width
 - I.B.2.4. Distance between level landings.
 - I.B.3. Handrails

ACCESS COMPLIANCE INSPECTION ITEMS

- I.B.3.1. Handrail Location
- I.B.3.2. Handrail Extensions
- I.B.4. Guide Curb or Rails
- I.C. Surfaces
 - I.C.1. Surfaces behind handrails per requirements.

4.2.4 Stairs and Landings

I. Inspection of the following items:

- I.A. Location
 - I.A.1. New stairs/stairways, existing modified stairs/stairways.
- I.B. Dimensions
 - I.B.1. Stair/stairway width.
 - I.B.2. Treads
 - I.B.2.1. Markings for the visually-impaired.
 - I.B.3. Risers
 - I.B.4. Landings
 - I.B.4.1. Sloped to prevent standing water.
 - I.B.5. Handrails
 - I.B.5.1. Handrail Location
 - I.B.5.2. Handrail Extensions
- I.C. Surfaces
 - I.C.1. Slip-resistance
 - I.C.1.1. Treads
 - I.C.1.2. Landings
 - I.C.2. Surfaces behind handrails per requirements.
- I.D. Visual Requirements
 - I.D.1. Markings for the visually-impaired.

4.2.5 Elevators and Lifts

I. Inspection of the following items:

- I.A. Location:
 - I.A.1. Passenger/Freight Elevators
 - I.A.2. Hall lantern fixtures.
 - I.A.3. Door jamb markings.
- I.B. Emergency Features
 - I.B.1. Emergency operation
 - I.B.2. Intercom System
 - I.B.3. Signaling Devices
 - I.B.4. Door re-opening sensors.



Figure 4-8: Elevator In-Car Controls

ACCESS COMPLIANCE INSPECTION ITEMS

I.C. Dimensions

I.C.1. Height of centerline of hall call buttons in elevator lobby or hall.

I.C.2. Clear Opening Width

I.C.3. Interior Of Cab

I.C.3.1. Handrail type and location.

I.C.4. In-car controls (see Figure 4-8).

I.C.4.1. Configuration

I.C.4.2. Identification

I.D. Surfaces

I.D.1. Surfaces behind handrails per requirements.

I.E. Visual Requirements

I.E.1. In-car controls

I.E.1.1. Button style and dimensions.

I.F. Tactile Requirements

I.F.1. In-car controls

I.F.1.1. Braille text for buttons.

4.2.6 Doors and Hardware

I. Inspection of the following items:

I.A. Location

I.A.1. All Doors

I.A.1.1. Main Entry

I.A.1.2. Passage Doors

I.A.1.3. Single or double leaf.

I.B. Dimensions

I.B.1. Width

I.B.1.1. Clear Opening

I.B.2. Height

I.B.3. Clearances at:

I.B.3.1. Strike-side

I.B.3.2. Push-side

I.B.3.3. Approach

I.B.4. Threshold

ACCESS COMPLIANCE INSPECTION ITEMS

I.B.5. Hardware Mounting Height

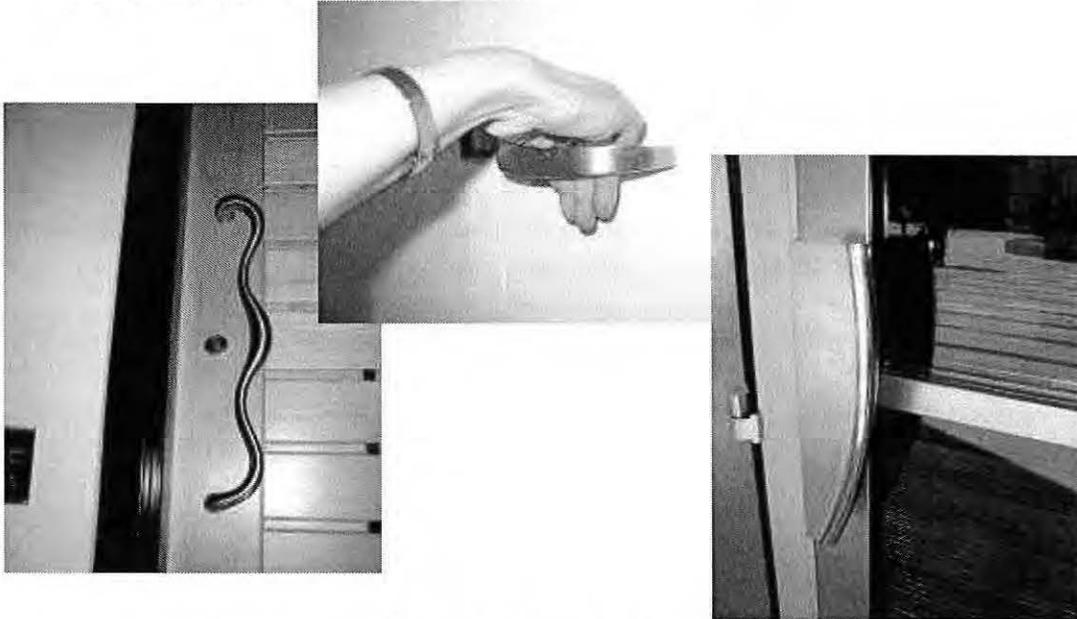


Figure 4-9: Door Handles

I.C. Hardware

I.C.1. Hardware Group

I.C.2. Type of hardware (see Figure 4-9).

I.D. Additional door/door related features

I.D.1. Operational Effort

I.D.1.1. Maximum effort to operate door(s).

I.D.2. Closer

I.D.3. Kick Plate

I.D.4. Anchorage of doormats, grills, and carpets.

I.D.5. Automatic doors

I.D.5.1. Fire Doors

I.D.6. Locations/types of:

I.D.6.1. Door Stops

I.D.6.2. Hold-Open Devices

4.2.7 Plumbing Fixtures

I. Inspection of the following items:

I.A. Dimensions

I.A.1. Counter height and knee clearance at sink(s) (refer to 4.2.8 *Cabinets and Counters* on page 229 for additional requirements)

I.A.2. Clear floor space for approach and use.

I.B. Operational Effort

I.B.1. Fixture operating force required.

ACCESS COMPLIANCE INSPECTION ITEMS

4.2.7.1 Drinking Fountains

I. Inspection of the following items:

I.A. Location

I.A.1. High-Low combination

I.A.2. Number of drinking fountains.

I.B. Dimensions

I.B.1. Approach and clear space for use (see Figure 4-11 and Figure 4-10).

I.B.2. Alcove or space at 'wing walls' (see Figure 4-11).

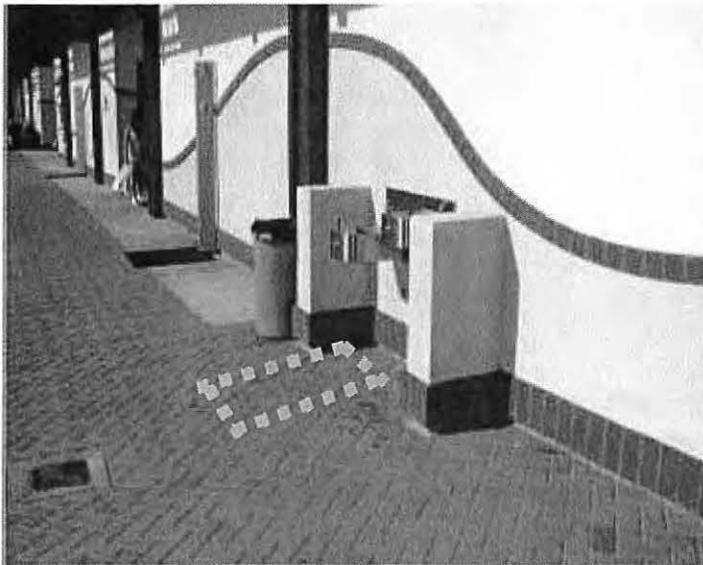


Figure 4-11: Drinking Fountains

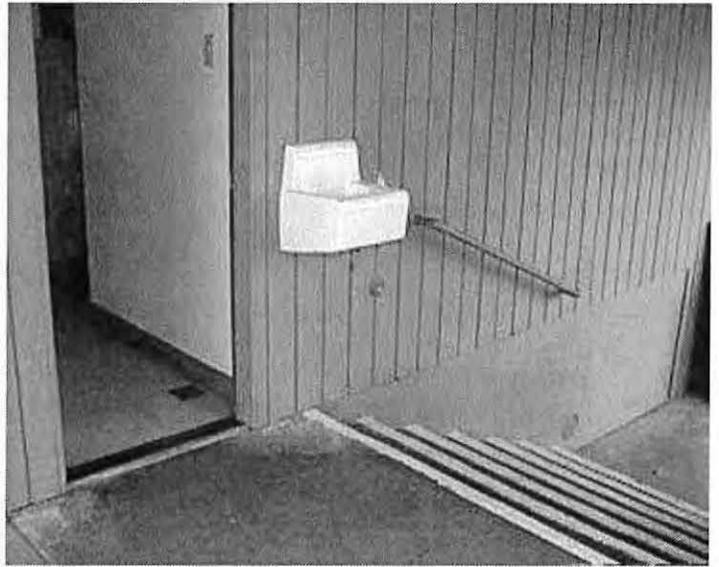


Figure 4-10: "Convenience" Drinking Fountain Causing Accessibility Violations

I.B.2.1. Width

I.B.2.2. Depth

I.B.3. Height of bubbler.

I.B.4. Clear height of:

I.B.4.1. Knee space

I.B.4.2. Toe space.

I.B.5. Location of bubbler on unit.

I.B.5.1. Water flow height.

I.B.6. Alternate dimensions for children, if applicable.

4.2.8 Cabinets and Counters

I. Inspection of the following items:

I.A. Location

I.A.1. Clear access at employee work areas and work stations.

ACCESS COMPLIANCE INSPECTION ITEMS

- I.A.2. Accessibility at storage cabinets and built-in equipment (see Figure 4-12).
- I.B. Dimensions
 - I.B.1. Countertop (accessible knee space)
 - I.B.1.1. Height
 - I.B.1.1.1. Maximum height at 'customer' side.
 - I.B.1.2. Depth
 - I.B.1.3. Width
 - I.B.1.3.1. Minimum width of circulation space(s) at casework).
 - I.B.1.4. Minimum counter length.
 - I.B.1.5. Clearance at theft protection barriers.
 - I.C. Visual Requirements
 - I.C.1. ISA at locations, if required.



Figure 4-12: Example Accessible Lab Equipment

4.2.9 Alarms and Fire Extinguishers

I. Inspection of the following items:

- I.A. Location
 - I.A.1. Coordinate with Fire/Life Safety requirements (refer to 3.3.1 *Fire/Smoke Alarms* on page 185 and 3.3.3 *Other Extinguishing Systems* on page 194).
- I.B. Dimensions
 - I.B.1. Front/parallel approach to alarm initiating device, on accessible route.
 - I.B.2. Height of:
 - I.B.2.1. Mounting of:
 - I.B.2.1.1. Audible Devices
 - I.B.2.1.2. Visual Devices (see Figure 4-13)

ACCESS COMPLIANCE INSPECTION ITEMS



Figure 4-13: Example of Visual Fire Alarm

I.B.2.2. Extinguisher Handle

I.B.2.3. Cabinet Handle

I.C. Operational Effort

I.C.1. Force required to initiate alarm device.

I.D. Visual Requirements

I.D.1. Visual Devices

4.2.10 Public Telephones

I. Inspection of the following items:

I.A. Location

I.A.1. Number and location of pay or closed-circuit telephones.

I.A.2. Location of telephone book, if provided.

I.A.3. Location of signage for accessible phones.

I.B. Dimensions

I.B.1. Access path and clear space at accessible telephones.

I.B.2. Knee Clearances

I.B.3. Height of operable parts.

I.B.3.1. Shelf Height

I.B.4. Cord length.

I.C. Visual Requirements

I.C.1. Location of signage for accessible phones.

I.D. Volume control provided or text telephones.

ACCESS COMPLIANCE INSPECTION ITEMS

4.2.11 Restrooms

I. Inspection of the following items:

I.A. Location

I.A.1. Clear path of travel to accessible fixtures.

I.B. Dimensions

I.B.1. Clear Entry Width

I.C. Visual Requirements

I.C.1. Room Identification Signage

I.C.2. Door Symbols

4.2.11.1 Water Closet and Water Closet Compartments

I. Inspection of the following items:

I.A. Dimensions

I.A.1. Compartment door required clear space side or end entry.

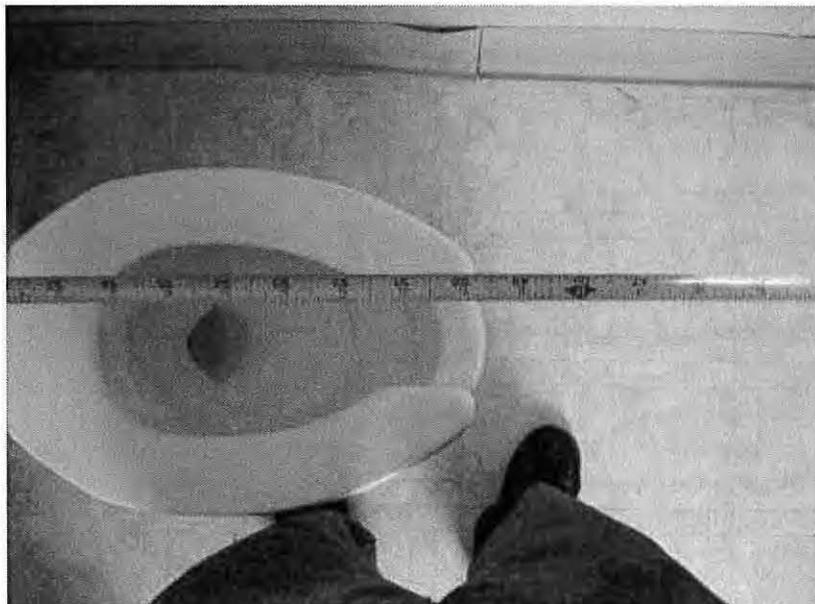


Figure 4-14: Example Measurement of Maneuvering Clearances

I.A.2. Clear maneuvering space within compartment (see Figure 4-14).

I.A.3. Location of flush valve.

I.A.4. Height of toilet seat.

I.A.5. Dimension to centerline of fixture from adjacent wall (see Figure 4-15).

I.A.6. Ambulatory accessible stall requirements.

ACCESS COMPLIANCE INSPECTION ITEMS

I.B. Compartment door hardware.



Figure 4-15: Example Measurement of Water Closet Centerline From Adjacent Wall

4.2.11.2 Grab Bars

I. Inspection of the following items:

- I.A. Location within stall relative to toilet.
- I.B. Dimensions
 - I.B.1. Length
 - I.B.2. Diameter
 - I.B.3. Space from wall.
 - I.B.4. Mounting height (by 'user group').
 - I.B.5. Position relative to toilet.

4.2.11.3 Accessories

I. Inspection of the following items:

- I.A. Location
 - I.A.1. Location and mounting heights of dispensers/disposal units.
 - I.A.2. Allowable types of dispensers/disposal units.
- I.B. Dimensions
 - I.B.1. Maximum projection of dispensers and equipment.
 - I.B.2. Heights of operable parts of accessories.
 - I.B.3. Mounting heights of mirrors.

ACCESS COMPLIANCE INSPECTION ITEMS

4.2.11.4 Lavatories

I. Inspection of the following items:

I.A. Location

I.A.1. Total Number

I.B. Dimensions

I.B.1. Height of:

I.B.1.1. Mounting

I.B.1.2. Rim Height (see Figure 4-16).

I.B.2. Centering from wall (see Figure 4-17).

I.B.3. Knee Clearances

I.B.4. Clear floor space for approach and use.

I.C. Insulation/protection under lavatories.

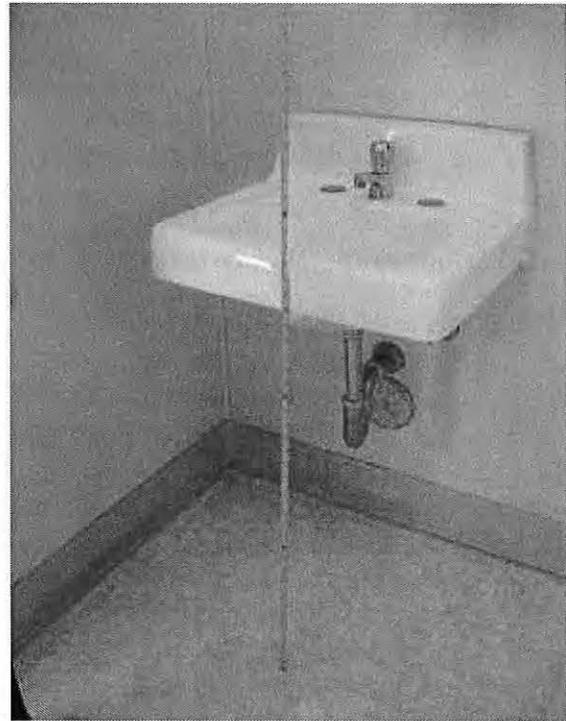


Figure 4-16: Example Measurement of Lavatory



Figure 4-17: Example Measurement of Lavatory Centerline From Adjacent Wall

4.2.11.5 Urinals

I. Inspection of the following items:

I.A. Location

I.A.1. Number and location of accessible urinals.

I.B. Dimensions

I.B.1. Clear floor space for approach and use.

I.B.2. Height of:

ACCESS COMPLIANCE INSPECTION ITEMS

- I.B.2.1. Mounting
- I.B.2.2. Rim
- I.B.2.3. Flush Controls (if applicable).
- I.B.3. Projection from wall.
- I.B.4. Clearance if located in alcove.

4.2.11.6 Showers and Locker Areas

I. Inspection of the following items:

- I.A. Location
 - I.A.1. Number and location of accessible showers.
 - I.A.2. Bench near accessible locker.
- I.B. Dimensions
 - I.B.1. Based on specific type of shower unit.
 - I.B.2. Height of:
 - I.B.2.1. Mounting of controls.
 - I.B.2.2. Hand-held sprayer/hose.
 - I.B.2.3. Grab Bars
 - I.B.2.4. Seat
 - I.B.2.5. Soap Dish
 - I.B.2.6. Threshold, if applicable.
 - I.B.3. Maximum Floor Slope
 - I.B.4. Accessible mirror
 - I.B.5. Bench near accessible locker (see Figure 4-18)
 - I.B.5.1. Locker clear space.
- I.C. Accessible hardware at locker
- I.D. Visual Requirements
 - I.D.1. Locker with ISA on door.



Figure 4-18: Various Accessible Locker Types

7) Samples of content that were available to view:

b. CALBO (Exhibit i)

ACCESSIBILITY BUILDING PERMIT INSPECTION CHECKLIST

This checklist is designed to provide the building inspector with a list of accessibility features needed to be inspected and/or verified during the construction of commercial projects under the California Building Code (CBC). It is important at the progress inspections to verify that all elements will be able to meet the minimum accessibility requirements of the CBC at the time of final inspection.

Please note that each site will be different and each project must review the existing conditions, rough grading, and elevations of existing streets, sidewalks, top of ground floors and physical conditions.

The inspection of unfinished floors/walls shall consider the finished products to be installed ie. the additional thickness of flooring material to be installed shall be included when measuring at the rough stage. Wall coverings shall be considered when reviewing widths of halls, corridors, door strike side, plumbing locations, built in cabinets, etc.

FOUNDATION/SITE INSPECTION CHECKLIST

- Locate and verify the plan specified accessible route(s) from all entrances and exits to existing public sidewalks, accessible parking locations, trash enclosures and/or other building entrances on the site.
- If site conditions have swamp type lands, steep grades, drainage ditches, flood hazards or other inconsistencies with the approved plans, proper methods of compliance shall be reviewed and approved by the building official/plan checker prior to continuing.
- Verify that drainage does not violate max slope requirements along accessible routes, parking spaces, access aisles, etc.
- Verify under-slab plumbing provides adequate clearances from finished walls.

ROUGH FOUR WAY INSPECTION CHECKLIST

FRAMING – remember finish material thicknesses!

- Verify slope, width and headroom of all interior accessible routes. 11B-402
- Verify door opening widths. 11B-404.
- Verify maneuvering clearances/landings at doors. 11B-404
- Verify distance between doors in series. 11B-404.2.6
- Verify grab bar backing in toilet/shower rooms. 11B-604.5, 11B-607.4, 11B-608.3
- Verify backing for bathtub/shower seat. 11B-610
- Verify width and depth of shower stalls. 11B-608.2
- Verify drinking fountain alcoves/wing walls. 11B-602.9
- Verify tread dimensions on stairs including nosings. 11B-504
- Verify backing for handrails at ramps/stairs. 11B-505
- Verify elevator shaft dimensions. 11B-407.4
- Verify location of controls for openable windows. 11B-229

ELECTRICAL – remember finish material thicknesses!

- Verify installation heights of all 30 amp or less outlet boxes. 11B-308.1.1
- Verify installation heights of all electrical switch boxes. 11B-308.1.2
- Verify installation of alarm/detector systems. 11B-702
- Verify installation height of HVAC controls. 11B-308
- Verify location of elevator control/call/notification boxes. 11B-407
- Verify installation of emergency egress lighting as/if required. 1011.

ROUGH PLUMBING – remember finish material thicknesses!

- Verify the location of toilet flanges from walls. 11B-604.2
- Verify location of lav traps from side walls. 11B-606.6
- Verify location of bathtub controls and drain. 11B-607.5
- Verify installation height and location of shower controls. 11B-608.5
- Verify shower threshold. 11B-608.7

ROUGH SITE AND CONCRETE FORMS

- Verify grading for the site parking shall be sloped to properly drain and provide a maximum 2.08% slope for the accessible parking and no more than 5% running slope and 2.08% cross slope where the accessible routes will be crossing the parking lot.
- Verify concrete forms for the sidewalks, ramps and equipment clear areas are installed so proper slopes, landing lengths, curb ramps, handrail sleeves are installed, door landings and landscaping depths of 4" maximum will be maintained at final.

FINAL INSPECTION CHECKLIST

EXTERIOR ROUTES

- Verify slopes and clearances/protrusions along all exterior accessible routes. 11B-307.
- Verify an accessible route to all site elements is provided. 11B-206.
- Verify that location of accessible routes coincide with general circulation paths. 11B-206.3
- Verify dimensions of openings along accessible routes. 11B-403.
- Verify exterior stair nose striping. 11B-504.4.1
- Verify no open risers on stairways. 11B-504.3
- Verify handrails on exterior ramps and stairways. 11B-505.
- Verify slopes of all curb ramps. 11B-406
- Verify installation and color of required detectable warnings. 11B-705.1.1.5.
- Verify passing spaces along all accessible routes with a clear width less than 60 inches. 11B-403.5.3.
- Verify walks with continuous gradients have resting areas. 11B-403.5.7
- Raised islands in crossings shall be cut through level with the street or have curb ramps at both sides. The clear width of the accessible route at islands shall be 60 inches wide minimum. 11B-406.6

INTERIOR ROUTES

- Verify surfaces and clearances/protrusions along all interior accessible routes. 11B-307.
- Verify slopes of interior ramps. 11B-405
- Verify handrails on ramps and interior stairways. 11B-505
- Verify nose striping at upper approach and lower tread. 11B-504.4.1
- Verify an accessible route to all functional areas of restaurants and dining facilities. 11B-306.2.5
- Verify an accessible route to all performance areas from an assembly area. 11B-306.2.6
- Verify common use employee circulation paths. 11B-206.2.8.
- Verify an accessible route to both sides of court sports.

ACCESSIBLE PARKING 11B-208 & 11B-209

- Verify location and number of provided van and standard accessible spaces. 11B-208
- Verify dimensions & slopes of accessible spaces and access aisles. 11B-502
- Verify signage at accessible spaces and/or lot entrances. 11B-502
- Verify vertical clearance in parking structures. 11B-502.5
- Verify location, number and dimensions of passenger drop-off zones. 11B-503.
- Verify vertical clearance at vehicle pull-up spaces, access aisle, vehicle route. 11B-503.5.
- Verify accessible spaces & access aisles in valet lots. 11B-209.4.

ALARMS

- Verify permanently installed audible and visible fire alarms 11 B-702.1

ASSISTED LISTENING DEVICES 11B-219 & 11B-706

- Verify the availability or installation of an assisted listening system. 11B-219.

DOORS 11B-206.5

- Verify all door and gate closers are adjusted for forces and speed. 11B-404.2.8 & 11B-404.2.9
- Verify maneuvering clearances at all doors. 11B-404.2.4
- Verify door opening/closing hardware complies. 11B-404.2.7.
- Verify surface of doors/gates w/in 10" of floor. 11B-404.2.10
- Verify installation height of vision lights. 11B-404.2.11.
- Verify thresholds comply. 11B-404.2.5.

DRESSING, FITTING ROOMS AND LOCKER ROOMS 11B-222

- Verify dressing rooms, fitting rooms, or locker rooms comply. 11B-222
- Verify coat hooks, mirrors, turning space, benches, door swing and other elements comply. 11B-803.

INTERIOR ROUTES 11B-206

- Verify clear width of walking surfaces. 11B-403.5.1
- Verify width at 180 degree turns. 11B-403.5.2

- Verify vertical and horizontal protruding object clearances. 11B-308
- Verify all slopes and floor surfaces are compliant. 11B-302 & 11B-303

COUNTERS, SEATING AND TABLES 11B-226

- Verify that built in dining surfaces and work surfaces are accessible. 11B-226
- Verify checkout counter surface heights comply. 11B-227.2
- Verify a portion of the service counter surfaces is accessible. 11B-904.4
- Verify food tray slides are accessible. 11B-904.5
- Verify wheel chair and companion seating in assembly seating areas. 11B-221

DRINKING FOUNTAINS 11B-211

- Verify drinking fountains comply. 11B-602
- Verify pedestrian protection is provide at drinking fountains. 11B-602.9.

ELECTRICAL

- Verify location of outlet and switch boxes comply with 11B-308.
- Verify that all operable parts/controls comply with 11B-309.

ELEVATORS 11B-206.6 & 11B-407

- Verify the two-way communication system is operable. 1007.8.1
- Verify a visible and audible signal has been provided. 11B-407.2.2
- Verify installation height of emergency control buttons. 11B-407.4.6.4
- Verify installation of support rails. 11B-407.4.10
- Verify installation of elevator lobby buttons, call controls, signals, etc. 11B-407

EXERCISE MACHINES AND EQUIPMENT 11B-236

- Verify accessible routes and clear floor spaces at exercise machines. 11B-236

REACH RANGES

- Verify reach ranges for installed elements. 11B-308

RESTROOMS

- Verify clearances around fixtures. 11B-604-608
- Verify location of accessories and reach ranges. 11B-603
- Verify installation of grab bars. 11B-604.5, 11B-607.4, 11B-608.3, 11B-609
- Verify signs for restroom identification and direction. 11B-703.7.2.6

SWIMMING POOLS AND SAUNAS

- Verify location of pool entry devices. 11B-242
- Verify entry doors/gates hardware complies. 11B-404.2.7 exc. #2

WINDOWS 11B-229

- Where glazed openings are provided in accessible rooms or spaces for operation by occupants, at least one opening shall have controls within reach ranges and operational requirements. 11B-229