Building Manager Tips for Access for Individuals with Disabilities

These tips are meant to open the dialogue to thinking about your building in regard to individuals with disabilities. This is not an all-inclusive list, but a few things to keep in mind.

**Access Points**
- Be aware of accessible access points to your building. This includes inside and outside and adjacent parking to your building.
- Location of ramps
- Elevator access to upper and lower floors
- Signage and Building Directory (Where are they located)
- Barriers to curb cuts or entrances due to construction or temporary structures (carts, easels, garbage cans, etc.)
- Location of automatic doors and proximity card readers and how much force is needed to operate them.
- Please note that sometimes the most accessible route may mean using other buildings. (ex. using Clough, Student Center or Skiles to get to the Tech Tower area of campus). Please make sure elevators are always operational or give plenty of notice when it is not operational. This can mean the difference in whether a student or staff member can get to their final destination on time.

**Information Sharing**
The more information that you can provide on accessible features of your building the easier it will be for individuals to navigate.
- When possible update your directions on your website to include information on accessible entrances and location of elevator. For example, signs inside a building may not help someone who is visually impaired or blind to find an elevator, but if the information is on your website with step-by-step directions, they may be able to find the elevator without assistance.

**Classroom Set Up**
Our office works with space planning to proactively move classrooms to more accessible locations before the beginning of the semester. Sometimes, there are last minute changes and requests that may impact other courses, but we try to minimize the last minute occurrences whenever possible.

**Emergency Evacuation and Drills**
- Be aware of the location of individuals with disabilities in your building whenever possible.
- Please inform staff members with disabilities in advance of fire drills so they can prepare accordingly (For example, an individual who uses forearm crutches for balance may be able walk down a flight of stairs slowly in an emergency situation only. Please do not ask them to do this for a drill).

Feel free to contact our office if you have any questions. Email us at: adaptsinfo@gatech.edu or call us at: 404-894-2563.