

EO Checklist for New and Expanding Facilities

Throughout this process, reach out to the Board EO Officer for any areas of concern / uncertainty related to accessibility.

Contractor: _____ Contractor EO Officer: _____
 Office: _____ Address: _____ Target Opening Date: _____

Before Signing a Lease

Target Date	Responsible Party	Date Completed	Action Item
			TAS Checklist issued to contractor (TAS Checklist)
			Preliminary walkthrough conducted by Board and contractor EO Officers
			List of concerns noted during preliminary walkthrough must be submitted to contractor
			During lease negotiations, concerns noted during preliminary walkthrough must be addressed

Before Starting Construction

Target Date	Responsible Party	Date Completed	Action Item
			Board and contractor EO Officers must review construction plans
			Any Exceptions to ADA/TAS requirements must be listed and approved by the Board
			Facilities personnel must be introduced to and provided contact information for Board and contractor EO Officers
			Concerns identified during preliminary walkthrough and construction plan review, must be addressed during design phase
			Completion of the Board Data Request for facilities that will be integrated with TWC or VR
			Determine lead times for ordering and installing all required elements to meet target opening date

During Construction

Target Date	Responsible Party	Date Completed	Action Item
			Contractor EO Officer must be involved in the process and conduct frequent on-site visits (TAS Reference)
			All change orders must be reviewed by Board and contractor EO Officers to confirm that accessibility won't be impacted
			All "operable parts" must be installed within ADA reach range requirements [TAS 205, 305, 308, 309] (ie, fire alarms, safety alarm panels, thermostats, paper towel dispensers, light switches, etc.)
			Automatic door openers must be installed for front entrance and at least one of each type of restroom
			Analog line must be installed to operate the TTY machine
			All required signage and posters must be ordered so the delivery date occurs before office set-up
			Ensure equipment and technology needs for all VR staff are addressed

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During Office Set-Up

Target Date	Responsible Party	Date Completed	Action Item	
			Hang braille signs on the latch side of all doorways throughout office [TAS 216, 703]	(TAS Reference)
			Ensure at least one phone, fax machine, printer, and copier meets reach range requirements [TAS 205, 305, 308, 309]	
			Display all Required Posters in appropriate locations and at appropriate heights	(Required Posters)
			Install Magnifier and Narrator icons on the desktop screens of all Resource Room computers	
			Complete Accessible Workstation Checklist for each accessible workstation and address all areas of non-compliance	(Assessible Workstation)
			Coordinate with Board EO Officer to schedule installation of Sorenson Video Relay Software	
			Ensure TTY machine is installed, operational, and has appropriate instructions available	
			Have all required assistive technology and auxiliary aids available and operational	(Required ATAA)
			Check for and correct protruding objects (anything that extends more than 4") [TAS 204, 307]	
			All tables / desks must be wheelchair accessible (have a minimum 30" opening between legs)	
			Configure cords at all workstations to be invisible and unobtrusive	

Before Opening to the Public

Target Date	Responsible Party	Date Completed	Action Item
			Final walkthrough must be conducted by contractor EO Officer
			Deficiencies noted by contractor EO Officer must be corrected in a timely manner
			After contractor EO Officer concerns have been corrected, an EO review must be conducted by Board EO Officer
			Board approval must be granted to open the office to the public

Before Grand Opening

Target Date	Responsible Party	Date Completed	Action Item
			Deficiencies noted by Board EO Officer must be corrected in a timely manner
			Final walkthrough and approval must be completed by Board