

## King's University College Accessibility Plan: Appendix A

Multi-Year Plan - Barrier Removal Initiatives 2024-2029				
Physical and Architectural Barriers				
Barrier Identified	Actions to be Taken	Accountability	Timelines	Status
In the Library only Study Room H is accessible, other study rooms do not have automatic doors	Install automatic door openers	Physical Plant Department	2024-2029	To be completed
Library 2nd floor washrooms the stall door handles are too small to maneuver for those with hand grip issues	Install lock that can be maneuvered with a closed fist	Physical Plant Department	2024-2029	To be completed
Books and library materials are not accessible for visually impaired persons	All items should be available in digital format	Library	2024-2029	To be completed
Main level photocopiers in the Library are not accessible for persons in a wheelchair	Replace one photocopier with a lower machine/connect a scanner to photocopier and place on a lower table	ITS/Library	2024-2029	To be completed
Main entrance of Wemple displays maps that lack accessibility information	Replace with maps that provide accessibility information	Physical Plant Department	2024-2029	To be completed
Door to student lounge extension in Wemple does not have an automatic door opener	Add an automatic door opener	Physical Plant Department	2024-2029	To be completed
Student lounge extension hallway is too narrow and used for furniture storage	Clear enough space for wheelchair and scooter access	Physical Plant Department	2024-2029	To be completed
Chapel has no automatic door sign	apply sign to door	Physical Plant Department	2024-2029	To be completed
Wemple Cafeteria the condiments are not accessible	Condiments are placed in the back, containers should be moved	Aramark	2024-2029	To be completed
Wemple East wing male and female washrooms the paper towel dispensers are too high	Lower dispenser	Physical Plant Department	2024-2029	To be completed
East exit to Courtyard is not accessible by wheelchair	Install a ramp and automatic Door	Physical Plant Department	2024-2029	To be completed
Wemple Courtyard area with picnic tables and gazebo are on grass and inaccessible for chairs and scooters	Install pathways	Physical Plant Department	2024-2029	To be completed
LH 105A has a ramp that leads outside, needs an accessible door button	Accessible door button	Physical Plant Department	2024-2029	To be completed
Lack of signage at the front of buildings indicating accessible entrances	Install signs	Physical Plant Department	2024-2029	To be completed
Ensure all classrooms have an accessible seating spot and that podiums are placed in such a way to be accessible	Ensure no chairs are placed there, perhaps place accessible symbol on the desk. Also ensure podiums have space to move around for wheelchair	Physical Plant Department	2024-2029	To be completed

Epworth Houses need a lowered counter space in the kitchen	Lower kitchen counter	Physical Plant Department	2024-2029	To be completed
King's Center Main area, lounges and learning commons do not have any accessible outlets	Install some accessible power outlets	Physical Plant Department	2024-2029	To be completed
King's Center Fire exit signs are suspended signs difficult to read (clear/see through)	Place a border around signs	Physical Plant Department	2024-2029	To be completed
King's Center Fitness Area new accessible bike is located next to a pillar, and therefore only accessible on one side	Move to a different location so that an individual may transfer from either side	Physical Plant Department	2024-2029	To be completed
King's Center Fitness Area female bathroom the soap dispenser is in accessible, located on mirror, between sinks and inaccessible	Move to an accessible location, e.g.. to right of garbage bin	Physical Plant Department	2024-2029	To be completed
King's Center Fitness Area clothing and towel hooks are inaccessible as they are too high and the bench is in the way	Move some to an accessible location	Physical Plant Department	2024-2029	To be completed
King's Center Fitness Area lockers in change room inaccessible, blocked by bench	Move bench to another area, or shorten so that some lockers are accessible	Physical Plant Department	2024-2029	To be completed
King's Center south exit by Café '54 the accessible door opener is awkward to access as it is blocked by people lining up at Café '54	Move to a different location	Physical Plant Department	2024-2029	To be completed
King's Center Café '54 refrigerator door is difficult to open door during the summer months as condiment table blocks access	Move condiments to another location	Physical Plant Department	2024-2029	To be completed
King's Center meeting room doors none are accessible	Install automatic openers on some / all of the meeting rooms	Physical Plant Department	2024-2029	To be completed
King's Center all accessible door bars are difficult to use, especially for those with limited foot movement	Switch to non bar accessible doors	Physical Plant Department	2024-2029	To be completed
Walkways north of crosswalk to Labatt Hall have uneven surfaces	Walkway is uneven and made of different materials. Concrete is cracked and needs repaving	Physical Plant Department	2024-2029	To be completed
Dante Leonardon front entrance is inaccessible.	No ramp and door needs an automatic opener.	Physical Plant Department	2024-2029	To be completed
DL 112 and DL 114 door is inaccessible	Needs a door opener	Physical Plant Department	2024-2029	To be completed
Dante Leonardon back entrance is inaccessible	No ramp and door needs an automatic opener.	Physical Plant Department	2024-2029	To be completed
Dante Leonardon front and rear entrances need nosings for visually impaired persons	Paint yellow strip on stairs	Physical Plant Department	2024-2029	To be completed
Stairwell leading to the basement in Dante Leonardon is poorly lit making it dangerous for visually impaired people to traverse up and down the stairs	Replace with brighter bulbs/add more lighting	Physical Plant Department	2024-2029	To be completed
DL012 Classroom no nosings on the edge of stairs	Needs nosings	Physical Plant Department	2024-2029	To be completed
DL 210 counter is not accessible	A section will need to be lowered to make accessible	Physical Plant Department	2024-2029	To be completed
Annex 3rd floor lift has a pull door and is key operated	Install remote opener and keypad operating system	Physical Plant Department	2024-2029	To be completed
SA 060 Classroom is accessible only in the back. Stairs are required to reach front of room	Can a ramp be installed?	Physical Plant Department	2024-2029	To be completed

Faculty Building Entrance does not have signage indicating classroom and room locations	Create a post signs by front door	Physical Plant Department	2024-2029	To be completed
Faculty Building Emergency exit west side is inaccessible	Install accessible buttons at doors from hallway to stairwell area, and on exit. Install ramp exit to outdoors.	Physical Plant Department	2024-2029	To be completed
BH006 Door to MSW Student Room is inaccessible	Install automatic door openers	Physical Plant Department	2024-2029	To be completed
<b>Information and Communication Barriers</b>				
Websites must meet the requirements for Accessibility under the standards	To be completed updating and monitoring of sites to ensure it meets obligations under AODA	ITS	2014-2029	To be completed
<b>Customer Service Barriers</b>				
<b>Attitudinal Barriers</b>				
<b>Employment Barriers</b>				
Training for leaders on how to support employee with a disability in performance.	Create a training package for leaders	HR	2024-2029	To be completed
<b>Transportation Barriers</b>				
<b>Built Environment Barriers</b>				
There are some inaccessible classrooms and they should be noted to ensure those with accessibility needs are not assigned to those classrooms: Dante Leonardon 130, Dante Leonardon 012 & South Annex 060	The building is older, installing accessible equipment is not feasible. However any renovations to the building, accessibility will be forefront.	Physical Plant Department	2024-2029	To be completed
Lack of a universal washroom with an adult change table	Universal washroom and adult change table to be installed in new buildings or newly renovated buildings as necessary	Physical Plant	2024-2029	To be completed
Wemple East Wing Lift is small and very tight for an individual who uses a chair, with a service dog / or attendant. Use of key to operate seems unnecessary	Need to renovate and make a larger lift, also the signage should be replaced with "Call security for lift key..."	Physical Plant Department	2024-2029	To be completed
Student Affairs waiting room is too small to accommodate more than one wheel chair or scooter and the doorway is narrow and does not meet FADS Standards	Suggest move waiting room to a larger space with a wider doorway in the future	Physical Plant Department/Student Affairs	2024-2029	To be completed
All areas Ensure all entrance doors and washroom doors are accessible	Ensure equipped with auto door openers	Physical Plant Department	2024-2029	To be completed
All areas hallways, entrances for offices need to be made wide enough for wheelchairs	Ensure hallways and offices are configured for wheelchair access	Physical Plant Department	2024-2029	To be completed
All areas ensure all curbs have ramps	Upkeep is critical	Physical Plant Department	2024-2029	To be completed
All areas accessible counters at all service desks	All service counters must have at least one accessible counter	Departments/Physical Plant Department	2024-2029	To be completed
All areas all waiting areas must be accessible	Ensure seats are not fastened to the ground and there is at least one accessible chair	Departments/Physical Plant Department	2024-2029	To be completed
All areas where queuing lines are required ensure the fixed waiting line is wide enough for people with disabilities to move through easily with their mobility aids	Wide enough hallways for those in power chairs, wheelchairs and scooters and areas to tap canes to find the beginning and end of queuing lines	Departments/Physical Plant Department	2024-2029	To be completed

All areas fire alarms are not suitable for people with hearing impairments	On identified floors, ensure smoke alarms are equipped with visual cues	Departments/Physical Plant Department	2024-2029	To be completed
All areas washroom dryer and sink must be mounted for wheelchair accessibility	Renovating washrooms as necessary	Physical Plant Department	2024-2029	To be completed

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**COMPLETED - Past Achievements**

<b>Physical and Architectural Barriers</b>				
<b>Barrier Identified</b>	<b>Actions to be Taken</b>	<b>Accountability</b>	<b>Timelines</b>	<b>Status</b>
FB003, FB110, BH 107, BH 108, BH 109, BH 112 Doors are inaccessible	Install an automatic door opener	Physical Plant Department	2015	completed
Wemple lower level entrance to the cafeteria is too close to the door as it opens toward the individual and is awkward to reach	move button to more accessible location	Physical Plant Department	2016	completed
Wemple east wing male and femal restrooms soap dispensers were inaccessible for persons in chair	Moved to an accessible location	Physical Plant Department	2016	completed
Wemple window by lower level entrance to cafeteria the video surveillance sign blocks view to parking lot for an individual in a chair who may be watching for transportation	Move the sign to a different location	Physical Plant Department	2016	completed
W022 entrance, chairs were placed in front of the accessible button	Chairs to be removed	Physical Plant Department	2016	completed
LH 105 Replace ramp due to wood being worn and splitting	Replace ranp	Physical Plant Department	2016	completed
Access to "pit" from King's center has no contrast strips	Entire entrances has been renovated and converted to stairs with nosings and railings	Physical Plant Department	2016	completed
KC006 Ergonomic Chair placed at front of room near instructor's desk	Place in a location in the room where a student could eaily access if necessary	Physical Plant Department	2016	completed
Labatt Hall 101 and 103 signs needed to denote accessible door	Apply sign	Physical Plant Department	2016	completed
Kings Center 005 needs a height adjustable desk. Located at the front, on the left and difficult to access for a chair/scooter	Move to the right of the center aisel	Physical Plant Department	2016	completed
Kings Center stairs the contrast strip does not provide enough contract	apply yellow nosings	Physical Plant Department	2016	completed
Library west side og building the sairs to parking lot need repainted of the nosings	repaint	Physical Plant Department	2016	completed
Library study room H door needs sign for automatic door	apply sign	Physical Plant Department	2016	completed
Academic Dean's Office Waiting area does not have a space for a person to wait in a wheelchair	Remove a chair and create a space for a wheelchair	Academic Dean's Office	2018	Completed
Labatt Hall needs an auto door opener for 2nd floor washroom	Install an automatic door opener	Physical Plant Department	2018-2019	completed
Labatt Hall room 203 needs an auto door opener	Install an automatic door opener	Physical Plant Department	2018-2019	completed
Labatt Hall needs an auto door opener for east hallway to mail boxes	Install an automatic door opener	Physical Plant Department	2018-2019	completed
Stairwell in Labatt Hall does not have nosings installed so is dangerous to those with depth perception issues	Apply contrasting strips	Physical Plant Department	2018-2019	completed
Condo 265 needs an accessible bedroom	Renovate to add main floor bedroom	Physical Plant Department	2018-2019	Completed
Condo 265 ramp at front door needs repair	Improve the accessibility ramp	Physical Plant Department	2018-2019	Completed
Condo 265 main floor washroom not accessible	Renovate main floor washroom for accessibility	Physical Plant Department	2018-2019	Completed
No height adjustable desks in the Learning Commons and Lounge Areas in the King's Centre	Ensure there is at least one height adjustable desk	Physical Plant Department	2019	completed

Wemple Computer Lab W022 has no accessible desk, no height adjustable desk, and outlets are not accessible by being too high	Remove a chair from a desk, acquire one adjustable desk and	Physical Plant Department/ITS	2019-2020	Completed
In the Library 2nd Floor restrooms the paper towel dispensers are installed too high	Lower the paper towel dispensers	Physical Plant Department	2018-2023	Completed
Access catalogue table is too high in the Library	Lower table or install height adjustable table	Library/Physical Plant Department	2018-2023	Completed
King's Center nosings on south east entrance to pit are worn out	Replace nosings	Physical Plant Department	2018-2023	completed
Inner Courtyard by Cafeteria/W022 Entrance does not have an automatic door opener	Add an automatic door opener	Physical Plant Department	2018-2023	Completed
The East/West sidewalk at Wemple are uneven	Build up ground area to make level with sidewalks	Physical Plant Department	2018-2023	Completed
First and Second Floor student tables in the Library need height adjustable desks in the common area	Purchase height adjustable desk	Library	2018-2023	Completed
KC 006 a height adjustable desk is located at front, right side of room & awkward to access for chair/scooter	Move to front left of room as it will be easier to access for a person in a chair	Physical Plant Department	2018-2023	completed
KC 004 Height adjustable desk is difficult to access, not enough space	Moved to front row, but still awkward to access. Accessible desk should be placed outside now	Physical Plant Department	2018-2023	completed
KC 004 Door does not open automatically when button is pushed handle must be used	Adjust so only button is needed to open door	Physical Plant Department	2018-2023	completed
KC 004, 005, 006 Automatic doors give access to courtyard area only. Must use stairs if you wish to access campus.	Post a sign stating door leads to courtyard only; use of stairs required to reach other areas of campus	Physical Plant Department	2018-2023	completed
King's Center Fitness Area it is necessary to tap card, push the accessible button and open door at the same time to gain entry which is very awkward	Have door open automatically when button pushed after card swiped	Physical Plant Department	2018-2023	completed
King's Center Fitness Area bathroom has no "automatic door sign"	Apply sign to door	Physical Plant Department	2018-2023	completed
King's Center lower level, accessible restroom has no "automatic door sign"	Apply signage to door	Physical Plant Department	2018-2023	completed
King's Center lower level accessible restroom the accessible door opener is not always accessible when the hallway door is left open, it blocks the accessible button	Ensure door is not left open, or move button	Physical Plant Department	2018-2023	completed
King's Center elevator doors closes very quickly	Adjust timing on doors	Physical Plant Department	2018-2023	completed
King's Center 207 no "automatic door sign"	Apply signage to door	Physical Plant Department	2018-2023	completed
Annex 3rd floor hallway very narrow and may be inaccessible for wider scooters and chairs	Post a sign at the elevator indicating maximum width	Physical Plant Department	2018-2023	completed
Faculty Building path and ramp to the entrance the incline is very steep	Can it be graded appropriately or can an alternative route to the Faculty Building be created	Physical Plant Department	2018-2023	completed
Faculty Building second floor washrooms do not have auto door openers	Install automatic door openers	Physical Plant Department	2018-2023	completed

Broughdale Hall the elevator doors close to quickly to exit safely	Adjust timing on doors	Physical Plant Department	2018-2023	completed
BH006 Foyer chairs are being placed in doorways limiting access	remove chairs from entrances	Physical Plant Department	2018-2023	completed
Broughdale Hall 2nd floor landing near elevator risers are solid, clear and makes it difficult to judge depth perception	Apply nosings	Physical Plant Department	2018-2023	completed
Broughdale Hall Lower level Lounge the hand sanitizer dispenser is too high	Lower	Physical Plant Department	2018-2023	completed
Broughdale Hall lower level lounge area the phone is too high	lower	Physical Plant Department	2018-2023	completed
Dante Leonardon ADO waiting room and entrance to DL the accessible door needs sign	Apply sign	Physical Plant Department	2016	completed
Student identified accommodation needs for accessibility in residence as needed	Modified residence room to accommodate student accessibility needs	Physical Plant Department/Student Affairs	2017	completed
Upper residence in Epworth Place Houses are not accessible currently	Provided greater accessibility as needed	Physical Plant Department/Student Affairs	2017	completed
Alumni Court main floor kitchen needs a lowered counter for accessibility	Lower kitchen counter	Physical Plant Department	2017	completed
Labatt Hall 2nd floor restrooms the doors need an automatic door opener	Install an automatic door opener	Physical Plant Department	2017	completed
Wemple Vitali Lounge Door needs sign for automatic door	Apply sign	Physical Plant Department	2018	completed
Wemple reception needs sign for automatic door	Apply sign	Physical Plant Department	2018	completed
Labatt Hall main entrance needs an accessible door sign	Apply sign	Physical Plant Department	2018	completed
Labatt Hall SW main office the counters are too high	Lower Counter	Physical Plant Department	2018	completed
Labatt Hall Entrance to 212-215 no automatic door opener	Install an automatic door opener	Physical Plant Department	2018	completed
Dante Leonardon front and rear entrances the stairs need nosings	Apply nosings	Physical Plant Department	2018	completed
Library needs an auto door opener for 2nd floor washroom	Install an automatic door opener	Physical Plant Department	2018-2019	completed
Library needs an auto door opener for 2nd floor shelter in place	Install an automatic door opener	Physical Plant Department	2018-2019	completed
Shelter in Place signs in various doorways lack further information or procedures	Need to provide more information in the shelter	Physical Plant Department	2018-2023	completed
Wemple East Wing posted sign by the lift provides little information	Remove blue & white signs and replace with better information e.g.. "Call Security for lift key 519-521-6215. A phone is located on opposite wall"	Physical Plant Department	2018-2023	Completed
Wemple East Wing by lift phone does not work	Fix phone	Physical Plant Department	2018-2023	Completed
Wemple lower level fire door by cafeteria has no automatic door sign	apply sign to door	Physical Plant Department	2018-2019	Completed
<b>Information and Communication Barriers</b>				
Assisted device for projection has been identified as a need in at least one access lab	Installed in Access Lab 3 for students to use for school work, projects, presentations and accommodated exams	ITS /Student Affairs	2017	completed
Lack of access to the accessibility software Inspiration mind for students with accessibility recommendations	Software is now available on all student facing public use computer terminals, as well as the W022 computer lab, library, and W143 computer lab	ITS /Student Affairs	2017	completed
Lack of access to the accessibility software Kurzweil 3000 for students with accessibility recommendations	Software is now available on free to all qualifying SSD students	Western U/ITS/Student Affairs	2017	completed
Need accessible formats for fire safety plans	Ensure fire safety plans are available in accessible formats and available on the website	HR/ITS		Completed
Course Outlines are not in accessible formats	Training staff and faculty in how to create word and PDF documents in accessible formats. Ensuring existing documents are edited for accessibility	ITS and HR	2018-2023	completed

Need accessible formats for fire safety plans	Ensure fire safety plans are available in accessible formats and available on the website	HR/ITS	2018-2023	completed
Develop a feedback form as part of the requirements for integrated standards so that the community can provide feedback to the committee	Currently able to do with email, perhaps other forms could be explored, tweeting, texting, forms.	HR/ITS	2018-2023	completed
<b>Customer Service Barriers</b>				
In order to better serve our community we need to ensure we have access to best practices and up to date research	Our Assistive Technologist has joined the board of The Ability First Coalition which aims to increase employment opportunities for those with disabilities	Student Affairs	2017	completed
Ongoing Training of staff and faculty on AODA standards and best practices	Various in-service Assistive Technology trainings have been delivered to campus units and community partners	Student Affairs	2017	completed
Student employees need to receive AODA training	Follow up needed with leaders to ensure their student staff are trained at time of hire	HR	2018-2023	completed
<b>Attitudinal Barriers</b>				
Need for an Accessibility Committee that advocates for disabled members of our community	Create an accessibility committee and meet regularly to discuss accessibility issues	HR	2018-2023	Completed
Need for increased awareness around mental health and wellness for students	Creation of a Mental Health and Wellness Committee	Student Affairs	2018-2019	completed 2018 committee struck
Student Leaders should receive mental health training that addresses reducing barriers for students with MH issues	Have a central location that arranges the training	Student Affairs	2018-2023	completed
Need for an Accessibility Committee that advocates for disabled members of our community	Create an accessibility committee and meet regularly to discuss accessibility issues	HR	2018-2023	completed
Student Leaders should receive mental health training that addresses reducing barriers for students with MH issues	Have a central location that arranges the training	Student Affairs	2018-2023	Completed
<b>Technological Barriers</b>				
Work surfaces and computer monitors need to be adjustable in all access labs	Install mounted on articulating ergotron arms and motorized height adjustments for desks	ITS/Student Affairs/ Physical Plant Department	2017	completed
Need more equipment to loan to SSD students	Purchase more loaner equipment such as laptops, Live Scribe Pens, headsets and various software	ITS/Student Affairs	2017	completed
Students bothered by noise during accommodated exams	Ear cancelling head phones have been purchased	Student Affairs	2017	completed
<b>Policies and or Practices Causing Barriers</b>				
To ensure that policies and practices keep in mind AODA standards and best practices	Creation of an AODA Committee to monitor this	HR	2018	Completed
Create an Accessibility Policy	reaffirm King's commitment and policy statements	HR	2018	Completed
Increase access to on campus resources through assistive technology and accessible workspaces	Create a specialized reservation system for the Access Labs through the Assistive Technologist	Student Affairs/IT	2017	complete
Ensure that students with disabilities have better access to on campus assistive technology and accessible workspaces	Creation of a specialized reservation for Access Labs through bookings with the assistive technologist	Student Affairs/IT	2017	complete
Ensure that our Goods and Service providers are compliant with AODA and put accessibility first	Revise our Policy on purchasing goods and services to reflect the AODA principals of Integrated Standards	Finance	2014	complete
Create a Duty to Accommodate Policy	For employees to clearly see accommodation goals of the organization	HR	2018-2023	completed



Employment Barriers				
An individualized accommodation plan that is reviewed regularly for employees who have identified themselves as having a disability	HR to respond to such requests in a reasonable timeframe, document the plan and keep in employee file, and schedule reviews of plan with employee	HR	2018	Completed
Inform potential candidates that accommodations are available upon request	Statement posted online and recruiters when setting up interviews to share with candidates that we are an accessible campus	HR	2014	completed
Employees who have identified themselves as having a disability must have an individualized emergency response plan if necessary	HR to respond to such requests in a reasonable timeframe, document the plan and keep in employee file	HR	2018	completed
Individualize emergency response plans for employees that identify a disability and that they require a personalized plan	Communicate and encourage any employee with a short or long term disability to meet with HR to discuss emergency planning and accommodation plans	HR	2018	completed
Emergency plans, procedures and building maps are not easily found	Make the plans easier to find and intuitive	HR	2018	completed
An individualized accommodation plan that is reviewed regularly for employees who have identified themselves as having a disability	HR to respond to such requests in a reasonable timeframe, document the plan and keep in employee file, and schedule reviews of plan with employee	HR	2018	completed
Transportation Barriers				
Develop a feedback form as part of the requirements for integrated standards so that the community can provide feedback to the committee	Currently able to do with email, perhaps other forms could be explored, tweeting, texting, forms.	ITS	2018-2023	To be completed
Customer Service Barriers				
Student employees need to receive AODA training	Follow up needed with leaders to ensure their student staff are trained at time of hire	HR	2018-2023	Ongoing
Student Council and student leaders should received training in AODA	Student Affairs will monitor and ensure training is offered and completed	Student Affairs	2018-2023	To be completed
Built Environment Barriers				
Lack of accessible outside public eating areas.	Ensure 1 table is accessible, and the ground leading to the table is firm and stable and there are spaces for mobility aids.	Physical Plant	2018-2023	completed
Suitable and enough accessible parking	Parking spots must be maintained and must have an adequate number. Also at the Wemple building large trucks park and cut off accessible parking, must ensure cars can get in and out.	Physical Plant	2018-2023	completed
Residence Office entrance needs to be made accessible for physical access	Redo the entrance or signage with instructions for accessing the Office through Alumni Court Residence+B86	Physical Plant Department	2020-2021	completed

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