

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-21

LI 45-21
LOGISTICS
10 December 1975

SUBJECT : Construction and Alteration of Facilities - Incorporation
of Physically Handicapped Requirements

REFERENCES: (a) PL 90-480; 82STAT.718

(b) FPMR 101-19.6, Accommodations for the Physically
Handicapped

1. PURPOSE

This instruction sets forth the procedures to ensure that each Agency funded project for design, construction, or alteration of buildings as defined below shall incorporate physically handicapped requirements in the design, the construction, or alteration, as the case may be.

2. DEFINITIONS

- a. "Building" is defined as any building or facility (other than residential structures; buildings, structures, and facilities of the Department of Defense; and any other building or facility on a military reservation designed and constructed primarily for use by able-bodied military personnel), the intended use of which will require either that such building or facility be accessible to the public or may result in employment therein of physically handicapped persons, which is to be constructed or altered by or on behalf of the United States.
- b. "Alteration" is defined as repairing, improving, remodeling, extending, or otherwise changing a building.
- c. "Project" is defined as any funded work for construction of a building or alteration of any portion of an existing building, existing stairs, doors, elevators, toilets, entrances, drinking fountains, floors, telephone locations, curbs, parking areas, or any other facilities susceptible to installation or improvements to accommodate the physically handicapped.

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3. POLICY

Except as otherwise provided under "Exceptions," every project for building design, construction, or alteration within the United States shall include the needs of physically handicapped, if applicable. Every building design, construction, or alteration shall meet the minimum standards as set by the "American Standard Specification for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped, Number A 117.1-R1971," approved by the American Standards Association, Inc. (subsequently changed to American National Standards Institute, Inc.)

4. EXCEPTIONS

- a. The design, construction, or alteration of any portion of a building which need not, because of its intended use, be made accessible to, or usable by, the public or by physically handicapped persons.
- b. The alteration of an existing building, if the alteration does not involve the installation of, or work on, existing stairs, doors, elevators, toilets, entrances, drinking fountains, floors, telephone locations, curbs, parking areas, or any other facilities susceptible to installation or improvements to accommodate the physically handicapped.
- c. The alteration of an existing building, or of such portions thereof, to which application of the standards is not structurally possible.

5. WAIVER OR MODIFICATION OF STANDARDS

Request for waivers shall be submitted to Chief, Real Estate and Construction Division, OL, who, with the approval of the Director of Logistics, shall then make application on a case-by-case basis to the Administrator of General Services over the signature of the Director of Logistics.

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6. RECORDKEEPING

- a. Each project work order file for the design, construction, or alteration of a building shall contain a statement either:
 - (1) That the handicapped requirements are applicable to and have been or will be incorporated in the design, the construction, or the alteration, as the case may be; or
 - (2) That the standards have been waived by the Administrator of General Services (in which event the justification for waiver shall be stated); or
 - (3) That the project is within one of the exceptions (the specific exception being identified).
- b. Only those project work orders that fall into the categories of paragraphs 6a(1) and 6a(2) above need to be forwarded to Chief, RECD for filing, tracking, and reporting on a semiannual basis to the Administrator of General Services. A copy of such statements together with project description and date of funding shall be forwarded to C/RECD at the time of initial funding of the project to ensure compliance with Public Law 90-480, as amended, and its implementing Federal Property Management Regulations.

7. REPORTING

- a. C/RECD shall compile a semiannual Agency report on GSA Form 2974, "Status Report for Federally Funded or Leased Buildings-Accommodation of Physically Handicapped", for the Director of Logistics' review, certification, and submittal to the Administrator of General Services.
- b. The semiannual reporting periods end on the last day of February and August. Reports to Administrator of General Services are due on the 15th calendar day of the following month.

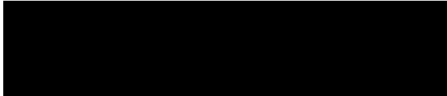
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8. RESPONSIBILITY

Responsibility for compliance with the provisions of this directive lies in the project funding authority. Compliance with the provisions of refs a and b for projects funded by GSA for work to be accomplished in Agency-occupied buildings will be the responsibility of GSA. C/RECD will issue guidance and clarification as required.



MICHAEL J. MALANICK
Director of Logistics

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