

## Huron University College

### 2023 to 2028 Multi-Year Accessibility Plan (Reviewed December 2023)

**Integrated Accessibility Standards Regulation (IASR)** The table below is the 2013-2018 Accessibility Plan for the Integrated Accessibility Standards Regulation. The table has 4 columns and 51 rows. To navigate through the table use your down arrow key. Once in the table use your tab key. You will be notified that you are at the end of the table.

General Deliverables	Proposed Implementation Date	Actual Completion Date	Legislated Date (January)
<b>Policies &amp; Procedures</b>			2014
Create Policies with Statement of Organizational Commitment in written form		Dec. 2017*	2014
Approval and Sign off		Dec. 2017*	2014
Make available to the Public		Dec. 2017*	2014
Available in Alternative Formats - upon request		Dec. 2017 and Ongoing*	2014
<b>Accessibility Plan - Multi Year</b>			2014
Develop Accessibility Plan		Dec. 2017*	2014
Accessibility Plans - Post to web		Dec. 2017*	2014
Continue to work on Accessibility Plan, review progress and update. Update regularly and every five years.		Ongoing	2023 – 2028
Provide in alternative format		Dec. 2017 and Ongoing*	2014
<b>Accessibility Self Service Kiosk</b> - have regard for accessibility when purchasing		Not Applicable	2014
<b>Training</b> - All employees & volunteers, policy developers, those providing goods or services on behalf of organization regarding IARS and Human Rights Code		Ongoing	2015
Decide on training delivery		Dec. 2017	
Create training schedule for current staff and new staff		Regular and Ongoing	
Ensure sign in sheets for record keeping		Online and Certificate of Completion	
Training completed		Ongoing	
Continue to train new staff as part of orientation		Yes	2017-2021
<b>File Accessibility Compliance Report</b>		Dec 16/15	Dec. 31/15
<b>File Accessibility Compliance Report</b>		Dec 31/17	Dec. 31/17

<b>File Accessibility Compliance Report</b>		Dec 19/19	Dec. 31/19
<b>File Accessibility Compliance Report</b>		July 20/22	Dec. 31/21
<b>File Accessibility Compliance Report</b>		Dec 20/23	Dec. 31/23

<b>Information &amp; Communications</b>	<b>Proposed Implementation Date</b>	<b>Actual Completion Date</b>	<b>Legislated Date (January)</b>
<b>Emergency Procedure Plans</b> or Public Safety Information - inventory and make accessible		2011 and Ongoing	2012
<b>Feedback</b> - ensure feedback system accessible		Nov. 26/09	2015
<b>Accessible formats and communication supports</b> upon request (timely manner, no cost charged if none charged to other persons)		Jan. 1/16	2016
Create inventory of current documents			
Create document renewal plan			
Create Strategic Communication Plan - create processes for flow of documents, who creates source documents, who ensures pdf's are accessible, who checks for accessibility before posting to website, decide on corporate wide fonts, staff training on accessible document creation, analysis of website content and new content (not legislation - would be helpful)			
If creating a new Website WCAG 2.0 Level AA (other than closed caption Live pre-recorded audio)		Accessibility widget installed; updates ongoing	2014
All internet <b>websites</b> and web content WCAG 2.0 Level AA		Accessibility widget installed; updates ongoing	2021
Review all content on website back to 2012 to ensure everything is accessible		Accessibility widget installed; updates ongoing	2021

<b>Employment</b>	<b>Proposed Implementation Date</b>	<b>Actual Completion Date</b>	<b>Legislated Date (January)</b>
<b>Workplace Emergency Response</b> for staff		To date, no requests.	2012
<b>Recruitment</b> - notify employees and public regarding availability of accommodation		Dec 31/15 Statement in all recruitment ads.	2016

Notify applicant - availability of <b>accommodation</b> upon request for assessments or selection process		Dec 31/15	2016
Inform employees of <b>policies</b> regarding job accommodations		Dec 31/15	2016
Providing <b>accessible formats and communication supports</b> available to perform job		Jan 1/16 To date, no requests.	2016
Have a Documented <b>Individual Accommodation Plan (IAP)</b>		Jan 1/16 To date, no requests.	2016
Have a Return to Work Process		Jan 1/16	2016
<b>Performance Management</b> takes into account accessibility needs		Jan 1/16	2016
<b>Career Development and Advancement</b> Process takes into account accessibility needs		Jan 1/16	2016
<b>Redeployment</b> process takes into account accessibility needs		Jan 1/16	2016
Continue to proactively remove barriers across employment life cycle allowing employees to reach their full potential		Ongoing	2017-2021
<b>Public Spaces</b>	<b>Proposed Date for Implementation</b>	<b>Actual Date of Completion</b>	<b>Legislated Date (January)</b>
Incorporate <b>Design of Public Spaces</b> on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements		Jan 1/17 and ongoing for new projects	2017
If developing <b>recreational trails consult with public</b> and persons with disabilities		N/A	2017
Provide <b>maintenance and restoration</b>		Regular and Ongoing	2017
<b>Procedures</b> for <b>preventative and emergency maintenance</b> of accessible elements in public spaces		Regular and Ongoing	2017
Develop <b>procedures</b> for dealing with <b>temporary disruptions</b> when accessible elements under public spaces not working (see procedure below or follow the <a href="#">link</a> )		Jan 1/17	2017

**End of table**

	<b>STANDARD OPERATING PROCEDURE</b>	Nº:	VERSION: <b>0.0</b>
		PAGE: <b>1</b>	DATE: <b>March 2025</b>
TITLE: <b>Accessibility Focused Maintenance</b>		AREA: <b>MAINTENANCE</b>	

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### 1. INTRODUCTION

Huron Maintenance has a responsibility to maintain a safe and accessible campus. Aspects of maintenance work will be addressed in house while other equipment will require 3<sup>rd</sup> party contractor support. This procedure details the actions of the in house maintenance team and when and how to get 3<sup>rd</sup> party contractor support. Detailed procedures of the 3<sup>rd</sup> party contractors are not included below.

### 2. PURPOSE

To define the in house maintenance activities associated with accessibility equipment on campus

### 3. REFERENCE DOCUMENTS

AODA resources online

City of Toronto Accessibility Design Guidelines (as no good public City of London file)

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#### 4. RESPONSIBILITIES

Monitoring and Troubleshooting of all campus equipment and areas – **Huron Maintenance**

Emergency Maintenance of Exterior paths and access points – **Huron Maintenance & 3<sup>rd</sup> Party Contractors as applicable.**

Elevator & Lift Preventative & Emergency Maintenance – **Elevator Service Companies (Otis, TKE, Delta, Skyline, Benner's Genuine Service)**

Automatic Door Operators Preventative & Emergency Maintenance - **Nabco**

Snow removal and management – **Van Horik's Landscaping**

#### 5. OPERATING PROCEDURES

##### 5.1. DAILY MAINTENANCE OF ACCESSIBLE EQUIPMENT & PATHS

Step	Action	Reference
<b>Responsible: Huron Maintenance</b>		
1	Monitor Maintenance Jira work order requests and prioritize any safe or accessibility related.  Prompted by email of all new or changed work requests.  Weekday daily meeting to review priority work orders.	Jira system

##### 5.2. EMERGENCY MAINTENANCE OF ACCESSIBLE EQUIPMENT & PATHS

Step	Action	Reference
<b>Responsible: Huron Maintenance</b>		
1	Emergency maintenance response to address critical maintenance issues to accessible equipment.  Prompted primarily by On Call phone calls from Security or Huron Community member identifying the emergency issue.	On Call Phone

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	<p>An assessment of how to make the situation safe is the first priority and maintenance activities will be done to provide a temporary solution to bridge to the full resolution depending on the type of emergency.</p> <p>At least 1 member of Huron Maintenance is On Call 24/7 to support.</p>	
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### 5.3. MONTHLY CHECKS OF DOOR OPERATORS


Step	Action	Reference
<b>Responsible: Huron Maintenance</b>		
1	<p>Complete rounds of all buildings and validate the proper operation of all automatic door operators.</p> <p>Prompted by Huron Preventative Maintenance Planner database</p>	List of elevators on work order.
2	<p>If any deficiencies are found, call Nabco (automatic door operator service provider) immediately to set up a service call.</p> <p>Place signage on doors to notify of know equipment issues.</p> <p>Notify Security of known equipment issues.</p> <p>Escalate to Facilities Management as further communications to specific people or the broader community may be required.</p>	Nabco Technician
3	<p>Validate that Nabco has completed their required service checks as per their service agreement (minimum semi annual inspections and preventative maintenance)</p>	Service Contract

#### 5.4. MONTHLY CHECKS OF ELEVATORS

Step	Action	Reference
<b>Responsible: Huron Maintenance</b>		
1	Complete rounds of all buildings and validate the general operation of all elevators.  Prompted by Huron Preventative Maintenance Planner database	List of elevators on work order.
2	If any deficiencies are found, call applicable Elevator Service Companies (varies by building) immediately to set up a service call.  Place signage on elevator to notify of known equipment issues.  Notify Security of known equipment issues.  Escalate to Facilities Management as further communications to specific people or the broader community may be required.	Elevator Service Companies
3	Validate that Elevator Service Companies Elevator Service Companies (Otis, TKE, Delta, Skyline, Benner's Genuine Service) have complete their required service checks (monthly, quarterly, annually as defined by TSSA)	TSSA  Elevator Service Company Work Order Reports

#### 5.5. ANNUAL REVIEW OF SNOW REMOVAL PLAN

Step	Action	Reference
<b>Responsible: Huron Maintenance</b>		
1	Meet with snow removal contractor to review all paths and locations requiring snow removal and ice/snow management.  Priority for snow/ice management shall be established accessible routes as highlighted on the campus map and document used to detail the annual requirements. This file is	Huron Snow Removal Priority Areas – YEAR.xlsx file (updated and distributed annually)

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	updated each year and emailed to the snow removal contractor for reference.	
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### 5.6. PERIODIC REVIEW OF SNOW REMOVAL PLAN EXECUTION

Step	Action	Reference
<b>Responsible: Huron Maintenance &amp; Huron Security</b>		
1	During and immediately after major snow and ice weather events, walk exterior paths to validate Snow Removal Contractor is performing as per their contract.	Huron Snow Removal Priority Areas – YEAR.xlsx file (updated and distributed annually)
2	If any deficiencies are found, the issues should be escalated to the Snow Removal Contractor immediately to resolve.  Cordon off hazard areas if applicable.  Notify Security of known issues.  Escalate to Facilities Management as further communications to specific people or the broader community may be required.	Van Horiks Landscaping

### 5.7. EMERGENCY ISSUES RELATING TO EXTERIOR OR INTERIOR ACCESS / PATHS

Step	Action	Reference
<b>Responsible: Huron Maintenance</b>		
1	If an emergency or situation occurs on the exterior or interior accessible paths on Huron’s Campus, Security should be the immediate point contact for First Response.	Security Cell Phone 519-521-9407



	<p>Security will determine the best escalation method which is likely to include a call to the On Call Huron Maintenance person for support, to Manager, Maintenance &amp; Projects and/or VP, Infrastructure &amp; Facilities.</p> <p>Huron Maintenance will triage the situation and support Security with communications on how to re-direct to avoid the hazard or emergency. This could include involving the Landscaping/Snow Removal Service Provider (Van Horik's) or other construction contractors as needed</p>	Maintenance 3 <sup>rd</sup> Party Contract
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## 6. REVISION HISTORY

Revision No.	Responsible	Approved By	Alteration Description
0.0	S.Durnin (VP, Infrastructure & Facilities)	S.Durnin (VP, Infrastructure & Facilities)	Reviewed