



STRUCTURAL AND PROGRAMMATIC ACCESS PROCEDURE FOR PEOPLE WITH DISABILITIES

In order to evaluate compliance with the Equal Employment Opportunity Act, a biannual monitoring will be carried out where the facilities or physical facilities of the ALDL and CGU/AJC offices will be evaluated, as well as the facilities of the projects where the participants will be located. This procedure must be used as a guide by the Manager of the Single Management Center, the Interagency Program Coordinator, the Program Supervisor and the Manager of the Affiliated Office of Las Marías, in order to detect if the guidelines of the Labor Development Program (PDL) and the Office of Civil Rights (CRC) are being complied with.

This guide was prepared with the purpose of detecting situations that may affect participants who visit the Center. The Equal Opportunity Officer will ensure that the guidelines issued by the Workforce Development Program and the Office for Civil Rights (CRC) are followed.

In order to comply with the process, the Equal Opportunity Officer must follow the guidelines established for these purposes. With this guide, it will be possible to detect signals, which must be corrected as soon as possible.

If there is any indication, a copy will be delivered to:

- Executive Director
- Manager of the Single Management Center
- Interagency Program Coordinator
- Program Supervisor
- Affiliate Office Manager

These people will keep a record of the Centre's evaluations and their follow-up. The Managers of both offices and the Program Supervisor must make sporadic reviews of the areas to ensure compliance with the Equality Law before the Equal Opportunity Officer carries out the monitoring. If any situation is detected, he will verify with the Local Officer how to correct it immediately.

This procedure is amended and will come into force as of the date of its approval. In Mayagüez, PR., today, August 23, 2022.

Approved by:

José A. Justiniano Rodríguez
Local Board President

Accessibility Self-Assessment Guide in the Single Management Centers

This accessibility self-assessment guide at the Single Management Center and Las Marías Affiliated Office must be completed by the Managers or Property Manager. It will be used to carry out evaluations in the indicated offices and to request technical assistance in the aspects of accessibility, so each center must comply to provide an optimal service to people with disabilities.

	Complies	Not Compliant
1. Access Ramps	<input type="checkbox"/>	<input type="checkbox"/>
2. Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>
3. Safety Railings	<input type="checkbox"/>	<input type="checkbox"/>
4. Doors	<input type="checkbox"/>	<input type="checkbox"/>
5. Tickets	<input type="checkbox"/>	<input type="checkbox"/>
6. Hallways	<input type="checkbox"/>	<input type="checkbox"/>
7. Service Office	<input type="checkbox"/>	<input type="checkbox"/>
8. Sanitary Services	<input type="checkbox"/>	<input type="checkbox"/>
9. Drinking Water Fountain	<input type="checkbox"/>	<input type="checkbox"/>
10. Parking lots	<input type="checkbox"/>	<input type="checkbox"/>
11. Publicly accessible telephones	<input type="checkbox"/>	<input type="checkbox"/>
12. Access to Mechanized Systems	<input type="checkbox"/>	<input type="checkbox"/>
13. Labeling for the Blind	<input type="checkbox"/>	<input type="checkbox"/>
14. Emergency Signage for the Deaf	<input type="checkbox"/>	<input type="checkbox"/>
15. Elevators	<input type="checkbox"/>	<input type="checkbox"/>
16. Light Switches	<input type="checkbox"/>	<input type="checkbox"/>
17. Anti-Slip Surfaces	<input type="checkbox"/>	<input type="checkbox"/>
18. Fire Extinguisher Height	<input type="checkbox"/>	<input type="checkbox"/>
19. Adjustable Height Tables	<input type="checkbox"/>	<input type="checkbox"/>
20. Eviction Plan	<input type="checkbox"/>	<input type="checkbox"/>

Specifications

1. Minimum width of 36", 1 foot long for every inch high.
2. Security locks on doors that open outward from the building or service place.
3. 32" height; The handrail should be placed 1.5" apart from the wall. Railing and handrails must be extended 12" at the beginning and end of the access ramp.
4. Minimum width of 36". Maximum pressure to operate doors manually, 5 lbs. The handles must be lever type and at a height of 32". Each door must be labeled in "Braille".
5. Minimum width of 48".
6. They must be free of obstacles and have a minimum width of 48".
7. 36" access door and corridor, office with full walls. Minimum area of 100' square.
8. One per gender; 34" wide on cubicle doors; 36" space in front of toilets; toilet height, 36" high; 19" tall toilet paper assortment; urinal 17" from the floor the bottom, with a depth of 48"; sink 29" off the floor and with lever shut-off valves. Automatic hand dryer 40" high from the floor.
9. Water supply height from the 33rd floor. Water valve opening control, front and side.
10. One parking lot for the disabled for every 25 regulars; 13' wide and 25' deep.
11. Telephone numbers accessible to participants. They must be within reach of people in wheelchairs.
12. Computers must have a 17" diagonal monitor on the screen and a "trackball" to move the courses on the screen.
13. "Braille" sign for the blind.
14. Signs with lighting for the deaf indicating exit route in case of emergency.
15. It must be wide enough for someone in a wheelchair to enter and turn 360°.
16. Light switches must be within reach of people in wheelchairs.
17. Ramps and stairs must have an anti-slip surface.
18. Fire extinguishers should be placed in accessible places and at a reasonable height for a person in a wheelchair to reach if necessary.
19. Work tables must have an adjustable stop so that a person in a wheelchair can reach properly and be able to work.
20. Eviction Plan – the agency has a properly updated Eviction Plan.

Conclusions/Recommendations

1. Areas that do not meet specifications:

5 Calle Dr. Ramón E Betances S, Mayagüez, PR 00680-4074
Tel: (787) 834-8010 / (787) 834-8011
TTY: 787-834-8022 (CGU Office Annex) TTY 787-834-8019 (Single Management Center)
Emails: aldlmayaguez@gmail.com
aldlmayaguez@outlook.com

"We are an Equal Employment Opportunity Employer"
"We Have Support Services for People with Disabilities Who Request It"

2. Action Plan (recommendations) to meet the specifications:
