SAN FRANCISCO UNIFIED SCHOOL DISTRICT

**ADA SITE MAINTENANCE PLAN**

**Purpose:** “To ensure that SFUSD fulfills its general maintenance obligations under the Stipulated Judgment in *Lopez v. SFUSD*, and that SFUSD maintains in fully operational condition all existing access features provided for persons with mobility and/or vision disabilities. The portions of the Stipulated Judgment relating to maintenance are attached as Enclosure (1) to this Site Maintenance Plan."

**Action:** Principals and Site Managers:
- Conduct a monthly ADA inspection of their respective sites using the attached checklist. The actual inspection may be delegated to an Assistant Principal if assigned, or to an interested staff member.
- Sign and submit the completed checklist to their respective ISOs and the CDC Program Manager on the first day of each month.

ISOs and CDC Program Manager:
- Collect and review the monthly ADA inspection reports, and when all sites have responded, forward the reports to Yonko Radonov, the District ADA Coordinator via FAX at 355-6988, or by Interoffice Mail to 135 Van Ness Avenue, Room 213.

**Training:** The ADA Committee will break up into ADA Training Teams and visit each school site beginning in September 2005. The teams will provide individual instruction to Principals, Assistant Principals and Site Managers in the proper conduct of an ADA walk-through and in the use of the Site Responsibility check off list. More specifically, and at a minimum, this training will include:
- Maintaining exterior and interior pathways.
- Maintaining disabled parking spaces and the attendant signage.
- Ensuring signage directing persons with disabilities to the accessible paths of travel.
- Maintaining doors providing primary accessibility to be fully operable and unlocked during normal hours of operation.
- Ensuring that all accessible bathrooms are fully functional.
- Ensuring that all elevators and wheelchair lifts are in proper working order and keys are available in the main office.
- Accessible and appropriate drinking fountains.
- Accessibility of play structures.
• Emergency preparedness, including the use of EVAC chairs.
• Function of the ADA Tiger Team.
• Accessible meeting locations.
• Availability of written material on ADA.
• ADA grievance procedures.
• Use of the B&G Requestline to address ADA emergencies (e.g. protruding objects, inoperable elevators and chair lifts etc.)

In addition, the training is intended to familiarize administrators with all aspects of ADA site responsibilities, and with the general tenets of the American’s for Disability Act, and the Stipulated Judgment that resulted from the Lopez Case. This training will be memorialized and conducted routinely, and as necessary for all new administrators. Ultimately, some form of ADA training will be included in the training syllabus of all new certificated personnel.

**Tiger Team:** The ADA Tiger Team will augment the work of the Principals and Site administrators by conducting routine visits to school sites ensuring that door opening and closing pressures meet ADA requirements and by responding to reports of doors that are difficult to open and close. The Tiger Team will also address ADA maintenance emergencies.

**ADA POC:** In the event that site administrators or those individuals involved in the ADA Site Maintenance Check-off procedures have questions or concerns about any aspects of this process, the primary points of contact (POC) are as follows:

• ADA Coordinator: Yonko Radonov
  135 Van Ness Avenue, Room 213
  Office: 355-7341
  Mobile: 828-7278

• B&G Work Control: Requestline and/or 695-5525

• ADA Tiger Team: Larry Burnett, Tiger Team Supervisor
  B&G Office
  834 Toland Street
  Office: 695-5762

(Rev. 11/05)

Enclosure: (1) ADA Site Responsibilities Check-off List
(2) Portions of the Stipulated Judgment relating to maintenance