



## BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

**Number:** BD-019

**Title:** ADA Title II Inspections

**Revision Date:** 8/14/24

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### **Purpose:**

This procedure provides guidelines for requesting, scheduling, and documenting Americans with Disabilities Act (ADA) inspections.

### **Scope:**

The procedure pertains to inspections of new and existing district facilities to ensure technical provisions are in compliance with accessibility codes.

### **Guidelines:**

1. Facilities Construction Personnel, or others, will email Building Codes Services a request for inspection. Rosa Ayala, [rosa.ayala@palmbeachschools.org](mailto:rosa.ayala@palmbeachschools.org), Mary Murphy, [mary.murphy@palmbeachschools.org](mailto:mary.murphy@palmbeachschools.org), and Gabriela Casales Marquez, [gabriela.casalesmarquez@palmbeachschools.org](mailto:gabriela.casalesmarquez@palmbeachschools.org)
2. All ADA Inspection Requests shall be made via email, and shall include the following: school name, form number, inspection number, citation number (s), location of item(s) to be inspected, and type of inspection requested. (Note: One school inspection request per email).
3. The Building Code Services clerks will assign an inspection number and date for the inspection and forward information to the designated inspector.
4. Facilities Construction personnel or Task Leader should meet the inspector on site with plans and documents for the inspection.
5. The inspector will input the comments and results of each inspection into the "Inspector" database.
6. ADA Title II Coordinator will notify the party requesting the inspection when comments have been satisfied.
7. If the inspection is not in compliance and is failed, the Facilities Construction personnel or Task Leader will need to have the necessary corrections made and schedule a re-inspection.