UC SANTA CRUZ

GENDER INCLUSIVE FACILITIES GUIDELINES

March 16, 2016
RD4.1: Providing Gender Inclusive Facilities

References

- Gender Inclusive Facilities in Renovation Projects – Request for Waiver Based on Unreasonable Hardship (reference template) (Attachment A)
- Sample Gender Inclusive Signs (Attachment B)

In accordance with the University’s nondiscrimination policies, these guidelines seek to create an inclusive campus environment for transgender and gender variant people and provide direction on the implementation of gender inclusive facilities in UC-owned buildings. These guidelines affirm that individuals have the right to use facilities that correspond with their gender identity.

These guidelines apply to UC-owned facilities including new construction, existing, and renovated facilities. While these guidelines do not extend to UC-leased facilities at this time, evaluation of the availability of gender inclusive facilities shall occur when beginning or renewing leases, especially when UC leases more than 50% of a building, or for leases 10 years or longer. Privatized projects developed on UC-owned land where the project is to be used for University-related purposes shall comply with the requirements for inclusive facilities.

4.1.1 Background

The University of California is strongly committed to creating and sustaining a campus environment that supports and values all members of our community, including visitors. These guidelines focus on providing a safe environment, consistent with UC principles of community and efforts around civility and respect. Gender inclusion should provide access and equality by creating an environment that is safe, accessible, and respectful of all individuals. One aspect of creating an inclusive environment is the availability of safe, accessible, and convenient restroom facilities. Many people may experience difficulty, inconvenience, or harassment when using gender specific restrooms and facilities. Additionally, parents with children of a different gender, as well as caregivers to persons of a different gender, face difficulties in accompanying them. UC aims to implement best practices for gender inclusive facilities.

4.1.2 Definitions

Changing Room: a room in which one or more persons partially or fully disrobe and re-dress. Locker rooms fall under this definition. Gender inclusive changing rooms shall provide privacy and security.
Gender Identity: an individual’s sense of oneself as male, female, or transgender, including an individual’s self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from the individual’s sex assigned at birth.

Gender Inclusive Facility (sometimes referred to as Gender Neutral facility): a facility, including but not limited to, restrooms, showers, locker rooms and changing rooms, that is usable by persons of all gender identities and expressions and that is not gender specific. Facility shall provide privacy and security for the individual user. Gender inclusive facilities shall include spaces and fixtures equivalent to gender specific facilities.

Gender Specific: designated for use by one gender (i.e., male or female).

Restroom: any facility equipped with toilets, urinals or other similar facilities, in a public facility for the use of the public for personal hygiene and comfort. “In a public facility” and “for the use of the public” in this context covers essentially all UC facilities and restrooms, except for facilities located within private residences or apartments, and within dormitory suites.

Shower: a space in which one or more persons bathe or shower. Gender inclusive showers shall provide privacy and security for the individual user.

4.1.3 GUIDELINES AND COMPLIANCE

Campuses and other UC locations (e.g. Medical Centers, Laboratories, Agriculture and Natural Resources (ANS), or Natural Reserve System (NRS), etc.) shall undertake the following – A due date for completion of initial tasks is noted after each task, where applicable:

CAMPUS PROCESS: Establish a site-specific process to guide and review campus efforts toward gender inclusive facilities. Each location shall also establish a review process for hardship requests for waiver from these guidelines and establish a process for receipt and review of complaints and suggestions, with a submittal location posted on the campus website. This should be completed by November 1, 2015. A letter confirming that this is done should be provided by this due date to Associate Vice President, Capital Programs, Deborah Wylie.

INITIAL AUDIT: Perform an initial audit of restrooms and other gender-specific facilities, such as changing rooms and showers, in all UC-owned buildings. The audit shall list all existing buildings in which restrooms, changing rooms and showers are provided; whether each building has gender inclusive facilities; and the type and number of gender inclusive facilities. This should be completed by November 1, 2015. A letter confirming that this is done should be provided by this due date to Associate Vice President, Capital Programs, Deborah Wylie.

CONVERT EXISTING FACILITIES: Convert existing single-occupancy or single-stall restrooms in all UC-owned buildings from gender-specific to gender inclusive facilities with privacy and security as noted in the definitions. It is anticipated that conversion will usually be limited to revised signage.
Conversions that are accomplished by signage alone shall not be considered renovations. This should be completed by March 1, 2016.

NEW CONSTRUCTION or RENOVATION: For UC-owned buildings beginning design, for either new construction or renovation, on or after July 1, 2015, provide at least one gender inclusive restroom on each floor where restrooms are required or provided in a building. Gender inclusive restrooms on each floor shall be accessible consistent with the California Building Code (CBC). “UC-owned” includes buildings designed and/or built by third parties that are to become the property of UC upon completion.

RESTROOM RENOVATION: When extensive renovations are made to existing restrooms (when the construction cost for the renovation exceeds 50% of the restroom replacement cost) or when extensive renovations are made to one of more floors on an existing building (more than 50% of the replacement cost of the area being renovated) in buildings that do not already have at least one gender inclusive restroom, the project shall provide a gender inclusive restroom in the same building.

CHANGING ROOMS: For new buildings, construct at least one gender inclusive changing room in each location in the building where locker rooms or changing rooms are provided, located within the locker room/changing room facility, so the user need not leave the area to use the changing room. For major renovations, construct at least one gender inclusive private changing room in each location in any building where locker rooms or changing rooms are provided (major renovation is renovation exceeding 50% of replacement cost of the area being renovated) or when the locker room or changing room is renovated.

SHOWERS: Construct gender inclusive showers in new buildings in which showers are provided. If the shower or showers are located within a locker room/changing room facility, the gender inclusive shower(s) shall be located so that the user need not leave the area to use the shower. Construct at least one gender inclusive shower in each location in any building where showers are provided when a major renovation occurs (renovation exceeding 50% of replacement cost of the area being renovated) or when the existing showers are renovated. Locate shower within the locker room/changing room facility so that the user need not leave the area to use the shower.

LIST OF LOCATIONS: Prominently list the locations of gender inclusive facilities on campus websites. This should be completed by March 1, 2016.

SIGNS: It is recommended that gender inclusive facilities be identified in a simple manner, utilizing the minimum signage required by the CBC and the 2010 ADA Standards for Accessible Design (ADA). For restrooms, the required sign on the door shall be a triangle within a circle, without gender pictograms, and may include the term “Restroom.” The international convention is a white triangle in a blue circle, but ADA- and CBC-compliant signs/colors are acceptable. The CBC-required room identification sign shall provide the minimum required information, including the
pictogram for access, if applicable. For restrooms, limiting the room identification to “Restroom” is recommended. Signs for changing rooms and shower rooms should follow this recommendation as applicable. Refer to CBC Chapter 11 for minimum requirements. Sample signs are outlined in Attachment B above.

DIRECTIONAL SIGNS: In buildings where gender inclusive facilities are not or cannot be provided, provide and install directional signs indicating the nearest gender inclusive facilities. This should be completed by July 1, 2016.

HARDSHIP: In instances where hardship may preclude full compliance with these guidelines, campus entities may request that a waiver from the guidelines be approved according to the process and criteria for review and approval of waivers as established by each campus location (see Attachment A). Approval authority for these waivers is delegated to the Chancellor and may be re-delegated to one individual, in writing. A model template for waiver requests is attached to these guidelines, and may be used or modified by each UC location. If the campus determines that it is physically impracticable to provide a gender inclusive restroom facility in the building, the campus may elect to provide a gender inclusive facility (if one does not already exist) in a nearby building. “Nearby” is defined by the worksheet as within 2 minutes of pedestrian travel time between building entrances.

_____________________________________________________

_____________________

Revised June 30, 2015 (Change # FM 15-007-P)
Attachment A

Gender Inclusive Restrooms in Renovation Projects

REQUEST FOR WAIVER BASED ON UNREASONABLE HARDSHIP

Campus: [ ]  
Project: [ ]  
Date: [ ]

PROJECT COST

| Construction cost of overall project |
| $ [ ] |
| Construction cost of inclusive restroom work (new or remodeled single-occupancy restroom or remodeled multi-occupancy restroom) |
| $ [ ] |
| Percentage of restroom cost/overall project construction cost |
| #DIV/0! |

OCCUPANT LOAD & FIXTURE COUNTS

| Occupant load of building |
| Occupants [ ] |

| MEN | WOMEN |
| TOILETS & URINALS | LAVATORIES | TOILETS | LAVATORIES |
| [ ] | [ ] | [ ] | [ ] |
| [ ] | [ ] | [ ] | [ ] |

**Required** number of separate toilet/urinal fixtures

**Existing** number of separate toilet/urinal fixtures

Number of separate fixtures including new inclusive restroom(s)

Deficit (if any) with new inclusive restrooms and fixtures

PROXIMITY

Are there other inclusive restrooms in this building?

If YES, indicate distance to nearest inclusive restroom in building

If NO, indicate location of nearest inclusive restroom

HARDSHIP

If space will be reassigned from programmatic or other dedicated use to construct the inclusive restroom(s), describe secondary effects of constructing restroom in this location

(Describe)

INTENT

If inclusive restroom cannot be provided in this location, describe the proposed alternate solution and how it meets the spirit and intent of the inclusive restrooms guidelines?

(Describe)

NOTES

1. “Separate” refers to California Code of Regulations, Title 24, Part 6—California Plumbing Code, Section 422.2, Separate Facilities: “Separate toilet facilities shall be provided for each sex.” See also Table 422.1 of the plumbing code for fixture count requirements.

2. Include additional code-triggered required separate fixtures that must be added by the work of the new project, if any.

3. Pedestrian travel time is encouraged to be less than 2 minutes between building entrances to avoid extending break times and provide equivalent facilitation.
Attachment B
Model Template for Signs

Gender Inclusive Facilities

**Restroom Door Sign**

- Eased Edges
- 1/8” Min Radius at Points

**Restroom Room Sign**

- Lettering: 5/8” Min - 2” Max
- Corresponding Grade II Braille

**Directional Sign**

- Inclusive Restrooms are Available in (EXAMPLE) Hall

*All signs shall meet ADA and CBC Standards.*
It is UCSC’s intention to implement the Gender Inclusive Facilities (GIF) guidelines wherever possible and waiving these requirements is discouraged except in cases of genuine hardship as outlined in the criteria below. In order for waiver requests to be recommended for approval, the argument/evidence in favor of the waiver must be compelling, generally should be multifaceted, and the GIF Waiver Review Panel (Panel) must receive, review and confirm evidence supporting the request. Waiver requests most likely to be recommended for approval by the Panel are those that include mitigating measures. It is anticipated that waiver requests will generally be for renovation projects and not for new construction projects.

Request Submission and Review Process:

1. Requestor fills out a waiver request form and attaches a cover letter outlining the nature of the waiver request (indicating the aspects of the GIF guidelines that apply to the project to be considered for waiver). Submissions must include relevant supporting documents, such as floor plans, building plans, site plans showing adjacent facilities, cost estimates, photographs, etc.

2. The request is submitted to the AVC Risk and Safety Services who reviews the form and cover letter and confirms that the submission meets general requirements for a waiver request.

3. The GIF Waiver Review Panel reviews the request. If needed, additional information is requested and provided by the requestor. The Panel submits a written recommendation to approve or deny the request and when appropriate includes information about proposed mitigating measures.

4. The EVC has sole delegated authority to approve or deny waiver requests. The EVC reviews the request, supporting documentation inclusive of any proposed mitigations and the Panel’s recommendation; requests and reviews any needed additional information; and approves or denies the waiver request.

Note: The Panel and EVC may consult with the campus architect, Planning and Budget, academic deans and/or other subject matter experts as needed during deliberations.

General Guidelines /Criteria for Considering Hardship Waiver Requests:

Impacts on Critical Programs
When the construction of a gender-inclusive facility in a building would preclude the renovation/construction of an area of critical programmatic use in the building due to space or other limitations; this loss of programmatic use may be considered as a hardship. The nature of the programmatic impact needs to be qualitatively described (and quantified to the extent possible) to determine its significance.
**Project Costs**
The cost of gender inclusive compliance in relation to the overall project cost will be one consideration for recommending a hardship waiver. However, given that project cost ratios trigger the necessity for GIF guidelines compliance, generally the expectation is for GIF compliance costs to be built into budgets when planning major renovation and new construction projects. An example of circumstances that might warrant waiver consideration based on cost hardship is significant project budget overages caused by other code or compliance regulations or other significant unanticipated and unavoidable costs for which additional funding is not available.

**Occupant Load/Fixture Counts**
Compliance with occupant load building code requirements that result in necessary addition of separate gender-specific fixtures/facilities that may be in conflict with or might make difficult also complying with GIF guidelines requirements may constitute a hardship in a renovation project.

**Inclusion of Mitigating Measures in Request:**

**Proximity to other GIFs**
For buildings or floors of buildings with no existing GIFs but with GIFs within a short (for example two minute) walking distance, this proximity will be considered as a mitigating measure if creating GIFs in the building or on the floor would be a demonstrated hardship.

Description of other proposed mitigating measures (in addition to proximity to other GIFs) that reflect the spirit and intent of the GIF guidelines will assist the Panel in evaluating the merits of a waiver request.

**Note:** Process and panel representation will be reviewed after year one of implementation and as appropriate, changes may be made.
UCSC 2015/16 GIF Waiver Review Panel

AVC Risk and Safety Services

Director Planning and Space Management

VP Academic Affairs

Director Cantú Center

Campus Architect – Ex-Officio Member
University of California
Gender Inclusive Facilities Guidelines
Overview Briefing
Purpose of Presentation:

Provide brief review of Guidelines
Review Current Status of Implementation
The University of California sets the global standard of inclusiveness, understanding, and equitable treatment in all its endeavors, creating a world where individuals and communities of diverse sexuality and gender identity and expression are safe, supported, respected, empowered, and truly equal.

Janet Napolitano
President, University of California
June, 2015
UC Gender Inclusive Facilities Guidelines:

- Emerged from UC Task Force and Implementation Team on LGBT Culture and Inclusion (May, 2014).
- Official guidelines issued to Chancellors (June, 2015).
- Gender Inclusive Facilities – Implementation Work Group commenced assignment September, 2015 (one year appointment).
UC Gender Inclusive Facilities Guidelines

Overarching Goal:

In accordance with the University’s nondiscrimination policies, guidelines seek to create an inclusive campus environment for transgender and gender variant people and provide direction to the implementation of gender inclusive facilities in UC-owned buildings.
UCSC Gender Inclusive Facilities
Implementation Work Group

- Jean Marie Scott (Co-Chair) - AVC RSS
- Ciel Benedetto (Co-Chair) - Assistant Director EEO
- Lisa Akeson – Director, REO
- John Barnes – AVC PP&C (Andrea Hilderman, Barbara Lorimer)
- Robin Draper – Director, CPSM
- Herbie Lee – VPAA
- Sue Matthews – AVC CHES
- Sonia Melitta-Montoya Director, Women’s Center
- Henry Salameh Director, PP
- Tracy Tsugawa – Title IX Officer
- Tam Welch – Interim Director, Cantu Resource Center
- Scott Brandt – Vice Chancellor, Research
- TBA – Transgender Educator
Types of Facilities Addressed

- Restrooms
- Showers
- Changing rooms/locker rooms
Key Points

- **Guidelines do not require conversion of multi stall restrooms**
  - unless under renovation

- **Restrooms must be accessible to the public to qualify as GIF.**
  - Audit included residential facilities but these were not included in public map/list and total count
  - Audit included leased facilities

- “Nearby” is defined as within 2 minutes pedestrian travel time between entrances

- **Safety needs to be a consideration in conversion & construction**

- Directional signage in buildings that do not have GIF

- Final signage design is pending; not required to “change out” but may choose to update all signs to the new standard
Deliverables:

- Establish a site-specific process to guide and review campus efforts toward gender inclusive facilities. Complete - GIF IWG.

- Establish a review process for hardship requests for waiver from these guidelines. Pending final review.

- Establish a process for receipt and review of complaints and suggestions with a submittal location posted on the campus website. Pending – Office of Diversity, Equity & Inclusion (ODEI).
Deliverables:

- Perform an initial audit of restrooms and other gender-specific facilities, such as changing rooms and showers, in all UC-owned buildings. Complete – Facilities link updated.

- Convert existing single-occupancy or single-stall restrooms in all UC-owned buildings from gender-specific to gender inclusive facilities with privacy and security as noted in the definitions by March 1, 2016. Complete.

- Post locations for all GIF by March 1, 2016. Complete.

- Post directional signage in buildings that do not have GIF restrooms by July 1, 2016. Pending.
New Construction and Renovation
For UC-owned buildings beginning design, for either new construction or renovation, on or after July 1, 2015, provide at least one gender inclusive restroom on each floor where restrooms are required or provided in a building.
SHOWERS

- Construct gender inclusive showers in new buildings in which showers are provided. If the shower or showers are located within a locker room/changing room facility, the gender inclusive shower(s) shall be located so that the user need not leave the area to use the shower.

- Construct at least one gender inclusive shower in each location in any building where showers are provided when a major renovation occurs or when the existing showers are renovated. Locate shower within the locker room/changing room facility so that the user need not leave the area to use the shower.
CHANGING ROOMS

- For new buildings, construct at least one gender inclusive changing room in each location in the building where locker rooms or changing rooms are provided, located within the locker room/changing room facility, so the user need not leave the area to use the changing room.

- For major renovations, construct at least one gender inclusive private changing room in each location in any building where locker rooms or changing rooms are provided or when the locker room or changing room is renovated.
Waiver Request

- Requesting unit submits form, cover letter, design info to AVC RSS
- Request is reviewed against guidelines to confirm need for request
- Panel reviews request and makes recommendation to EVC/CP
- Review Panel:
  AVC Risk and Safety Services
  Director Planning and Space Management
  VP Academic Affairs
  Director Cantú Center
  Campus Architect – Ex-Officio
Waiver Request – Considerations

- Impacts on critical programs
- Project costs
- Occupant load(fixture counts
- Mitigating factors
Other Related Activities:

- Outreach and Communications
  - Campus wide message
  - Presentation to Cabinet
  - Presentation to Assistant Deans/AVC groups
  - Presentation to Committee on Planning & Stewardship
  - Outreach to Cantu’ Community and Transgender Community
  - Webpage development

- Mapping review and gap identification
Questions and Discussion.