

University of California
DRAFT Guidelines for Providing Gender Inclusive Facilities

February 13, 2015

I. 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.

II. Goals of the Guidelines

In accordance with the University's nondiscrimination policies, these guidelines seek to create an inclusive campus environment for transgender and gender non-conforming people and provide direction on the implementation of gender inclusive facilities in UC-owned buildings.

III. 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 and shall include equivalent spaces and fixtures.

Gender Identity: an individual's actual or perceived gender, 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 that is not gender specific. Facility shall provide privacy and security for the individual user.

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 and shall include equivalent spaces and fixtures.

IV. Applicability

These guidelines apply to UC-owned facilities including new construction, existing, and renovated facilities. While the policy does not extend to UC-Leased Facilities at this time, evaluation of 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 purpose shall comply with the requirements for inclusive facilities.

V. Guidelines

Campuses and other UC locations (i.e. Medical Centers, Labs, Agriculture and Natural Resources (ANS), Natural Reserve System (NRS)) shall undertake the following:

- a.* **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.
- b.* **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.
- c.* **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.
- d.* **RESTROOMS:** For new UC-owned buildings beginning design on or after July 1, 2015, provide at least one gender-inclusive restroom on each floor. 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. 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.

- e. **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 building renovated area) or when the locker room or changing room is renovated.
- f. **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 building or renovated area) 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.
- g. **LIST OF LOCATIONS:** Prominently list the locations of gender-inclusive facilities on campus websites.
- h. **SIGNS:** It is recommended that gender inclusive facilities be identified in a simple manner, utilizing the minimum required signage required by the CBC and the ADA. For restrooms, the required sign on the door shall be a white triangle within a blue circle, without gender pictograms and may include the term "Restroom." 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 included in Attachment 2.
- i. **DIRECTIONAL SIGNS:** Where inclusive facilities are not available after conversion of existing facilities in Section V.c. directional signs indicating the location of the nearest facility that IS inclusive within the facility, or the nearest facility, shall be provided.
- j. **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 Section V.a. above). 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

Model Template for Waiver Requests

Gender Inclusive Facilities in Renovation Projects
REQUEST FOR WAIVER BASED ON HARDSHIP

LEGEND

Input cell

Calculation

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 | |
|----------------------|----------------------|
| TOILETS & URINALS | LAVATORIES |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

| WOMEN | |
|----------------------|----------------------|
| TOILETS | LAVATORIES |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

- ^{1,2,4} **Required** number of gender specific toilet/urinal fixtures
- Existing** number of gender specific toilet/urinal fixtures
- Number of gender specific fixtures inc. 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

³ If NO, indicate location of nearest inclusive restroom

YES or NO

Travel distance in feet

Travel distance in feet between building entries

Travel distance--number of floors

Pedestrian travel time between building entries

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 facilities
- ⁴ Modify form as needed if assessing changing rooms or showers

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.

VI. Compliance

- a. UCOP will develop the guidelines for inclusion in the Facilities Manual, and provide interpretation as needed. Guidelines will affirm that individuals have the right to use facilities that correspond with their gender identity.
- b. Timetable for completion of initial tasks noted in Section V (measured from date of adoption of these guidelines)

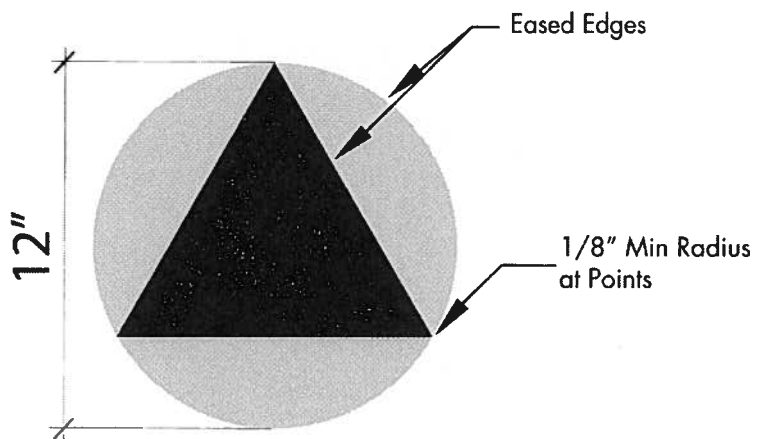
| SECTION | TASK | DUE WITHIN |
|---------|-------------------------------------|------------|
| V.a | Campus Process | 4 months |
| V.b | Initial Audit | 4 months |
| V.c | Convert Existing Facilities | 8 months |
| V.g | List of Locations posted on website | 8 months |

Attachments:

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

Attachment B Sample Gender Inclusive Signs

Gender Inclusive Facilities



Restroom Door Sign



Restroom Room Sign