

Physical Assessment Self-Evaluation Checklist

Revised: September 1, 2021

This checklist will help you conduct a physical space assessment before resuming on-site operations. Before using this checklist, you should complete the “Returning to Campus” online training in UC Learning Center and carefully read the [Physical Assessment Self-Evaluation Reference Guide](#).

This guidance document provides recommendations for staff to utilize when conducting a physical space assessment before employees return to the workspace. These recommendations will be updated as additional information becomes available. When conducting a physical space assessment, consider the following items:

Building Entryways/ Elevators/ Lobbies/ Restrooms

- Verify required signs are installed on restrooms mirrors, building entryways, stairwells and elevators. Please refer to the [EH&S Return to Campus Approved Signage](#) page for additional instructions. Contact [Facilities Management](#) if appropriate signage has not been installed.
- If permanent signs are not available, please print and post temporary signs available on the [EH&S Return to Campus Approved Signage](#) page.
- Determine if there are customer-facing workstations at the workplace (e.g. cash handling, reception desk, etc.) that need to be evaluated for installation of plexi-glass or other physical barriers, because approved physical distancing practices are not possible. To request plexi-glass or other physical barriers or request an evaluation of your workspace, please complete the [plexi-glass/barrier form](#) and submit it to EH&S.
- If you have questions about protective measures for restroom or elevator, please contact [EH&S](#) or the [Facilities Management](#) for additional clarification.

Accessibility for People with Disabilities

- If you have questions about how any of these changes listed in this checklist will affect accessibility for people with disabilities, please contact the [UCI ADA Coordinator Andrew Berk](#). Please consider the following recommendations when reviewing your workspace:
 - Determine if selected entrance and exit points are accessible for people with disabilities (at least 32 inches wide, requiring no more than 5 lbs. of force to open, thresholds no higher than ½ inch high, when possible).
 - If decreasing the number of reception desks, verify that the ones designed for people with disabilities (less than 34 inches high and 36 inches long) are available, when possible.
 - Ensure designated building ingress and egress pathways are big enough for a wheelchair that is 30 inches wide and 48 inches long, when possible.

- Provide that available seats are accessible for people with physical disabilities
- Consider communicating the text of posted signs with a description of the area affected so that they are more accessible to people with visual disabilities.

Add additional comments in the box regarding the Physical Space Assessment (if needed):

Please provide the following information:

Organizational Unit:	<input type="text"/>
Name and Title:	<input type="text"/>
Date Completed:	<input type="text"/>
Email/UCI Phone:	<input type="text"/>

If you determine that your area needs plexi-glass or other barriers installed and you would like to determine if the barriers are appropriate, or request an evaluation of your workspace, please complete the [plexi-glass/barrier form](#) and submit to EH&S. If you have any additional questions, please contact EH&S at safety@uci.edu.

UCI's response to COVID-19 depends on many factors. Guidance documents are subject to change. Please review the [EH&S Website](#) and [FM Website](#) for current information.