



1111 Franklin Street
Oakland, California 94607-5200
Phone: (510) 987-9074
Fax: (510) 987-9086
<http://www.ucop.edu>

June 10, 2015

CHANCELLORS
VICE PRESIDENT AGRICULTURE AND NATURAL RESOURCES
LABORATORY DIRECTORS

Dear Colleagues:

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.

This statement sets forth the University's position as a leader in diversity and inclusiveness. I encourage campuses to use and leverage this statement as a foundation for campus decisions and messages.

In support of our commitment to inclusion, I am issuing the University of California Guidelines for Providing Gender Inclusive Facilities, effective July 1, 2015.

I thank all of you who recently provided input on the direction for the guidelines regarding University of California implementation of Gender Inclusive Facilities. The responses showed thoughtful consideration of how to realize our standards of inclusiveness, understanding, and equitable treatment within the unique context of each campus and other UC environments.

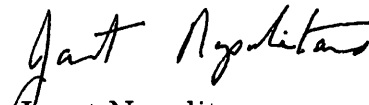
In May 2014, I endorsed a recommendation from the UC Task Force and Implementation Team on LGBT Culture and Inclusion to create gender inclusive facilities and practices in UC-owned buildings. We initiated a workgroup to develop guidelines for implementation of gender inclusive facilities at the University. The committee's task was to help campuses, in consultation with the LGBTQ community, to provide safe facilities for people of all gender identifications by writing guidelines that shall be followed at each campus. The guidelines for safe gender inclusive facilities were deliberately written to provide flexibility for each campus, in consultation with its LGBTQ and larger community, work within the guidelines to meet local needs and conditions. It is the purview of each campus and its organizations to hear and address all the concerns of their LGBTQ communities.

After reviewing the comments received and giving consideration to the recommendation of the workgroup, I support the adoption of the Guidelines for Gender Inclusive Facilities into the *UC Facilities Manual*, a document that catalogs systemwide policies, procedures, and guidelines for facilities management and operations. The guidelines, effective July 1, 2015, are attached for your information. A letter confirming that you have established a process for implementation and performed an existing facilities audit, as described in the guidelines, should be provided to Associate Vice President Capital Programs Deborah Wylie by November 1, 2015. Conversion of existing facilities and publication of Gender Inclusive Facilities locations on the campus website should be completed by March 1, 2016. Lastly, directional signage from buildings without Gender Inclusive Facilities to buildings with those facilities should be completed by July 1, 2016.

The enclosed guidelines apply to restrooms, changing rooms, and showers, in UC-owned buildings. Campuses may also elect to implement these recommendations in spaces with similar safety and privacy concerns, or in non-UC-owned space when feasible. Given the far-reaching impact of these guidelines, I recommend that these guidelines be distributed to all campus units and auxiliaries with responsibility for planning, developing, or operating UC-owned building space. This would likely include campus architects, planners, facilities and operations groups, housing and dining divisions, real estate, athletic and recreation departments, and the equivalent teams at our medical centers. I also anticipate that continued consultation with your campus' LGBT Councils, Committees and LGBT Centers' staff will be invaluable.

Many members of our community have been advocating for this change for some time and we all appreciate your dedication to implementing these guidelines.

Yours very truly,


Janet Napolitano
President

Attachment

cc: Provost Dorr
Executive Vice President Brostrom
Executive Vice President Nava
Executive Vice President Jack Stobo
Vice President Sakaki
Associate Vice President Kim
Associate Vice President Wylie

University of California
Guidelines for Providing Gender Inclusive Facilities
Effective July 1, 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 variant 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..

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.

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 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.

V. Guidelines

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. **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. Conversions that are accomplished by signage alone shall not be considered renovations.
- d. **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.

- e. **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.
- f. **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.
- g. **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.
- h. **LIST OF LOCATIONS:** Prominently list the locations of gender inclusive facilities on campus websites.
- i. **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 included in Attachment 2.
- j. **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.

- k. **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 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.h	List of Locations posted on website	8 months
V.j	Directional Signs	1 year

Attachments:

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

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

\$	<input type="text"/>
\$	<input type="text"/>
	#DIV/0!

OCCUPANT LOAD & FIXTURE COUNTS

Occupant load of building

Occupants

- ^{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

MEN		WOMEN	
TOILETS & URINALS	LAVATORIES	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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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			
<input type="text"/>	Travel distance in feet	<input type="text"/>	Travel distance--number of floors
<input type="text"/>	Travel distance in feet between building entries	<input type="text"/>	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

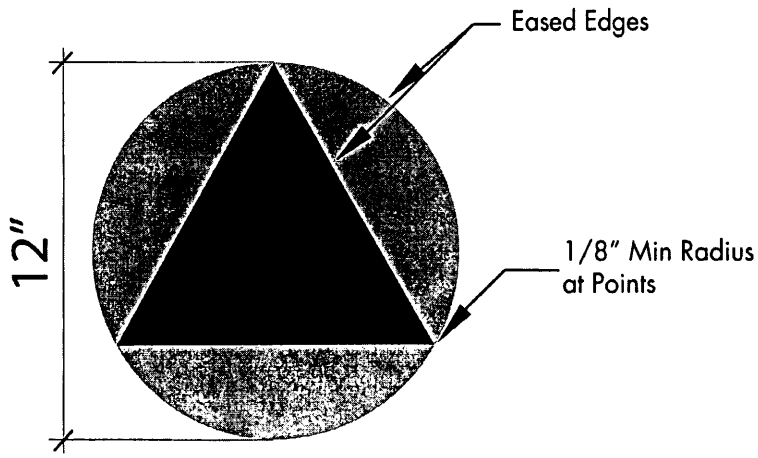
If inclusive restroom cannot be provided in this location, describe the proposed alternate solution and how it meets the spirit and intent of the inclusive restrooms guidelines?

(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

Gender Inclusive Facilities



Restroom Door Sign



Restroom Room Sign

Lettering
5/8" Min - 2" Max

Corresponding
Grade II Braille



Directional Sign