

ACCESSIBILITY PLAN 2006/2007
FINAL PROGRESS REPORT

Initiative	Who	Completed	Progress to Date/Planned Adjustments
1. COMMUNICATION:			
<ul style="list-style-type: none"> • Add “Enlargement Instructions” to the LSC Web site • Plan and post procedure for alternate format requests of LSC materials 	LSC	YES YES	Sign posted in LSC for written material resources
<ul style="list-style-type: none"> • CSD staff members will present awareness sessions to the CSD Team 	CSD	YES	PD sessions off-campus are shared with the CSD team CSD Learning Disability information presented to LSC staff
<ul style="list-style-type: none"> • CSD staff to ensure faculty guides are e-mailed to Continuing Education faculty 	CSD	YES	Hard copy Faculty Guides delivered to Continuing Education Website link to Faculty Guide forwarded to C.E. to share with their faculty
<ul style="list-style-type: none"> • Ensure all necessary arrangements are in place for accessibility to campus events or functions and communicate arrangements as appropriate. 	C + M	YES	On-going
<ul style="list-style-type: none"> • Review electronic communications for readability prior to being sent out college wide. (i.e. use of graphics etc) 	Human Res.	YES	All UOIT/DC HR staff have been advised

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<ul style="list-style-type: none"> Investigate a process to allow for any required accommodation during in-house training sessions 	Human Res.	WIP	Communicate our ability to provide accommodation on PD website Investigate possible accommodation issue (i.e. physical space issues, computer usage issues, etc.)
<ul style="list-style-type: none"> Review and establish our selection and recruitment practices to be more inclusive 	Human Res.	YES	Use correct font for job ads with minimal graphics. In Process: Develop appropriate phrasing for Admin Assistant and hiring managers when arranging interviews.
<ul style="list-style-type: none"> Establish a central fund and policy for accommodation 	Human Res.	Pending	Issue to be addressed with leadership team.
<ul style="list-style-type: none"> Increase the information on the Library's Accessibility Services webpage to better reflect the services and staff support that are available in addition to the adaptive equipment. 	Library	YES	Library web pages now provide clearer information concerning the accessibility services and resources offered.
<ul style="list-style-type: none"> Redevelop e-mail communications to improve their legibility e.g. lighter background, condense content etc. 	DC Admis & Recruitment	YES	New template developed with a white background and large font.
<ul style="list-style-type: none"> In collaboration with Central Scheduling and Marketing and Communications, investigate making all internal admission forms available online 	DC Admis & Recruitment	YES	A review of admissions forms to be placed online is ongoing, with forms being added on a continuous basis.

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<ul style="list-style-type: none"> Streamline phone system to make it more user-friendly 	DC Admis & Recruitment	YES	Phone system now streamlined with clear instructions.
<ul style="list-style-type: none"> Develop a protocol and form clarifying information required from students to assist in making admissions decisions in order to support them. 	UOIT Recruitment & Admis.	WIP	
<ul style="list-style-type: none"> Prepare a handout or other written material to be given to part-time faculty about accessibility. 	Innov. Ctr	YES	Information delivered by CSD.
<ul style="list-style-type: none"> Send a teaching strategy from the Innovation Centre to all faculty on a regular basis via e-mail and link faculty to the Innovation Centre site enabling them to read info about this topic. 	Innov. Ctr	WIP	Website being redesigned.
<ul style="list-style-type: none"> Establish a Diversity Office to support students and staff with disabilities. 	Student Affairs	YES	Abilities Week was held the week of Feb 5/07 featuring Alvin Law, "Lazylegz" and several agencies with exhibits showcasing services available for people with disabilities
<ul style="list-style-type: none"> Establish a Diversity Week and an Accessibility Week which will raise awareness of accessibility issues and support services. 	SA/ Diversity Office	YES	Both events held were highly successful.
<ul style="list-style-type: none"> Provide an accessible website 	SA	WIP	The SA is redoing its website and it will be accessible. It should be ready by mid-August.
<ul style="list-style-type: none"> Dedicate a portion on the website as a resource for students with disabilities. 	SA	WIP	There will be a page dedicated as a resource for students with disabilities on the new SA website, www.your-sa.ca

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<ul style="list-style-type: none"> Cost the development of an accessible Student Centre website. 	Student Centre	WIP	
<ul style="list-style-type: none"> Develop a clear mode of reporting access problems in all facilities. 	Fac. & Anc.	YES	Implemented a Facilities Helpdesk which is available via email 24/7 and is manned 8:00 a.m. to 5:00 p.m. Monday through Friday.
<ul style="list-style-type: none"> Develop an electronic barrier free map of campus 	Fac. & Anc.	WIP	All campus maps and building drawings are being updated to highlight barrier free features. These future maps will be made available on the Facilities website. To be completed by September 07.
<ul style="list-style-type: none"> Provide snow removal communication plan 	Fac. & Anc.	YES	Starting November 07, a snow removal plan highlighting accessible routes between all campus buildings will be posted in 2 areas – at the reception areas found in the link and the south wing.
<ul style="list-style-type: none"> Implement a bulletin board designed to communicate residence events and news. 	Residence	YES	Communication board implemented.
<ul style="list-style-type: none"> Provide print communications in a larger font format for the visually impaired, e.g. intake, CERC forms, consents, etc. 	Uxbridge/ Brock Satellites	YES	Larger font format documents are provided when the need arises. When necessary, the font size on Internet screens is increased. Printing job postings and information off the Internet in a larger font is available. In addition, a staff member is taking a sign language course to be able to communicate with deaf, deafened, and hard of hearing individuals. Job Connect forms will be available in larger font as of Apr07.
<ul style="list-style-type: none"> Provide one computer station equipped with assistive devices for easier communication. 	Brock satellite	On hold	Researching assistive resources available. Looking to include as capital items in the 2008/09 budget.
<ul style="list-style-type: none"> Post signage clearly stating “Wheelchair Accessible” 	Port Perry satellite	YES	
<ul style="list-style-type: none"> Designate specific computers with larger font size, print and headsets. 	Port Perry satellite	YES	

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<ul style="list-style-type: none"> Provide an accessible shelf for tools and resources such as books, brochures, etc. 	Port Perry satellite	YES	
<ul style="list-style-type: none"> Provide communications reflecting the needs of our clients: i.e. Digital Message Board 	Whitby	YES	Assigned one staff person in charge of message board.
<ul style="list-style-type: none"> Ensure all classrooms and offices are numbered for the sight-impaired. 	Whitby	YES	Signage implemented
<ul style="list-style-type: none"> Create a new fire safety plan incorporating features for students with disabilities. 	Whitby	WIP	Plan will be communicated in the fall of 2007 and will incorporate features for students with disabilities.
<ul style="list-style-type: none"> Communicate the procedure for obtaining keys for elevators and emergency communication devices for students with mobility issues 	Fire & Emergency Safety Rep	YES	The procedure for obtaining keys for elevators and emergency communication devices for students with mobility issues will be included in the student orientation communications.
<ul style="list-style-type: none"> Create a mechanism for Continuing Education students to self-identify if they have accessibility issues. 	Continuing Education	YES	Students are provided information on how to self-identify in the course book, and in various printed materials received by them. Information also resides online. We will be doing online student surveys and focus groups in Fall 2007 and will verify that this is working.
<ul style="list-style-type: none"> Determine if issues/barriers are different between Con Ed students and Day school students. 	Continuing Education	WIP	Online student surveys and focus groups will occur in Fall 2007.
2. INCLUSION:			
<ul style="list-style-type: none"> Will audit accessibility of LSC computer lab/centre for students with disabilities 	LSC	YES	Student using a wheelchair was asked to audit access in lab

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<ul style="list-style-type: none"> Consult with ITS to address and solve issues around easier access for students with disabilities in Lap Top programs (e.g. weight of computers) 	CSD	YES	Assistive Technologists now sit on the LapTop Steering/Mobile Computing Committee
<ul style="list-style-type: none"> Liaise with an organization representing persons with disabilities to promote job opportunities 	Human Res.	WIP	Recruitment Coordinator to develop Outreach contact and explore search firms or agencies that specialize in placing people with disabilities.
<ul style="list-style-type: none"> Plan to distribute an employment equity survey. (From the results review numbers and gaps from data). 	Human Res.	YES	UOIT – employee survey began in 2003 and is completed for every new employee who starts. DC – One-time survey of employees completed in early 2007.
<ul style="list-style-type: none"> To help facilitate tours, investigate purchasing a wheelchair for use by parents or grandparents of prospective students 	DC Admis & Recruitment	YES	Notation added to tour booking form re accessibility accommodations.
<ul style="list-style-type: none"> Ensure that all recruiters attend workshops hosted by CSD and/or other areas to become aware of services available to students. 	UOIT Recruitment & Admis.	YES	Happens yearly.
<ul style="list-style-type: none"> Continue to work on our P.D. plan for accessibility during the next year to provide awareness training for faculty (through departmental meetings), for managers and for support staff (one-day conference in the fall or winter). 	HR / Innov. Ctr	WIP	Needs analysis to be conducted by HR in Fall 2007 or Winter 2008. Faculty training will be done by Innovation Centre; Managers training by CSD. Support Staff training will be coordinated by H.R. In Their Shoes is an interactive video to raise awareness and will be used in the training.

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<ul style="list-style-type: none"> Ensure that accessibility is covered as part of the new full-time faculty development program. 	H.R.	YES	"In Their Shoes" will be included as an activity.
<ul style="list-style-type: none"> Bring in speakers focusing on accessibility issues through the TALL seminars. 	Innov. Ctr	YES	Sharon Ballantyne spoke at DC/UOIT Continue to invite speakers to campus.
<ul style="list-style-type: none"> Revise office layout to remove physical barriers. 	Innov. Ctr	Postponed	On hold – no funds available
<ul style="list-style-type: none"> Provide a diversity lounge in each building to support our diverse student population. 	Residence	YES	Simcoe Village – 4 th floor (multi-function room) South Village – lounge has been very successful.
<ul style="list-style-type: none"> Ensure campus tours include accessibility considerations 	Fac. & Anc.	YES	All campus tours are planned to incorporate accessibility considerations.
<ul style="list-style-type: none"> Specialized Counselling service to be established to support students with disabilities. 	Campus Health Centre	YES	Counselling services are readily available.
<ul style="list-style-type: none"> On campus event programming will be accessible 	SA/SC	YES	The SA continues to keep accessibility in mind when planning events
<ul style="list-style-type: none"> Transportation issues will be reviewed to support off campus event programming 	SA/SC	YES	The SA continues to provide cab chits to Blue Line Taxi as needed in order to ensure students can access events and get home again. Recommend meeting with transit consultant (Jim McMaster) and advocating strongly for improved Handi Transit service.

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<ul style="list-style-type: none"> Solicit feedback from upgrading students in regards to their needs in relation to accessibility. 	Uxbridge satellite	YES	Have researched and identified what accommodations are available at other campuses and implementing documentation of student needs – will be completed by Apr07.
<ul style="list-style-type: none"> Solicit feedback from clients of the Resource Centre by adding more specific questions directed to individuals with disabilities. 	Brock satellite	YES	Completed.
<ul style="list-style-type: none"> Ensure clients requiring accessibility needs are represented at the Whitby campus. 	Whitby	YES	There is a committee that represents students with disabilities for the college and Whitby students are represented on the committee.
<ul style="list-style-type: none"> Ensure Continuing Education faculty have access to all accessibility and diversity training/information sessions. Explore the option of evening and weekend offerings. 	Continuing Education	YES	All new CE faculty attend new instructor training (with day school counterparts), where they are provided with information about training. When necessary, we will provide evening/weekend sessions.
3. TRANSITION:			
<ul style="list-style-type: none"> Assist ITS/Innovation Centre with development of student training plan for transition to Web CT Vista for new 06/07 year 	LSC	Deleted	ITS / Innovation Centre determined assistance not to be required.
<ul style="list-style-type: none"> Access funding and improve and extend Summer Transition Program and Personal Home Page Research Project for students with LD (Summer 06) 	CSD	YES	Received approximately 30% more funding for expanded 2007 Summer Transition Program for students with L.D.

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<ul style="list-style-type: none"> Develop pilot to survey students who have not accessed disability services in past year to explore retention and employment issues. 	CSD	YES	Survey drafted; expected to be completed by Fall 07 Contact information being gathered
<ul style="list-style-type: none"> Implement Residence Academic Advisor (RAA) positions designed to assist students that may facing academic challenges during the first year of their program. 	Residence / Student Dev.	YES	RAL program developed and delivered; training, tracking and supervision through LSC
<ul style="list-style-type: none"> Continue to expand the library's collection of resources to ensure student success both in school and after graduation. Purchase additional items pertaining to transition to college/university and to workforce. 	Library	YES	Additional resources purchased for the Library's collection. Will continue to add materials in these areas as items become available.
<ul style="list-style-type: none"> Deliver a 2-week transition program to support the success of students with disabilities coming from secondary schools to DC/UOIT. 	CSD	YES	Bachelor of Ed grads from UOIT hired and delivered program curriculum in Summer 2006
<ul style="list-style-type: none"> Provide a disability specialist to work with new students with disabilities who have identified physical requirements 	Fac. & Anc.	WIP	
<ul style="list-style-type: none"> Partner with REACH to support our students with disabilities 	SA	YES	The SA and REACH worked together on Abilities Week and have formed a good relationship. Students for Equal Access Committee formed.

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<ul style="list-style-type: none"> Develop a communication introducing our mental and medical health services available on campus and through the Student Assistance Plan to students and distribute it to all high schools of the Durham District School Board through their guidance counselors. 	CHC	YES	New FT Counsellor hired and communication strategy implemented.
<ul style="list-style-type: none"> Provide a list of referral services to staff of the Job Connect program so that they may more effectively help clients in their transition from school to work. 	Uxbridge satellite	YES	Completed Nov 06
<ul style="list-style-type: none"> Be familiar with referral services available to clients and have resource information on hand to better assist with transitions. 	Brock satellite	YES	Completed October 2006
<ul style="list-style-type: none"> Deliver workshops providing a brief overview on services available to improve the transition from high school to post secondary and from post secondary to workplace for students with disabilities. 	Port Perry satellite	WIP	Currently working on presentation format. Will incorporate this workshop into our Career Week calendar in Sep/Oct 2007.
<ul style="list-style-type: none"> Network with community employers to discuss challenges and/or successes of working with people with disabilities. 	Port Perry satellite	WIP	Currently collecting and formulating a list of employer contacts. Will discuss with Port Perry team at our next meeting in August.
<ul style="list-style-type: none"> Conduct site tours for high school students; provide an orientation to the Whitby campus through the Head Start Days. 	Whitby	YES	Site tours for high school students are given when requested by the various schools/school boards in the region. Information regarding the campus and support mechanisms available to students is provided during Head Start Days.

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<ul style="list-style-type: none"> Provide accommodations for campus guests with disabilities attending tours and special events 	UOIT Recruitment & Admis and Records & Regis.	YES	Ongoing
4. TECHNOLOGY:			
<ul style="list-style-type: none"> Will investigate on-line tutoring 	LSC	WIP	Attended online conference for online tutoring and decided against original project. Have recently hired person with technology background and will continue to investigate.
<ul style="list-style-type: none"> Develop online feedback survey 	CSD	YES	Survey results collated in Aug 06
<ul style="list-style-type: none"> Design and champion the adoption of an accessibility symbol for use on college web pages and written materials (that meet accessibility standards) 	CSD & C + M	YES	Discussion held with Communications + Marketing which has been developing accessible websites and is committed to continue doing this with all sites. No specific symbol currently planned as it is an ongoing requirement for all sites developed.
<ul style="list-style-type: none"> Implement a low-tech acoustic solution for the CSD centre 	CSD	YES	Tennis balls have been received from Athletic Centre and have been adapted to fit under chair legs to prevent noise.
<ul style="list-style-type: none"> Complete the redesign of the website to increase awareness of accessibility services and provide support for other departments to do the same. 	C + M	YES	The new website templates are fully accessible; review is an on-going effort to keep the content accessible

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<ul style="list-style-type: none"> In conjunction with Admissions continue to increase the accessibility of ezRecruit and MyCampus as appropriate. 	C + M / IT	WIP	ezRecruit version 2 closely follows the accessibility guidelines outlined by the W3C org. The UOIT website has recently migrated to this new version and the Durham College website is due to be migrated this fall.
<ul style="list-style-type: none"> Provide computer access and customer service support, in the Admissions and Recruitment office, to applicants for the purpose of filling out online applications 	DC Admis & Recruitment	YES	Computer stations (2) now in place.
<ul style="list-style-type: none"> In collaboration with Marketing and Communications, redesign Admissions and Recruitment section of website to be more user-friendly 	DC Admis & Recruitment	YES	Program links by School have been changed to alpha. Ongoing: ezRecruit portal updates and upgrades will be implemented in the next few months.
<ul style="list-style-type: none"> Place approved disability disclosure form in PDF format on our website to assist in making better informed admissions decisions . 	UOIT Recruitment & Admis.	WIP	
<ul style="list-style-type: none"> Install Proximity sensors that will interact with keycards to allow students to open doors automatically. 	Residence	WIP	Some sensors installed; planning to implement others according to budget availability.
<ul style="list-style-type: none"> Install automatic door openers on the 1st and 2nd floor barrier-free units to allow students to have their doors open automatically with a swipe of their key cards. 	Residence	WIP	Installations being completed over summer.

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<ul style="list-style-type: none"> Have a section on the Innovation Centre web site devoted specifically to accessibility 	Innov. Ctr	YES	Website to be redesigned for better service
<ul style="list-style-type: none"> Ensure documentation created by the Innovation Centre is available in different formats. 	Innov. Ctr	YES	On-going
<ul style="list-style-type: none"> Increase awareness of accessibility requirements when creating multimedia tools, such as captioning. 	Innov. Ctr	YES	On-going
<ul style="list-style-type: none"> Improve accessibility of websites 	Fac. & Anc.	YES	All Facilities Management and Campus Services information is available on our website. (maps to be included)
<ul style="list-style-type: none"> Increase the number of online services 	Fac. & Anc.	YES	Helpdesk operates 24/7; Campus Bookstores have an eCommerce site for online ordering.
<ul style="list-style-type: none"> Ensure faculty are aware of accessibility technologies 	Fac. & Anc.	YES	As part of our new staff orientation, information will be provided regarding accessibility technologies starting Aug 07.
<ul style="list-style-type: none"> Provide an accessible website 	SA	WIP	Website will be completed this summer and info links added for students with disabilities.
<ul style="list-style-type: none"> Install a TTY machine for phones for usage by the hearing impaired 	Uxbridge/ Brock satellites	WIP	Research costs and awaiting approval from Brock Township – partner in funding Investigating options for newly renovated employment resource centre.
<ul style="list-style-type: none"> Investigate the availability of computer assistive devices in the resource centres for client use to support learning and job search. 	Uxbridge satellite	YES	Completed Nov 06.

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<ul style="list-style-type: none"> Provide computers with larger fonts, formatting, etc. for accessing information on-line from websites dedicated specifically to clients with disabilities. 	Port Perry satellite	YES	
<ul style="list-style-type: none"> Provide multiple modes of delivery in the classroom and ensure all course outlines are available online. 	Whitby	YES	Most course outlines available through MyCampus; all course outlines may be found on the "S" drive.
<ul style="list-style-type: none"> Install a computer at the front desk to provide students easy access to online information. 	Continuing Education Office	WIP	New, lower countertop has recently been installed. Space issues, technical and funding barriers to be addressed.
<ul style="list-style-type: none"> Install automatic door opener to main Continuing Education office. 	Continuing Education	YES	Automatic door now installed.
5. OTHER:			
<ul style="list-style-type: none"> Design and research the effect of Student Home Pages on the self-determination of students with disabilities 	CSD	YES	Hired research assistant to gather student feedback; results compiled and presented at Provincial and National conferences in May and June. Project continues.
<ul style="list-style-type: none"> Investigate the interest level of students with disabilities to develop their own student group/club 	CSD/SA	YES	Students for Equal Access Committee was formed in the first semester to help plan for Abilities Week and to identify goals for the future in terms of advocacy, presentations, accessibility issues, etc. Abilities Week ran in Feb 07; CSD staff consulted. Planning for the next Abilities Week scheduled for February 4 th , 2008.

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<ul style="list-style-type: none"> Design and submit a Learning Strategies Course description to submit for college General Arts credit 	CSD	YES	<p>“Success Matters” curriculum course outline developed by LSC and Kathy Rhodes and submitted to Dean for review and consideration. Project ongoing.</p>
<ul style="list-style-type: none"> Reposition a computer terminal currently at the circulation desk so that it is more easily accessible for students/staff using a wheelchair. 	Library	YES	
<ul style="list-style-type: none"> Continue to expand the library’s collection of resources to ensure student success both in school and after graduation. Specific items to add include a magnifying glass, several Braille dictionaries and additional materials relating to various physical, mental and learning disabilities. 	Library	YES	<p>Ongoing – will continue to add items to the Library’s collection as new materials become available. Specific items mentioned have been purchased (i.e. dictionaries, magnifying glass, etc.).</p>
<ul style="list-style-type: none"> Facilitate a student group for students with disabilities to allow networking with peers, sharing of ideas, advocacy, etc. 	SA / SC	YES	<p>Students for Equal Access Committee was formed.</p>
<ul style="list-style-type: none"> Provide a bursary for students with disabilities 	SA	YES	<p>Bursaries provided for each semester (2).</p>
<ul style="list-style-type: none"> Provide accessibility awareness with the SA by having student leaders participate in experiencing the barriers/challenges that some students with disabilities face in their environment by bringing in wheelchairs. 	SA	Deleted	<p>This was discussed at a meeting of the Students for Equal Access. There was a mixed reaction to doing this and it was felt that having motivational speakers such as Alvin Law speaking about people’s abilities and what a person can overcome in a positive light was a better venue for awareness.</p>

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<ul style="list-style-type: none"> Invite guest speakers (e.g. Jeff Adams, fastest wheelchair racer in the world) to discuss their accomplishments. 	SA	YES	On-going: Alvin Law and "Lazylegz" appeared during Abilities Week. In process of pooling resources on campus to financially support Rick Hansen as an upcoming speaker.
<ul style="list-style-type: none"> Develop a fundraising strategic plan to enhance accessibility on our campus. 	SA	Postponed	
<ul style="list-style-type: none"> Remove accessibility barriers to accommodate for individuals with mobility challenges. i.e. re-arranging tables in the Resource Centre, modifying computer desks, investigating the possibility of installing powered doors. 	Brock satellite	YES WIP	Furniture has been rearranged to assist individuals with mobile challenges. Installation of Power doors to improve accessibility will be brought forward in 2008/09 budget by Brock Township.
<ul style="list-style-type: none"> Continue to ensure all documentation is available digitally and on the Web 	UOIT Research Office	Postponed	All forms, documentation, etc. are currently available on website. Plans to have info digitally available have been postponed until 07/08.
<ul style="list-style-type: none"> Research funding opportunities for faculty and students on issues surrounding disabilities. 	UOIT Research Office	YES	Regular e-notices detailing funding opportunities are sent to faculty researchers. Funding opportunities will be sent to faculty via e-mail notification. A Student Financial Aid Officer has received training on Community of Science (COS) database. ORS will leave the communication of such opportunities surrounding disabilities to the Financial Aid office.
<ul style="list-style-type: none"> Research funding opportunities for faculty and students who have disabilities. 	UOIT Research Office	YES	ORS has not been made aware of any faculty with disabilities. Should this be identified, ORS will search for appropriate funding opportunities for that individual. ORS does not search for funding opportunities for students. S> Allward, FAO communicates funding opportunities to students.
<ul style="list-style-type: none"> Continue to work on the enhancement of structural deficiencies identified through the audit to comply with accessibility requirements. 	Whitby campus	WIP	Washrooms on main floor have been re-constructed.

Initiative	Who	Completed	Progress to Date/Planned Adjustments
<p>Accessibility Units in Residence:</p> <ul style="list-style-type: none"> • Lower shelving units in the suites – bathroom, bedroom and kitchen • Remove barrier under the kitchen sink • Replace window handles with those which are easier to operate • Provide more frequent housekeeping, e.g. vacuuming in bedrooms 	<p>Residence</p>	<p>WIP</p>	<p>To be addressed during summer operations.</p>