

# Treasure Valley Community College

Code: Processes  
Revised/Reviewed: 6.21.2016

## Access for all TVCC Buildings

**Purpose:** To provide a process for individuals on how to access an alternate floor in any TVCC building due to a disability or medical condition.

**Procedure:**

If a student has difficulty accessing a class on a second story and informs Disabilities Services no later than one week prior to the classes start date, they may request the class be moved to a more accessible location. If the student determines that they need a change in the location of a class after the class has started they may contact DS but a change in location of a class can not be guaranteed. All lifts and elevators are open to the public during operating hours.

Barber Hall: Visit the information desk in the North East corner of the building to obtain a key for the lift or for the maintenance elevator.

Lift Instructions: The lift is located on the stairs located on the East side of the building.

1. Key is inserted into the ignition
2. Lift floor is lowered
3. Individual moves onto the lift
4. Press and hold the green arrow pointing in the appropriate direction until the individual reaches their destination
5. Exit the lift
6. Raise the floor into the resting upright position
7. Remove the key

Elevator Instructions: The Elevator is located in the North hallway. Please note that the elevator is not a retrieving elevator.

1. Open gate
2. Enter the elevator. If in a wheelchair, enter elevator in reverse
3. Press ignition inside the elevator

Weese Building: The lift and elevator are located at the bottom of the stairs in the North end of the building. Please note that the elevator is not a retrieving elevator.

1. Individual must call Library (5929) using the phone located at the bottom of the stairs
2. A key will be delivered to the individual or a Library representative will retrieve the elevator
3. To use the lift see "Lift Instructions" above

John J. Easley Memorial Gym: The lift is located in the foyer in the East side of the building.

1. The individual must call the number posted on the lift or the sign near the phone located to the left of the lift
2. Individuals can also call the Athletic Director (5875), Athletic Secretary (5890) or Campus Security (9-(541) 212-9598)
3. A key will be delivered
4. In the event the individual knows they will be accessing the lift on a regular basis a key can be acquired by contacting Campus Facilities Admin 9-(541) 212-9576

Laura Moore Cunningham Science Center: The Science Center has standard elevators for use on the East end of the building.

Vo-Tech building: The Vo-Tech building has a full size elevator for use near the restrooms. The best access is through the door on the North side of the building.

For concerns, individuals may contact Campus Facilities Admin at (541) 212-9576 or the Disabilities Services office at (541) 881-5812.

End of Process

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Student Services Council      11/18/16

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Reviewed by                      Date

Student Services Council      11/18/16

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Approved by                      Date

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