



## **ADM 13.03 All-User Restrooms**

### **Purpose**

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The City of Portland is committed to providing a safe and inclusive workplace for all employees, to creating spaces which are welcoming to all visitors, and to treating all people with respect and dignity.

All users, including but not limited to parents with children, people with personal attendants, and individuals regardless of their gender identity or gender expression, benefit when they have access to restrooms of their choosing, including both gender-specific and all-user restrooms.

This policy describes the requirement for designating Single-Occupant Restrooms in City-controlled facilities as All-User Restrooms. The policy also describes the requirements for incorporating All-User Restroom design into all newly constructed or substantially renovated City-controlled facilities in order to provide safe, equitable, healthy and convenient restroom for all users. The policy further directs bureaus to assess the feasibility of providing All-User Restrooms in all City-controlled facilities, including potentially converting existing Multi-Occupant Restrooms into All-User Restrooms.

### **Scope**

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This policy applies to City-controlled facilities, including buildings used for offices, workspaces or recreation.

All City bureaus shall comply with the signage and use designation requirements for existing Single-Occupant Restrooms.

Any City bureau constructing new City-controlled facilities or undertaking substantial renovation of a City-controlled facilities must incorporate All-User Restroom design into the construction project.

This policy does not apply to spaces owned or managed by non-City entities. City bureaus should as a routine practice request changes to modify non-City controlled facilities which they occupy to provide All-User Restrooms, subject to lease or other property agreements. The policy does not apply to projects that the City supports through loans, grants, and/or other financial benefit.

### **Definitions**

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“All-User Restroom” is a restroom that may be used by any person, regardless of gender identity or gender expression. Generally, All-User Restrooms built or altered after 1991 are also accessible under the ADA requirements that were in place at the time of construction. Non-ADA accessible Single-Occupant Restrooms may be designated as “All-User Restrooms”.

“City-controlled” is used to describe buildings and facilities that are generally both owned by and operated by the City of Portland, and for

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which all facility management, design, and maintenance decisions are made by the City.

“Single-Occupant Restroom” is used to describe a fully enclosed, lockable restroom with one toilet, designed for use by one individual at a time. A Single-Occupant Restroom may be used by an individual with the assistance of or in the company of another individual (for example, a personal attendant, parent or child). A Single-Occupant Restroom may include a urinal in addition to a toilet.

“Multi-Occupant Restroom” is used to describe a restroom with two or more toilet fixtures within the enclosed space with toilets that are separated from each other by partitions into one or more separate stalls for privacy.

“Restroom Bank” is used to describe a suite of restrooms located in close proximity that are designed to meet plumbing code requirements for the occupancy of a defined space. A Restroom Bank may include one or more Single-Occupant Restrooms, one or more Multi-Occupant Restrooms, or a combination of both. Restrooms located on the same floor that together are designed to meet the needs of all occupants of that floor, even if separated by other rooms, are considered part of the same Restroom Bank (for example, the two Multi-Occupant Restrooms on each floor of City Hall would together be considered one Restroom Bank).

“Toilet fixture” is used to describe either a toilet or urinal.

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**Requirements for Single-Occupant Restrooms**

All Single-Occupant Restrooms in City-controlled facilities must be open to any user, regardless of gender identity or gender expression.

All gender-specific Single-Occupant Restrooms must be converted to All-User Restrooms and must be identified with appropriate signage. New signs must include a graphic representation of a toilet, a symbol of accessibility (if applicable), and the term “Restroom” or “All-User Restroom” in print and braille code as illustrated in the attached.

Existing gender-neutral signage, graphic representations and wording may be retained if acquired and affixed prior to May 1, 2016. These may include: “All-Gender Restroom”, “Gender-Neutral Restroom”, “Unisex Restroom”, “Family Restroom” and terms not referencing any specific-gender, such as “Toilet” and “WC”. Images on such signs must either include both female and male figures, a combination of male and female, or no gender-specific figures.

Signage must be posted in a public and visible location to indicate the availability and location of the facility’s All-User Restroom(s).

Single-Occupant Restrooms in City-controlled facilities that are access-controlled and are not occupied by City employees nor visited by the public (for example, at a pump station), are not required to meet the signage requirements of this section.

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**Requirements for New Construction**

All new construction of City-controlled facilities must incorporate All-User Restrooms into the design of and construction of the facilities that include restrooms.

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At least ten percent (10%) of available toilet fixtures must be in All-User Restrooms, with at least one All-User Restroom per Restroom Bank.

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**Requirements for Renovation**

Bureaus initiating renovation projects of City-controlled facilities with hard construction cost estimates at or above \$500,000 are required to consider the feasibility of incorporating All-User Restrooms either through creation of new restrooms or conversion of existing restrooms into All-User Restrooms.

In considering feasibility, the project bureau should assess availability of existing All-User Restrooms, project scope and whether it includes creation of new Restrooms or any wall partitions or plumbing changes impacting the existing Restroom Bank(s), structural conditions, changes in occupancy, code requirements, whether the project is focused primarily on interior improvements to occupied spaces or focused on exterior improvements (e.g. roof replacements), employee or customer requests, and project purpose.

Bureaus should consult with the City Attorney’s Office prior to making a final decision. If not incorporating All-User Restrooms into the project, the Bureau Director should document the rationale for that decision.

Bureaus initiating substantial renovation projects which involve significant modifications to or replacement of wall partitions, systems and fixtures and exceed \$5 million in hard construction costs are required to meet the new construction standards, unless granted an exemption, in writing.

Exemptions to this requirement must be approved by the Commissioner-in-Charge of the bureau or office, following consultation with the City Attorney’s office and documentation of rationale by the Bureau Director.

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**Conversion of Existing Multi-Occupant Restrooms**

Bureaus shall work together to assess the feasibility of providing All-User Restrooms in all City-controlled facilities, including the option of converting a portion of the existing inventory of Multi-Occupant gender-specific restrooms to All-User Restrooms. If not undertaking a renovation project, bureaus are not required to convert existing Multi-Occupant Restrooms or create new All-User Restrooms in existing spaces prior to Council approval of an implementation plan and revision of this section of the policy to describe requirements for such conversions.

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**Related Policies**

[HRAR 2.04 Gender Identity Non-Discrimination](#) prohibits discrimination on the basis of gender identity and gender expressions and addresses the City’s requirements to make reasonable efforts to accommodate all employees who use gender-specific City facilities. The \$500,000 threshold noted above in Requirements for Renovation does not apply or otherwise limit bureaus’ responsibilities under HRAR 2.04 to consider requests for All-User Restrooms and/or for physical alterations to existing restroom facilities. Similarly, a bureau may choose to initiate changes to existing gender-specific restrooms or creation of new All-User Restrooms even with no requests from employees and/or no other planned renovations.

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**Responsibilities**

The Chief Administrative Officer (CAO) is responsible for review and update of this policy and the development and implementation of any

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guidelines and procedures consistent with this policy, and will undertake this responsibility in consultation with affected City bureaus.

City bureau directors, property managers, and facilities managers shall ensure that their bureaus comply with this policy and associated guidelines and procedures, and will work cooperatively with the CAO and Office of Management and Finance staff in carrying out this policy.

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## **History**

Resolution 37210, approved June 1, 2016.

Resolution 37175, approved December 17, 2015, directed the conversion of any gender-specific Single-Occupant Restrooms to All-User Restrooms and directed the development of a policy for new construction and renovation.

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## **13.03.01 All-User Restroom Sign Examples**

*Administrative Rule Guidance for ADM 13.03*

*The following pages include a number of All-User Restroom sign examples for illustrative purposes. Actual signage may vary, in terms of color, size, materials, spacing, proportions, and font, all of which may be modified.*

*Last Updated: May 16, 2016*

## All-User Single-Occupant Restroom Signs

*Signs may vary depending on accessibility and fixtures.*



## Other Potential Signs

*Additional signage may be necessary based on the facility.*

