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BUILDING PLAN & UNIVERSAL DESIGN DEPARTMENT
BUILDING PLAN & MANAGEMENT DIVISION
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16 December 2010

Dear Sir/Madam

**BCA UNIVERSAL DESIGN AWARD FOR BUILT ENVIRONMENT
EXTENSION OF CLOSING DATE TO 17 JAN 2011**

The BCA Universal Design Award for Built Environment was launched on 17th September 2010. Since then, there were several requests from prospective participants to extend the closing date beyond 30 December 2010.

We are pleased to inform that the nomination closing date will be extended to 17th January 2011, 1700hrs.

The details of the Award and the application form are available at the BCA website at <http://www.bca.gov.sg/barrierFree/uda.html>. We would appreciate it if you could also help to inform your members of the new closing date.

If you require any further clarification, please contact the BFA enquiry hotline at tel no. 6325 8611 or email to UD Award Secretariat at bca_bfa_upgrading@bca.gov.sg.

Yours faithfully

GOH SIAM IMM (MS)
DEPUTY DIRECTOR
BUILDING PLAN & UNIVERSAL DESIGN DEPARTMENT
BUILDING PLAN & MANAGEMENT DIVISION
BUILDING AND CONSTRUCTION AUTHORITY

BCA UNIVERSAL DESIGN AWARDS FOR BUILT ENVIRONMENT 2011 CALL FOR NOMINATIONS

Introduction

Universal Design is to “design for everyone”. It seeks to create a built environment that adequately addresses the usage needs of people in all age groups and abilities, including temporary disability. This move towards universal design has developed as our population with varying degrees of abilities and advancing years increase, and their demands for recognition and desire for independent living rise.

The **BCA Universal Design Awards** was launched to promote universal design in the built environment and raise awareness among owners, developers, designers and builders when they start project conceptualization and design, to incorporate features accommodating the widest possible range of human needs. The Awards accord recognition to organizations and individuals for their efforts in embracing Universal Design in their developments.

Entry criteria

The Competition is open to all owners, developers and professionals in creating an inclusive built- environment that could be used by all people. There is no restriction on the number of entries that each individual, firm or team can submit. The development must have obtained Temporary Occupation Permit/ Certificate of Statutory Completion and be occupied at the time of submission of entry to be deemed qualified for assessment. BCA reserves the right to disqualify any participating individual/ firm/ team.

Assessment criteria and scoring system

BCA Universal Design Awards evaluate a building for its features that benefit not only to special groups but everyone. Buildings are awarded the BCA Universal Design Awards based on seven key criteria:-

1	Connectivity	15%
2	Accessibility	10%
3	User-Friendliness	40%
4	Safety	15%
5	Integrated Design	10%
6	Operations & Maintenance	10%
7	BONUS for Innovation and Enhancement	25%

Under the Universal Design Awards assessment system, points are awarded for incorporating Universal Design features, which are over and above Code-compliance and the normal practice. The total number of points obtained provides an indication of the inclusiveness of the building design. Buildings are awarded **Gold, Silver or Bronze rating** depending on the points scored.

All entries are grouped into one of the following six building categories:

1. Commercial/ Mixed Use/ Industrial Buildings
2. Institutional Buildings
3. Residential Buildings
4. Open Category
5. Outdoor Spaces & Structures
6. Refurbished Buildings

Assessment committee

All entries will be judged by an Assessment Committee comprising senior representatives from the following organizations and professionals in their own capacity:

Building and Construction Authority
Singapore Institute of Architects
Handicap Welfare Association
Singapore Association of Occupational Therapists
National University of Singapore
Real Estate Developers' Association of Singapore

Applications and assessment process

Developers, building owners and government agencies are to submit an [entry form](#) to BCA to register their interest in participating in the BCA Universal Design Awards. Alternatively, applicants can log on to our new Friendly Built Environment Portal www.friendlybuildings.sg and submit the application through e-Entry. All submission requirements including the A3- sized report (max 15 pages), Universal Design Awards Accessibility Checklist and VCD/DVD with clear sharp digital images at 300 dpi resolution, are to reach BCA by 1700hrs, 17 January 2011. (Extended closing date)

The assessors will evaluate all entries and shortlist them for site visits. The short-listed entrants will be required to make a presentation to the assessors on the outstanding and innovative Universal Design qualities of the submitted projects prior the walk-around conducted by the entrants.

For any clarifications on the BCA Universal Design Awards, please email BCA Universal Design Awards Secretariat at bca_bfa_upgrading@bca.gov.sg.

ASSESSMENT CRITERIA FOR BCA UNIVERSAL DESIGN AWARDS

Description
<p>Part 1 : Connectivity (15 points)</p> <p>The degree to which the development is designed in a holistic manner to allow for seamless and sheltered connection to public transport nodes, streets, sidewalks and adjacent buildings etc and seamless movement within the buildings with provisions such as wide circulation paths and doorways and access to all levels of building by ramps and/ accessible lifts and/ ambulant friendly stairs.</p>
<p>Part 2 : Accessibility (10 points)</p> <p>The availability and convenience of provisions such as safe and sheltered accessible alighting and boarding points, conspicuous accessible parking lots located near main or lift lobbies. Accessible entrances with auto doors or a step less entry</p>
<p>Part 3 : User-Friendliness (40 points)</p> <p>The availability and convenience of Family friendly facilities like family room, seats and child-friendly sanitary facilities and other amenities such as accessible information counter, friendly drinking fountain, vending machine, friendly multimedia kiosk, ATM, WiFi access, friendly directory, electric carts, AED (automated external defibrillator), PA system with induction loop. The provision of signage and way finding cues such as audible information, tactile directional indicators and color or visual themes at main circulation spaces & leading to public transport nodes and UD facilities; and the degree to which the design of signage and way-finding cues are easy to read, understand and intuitive regardless of the user's experience, knowledge, language skills or current concentration level.</p>
<p>Part 4 : Safety (15 points)</p> <p>The degree to which walking surfaces are made safe and secure with attention to details such as choice of materials, design without gratings, free of obstacles and dangerous overhangs, provision of adequate lighting and handrails/ trailing bars, contrasting colour and design clearly distinguishing floors and walls, stairs and landings and provision of tactile warning indicators near edge of potential hazardous areas.</p>
<p>Part 5 : Integrated Design (10 points)</p> <p>The demonstration of total design approach for targeted user groups in the layout design and the integration of tastefully-designed and equitable use facilities and features with the overall architecture and interior design of the building.</p>
<p>Part 6 : Operations & Maintenance (10 points)</p> <p>The degree to which the organization is committed to creating and maintaining an inclusive built environment through the establishment of corporate policy which is clearly communicated to employees, mandating regular inspections to ensure good working condition of facilities, equipping employees in Universal Design through training, and providing avenues for users to give feedback and authority for employees to render assistance to feedback givers.</p>
<p>GRAND TOTAL FOR PARTS 1-6 = 100 points</p>
<p>Part 7 : BONUS for Innovation and Enhancement (25 points)</p> <p>The provision of other new or innovative aging-in-place, pro-family and or employee-friendly UD facilities or features and accessible escape routes and systems for the physically challenged, such as Braille on stairs railings, rental of wheelchair, pram, accessibility scooters, etc. Designing with the provision for the flexibility to allow for future modifications. The commitment and efforts of refurbished building owners in overcoming the challenges of existing constraints.</p>
<p>TOTAL FOR PART 7 = 25 POINTS</p>

Refer to Accessibility checklist for more details.

BCA UNIVERSAL DESIGN AWARDS FOR BUILT ENVIRONMENT 2011 ENTRY FORM

Project Entry No.
(for official use)

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Entry Submission Details

Name of Project	: _____
TOP/CSC Date	: _____

Entry Category

Please check the box for the category you are participating in.

Commercial/ Mixed Used/ Industrial Buildings	Institutional Buildings	Residential Buildings
<input type="checkbox"/> Hotel <input type="checkbox"/> Shopping Centre <input type="checkbox"/> Cinema <input type="checkbox"/> Theatre <input type="checkbox"/> Offices <input type="checkbox"/> Market &/ Food Centre* <input type="checkbox"/> Factory/ Business Park* <input type="checkbox"/> Others, Pls specify _____	<input type="checkbox"/> Hospital <input type="checkbox"/> School <input type="checkbox"/> Library <input type="checkbox"/> Museum <input type="checkbox"/> Places of Worship <input type="checkbox"/> Others, Pls specify _____	<input type="checkbox"/> Condominium <input type="checkbox"/> HDB Flats <input type="checkbox"/> Town House <input type="checkbox"/> Detached/ Semi-Ds* <input type="checkbox"/> Terrace House <input type="checkbox"/> Service Apartment <input type="checkbox"/> Others, Pls specify _____

Open Category	Outdoor Spaces & Structures	Refurbished Buildings
<input type="checkbox"/> MRT station <input type="checkbox"/> Bus Interchange/ Terminal* <input type="checkbox"/> Sports Complex <input type="checkbox"/> Swimming Complex <input type="checkbox"/> Places of Interest <input type="checkbox"/> Stadium <input type="checkbox"/> Club/ Resorts* <input type="checkbox"/> Theatre/ Amphitheatre/ Performance Hall* <input type="checkbox"/> Others, Pls specify _____	<input type="checkbox"/> Public/ Neighborhood Parks* <input type="checkbox"/> Park Connector <input type="checkbox"/> Promenade <input type="checkbox"/> Plaza <input type="checkbox"/> Public, private and HDB open spaces <input type="checkbox"/> Others, Pls specify _____	<input type="checkbox"/> Buildings or facilities that have undergone additions and alterations and upgraded with universal design features

*delete accordingly

Project Team Information

Qualified Person(s)

Company name : _____
Qualified Person : _____
Address : _____
Telephone : _____ Mobile: _____ Fax: _____
Email : _____

Associate Designer(s) [if applicable]

Company name : _____
Address : _____
Telephone : _____ Mobile: _____ Fax: _____
Email : _____

Owner/ Developer Information

Check here if owner is the developer

Company name : _____
Address : _____
Telephone : _____ Mobile: _____ Fax: _____
Email : _____

Managing Agent Information (if applicable)

Company name : _____
Address : _____
Telephone : _____ Mobile: _____ Fax: _____
Email : _____

Submission of Materials

A. Description of the Development and UD Facilities

1. A written description of 300-500 words of the development and the Universal Design (UD) facilities and features.
2. Photographs and drawings illustrating the development and the UD facilities and features should be submitted in A3- sized report (max 15 pages).
3. Information on the A3- sized report must include annotated drawings such as site plan at not less than 1:2000 scale and any other plans, sections, perspectives, photographs and axonometric drawings to illustrate:
 - a. Access Route Plans from amenities to the development
 - b. Circulation paths and doorways with sizes clearly annotated
 - c. Family-friendly Facilities and Amenities
 - d. Signage and way-finding cues
 - e. Safety and Emergency evacuation provisions
4. Drawings shall clearly articulate the overall design intent and highlight any unique or innovative UD solutions or ideas, if applicable.

B. Description of Corporate Philosophy

1. A written description of 300-500 words on the corporate philosophy in creating a built environment that is accessible and friendly to all users.
2. The description shall substantiate the corporate philosophy by highlighting details such as procedures to ensure regular inspection, testing and maintenance of facilities, staff training on UD and avenues for the public to give feedback on the facilities provided.

C. Universal Design Awards Accessibility Checklist

1. Please fill up the Universal Design Awards Accessibility Checklist as attached in [Annex A](#), as part of the submission.

Note: A VCD/DVD containing presentation slides (in ppt format) of the above items (A, B & C) must accompany each entry. The picture files shall be at least 300 dpi resolutions. Project Title and Entrant's name must be clearly labeled on the VCD/DVD and VCD/DVD cover. Alternatively, the slides can be submitted online.

Submission Guidelines & Instructions

Eligibility

1. The Competition is open to all owners, developers and professionals in creating an inclusive built- environment that could be used by all people. There is no restriction on the number of entries that each individual, firm or team can submit.
2. The development must have obtained Temporary Occupation Permit/ Certificate of Statutory Completion and be occupied at the time of submission of entry to be deemed qualified for assessment.
3. BCA reserves the right to disqualify any participating individual/ firm/ team.

Assessment of Entries

The assessors will evaluate all entries and shortlist them for site visit. The short-listed entrants will be required to make a presentation to the assessors on the outstanding and innovative Universal Design qualities of the projects prior the walk-around.

Submission Deadline

1. All entry forms must be duly completed and signed. The forms, A3- sized reports, Universal Design Awards Accessibility Checklist and VCD/DVD are to be submitted in a sealed envelope with the words "BCA Universal Design Awards" clearly written on the envelope, attention to **BCA Universal Design Awards Secretariat** at the following address:

**Building and Construction Authority
5 Maxwell Road #07-00
Tower Block MND Complex
Singapore 069110**

2. All entries must be received by 1700hrs, 17 January 2011. (extended closing date)
3. No new or additional information will be accepted by BCA or considered by the Committee after the deadline.
4. Any non-compliant submission will not be accepted.
5. Any queries on the awards should be emailed to bca_bfa_upgrading@bca.gov.sg

Intellectual Property Rights

1. BCA shall have the rights to make editorial changes, publish, display, reproduce or otherwise publicize or communicate all entries submitted in any forms during the assessment, exhibition and for promotional, educational or record purposes. Such

rights shall be exercisable by BCA without any payment, charge or fee whatsoever to any person.

2. Winning entries become part of BCA's permanent collection. BCA reserves the right to retain for display and or dispose of any entries after the award winners have been announced. No entries will be returned to participants.

Committee's Decision

The decision of the Assessment Committee shall be final and the Committee has absolute discretion to make or withhold an award. The Committee may also re-categorize any entry, which in their opinion, has been entered in the wrong category.

Declaration of Entrant

I declare that I am authorized by the owner/developer/company* to submit entries for BCA Universal Design Awards for Built Environment 2011. I have read and accepted the entry criteria, guidelines and instructions. I hereby agree to abide by these criteria, guidelines and instructions and certify that all information that I have submitted is correct and true.

Name : _____

NRIC No. : _____

Signature : _____

Company name and stamp : _____

Address : _____

Telephone : _____

Mobile : _____

Fax no. : _____

Email address : _____

Date : _____

*delete accordingly

Universal Design Award (UDA) Accessibility Checklist 2011

Date obtained TOP/CSC:				
How to complete the checklist (This checklist will take about 5 to 10 minutes) Please select the appropriate box(es) for each criteria that are applicable to your building(s) or development(s).			Full Compliance	Beyond Full Compliance
1	ACCESSIBLE EXTERNAL ROUTES Accessible external route from nearby facilities leading to entrance (of building or development) is stable, firm, level, slip-resistant & of not less than 1200mm width. From which type of facilities? <input type="checkbox"/> Public street <input type="checkbox"/> Taxi shelter <input type="checkbox"/> Parks or park connectors <input type="checkbox"/> Traffic junction <input type="checkbox"/> Bus shelter <input type="checkbox"/> Other buildings or developments <input type="checkbox"/> Overhead bridge <input type="checkbox"/> Bus terminal <input type="checkbox"/> Underpass <input type="checkbox"/> Train station	At least one	<input type="checkbox"/>	All <input type="checkbox"/>
2	ACCESSIBLE PARKING LOTS (within building or has nearby external accessible vehicle parks) Number of provision is according to the minimum requirements of current code. Number of provision is beyond to the minimum requirements of current code. Designated pedestrian and walkways and crossings leading to the accessible lobbies are provided. Near to access points such as lift lobbies, staircases, ramps, etc.		<input type="checkbox"/>	At least one <input type="checkbox"/> All <input type="checkbox"/>
3	ENTRANCES Entrances (of building or development) is accessible or is accessible from other entrances. (E.g. by vehicular access, through train stations, or from other buildings or developments, etc.). With automated doors. Stepless entry.	At least one	<input type="checkbox"/>	All <input type="checkbox"/> At least one <input type="checkbox"/> All <input type="checkbox"/>
4	ACCESSIBLE TOILETS At least one unisex individual washroom or water closet compartment in both male and female toilets for wheelchair users is provided at all levels (for building) or at least one is provided in every cluster of toilets within the same level. Toilet provided with family-friendly facilities and features. Which type of family-friendly facilities and features? <input type="checkbox"/> Urinal for children At which level? _____ <input type="checkbox"/> Child-sized water closet At which level? _____ <input type="checkbox"/> Compartment for ambulant disabled At which level? _____ <input type="checkbox"/> Diaper-changing station At which level? _____ <input type="checkbox"/> Toddler seat within compartment At which level? _____ <input type="checkbox"/> Others, please specify: _____		<input type="checkbox"/>	At least one <input type="checkbox"/> In all toilets <input type="checkbox"/>
5	ACCESSIBLE ROUTES, CORRIDORS and PATHS All accessible routes, corridors and paths are: Ramps and landings are of contrasting colours when provided.	not less than 1200mm	<input type="checkbox"/>	> 1200mm <input type="checkbox"/>
6	RAMPS All ramps have a gradient of 1:12 or gentler. All ramps and landings are of contrasting colours, coloured bands or tactile warning strips at top, bottom & immediate landings with surrounding flooring material. All ramps have a width of not less than 1200mm. All ramps with handrails provided at both sides of the ramps. All ramps with handrails at a height of between 800mm and 900mm above floor level. All ramps with handrails extensions of not less than 300mm beyond top & bottom of ramps. Building or development is designed without the need for ramps. All ramps with handrails for children.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7	STAIRCASES (except for fire escape staircases) All staircases have uniform risers and treads. All staircases have nosing strips and treads of contrasting colours. All staircases have handrails provided at both sides of the staircases. All staircases have handrails placed at a height of between 800mm & 900mm above floor level. All staircases have handrails extensions not less than 300mm beyond top & bottom of staircases. Buildings or developments are designed without the need for staircases or steps (E.g. for parks). All staircases have a minimum of three risers and provided landings after every sixteen risers. All staircases have handrails for children. All staircases have Braille markings on the horizontal extended handrails.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

8	ILLUMINATION	Areas are provided with adequate illumination level complying with the current SS 531. <input type="checkbox"/>	
		All remote areas & key features (E.g. Words in signages) with higher illumination levels to enhance visibility. <input type="checkbox"/>	<input type="checkbox"/>
9	SIGNAGES	Contents of every signage are short and easy to understand. <input type="checkbox"/>	
		Characters and graphics of every signage are of contrasting colours with the background within the signage. <input type="checkbox"/>	
		All signages have clear and simple symbols or words with colour distinction. <input type="checkbox"/>	
		The minimum level of illumination on all the signs is 200 lux. <input type="checkbox"/>	
		Signages are strategically located. <input type="checkbox"/>	<input type="checkbox"/>
		(Directional Signs at points where there is a change of direction & Service Identification Signs at accessible facilities)	
10	AMENITIES and/or FACILITIES	Where amenities and/or facilities are provided according to the intended use of the building or development, at least one of each amenity and/or facility is made accessible to wheelchair users. <input type="checkbox"/>	
		(including those with only one of the same amenity and/or facility)	
		All amenities and/or facilities provided are accessible to intended user groups & are strategically located. <input type="checkbox"/>	<input type="checkbox"/>
		Which type of accessible amenities and/or facilities provided?	
	<input type="checkbox"/>	ATM machines	<input type="checkbox"/>
	<input type="checkbox"/>	Public telephone	<input type="checkbox"/>
	<input type="checkbox"/>	Vending machines	<input type="checkbox"/>
	<input type="checkbox"/>	Electric carts	<input type="checkbox"/>
	<input type="checkbox"/>	Information counters	<input type="checkbox"/>
	<input type="checkbox"/>	PA System with induction loop & enhanced sound system	<input type="checkbox"/>
	<input type="checkbox"/>	Service counters in banks or ticketing offices	<input type="checkbox"/>
	<input type="checkbox"/>	Individual shower stall in sports complexes and public swimming pools	<input type="checkbox"/>
	<input type="checkbox"/>	Checkout lane and counter in departmental stores or supermarkets	<input type="checkbox"/>
	<input type="checkbox"/>	Guestrooms in hotels (at least one in every 200 guestrooms)	<input type="checkbox"/>
	<input type="checkbox"/>	Wheelchair parking spaces in places of public resort. (At least two in every the first 200 seats or less)	<input type="checkbox"/>
	<input type="checkbox"/>	Rooms in hostels, halls of residence or dormitories (at least one in every 100 rooms)	<input type="checkbox"/>
	<input type="checkbox"/>	Fixed seating in eating outlets (at least one table for every 10 tables)	<input type="checkbox"/>
	<input type="checkbox"/>	Others, please specify: _____	<input type="checkbox"/>
11	TRANSPORTATION FACILITIES	All transportation facilities within the building or development are made accessible. <input type="checkbox"/>	
		All transportation facilities are sheltered or have covered linkways. <input type="checkbox"/>	<input type="checkbox"/>
		Types of transportation facilities?	
	<input type="checkbox"/>	Alighting and boarding point	<input type="checkbox"/>
	<input type="checkbox"/>	Taxi shelter	<input type="checkbox"/>
	<input type="checkbox"/>	Integrated with train station, bus stop or terminal	<input type="checkbox"/>
		<input type="checkbox"/>	Separate drop offs for taxis and alighting point, or separate route for separate traffic considerations
12	PASSENGER LIFTS	Passenger lifts are made accessible to persons with sensory impairments, ambulant disabled and wheelchair user from one level to another. <input type="checkbox"/>	
		Lift provided with non-breakable mirrors in the lift interior to allow visual feedback for wheelchair users <input type="checkbox"/>	<input type="checkbox"/>
		At least one <input type="checkbox"/>	All <input type="checkbox"/>
13	FAMILY PARKING LOTS	Provided. <input type="checkbox"/>	
		Only one <input type="checkbox"/>	More than one <input type="checkbox"/>
14	SEATING FACILITIES	<input type="checkbox"/> Provided according to the intended use of the building or development. <input type="checkbox"/>	<input type="checkbox"/>
		Seatings are strategically located (E.g. lift lobbies, children play areas, etc.). <input type="checkbox"/>	Provided in every 30m or less. <input type="checkbox"/>
			Provided with armrests. <input type="checkbox"/>
			Provided at taxi stands. <input type="checkbox"/>
15	FAMILY ROOMS (Includes a diaper changing room/station and/or a nursing room)	Provided. <input type="checkbox"/>	
		Only at one level <input type="checkbox"/>	At some levels <input type="checkbox"/>
			At all levels <input type="checkbox"/>
16	CHILDREN PLAY AREAS	Provided. <input type="checkbox"/>	
		Only at one level <input type="checkbox"/>	At some levels <input type="checkbox"/>
			At all levels <input type="checkbox"/>
17	FIRST AID ROOMS	Provided. <input type="checkbox"/>	
		Only at one level <input type="checkbox"/>	At some levels <input type="checkbox"/>
			At all levels <input type="checkbox"/>
INNOVATIVE FEATURES (Please attach list if applicable)			
INTENDED USER GROUPS – Accessible/Useable by?			
<input type="checkbox"/>	Family with young children	<input type="checkbox"/>	Blind or partially visually impaired persons
<input type="checkbox"/>	Hearing impaired persons	<input type="checkbox"/>	Elderly (more than 50 years old)
<input type="checkbox"/>		<input type="checkbox"/>	Ambulant disabled
<input type="checkbox"/>		<input type="checkbox"/>	Wheelchair users

* Points will be deducted for non-compliant and substandard provisions.