

**Summary of Amendments to the Design Manual: Barrier Free Access 2008
(April 2017)**

(A) Obligatory Design Requirements:	
1	Braille and tactile information on handrail (item 1)
2	Fire exit map (item 2)
3	Braille and tactile signs for toilets (items 3 and 4)

(B) Design Considerations and Recommended Design Requirements under Best Practice Section:	
1	Power-operated door for accessible toilets (items 5 to 7)
2	Slip-resistant grab rails and handrails (items 8 to 10)
3	Emergency call bells in accessible bathrooms and shower compartments (items 10 and 13)
4	Revised design of grab rails and shower seats for shower compartments (items 10 to 11)
5	Emergency alarm link to public information or service counter (item 12)
6	Marking for frameless glass doors (item 14)
7	Round edges for counters / devices installed at controlled passages / guardrails under low headroom (item 15)

8	Sliding door at accessible toilet (item 16)
9	Luminous contrast between toilet door/compartments door and wall (item 17)
10	Indicating tiles/blocks to urinal for use by persons with ambulant disabilities (items 18 and 19)
11	Levels of illumination in toilets (items 20 and 21)
12	Staircase not to be at open riser design (item 22)
13	Minimum clearance between directional tiles/blocks and walls (item 23)
14	Visual alarm (items 24 and 25)
15	Further guidelines in providing vertical lifting platform (items 26 to 31)
16	Provisions of audience spaces for wheelchair users, visual display of subtitles and room for “audio description” in auditorium (items 32 and 33)
17	Visual door bells in hotels, hostels and guest houses (item 34)
18	Number of accessible car parking spaces (item 35)

Amendments to the Design Manual: Barrier Free Access 2008

(April 2017)

Legends:

 Amended

 Deleted

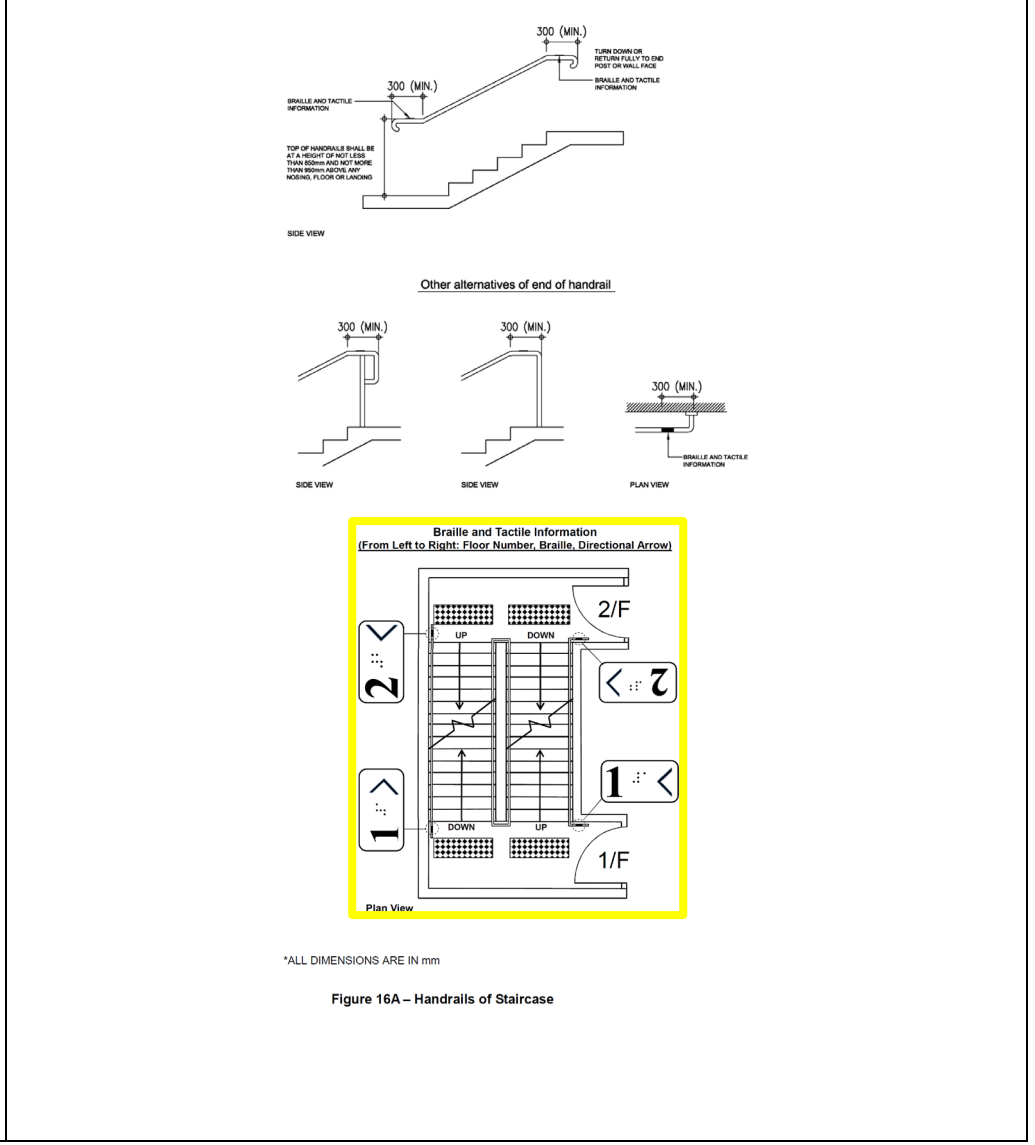
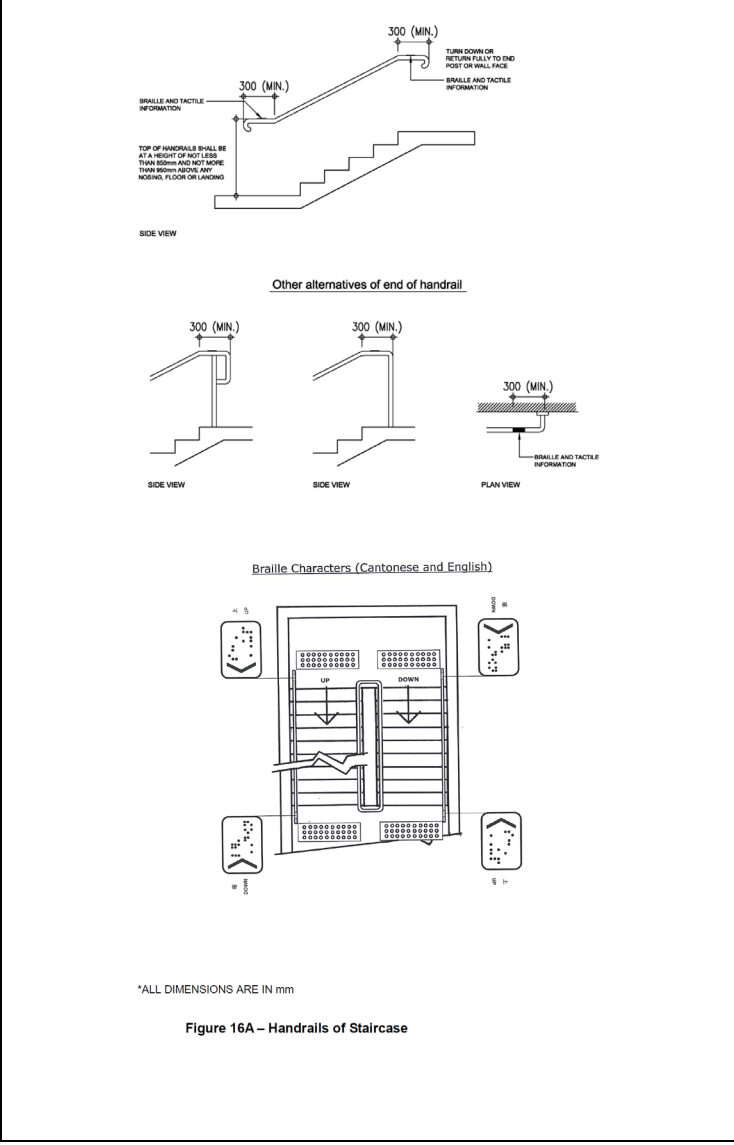
@ Obligatory Design Requirements

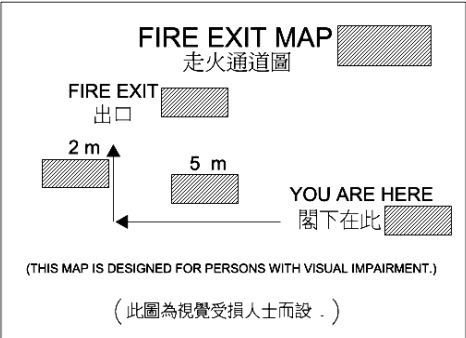
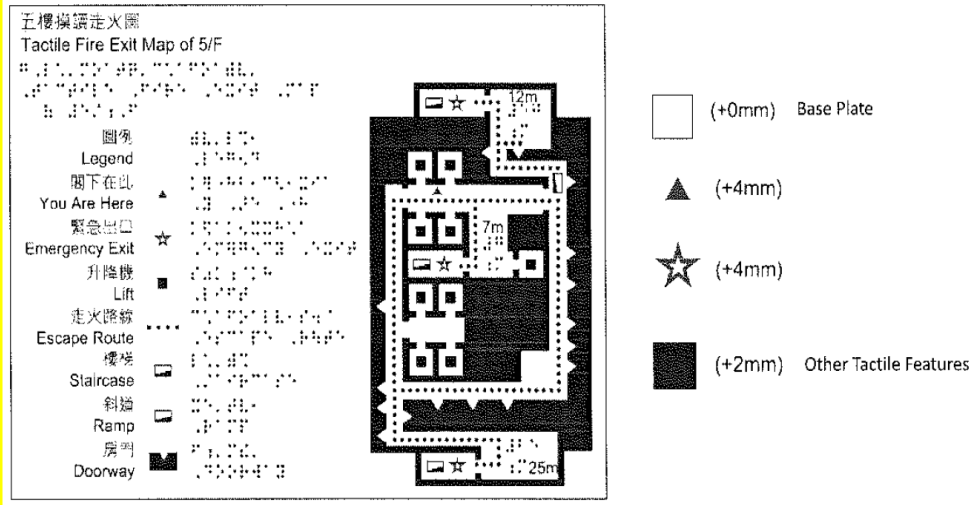
Design Considerations under Best Practice Section

* Recommended Design Requirements under Best Practice Section

Item	2012 version	Amendments
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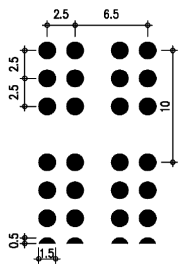
1. Figure 16A@



Item	2008 version	Amendments
2. Figure 32@	 <p data-bbox="477 608 1077 644">Note: → The 2m and 5m as shown on the Map are hypothetical figures only. They shall be subject to actual site condition.</p> <p data-bbox="546 660 745 679">Braille information</p>	 <p data-bbox="1151 245 1357 288">五樓摸讀走火圖 Tactile Fire Exit Map of 5/F</p> <p data-bbox="1151 363 1491 719">圖例 Legend 閣下在此 You Are Here 緊急出口 Emergency Exit 升降機 Lift 走火路線 Escape Route 樓梯 Staircase 斜坡 Ramp 房門 Doorway</p> <p data-bbox="1783 331 2107 624"> □ (+0mm) Base Plate ▲ (+4mm) ★ (+4mm) ■ (+2mm) Other Tactile Features </p>
3. Paragraph 68 (1)&(2) in Division 13 of Chapter 4@	<p data-bbox="387 794 1099 1007">Braille and tactile sign shall be installed on adjacent wall or door of public toilet to indicate whether the toilet is for male, female or unisex. The sign shall be placed at 900 mm to 1500 mm above the finished floor level. Specification of Braille cells is shown in Figure 31.</p>	<p data-bbox="1126 794 2112 938">Braille and tactile signs shall be installed on adjacent wall or door of public toilet to indicate whether the toilet is for male, female or unisex. The signs shall be placed between 900 mm to 1500 mm above the finished floor level. Specifications of Braille cells and tactile signs are shown in Figure 31.</p>

Item	2008 version	Amendments
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4. Figure 31 in Division 13 of Chapter 4@



Dot Spacing :	2.5 mm	Character Spacing :	6.5 mm
Dot Height :	0.5 mm	Line Spacing :	10.0 mm
Dot base diameter :	1.5 mm		

Figure 31 – Specification of Braille Cells

(a) BRAILLE CELL

Dot Spacing	: 2.5 mm
Dot Height	: 0.5 mm
Dot Base Diameter	: 1.5 mm
Character Spacing	: 6.5 mm
Line Spacing	: 10.0 mm

(b) TACTILE SIGN

Diagram (b) shows two tactile signs. The first is a circular sign with a female figure. The second is a triangular sign with a male figure. Both signs are specified to be 200 mm (MIN) in height and 200 mm (MIN) in width. Text labels indicate that the figures are raised 0.5 mm above the background and that the background is in contrasting color with the wall/door surface.

Figure 31 – Specifications of Braille Cells and Tactile Signs

Item	2008 version	Amendments
5. Division 11 of Chapter 4#		<p data-bbox="1126 217 1861 248"><i>(To add paragraph (da) after paragraph (d) in Section A)</i></p> <p data-bbox="1126 288 2119 472">(da) Power-operated door is considered convenient for persons with a disability, and a power-operated sliding door is preferable to power-operated swing door from safety point of view. The swing path and mechanism of power-operated swing doors should not pose a risk of colliding with passers-by.</p>
6. Division 11 of Chapter 4*		<p data-bbox="1126 499 1861 531"><i>(To add paragraph (ea) after paragraph (e) in Section B)</i></p> <p data-bbox="1126 563 1928 595">(ea) A power-operated door should be designed as follows:</p> <ul style="list-style-type: none"> <li data-bbox="1223 627 2119 691">(i) push pad type control buttons having a minimum dimension of 20 mm should be used to open or lock the door; <li data-bbox="1223 722 2119 866">(ii) after the door is open, the door should be automatically closed after a minimum of 10-second time lapse. An audible signal should be provided to signify the door opening and closing action; <li data-bbox="1223 898 2119 1042">(iii) a detection device should be provided to re-open the door in the event of hitting any obstacle. The device should be positioned at a height between 300 mm to 400 mm above the finished floor level; <li data-bbox="1223 1074 2119 1313">(iv) a lock button should be provided inside the toilet. The locking device should be able to be released from the outside manually upon activation of an emergency break glass unit installed between 1800 mm to 2000 mm above the finished floor level outside the toilet. The maximum horizontal force for opening the door manually should comply with the requirements stipulated in paragraph 43 in Division 10;

Item	2008 version	Amendments
6. Division 11 of Chapter 4* (cont'd)		<ul style="list-style-type: none"> <li data-bbox="1227 236 2119 308">(v) in case the lock button is pressed before the door-closing action is complete, the door should still be able to be locked; <li data-bbox="1227 336 2119 408">(vi) an audible message should be provided in English, Cantonese and Putonghua to inform the user after the door is locked; <li data-bbox="1227 437 2119 541">(vii) an indicator activated by the locking device signifying the toilet is being occupied should be provided both inside and outside the toilet; <li data-bbox="1227 569 2119 823">(viii) the door should be provided with vertical grab rails fixed on both sides of the door at the height of 800 mm from the finished floor level (measuring from the bottom of the grab rails) and with a grip space of not less than 30 mm clear of the door. Grab rails should not be less than 32 mm and not more than 40 mm in external diameter and not less than 600 mm in length; <li data-bbox="1227 852 2119 957">(ix) the door including control buttons should have a minimum luminous contrast of 30% with the door frame and their surrounding finishes; <li data-bbox="1227 986 2119 1058">(x) a back-up emergency power supply should be provided for at least 20 minutes in power failure situation; <li data-bbox="1227 1086 2119 1302">(xi) the control buttons should be installed at the wall adjacent to the door opening such that the user will not be interfered by the door movement. For a door swinging into an area with internal corner, the buttons should be located at least 600 mm from the internal corner of a room and the button should have a clear 1000 mm minimum distance from the swing of the door;

Item	2008 version	Amendments
6. Division 11 of Chapter 4*(cont'd)		<p>(xii) the control buttons should be located at not less than 900 mm and not more than 1200 mm above the finished floor level;</p> <p>(xiii) separate door open and lock buttons should be provided inside the toilet and placed together;</p> <p>(xiv) Braille and tactile marking should be provided to the control buttons in compliance with the requirements stipulated in paragraphs 80(5) and 80(6) in Division 19 and Figures 25A and 25B; and</p> <p>(xv) user instructions in Chinese, English and Braille on how to open and lock the door should be provided adjacent to the control buttons inside the toilet.</p> <p>See examples in Figures 25A to 25D.</p>

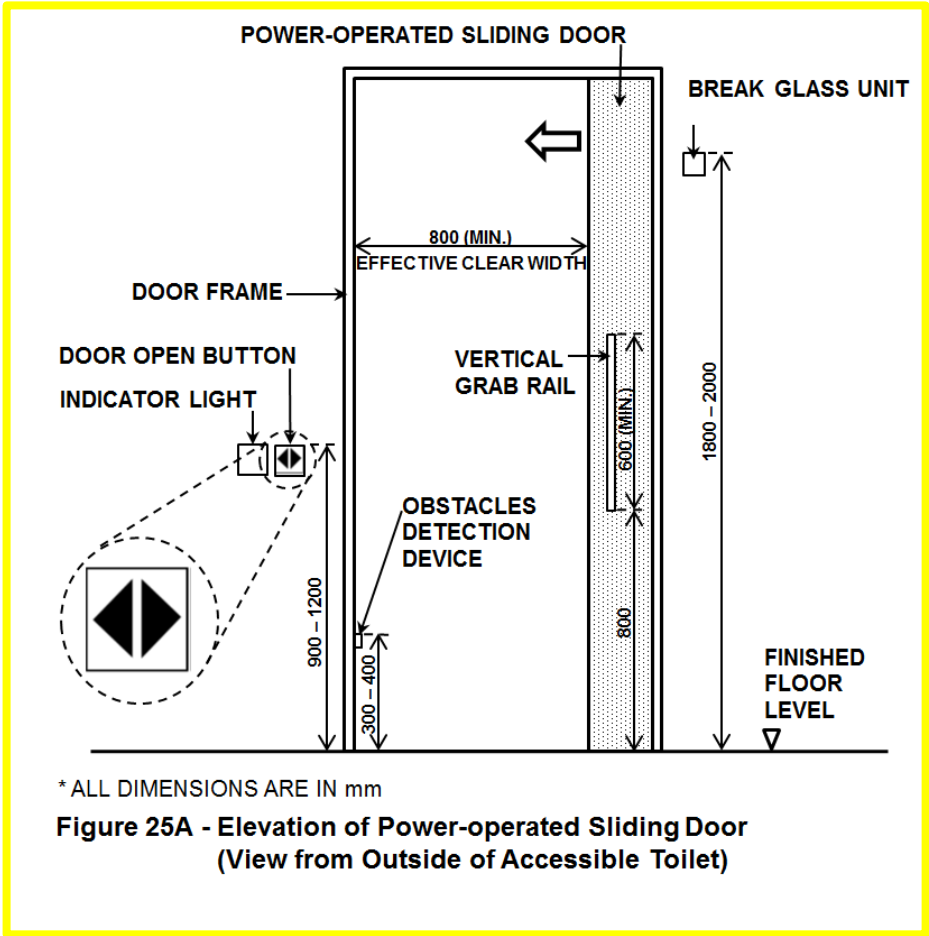
Item

2008 version

Amendments

7. Division 11
of Chapter
4*(cont'd)

(To add Figure 25A)



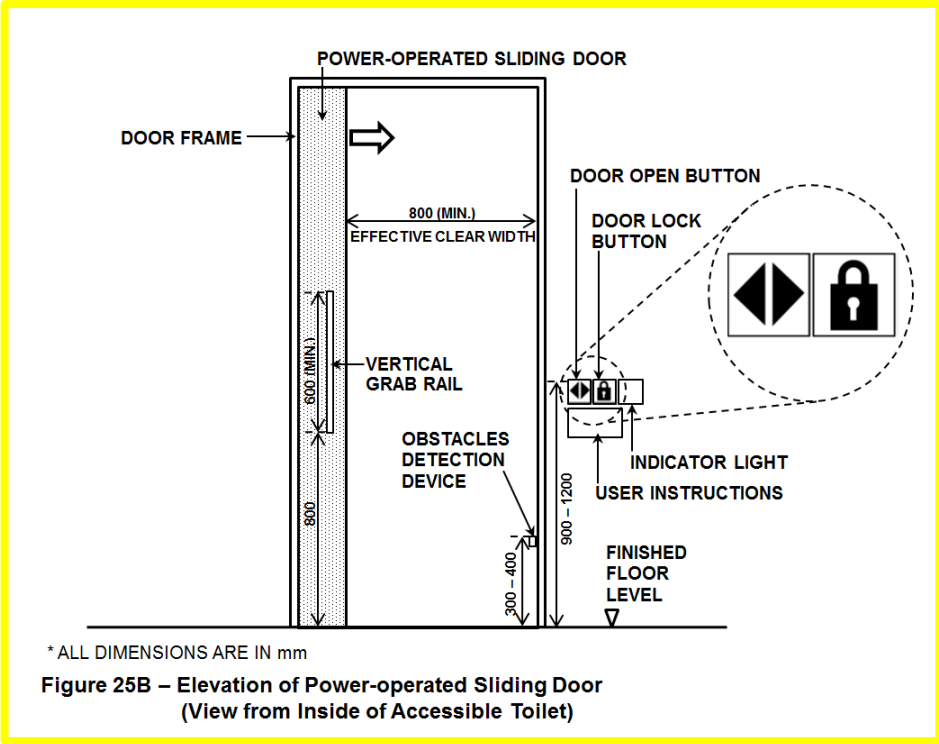
Item

2008 version

Amendments

7. Division 11
of Chapter
4*(cont'd)

(To add Figure 25B)

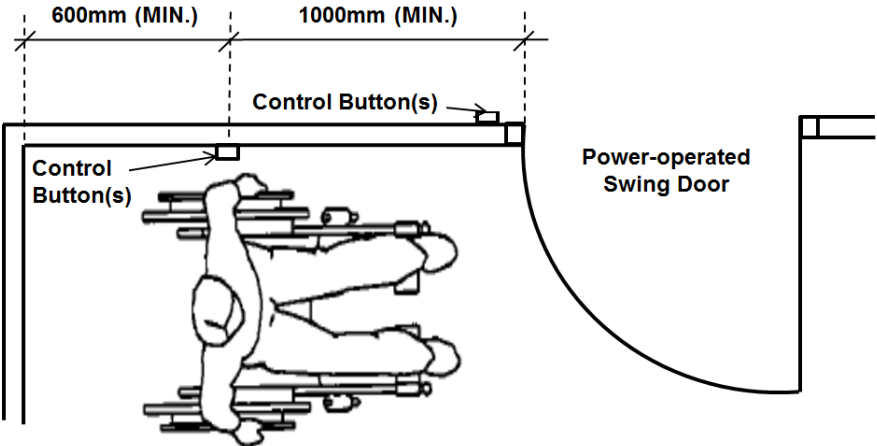


Item	2008 version	Amendments
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7. Division 11
of Chapter
4*(cont'd)

(To add Figure 25C)

Figure 25C – Plan of Power-operated Swing Door (Control Button(s) on Separate Walls)

Item	2008 version	Amendments
7. Division 11 of Chapter 4*(cont'd)		<p data-bbox="1126 217 1391 248"><i>(To add Figure 25D)</i></p> <div data-bbox="1126 272 2101 879" style="border: 2px solid yellow; padding: 10px;">  <p data-bbox="1189 799 2074 823">Figure 25D – Plan of Power-operated Swing Door (Control Button(s) on Same Wall)</p> </div>
8. Division 8 of Chapter 4*		<p data-bbox="1126 930 1839 962"><i>(To add paragraph (e) after paragraph (d) in Section B)</i></p> <p data-bbox="1126 991 1312 1023">Slip-resistant</p> <p data-bbox="1126 1046 2119 1118">(e) The surface of the handrails provided under paragraph 28 in Division 8 should be slip-resistant, e.g. stainless steel with hair-line finish.</p>

Item	2008 version	Amendments
9. Division 11 of Chapter 4*		<p data-bbox="1126 217 2040 248"><i>(To add a heading and paragraph (m) after paragraph (l) in Section B)</i></p> <p data-bbox="1126 276 1283 308">Grab Rails</p> <p data-bbox="1126 336 2119 408">(m) The surface of the grab rails should be slip-resistant, e.g. stainless steel with hair-line finish.</p>
10. Section B in Division 12*	Taps and other controls should be installed between the centre line and the outer edge of the bathtub.	<p data-bbox="1126 443 2119 515"><i>(To designate the existing requirement as paragraph (a) and to add paragraphs (b), (c), (d), (e) and (f) in Section B)</i></p> <p data-bbox="1126 542 1384 574">Taps and Controls</p> <p data-bbox="1126 601 2119 673">(a) Taps and other controls should be installed between the centre line and the outer edge of the bathtub.</p> <p data-bbox="1126 700 1283 732">Grab Rails</p> <p data-bbox="1126 759 2119 831">(b) The surface of the grab rails should be slip-resistant, e.g. stainless steel with hair-line finish.</p> <p data-bbox="1126 858 2119 930">(c) Two additional vertical grab rails should be installed for shower compartments and they should:</p> <ul style="list-style-type: none"> <li data-bbox="1205 957 1738 989">(i) have a minimum length of 750 mm; <li data-bbox="1205 1016 2119 1088">(ii) be installed at a height between 700 mm and 800 mm measured from the bottom of the bars to the finished floor level; and <li data-bbox="1205 1115 2119 1222">(iii) be provided adjacent to the shower seat such that one is mounted beside the shower seat and another one is mounted not more than 450 mm from the edge of the shower seat (see Figure 27).

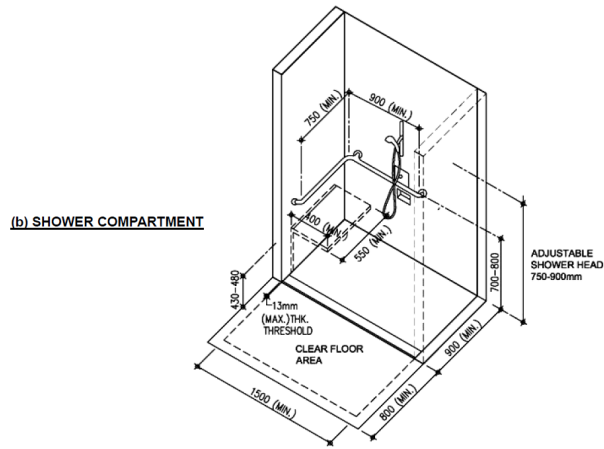
Item	2008 version	Amendments
10. Section B in Division 12*(cont'd)		<p data-bbox="1128 236 1312 268">Shower Seats</p> <p data-bbox="1128 300 2119 331">(d) The depth of shower seats in shower compartments should be 450 mm.</p> <p data-bbox="1128 363 2119 427">Emergency Call Bells in Accessible Bathrooms and Shower Compartments</p> <p data-bbox="1128 459 2119 715">(e) The push button of the emergency call bell should be appropriately located and conveniently accessible to all users. The emergency call bell when activated should emit audible or visible alarm signal which should be readily noticeable for summoning assistance for the person in the bathroom/shower compartment. The emergency alarm should be installed outside the bathroom/shower compartment and connected to a public information or service counter.</p> <p data-bbox="1128 746 2119 970">(f) An emergency call bell should be equipped with a weatherproof push button for activating the alarm. The push button should be installed at the wall outside but immediately adjacent to the bathtub or shower compartment at a height between 400 mm to 600 mm above the finished floor level. A notice “Emergency Call” in English, Chinese and Braille shall be fitted next to the emergency push button.</p>

Item

2008 version

Amendments

11. Figure 27
in Division
12 of
Chapter 4*



*ALL DIMENSIONS ARE IN mm

Figure 27 - Example of Bathroom and Shower Compartment

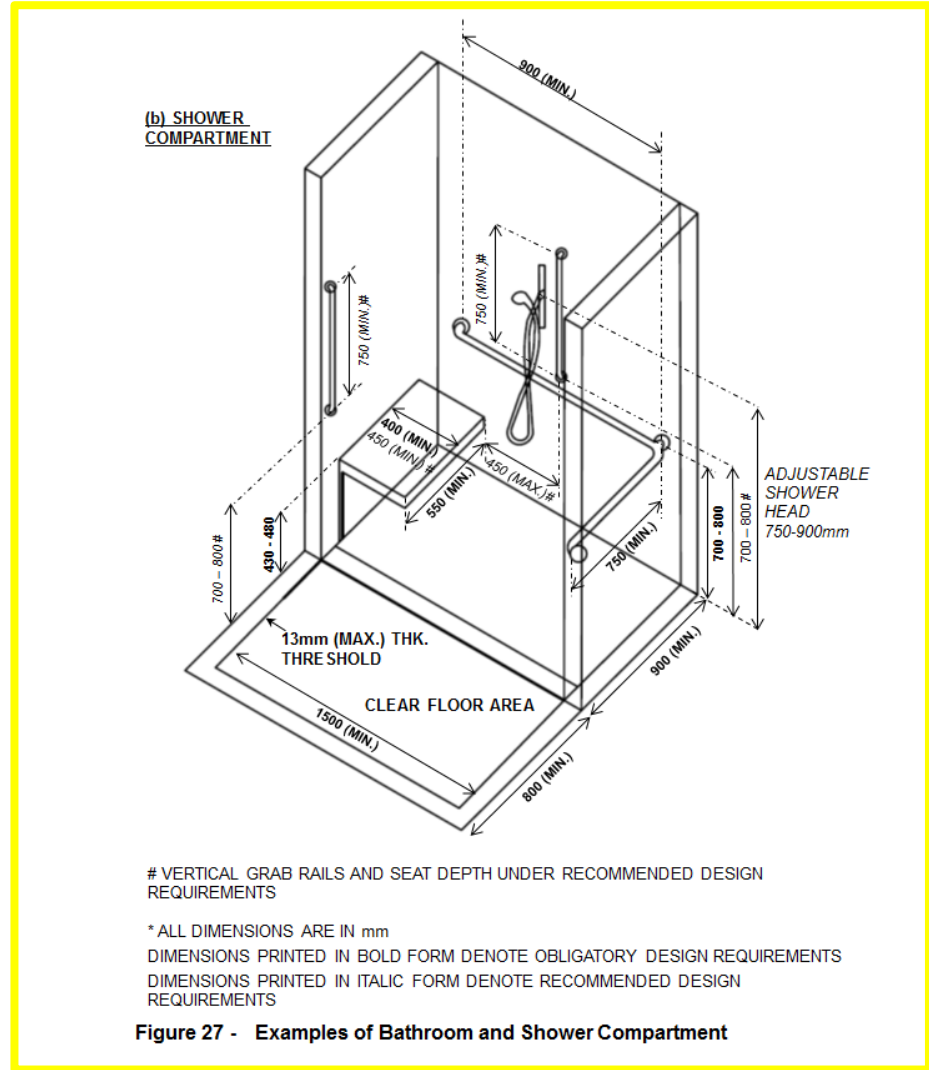


Figure 27 - Examples of Bathroom and Shower Compartment

Item	2008 version	Amendments
12.Paragraph A(b) in Division 17#	In addition to a position outside the compartment or cubicle, the emergency alarm should be connected to a 24-hours manned caretaker's office.	In addition to a position outside the compartment or cubicle, the emergency alarm should be connected to a caretaker's office or public information/service counter provided under paragraph 70 in Division 15.
13.Division 17 of Chapter 4#		<i>(To add paragraph (c) in Section A)</i> Emergency call bells should be equipped with a back-up power supply.
14.Division 10 of Chapter 4*		<i>(To add paragraph (fa) after paragraph (f) in Section B)</i> The marking provided at a frameless glass door should consist of at least a horizontal band with a minimum height of 100 mm and contrasting colours with the background to assist visibility. The marking including those in broken or solid lines, patterns or company logos, etc., should cover at least 10% of the glazing area within the zone between 900 mm and 1500 mm above the internal finished floor. If the horizontal band design is not adopted, other types of marking should still be designed horizontally across the glass door. Such kind of marking should cover at least 30% of the glazing area within the zone between 900 mm and 1500 mm above the internal finished floor.
15.Division 9 of Chapter 4*		<i>(To add a heading and paragraph (i) after paragraph (h) in Section B)</i> Round Edges (i) The counters or devices installed at controlled passages and the warning guardrails provided for low headroom should be designed with round edges.

Item	2008 version	Amendments
16.Paragraph B(e) in Division 11*	Double swing doors which open both inwards and outwards may be provided in any toilets or cubicles. Sliding door is equally acceptable provided that it is not heavy or awkward to use.	Double swing doors which open both inwards and outwards may be provided in any toilets or cubicles. Sliding door fixed with vertical grab rails on both sides of the door in accordance with paragraph (ea) (viii) below is equally acceptable provided that it is not heavy or awkward to use. The requirements of door handle and horizontal grab rail will not be applicable to sliding doors.
17.Division 11 of Chapter 4*		<p><i>(To add paragraph (ha) after paragraph (h) in Section B)</i></p> <p>(ha) Toilet door and compartment door should have a minimum luminous contrast of 30% with its frame and adjacent wall.</p>
18.Division 11 of Chapter 4*		<p><i>(To add a heading and paragraphs (n) and (o) after paragraph (m) in Section B)</i></p> <p>Indicating Tiles/Blocks</p> <p>(n) Two indicating tiles/blocks on the floor to facilitate the use by persons with visual impairment (see Figures 26A and 26B) should be provided in front of the urinal for use by persons with ambulant disabilities.</p> <p>(o) The indicating tiles/blocks should have a minimum luminous contrast of 30% with the floor finishes.</p>

Item

2008 version

Amendments

19.Division 11
of Chapter
4*

(To add Figures 26A and 26B)

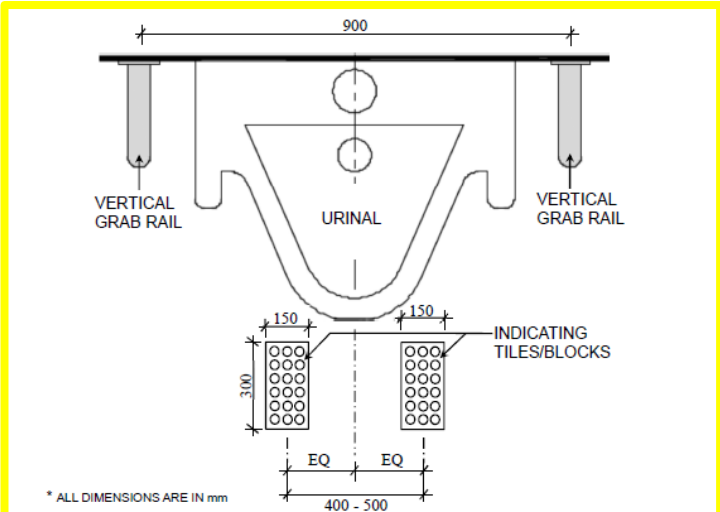


Figure 26A – Indicating Tiles/Blocks for Urinal Used by Persons with Ambulant Disabilities

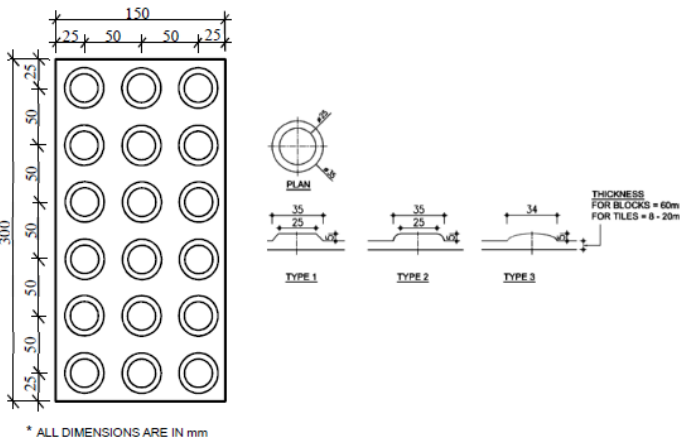


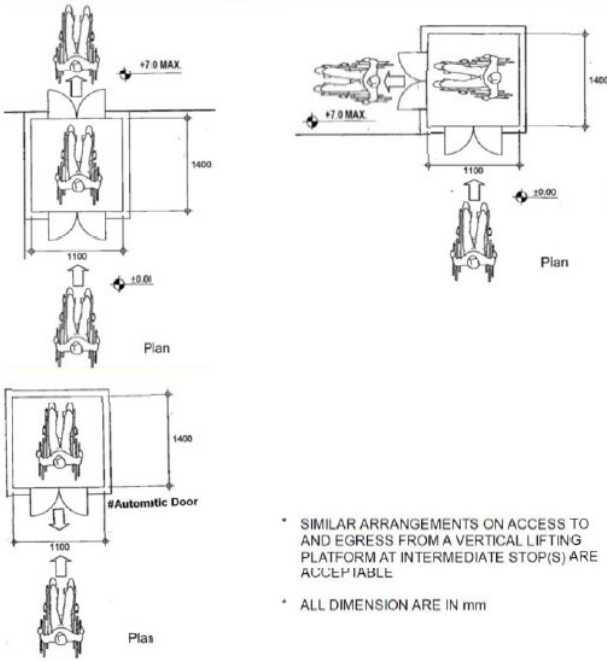
Figure 26B – Details of Indicating Tiles/Blocks

Item	2008 version	Amendments										
20.Paragraph B(a) in Division 16*	Common areas of a building should have an illumination level of not less than 120 lux measured at the finished floor level.	Common areas, including toilets, of a building should have an illumination level of not less than 120 lux measured at the finished floor level.										
21.Paragraph B(c) in Division 16*	Uniformity of illumination level should be maintained throughout the designated confined areas such as staircases, corridors or the like.	Uniformity of illumination level should be maintained throughout the designated areas and toilets.										
22.Paragraph A(f) in Division 7#	Stair should be designed with more generous dimensions, e.g. wider tread, and shorter travel distance is recommended. Open risers should be avoided.	Stair should be designed with more generous dimensions, e.g. wider tread, and shorter travel distance is recommended. No open risers shall be installed.										
23.Division 4 of Chapter 4*		<p><i>(To add a heading and paragraph (d) after paragraph (c) in Section B)</i></p> <p>Directional Tiles/Blocks</p> <p>(d) A minimum clearance between directional tiles/blocks of tactile guide path and an obstruction should be maintained as follows:</p> <table border="1" data-bbox="1169 1007 2096 1321"> <thead> <tr> <th>Clear Width of Access Route</th> <th>Minimum Clearance</th> </tr> </thead> <tbody> <tr> <td>1050 mm – less than 1200 mm</td> <td>350 mm</td> </tr> <tr> <td>1200 mm – less than 1350 mm</td> <td>450 mm</td> </tr> <tr> <td>1350 mm – less than 1500 mm</td> <td>500 mm</td> </tr> <tr> <td>1500 mm or above</td> <td>600 mm</td> </tr> </tbody> </table>	Clear Width of Access Route	Minimum Clearance	1050 mm – less than 1200 mm	350 mm	1200 mm – less than 1350 mm	450 mm	1350 mm – less than 1500 mm	500 mm	1500 mm or above	600 mm
Clear Width of Access Route	Minimum Clearance											
1050 mm – less than 1200 mm	350 mm											
1200 mm – less than 1350 mm	450 mm											
1350 mm – less than 1500 mm	500 mm											
1500 mm or above	600 mm											

Item	2008 version	Amendments
24.Paragraph 5.2.3(b) in Chapter 5@	The provision of visual alarm shall not apply to all exit staircases as required under the Code of Practice for the Provision of Means of Escape in Case of Fire including the smoke lobbies adjoining the exit staircase, and the following areas: -	The provision of visual alarm shall not apply to all exit staircases as required under the Code of Practice for Fire Safety in Buildings including the smoke lobbies adjoining the exit staircase, and the following areas: -
25.Paragraph 5.2 in Chapter 5*		<p><i>(To add Section B after Section A)</i></p> <p>B. Recommended Design Requirements</p> <p>Except for areas designed for domestic use, areas listed in paragraph 5.2.3(b) shall also be provided with visual alarm in situations where person with hearing impairment has to work alone.</p>
26.Paragraph 5.5 B(a)(ii) and (iii) in Chapter 5*	<p>Door</p> <p>(i) minimum clear entrance width of 900 mm;</p> <p>(ii) Single door or 2-door design;</p> <p>Platform size</p> <p>(iii) minimum size of 1100 mm (wide) x 1400 mm (deep);</p>	<p>Automatic Door</p> <p>(i) minimum clear entrance width of 900 mm;</p> <p>(ii) single door or 2-door design and the kinetic energy of the door should not exceed 10J;</p> <p>Platform size</p> <p>(iii) minimum size of 1100 mm (wide) x 1500 mm (deep);</p>

Item	2015 version	Amendments
27.Paragraph 5.5 B(a)(vi) in Chapter 5*	<p>Control</p> <p>(vi) lift buttons and emergency call buttons should comply with paragraphs 80(1) to 80(8) and 80(i) and 80(ii) in Division 19;</p>	<p>Control</p> <p>(vi) lifting platform buttons and emergency call buttons should comply with paragraphs 80(1) to 80(8) and 80(i) and 80(ii) in Division 19. For automatic swing doors, the control buttons at the landing side should meet the requirements in paragraph (ea)(xi) in Section B of Division 11. The hold-to-run button should be of a minimum dimension of 50 mm;</p> <p>(viA) the vertical lifting platform should be self-operable by users holding a common key;</p> <p>(viB) call button and CCTV should be provided at every landing to a vertical lifting platform. The call button should activate an intercom and video contact with a caretaker's office or public information/service counter provided under paragraph 70 in Division 15 for assistance;</p>
28.Paragraph 5.5 B(a)(viii) in Chapter 5*	<p>Grab bars</p> <p>(viii) grab bars complying with paragraphs 28(3) and (4) in Division 8 should be placed at a height of 900 mm from the finished floor level and be fixed on both sides and at the rear of the lift car (lift door(s) excepted);</p>	<p>Grab Bars</p> <p>(viii) grab bars complying with paragraphs 28(3) and (4) in Division 8 should be placed at a height of 900 mm from the finished floor level and be fixed on both sides and at the rear of the platform (door(s) excepted). The vertical distance between the grab bar and the control buttons should not be less than 100 mm;</p>

Item	2015 version	Amendments
29.Paragraph 5.5 B(a)(xii) in Chapter 5*	<p>Landing</p> <p>(xii) Every landing to a vertical lifting platform should be in opposite direction or located at 90° relative to all other landings so as to eliminate the need for the wheelchair to back-out. This requirement does not apply to a vertical lifting platform which is provided with power-operated and automatically controlled horizontally sliding or swing doors. The kinetic energy of the automatic doors should not exceed 10J.</p>	<p>(xii) (repealed in April 2017)</p>

Item	2015 version	Amendments
<p>30.Paragraph 5.5 B(a) and Figure 45 in Chapter 5*</p>	<p>(a) Where it is impractical to provide a passenger lift or a ramp, a self-operated vertical lifting platform should be considered as a reasonable alternative for vertical circulation for wheelchair users, the vertical lifting platform should have the following provisions (see Figure 45):-</p>  <p>Figure 45 – Vertical Lifting Platform</p>	<p>(a) Where it is impractical to provide a passenger lift or a ramp, a self-operated vertical lifting platform should be considered as a reasonable alternative for vertical circulation for wheelchair users, the vertical lifting platform should have the following provisions:-</p> <p>Figure 45 (repealed in April 2017)</p>

Item	2008 version	Amendments
31.Paragraph 5.5 B(a) in Chapter 5*		<p><i>(To add paragraphs (xiii) after paragraph (xii) in Section B)</i></p> <p>Undertaking from Owners</p> <p>(xiii) the owner should undertake quality management and maintenance to facilitate the reliable use of the lifting platform. The platform should be kept in service during the opening hours of the premises and routine servicing/repair should be arranged in closed times.</p>
32.Division 1 of Chapter 4*		<p><i>(To add paragraphs (g), (h) and (i) after paragraph (f) in Section B)</i></p> <p>(g) Eight wheelchair spaces should be provided at spectator levels in an auditorium with not more than 800 fixed seats. For auditorium with more than 800 fixed seats, four wheelchair spaces should be provided for every additional 400 fixed seats and any part thereof.</p> <p>(h) Visual display of subtitles should be provided at an appropriate location.</p> <p>(i) A room with a view of the performance for “audio description” should be provided for the visually impaired persons.</p>
33.Paragraph B(d) in Division 1 of Chapter 4*	Two to three rows of removable seats should be provided in the auditorium for the use by large group of wheelchair users for special function / occasions.	<p>Removable seats should be provided at accessible spectator levels in an auditorium for the use by large group of wheelchair users for special functions / occasions. Adequate numbers of removable seats to accommodate sixteen wheelchair spaces should be provided in the auditorium with not more than 800 fixed seats. For the auditorium with more than 800 fixed seats, adequate numbers of removable seats to accommodate eight wheelchair spaces should be provided for every additional 400 fixed seats and any part thereof.</p>

Item	2008 version	Amendments										
34.Division 2 of Chapter 4*	A typical guest room layout is shown in Figure 2 and typical bathroom and shower compartment are shown in Figure 27.	<p><i>(To add paragraph (b) after paragraph (a) in Section B)</i></p> <p>(a) A typical guest room layout is shown in Figure 2 and typical bathroom and shower compartment are shown in Figure 27.</p> <p>(b) A minimum of two guest rooms (being not accessible guest rooms) for every 100 guest rooms and any part thereof should be provided with visual door bells installed at a prominent location and the function can be switched on or off conveniently by the guest.</p>										
35.Division 3 of Chapter 4*		<p><i>(To add paragraph (c) after paragraph (b) in Section B)</i></p> <p>(c) Accessible car parking spaces should be provided as follow:</p> <table border="1" data-bbox="1133 743 1962 1015"> <thead> <tr> <th>Total No. of Car Parking Space in Lot</th> <th>No. of Accessible Car Parking Spaces</th> </tr> </thead> <tbody> <tr> <td>1-25</td> <td>1</td> </tr> <tr> <td>26-50</td> <td>2</td> </tr> <tr> <td>51-100</td> <td>3</td> </tr> <tr> <td>for each additional increment of 100 or part thereof</td> <td>one additional space</td> </tr> </tbody> </table>	Total No. of Car Parking Space in Lot	No. of Accessible Car Parking Spaces	1-25	1	26-50	2	51-100	3	for each additional increment of 100 or part thereof	one additional space
Total No. of Car Parking Space in Lot	No. of Accessible Car Parking Spaces											
1-25	1											
26-50	2											
51-100	3											
for each additional increment of 100 or part thereof	one additional space											