



**SURAT PEKELILING NO. 5 /2018  
KEMENTERIAN KERAJAAN TEMPATAN DAN PERUMAHAN SARAWAK**

**FROM** Permanent Secretary TO -Refer distribution lists-  
Ministry of Local Government and Housing Sarawak

**OUR** COPY -Refer distribution lists-  
**REFERENCE** MLGH/ADM/52 Jld. 19 **DATE** 29 November 2018

**SUBJECT** **MATRIX GUIDE FOR BUILDING REQUIREMENTS FOR PERSONS WITH DISABILITY**

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**1. Purpose**

The purpose of this circular is to inform on the guidelines relating to building facilities' requirements that need to be provided for persons with disabilities (PWDs) in considering the building plans approval and implementation of government development projects based on building by-law 110A, Building Ordinance 1994.

**2. Background**

Inconsistent implementation and lack of enforcement amongst local authorities on the provision of building facilities for PWDs that need to be provided in the building plan submission for approval are very serious. The initiatives of the guidelines are to assist the local authorities in excellence service delivery and reduce the number of grouses with regards to lack of PWDs facilities within their area of jurisdiction.

### 3. Local Authority Responsibilities and Actions

In order to assist the local authorities understand the building facilities requirements' for PWDs that need to be provided in the application for building plans approval, the scope of these guidelines also includes the type of buildings that requires relevant PWDs facilities in the form of a matrix (refer Appendix B).

The guidelines provide the frameworks to the local authorities to avoid the confusion in the minimum provision of PWDs facilities that need to be provided in the building plans. To ensure the effectiveness of these guidelines, reference to the detailed requirements as specified under the latest Malaysian Standards (MS) on PWDs facilities' requirements issued by the Department of Standards Malaysia is a must.

Local authorities are expected to fully enforce the requirements contained in the guidelines and they are to ensure that the requirements are fully complied with by all building industry practitioners.

### 4. Date of Commencement

The date of commencement of this circular is on 1<sup>st</sup> January 2019.

Thank you.

“BERSATU BERUSAHA BERBAKTI”  
“AN HONOUR TO SERVE”



BAKRIE ZAINI  
Permanent Secretary  
Ministry of Local Government and Housing  
Sarawak

**GUIDELINES OF THE MINIMUM BUILDING REQUIREMENTS FOR PERSONS WITH DIASABILITY**  
(refer to area where public has access only)

BY-LAWS 110A (1)(a) & (b); (i),(ii),(iii)	CATEGORY OF BUILDING REQUIRED TO PROVIDE FACILITIES FOR DISABLED PERSONS	RAMP	TOILET	MECHANISED VERTICAL ACCESS	STAIRS	PARKING SPACE	VISUAL SIGN	AUDIO SIGNALS	REMARKS
	i) Offices: a) less than 2000m <sup>2</sup> /floor (gross area) b) more than 2000m <sup>2</sup> /floor (gross area)	<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"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	ii) Hotel: a) less than 100 rooms b) more than 100 rooms	<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"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	iii) Banks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	iv) Post offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	v) Department stores & supermarkets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	vi) Other administrative & commercial buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Legends:

= Mandatory

= Optional

\* May be exempted (accessible by ramp or other means of accessibility already provided)

NA Not applicable

PWD Person with Disability

**GUIDELINES OF THE MINIMUM BUILDING REQUIREMENTS FOR PERSONS WITH DIASABILITY**  
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	vii) shopping complex > 1000m <sup>2</sup> /floor	□	□	□	□	□	○	○	
	i. rail, road, sea & air travel buildings & associated concourses	□	□	□	□	□	□	□	
	ii. car parking buildings	□	○	□	□	□	□	□	
	iii. Factories Heavy Light a. where DP not employable b. where DP is employable	○ ○ □	○ ○ □	○ ○ ○	○ ○ ○	○ ○ □	○ ○ ○	○ ○ ○	

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