

Town of Oxford

# ADA Self-Evaluation and Transition Plan

July 2024

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## Introduction

The Institute for Human Centered Design (IHCD) has prepared this report on behalf of the Town of Oxford as part of the Town's ongoing effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and Town-owned facilities. The ADA is the most important single piece of civil rights legislation related to the equal treatment of people with disabilities.

In preparing for this report, an IHCD team surveyed the Town's portfolio of municipal buildings and outdoor areas that were discussed with the Town. The facility survey set includes ten (10) Town-owned buildings, four (4) parks and beaches / outdoor areas (Carbuncle Beach House and Carbuncle Pond are covered in one (1) report), and five (5) schools including the Joslin Park Old School House. The Coffee Building was removed from the survey list because it has been abandoned and there are no plans to occupy the structure. The DPW Office and Garage at 3 Barton Street was removed from the survey list because it is permanently closed, and the DPW Office and Garage at 34 Charlton Street was removed from the survey list because it has no public programs other than salt and sand pickup in the winter. At each of the municipal buildings and outdoor areas, the accessibility survey includes all the spaces where the Town offers programs, services, and activities to members of the public. Municipal buildings and outdoor areas surveyed include the following:

### Town-Owned Buildings

Animal Control Kennel  
Community Center  
Council on Aging  
DPW Office at 450 Main Street  
DPW Cemetery Office at 505 Main Street  
Library  
New Fire Station  
North Oxford Fire Station  
Police Station  
Town Hall

### Outdoor Areas

Carbuncle Beach House and Carbuncle Pond  
Greenbriar Park

Joslin Park  
Ruel Field

### Schools

Alfred M. Chaffee Elementary School  
Clara Barton Elementary School  
Joslin Park Old School House  
Middle School  
Oxford High School

Regarding the facility set, IHCD has submitted separate narrative reports for each building and each outdoor area that was surveyed. To assist in prioritizing accessibility improvements necessary to ensure compliance with Title II of the ADA, each of the narrative reports includes an overview that identifies the most substantial accessibility issues. Additionally, a detailed survey catalog that supplements the ADA Self-Evaluation narrative overview is also included. The survey catalog provides element-by-element photos of compliance issues, location information, and measurements (when applicable) at each assessed location accompanied by recommendations.

In addition, a set of spreadsheets detailing priorities for corrective action organized by survey location was provided to the Town. Once fully updated, these spreadsheets are a capital planning and budgeting resource – the “ADA Transition Plan” – and are intended as a long-term tool that should be updated as work is completed. The Town should make a good faith effort to complete the work in a reasonable time (IHCD recommends a three to five-year period). The ADA regulations do not set out precise timeframes to complete the work; IHCD bases the recommended timeframes on conversations with the Department of Justice (DOJ) and their Project Civic Access settlement agreements with municipalities. The ADA Transition Plan is a living document that requires regular updates to keep it current. As barriers are removed it is important to update the plan to reflect current barrier removal progress. IHCD also recommends notifying members of the Town as accessibility issues are resolved, such as by posting that information on the Town’s website so citizens of Oxford are aware of accessibility improvements.

Together, the ADA Self-Evaluation and ADA Transition Plan will enable the Town to make substantial progress in meeting its ADA responsibilities. The recommendations for corrective action that apply to policies, practices, and procedures of the Town as detailed in the ADA Self-Evaluation are not included in the ADA Transition Plan since the Transition Plan spreadsheet is

limited to capital expense accessibility issues. Policy, practices, and procedure recommendations are a blueprint for meeting compliance responsibilities other than capital expenses.

With the *Part B – Evaluation of Nondiscriminatory Policies and Practices in Programs, Services and Activities* report, IHCD has provided a complete accessibility assessment of Oxford's policies, practices, and procedures. The ADA administrative requirements help ensure that the needs of people with disabilities are addressed in all programs, services, and activities that the Town operates.

Most of the Town-owned facilities that have been recently altered or renovated are substantially accessible and meet the majority of the applicable architectural requirements. Continued facility alterations and/or renovations will significantly reduce barriers and help realize the Town's commitment to inclusion and equal rights. In the meantime, the greatest problems posed by existing barriers can be ameliorated by establishing policies and procedures to accommodate members of the community with disabilities. It is worth noting that the Town has taken several significant steps in this direction including:

- The Town of Oxford has hired a consultant (IHCD) to undertake its ADA self-evaluation (as the basis for the Town's Transition Plan).
- The Town of Oxford has a Notice of Nondiscrimination ([https://www.town.oxford.ma.us/sites/g/files/vyhlf4836/f/uploads/non-discrimination\\_statement\\_pdf\\_0.pdf](https://www.town.oxford.ma.us/sites/g/files/vyhlf4836/f/uploads/non-discrimination_statement_pdf_0.pdf)) and a statement on the Town's Application for Employment.
- The Town of Oxford has met its obligation to designate a responsible employee by naming Joanne Frederick, Human Resources Specialist as the Town's ADA Coordinator.

IHCD's review and recommendations for Town-owned facilities is based on compliance with the 2010 ADA Standards for Accessible Design if an element or elements are not compliant with the 1991 ADA Standards and/or 521 CMR, the Regulations of the Massachusetts Architectural Access Board (MAAB). Best practice and inclusive design recommendations are also provided for most properties. Best practice and inclusive design recommendations include elements that are *not* required in the accessibility standards but may create enhanced experiences for all users.

Some key facilities are generally usable by people with disabilities but are not in full



compliance with current accessibility requirements. Oxford's Town Hall, for instance, provides access to many programs and can be accessed by most people because the building features a largely accessible entrance and has accessible routes throughout most of the building including an elevator that provides accessible vertical access. However, the exterior ramp is slightly narrower than allowed, lacks edge protection and has some areas with a slightly excessive running slope, among other issues. Additionally, some of the other identified accessibility issues include lack of a compliant van accessible parking space, an assistive listening system is not provided in the meeting room, and there is a lack of accessible service counters and work surfaces in some locations.

The Oxford Police Station is another example of a facility that provides access to many programs. But some of the accessibility issues at this facility include a toilet in the women's single-user toilet room with a centerline that is too far from the side wall and a soap dispenser that is improperly positioned above a grab bar. In addition, the meeting and training room sink lacks knee clearance, and the designation sign at the meeting and training room lacks raised characters and braille and it is not located to the right side of the double doors.

The Town may comply with the requirements of Title II of the ADA through means such as reassignment of programs or services to accessible buildings or delivery of services at alternate accessible sites. The Town may also comply with the requirements by renovation or alteration of existing facilities and/or construction of new facilities, or any other methods that result in making the Town's programs, services, or activities readily accessible to and usable by individuals with disabilities. Note that a public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with its ADA Title II obligations.

In choosing among available methods for meeting the requirements of the ADA, the Town of Oxford should give priority to those methods that offer programs, services, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

In order to comply with ADA Title II program accessibility obligations, the Town of Oxford should consider:

1. Relocation of programs, services, and activities to an accessible location within a current facility.

Often the simplest solution is for the Town to use what it already has in place. IHCD strongly recommends the relocation of programs, services, and activities to accessible

locations within current facilities when possible.

2. Relocation of programs, services, and activities to an accessible location in another facility.

When it is not possible to relocate them to an accessible location within the current facility, programs, services, and activities should be relocated to an accessible facility.

3. Renovation/alteration of existing Town facilities or the provision of new accessible facilities to ensure access to programs, services, and activities.

The Town may consider the renovation of its existing facilities or the provision of new accessible facilities to ensure that programs, services, and activities are offered in the most integrated setting appropriate.

Note that any corrective actions needed to ensure program accessibility must comply with the most current requirements of the ADA Standards and/or 521 CMR, the Regulations of the Massachusetts Architectural Access Board (MAAB) at the time when the corrective actions take place.

Furthermore, when completing alterations/renovations, keep in mind that an alteration that decreases the accessibility of a building below the requirements for new construction at the time of the alteration is prohibited.

To determine which buildings must be made accessible, the Town should consider:

- How to provide the program in the most integrated setting appropriate;
- The locations where the activities are offered;
- Which facilities are accessible and to what extent.

**Key Recommendations for Municipal Buildings:**

- Ensure there is an accessible route from all site arrival points to areas in the building where public programs, services, and activities are provided.
- If parking is provided, ensure fully accessible parking spaces are provided in the correct manner, number and location.

- Ensure that fully accessible toilet rooms are provided in each building that has a toilet room or toilet rooms available for use by members of the public. Where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room usable by all genders in the same area as the existing multi-user toilet rooms.
- Ensure that where programs, services, or activities are offered that there is a sufficient number of accessible features (accessible counters, accessible work surfaces, etc.).

**Note:** Particular attention should be given to facilities where key services are being offered to many members of the community like the Oxford Town Hall or the Council on Aging / Senior Center.

- Ensure that accurate designation signs with raised characters and braille are provided at all permanent rooms and spaces. Ensure that maintenance staff are aware that designation and egress signs containing tactile characters should be located so that a clear floor space of 18" min. by 18" min. centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45-degree open position. No items should be stored or mounted under or above these signs.
- If audible communication is integral to the use of a space, a compliant assistive listening system should be provided.
- Ensure that those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working condition (e.g., elevators or automatic door openers, assistive listening systems).
- Ensure that door opening pressure is monitored at all facilities and kept in compliance at all doors by maintenance staff every six (6) months. Ensure that maintenance staff is aware that the maneuvering clearance at doors should be kept clear at all times.

#### **Key Recommendations for Outdoor Areas:**

- Ensure there is an accessible route to all elements in the parks/outdoor areas (baseball fields, basketball courts, playgrounds, picnic areas, memorials, etc.). For example, Greenbriar Park lacks an accessible route to the boundary of sport activity or to player or team seating at most sporting locations. And at the Carbuncle Beach House and Pond, there is lack of an interior accessible route between the two (2) floors of the beach house, and there is lack of an exterior accessible route from the parking area to the beach, pond,

splashpad and other exterior lower-level amenities.

- Ensure that accessible routes are provided to and around playgrounds; in addition, ensure that an impact-attenuating accessible route is provided in the play area to each unique play component. At the playground at Carbuncle Beach House and Pond, there is lack of an accessible route to and around the playground and lack of a compliant impact-attenuating surface under and around the play components.

Note that the Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to and around playground equipment.

- Provide an accessible route to at least one (1) bench in each distinct area of each park where benches are provided.
- Ensure that at least one (1) picnic table, grill, and trash container in each distinct area of a park where these amenities are provided is accessible and is located on an accessible route.

### **Key Recommendations for Public Schools:**

For program accessibility purposes, IHCD surveyed one classroom per grade and all the classrooms that provide unique programs such as art classrooms, labs, etc. IHCD was pleased with the level of accessibility provided by school staff and other employees at public schools in Oxford, and with the responsiveness of the school administration.

IHCD recommends continuing renovations and/or alterations as necessary to ensure that the Town is meeting its obligations under Title II of the ADA.

Some key issues to emphasize at Oxford Public Schools include the following:

- Ensure the minimum maneuvering clearance at classroom doors is maintained. Most schools have the space to provide the minimum 18" pull-side maneuvering clearance on the latch side of doors, but in some cases, the space is obstructed by the location of cabinets, furniture, or trash cans.
- Ensure that specialized classrooms (e.g., labs, art rooms, etc.) have accessible work surfaces.

- Ensure that accessible sinks (with knee and toe clearance) are provided in at least one classroom per grade, if a sink or sinks are provided in those rooms. If accessible sinks are already provided, ensure they have insulated pipes and that no stored items are placed underneath the sink. If a panel is provided under the lavatory or sink to protect the pipes, ensure the required knee and toe clearance is maintained.
- Ensure that fully accessible toilet rooms are provided in each school building. As mentioned before, where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room available to all genders in the same area as the existing multi-user toilet rooms.
- If there is a toilet room in unique rooms such as a nurse's office, ensure that a fully accessible toilet room is provided. This includes maintaining the clear floor space at all fixtures by keeping the required clear space free of any storage.
- Ensure that all elements in the classrooms are within reach range (e.g., emergency showers, first aid kits and dispensers).
- If audible communication is integral to the use of a space, provide a compliant assistive listening system and a sign with the International Symbol of Access for Hearing Loss to inform visitors of its availability.
- Ensure that fully accessible locker rooms are provided. This includes accessible shower facilities, compliant benches, accessible lockers, and compliant changing rooms if these elements are provided in the locker rooms.

Issues were often encountered with signage. Below are recommendations regarding the most common signage accessibility issues.

1. Signs that designate permanent rooms and spaces, such as classrooms and conference rooms and egress signs should:
  - have raised characters duplicated in braille;
  - have braille located below the corresponding text;
  - have a minimum 18" by 18" clear floor space centered on the tactile characters;
  - be located on the wall, alongside the door, on the latch (door handle) side of the door; where a tactile sign is provided at double doors with one (1) active leaf, the sign should be located on the inactive leaf; where a tactile sign is provided at double doors with two (2) active leaves, the sign should be located to the right of the right hand door;

where there is no wall space at the latch side of a single door or at the right side of double doors, signs should be located on the nearest adjacent wall.

2. Inaccessible entrances and exits should have directional signs indicating the location of the nearest accessible entrances/exits.
3. When not all entrances are accessible, accessible entrances should have signage containing the International Symbol of Accessibility (ISA).
4. Inaccessible toilet rooms should have directional signs indicating the location of the nearest accessible toilet room.
5. When not all toilet rooms in a facility are accessible, accessible toilet rooms should have signage containing International Symbol of Accessibility (ISA).

# Town of Oxford

## Part B – Evaluation of Nondiscriminatory Policies & Practices in Programs, Services & Activities

July 2024

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## Part B – Evaluation of Nondiscriminatory Policies & Practices in Programs, Services & Activities

### Introduction

In an effort to provide and maintain compliance with the American with Disabilities Act (ADA), the Town of Oxford contracted with the Institute for Human Centered Design (IHCD) to undertake a comprehensive assessment of its policies, practices and procedures as well as its facilities to determine compliance with the requirements of the Americans with Disabilities Act (ADA). The review and recommendations provided in this assessment also go beyond strict compliance assessment to recommend enhancements to current conditions that would result in a more usable, inclusive and welcoming environment for members of the Oxford community.

Information about corrective action will include recommendations based on Title II of the ADA for each aspect that requires action, as well as recommended “*best practices*”.

The assessment included nondiscrimination in policies, practices and procedures for all of the Town’s programs, services and activities including those related to effective communication and policies, practices and procedures relative to employment.

This report summarizes IHCD’s findings of ADA Title II compliance. The information pertinent to this assessment was obtained by an online ADA questionnaire developed by the Institute for Human Centered Design (IHCD) and submitted by departments from the Town of Oxford, and from the Town’s website. IHCD received eight (8) department questionnaire responses.

This mix of sources constitutes the basis for this compliance assessment report. It is clear that the Town understands many of its obligations under Title II of the ADA, but additional steps are necessary to ensure that people with disabilities enjoy the same opportunities to participate in its programs, services and activities as Oxford residents without disabilities.

### Analysis

ADA Title II prohibits discrimination on the basis of disability. Specifically, Title II requires that:

*No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity (28 CFR Part 35.100 (a)).*

This report is divided into sections where these requirements apply. Each section includes the applicable citation from Title II of the ADA; IHCD's summary of findings after reviewing answers from the ADA questionnaire and information from the website and other previously mentioned sources. It also includes IHCD's recommendations for the Town of Oxford to implement.

## 1 – Designation of Responsible Employee

Title II of the ADA makes clear that a public entity that employs 50 or more persons must designate a responsible employee and adopt grievance processes.

*A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph. (28 CFR Part 35.107 (a)).*

Title II provides little specific guidance for implementing this requirement but the primary role of the designated employee, also called the ADA Coordinator, is making sure that the Town is in compliance with the ADA.

### Findings

The Town of Oxford has met its obligation to designate a responsible employee by naming Joanne Frederick, Human Resources Specialist as the Town's ADA Coordinator in the public notice:

[https://www.town.oxford.ma.us/sites/g/files/vyhlif4836/f/uploads/non-discrimination\\_statement\\_pdf\\_0.pdf](https://www.town.oxford.ma.us/sites/g/files/vyhlif4836/f/uploads/non-discrimination_statement_pdf_0.pdf)

However, the designation as the ADA Coordinator does not appear to be part of Ms. Frederick's standard title in a manner such as "Human Resources Specialist and Oxford ADA Coordinator." This may be part of the reason why only one other survey respondent named Ms. Frederick as ADA Coordinator, with six of the eight respondents indicating that they did not know if an ADA Coordinator had been appointed.

### Recommendations

The Town should consider providing further clarification for its entire community, (including Town employees) regarding the ADA Coordinator. The Town should provide the name, phone number, email address and scope of responsibilities of the ADA Coordinator(s), Town Administrator or other controlling authorities, updating the ADA Notice and ADA Grievance Procedure as needed. The Town should also include the ADA Coordinator's contact information on Town's main website, the Human Resources webpage, the Oxford's public school webpage, and in every Town building open to the public, in public meeting notices and on social media. Also, the Town should make sure the Commission on Disability is aware that Joanne Frederick is the Town's appointed ADA Coordinator.

Clarification regarding the ADA Coordinator will:

- Make it easier for the Town to be proactive in meeting the needs of members of the public with disabilities;
- Help the Town to develop and articulate a clear vision and mission with regard to members of the public with disabilities;
- Reduce confusion and improve the Town's day-to-day operations with respect to members of the public with disabilities;
- Permit employees to respond more quickly to needs as they arise because they have and can identify a primary contact for addressing their needs;
- Build in-house expertise and capacity;
- Prevent confusion and help ensure that candidates for employment, employees and the public have a clear understanding of their responsibilities and rights under the ADA.

## 2 – Grievance Procedures

Title II of the ADA requires a public entity to adopt an adequate grievance process.

*A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part. (28 CFR Part 35.107 (b))*

### Findings

The Town of Oxford has an Employee Grievance Procedure, which can be found in section 7 of the Personnel Manual with is at the following web address:

<https://www.oxfordma.us/DocumentCenter/View/433/Personnel-Manual---Revised-12-10-2018-PDF?bidId=> . As with the existence and identity of ADA Coordinator, six survey respondents were not aware of Oxford's Grievance Procedure for members of the public.

The Town can adopt one Grievance Procedure for both employees and members of the public, or two separate policies. The Grievance Procedure is an invitation to have a conversation and opportunity to resolve complaints. With a good Grievance Procedure, a person feels heard.

### Recommendations

The Town should take steps to clarify its Grievance Procedure for members of the public and for Town employees.

IHCD recommends the following:

- Develop and publicize a Grievance Procedure or procedures that cover both employees and members of the public, that includes the name and contact information of the ADA Coordinator, steps a person should follow, and an appeal process.
- Prominently post the Grievance Procedure and state the commitment to provide copies in accessible formats upon request on Oxford's website homepage.
- Distribute the Grievance Procedure to all department heads, and post copies of it in noticeable locations in each of the Town's public buildings.
- Ensure Town employees and the public are aware of the Grievance Procedure and that Town employees can provide information to members of the public about the Grievance Procedure process when appropriate.
- Respond to grievances in a timely manner. Maintain confidential records for a reasonable length of time for all complaints submitted, including documentation of steps taken towards resolution.

### 3 – Notice

Title II of the ADA requires that public entities notify participants of its non-discrimination policies:

*A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them, the Act and this part. (28 CFR Part 35.106)*

#### Findings

Oxford has an ADA Notice: [https://www.town.oxford.ma.us/sites/g/files/vyhlif4836/f/uploads/non-discrimination\\_statement\\_pdf\\_0.pdf](https://www.town.oxford.ma.us/sites/g/files/vyhlif4836/f/uploads/non-discrimination_statement_pdf_0.pdf) and a statement on their employment application <https://www.oxfordma.us/DocumentCenter/View/680/Employment-Application-PDF?bidId=> .

However, from the responses submitted by staff, it seems that the Town of Oxford does not have a uniform policy regarding the posting of the ADA Notice for members of the public. When asked if an ADA Notice has been posted, responses included, Yes - 1st floor corridor near HR - "Fair Employment" document; Yes, on bulletin board outside Human Resources; "no" or "I don't know/unsure."

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### Recommendations

The Town has established ADA policies for employees. However, the town should take steps to clarify the posting requirements of the ADA Notice in compliance with the ADA Title II that states that public entities shall take steps to notify program/service participants, beneficiaries and employees of its obligations. Furthermore, by adopting a uniform policy, the Town has an opportunity to share the positive steps it is taking toward inclusion of all citizens. For example, the Town informs the community about upcoming meetings and other happenings through the Town's website, meeting agendas, and social media. These communications are opportunities to include a short ADA Notice of Nondiscrimination.

IHCD recommends:

- Adopt a formal ADA Notice that includes the name and contact information of the ADA Coordinator and steps that a person should follow to request a reasonable modification or auxiliary aid.
- Consider adopting Town-wide a shortened ADA Notice for meetings, newsletters, social media, etc. similar to the following: "If you need accommodations to participate, please contact xxx at least 48 hours before the meeting/event, excluding Saturday, Sundays and legal holidays at 781-xxx-xxxx or [xxxxxx@townhall.Oxford.ma.us](mailto:xxxxxx@townhall.Oxford.ma.us)."
- Publish the ADA Notice in materials and communications distributed by the Town (e.g., reports, contracts, job applications, agendas, meeting notes, applications, social media and newsletters, etc.).
- Post copies in public locations in all municipal buildings open to the public.
- Distribute the ADA Notice to all department heads. Copies should also be provided in alternate formats to any person upon request.
- Post the ADA Notice on the Town's homepage, the school district webpage and other important town webpages.

### **4 – Reasonable Modification of Policies, Practices and Procedures**

Title II of the ADA requires state and local governments to modify its policies when necessary to avoid discrimination:

*A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. (28 CFR Part 32.100 (b)(7))*

### Findings

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The Town has taken some initial steps toward complying with the ADA and ensuring people with disabilities can participate in Town programs. However, a majority of departments have not developed written policies and/or procedures to ensure compliance with the ADA nor have most departments developed a department-specific reasonable modification process. Though there is no indication that the Town does not or has failed to provide reasonable modifications, a publicized process will help ensure that people with disabilities can participate in all of Oxford's program, services and activities.

### Recommendations

The Town should develop written policies and procedures for providing reasonable modifications to ensure compliance with the ADA.

IHCD recommends:

- Ensure that Town employees can provide information to members of the public about the process of requesting reasonable modification of policies when appropriate.
- Include the ADA Coordinator's name, address, telephone number and email address on materials and publications that contain general information disseminated to staff and members of the public.
- Post the process for requesting reasonable modifications on the Town's website, school district webpage, and other important Town webpages.
- Develop written policies and procedures that address maintaining or providing an accessible route to and through temporary Town events. Examples include but are not limited to ensuring that an accessible route is provided around construction sites, to and throughout temporary Town events/festivals, to and through accessible voting venues, around outdoor dining, and after a snowstorm if the effects of the storm compromise accessible routes. It is also recommended that the Town develop and publicize a method to deal with objects such as cars and trash cans that can become fixtures on the sidewalks blocking the accessible route. This is a non-exhaustive list. Consider creating a reporting mechanism for citizens to report issues as they arise and a method for the Town to address the reported issues in a timely manner.
- Ensure staff is trained to provide assistance upon request. IHCD, through its New England ADA Center, can provide a training for the Town of Oxford on the Town's ADA obligations, including the administrative requirements and providing reasonable modifications. This training would be appropriate for department heads and public-facing Town staff. It would build confidence about rights and responsibilities and build capacity within the Town to comply with this important element of the ADA.

## **5 – Eligibility Criteria**

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A Title II entity may not impose eligibility criteria that may prevent a person with a disability from participating in its programs, services or activities:

*A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered. (28 CFR Part 35.100 (8)).*

This requires that ADA Title II entities may not impose eligibility criteria that either screen out or tend to screen out persons with disabilities, unless it can show that such requirements are necessary for the provision of the service, program or activity.

#### Findings

Several programs within the Town of Oxford have eligibility criteria such as residency in the Town of Oxford. Also, certain programs have income restrictions or age restrictions. These requirements might be necessary for the provision of the service, program or activity, and they appear to be permitted under the ADA.

### **6 – Employment and Reasonable Accommodation**

Title II of the ADA prohibits discrimination on employment on the basis of disability:

*No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by a public entity. (28 CFR Part 35.140 (a)).*

Under the ADA, an employer has to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship (significant difficulty or expense). A reasonable accommodation may include modifying work schedules, job restructuring, and making facilities used by employees readily accessible to employees with a disability.

#### Findings

As mentioned earlier, the Town has an ADA notice and iterated on their application that the Town is an Equal Opportunity Employer. Further, the personnel manual describes the provision of reasonable accommodations in section 5.3.3 and elsewhere:

<https://www.oxfordma.us/DocumentCenter/View/433/Personnel-Manual---Revised-12-10-2018->

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[PDF?bidId=](#) . Also, a survey respondent indicate that fair employment information is posted on a bulletin board.

Four (4) of the eight (8) survey respondents indicated that their department has adopted a nondiscrimination policy, reasonable accommodation policies, and policies on nondiscrimination in selection criteria and the administration of tests. The other four (4) survey respondents left the employment questions blank.

### Recommendations

- Clearly provide information on who to contact regarding reasonable accommodation requests for job applicants and municipal employees on the human resources webpage.
- Include an “Equal Opportunity Employer Statement” on the human resources webpage, job applications and in the Employee Handbook.
- Review and update job descriptions with a focus on identifying essential and marginal tasks. For example, one of the more controversial job requirements is a driver’s license, which is only sometimes essential. Often a person with a disability can do their job or to get to work on time without a driver’s license. If this is the case, the driver’s license requirement should be removed from the job description. The focus should be on whether the applicant can complete the task with or without reasonable accommodation.
- IHCD recommends that Town of Oxford employees familiarize themselves with the excellent free national resource from the Job Accommodation Network (JAN) (<https://askjan.org>).

## **7 – Effective Communication through Auxiliary Aids and Services**

Title II entities are required to provide appropriate auxiliary aids and services to ensure “effective communication” with people with disabilities. This obligation applies to all members of the public with disabilities including job applicants, program participants, and people who are seeking information about the Town’s programs, services or activities. Specifically, Title II requires that:

*A public entity shall take appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with others. (28 CFR Part 35.100 (a)).*

Auxiliary aids and services are devices or services that enable effective communication for people who have vision, hearing, or speech disabilities (communication disabilities), use different ways to communicate. The type of auxiliary aid or service necessary to ensure effective communication will

vary in accordance with the length and complexity of the communication involved (e.g., a query at a service counter in the Town offices, a meeting, a job description).

The obligation to communicate effectively with people who have disabilities applies to the presentation and exchange of information in all forms including sound, print, graphics and voice.

Furthermore, this requirement may include but is not limited to providing sign language interpreters, telephone handset amplifiers, Telecommunication Devices for Deaf persons (TDD's), note takers, written materials for persons who are deaf or hard of hearing, transcripts, braille, digital or audio information for persons who are blind or have difficulty seeing.

The decision about which auxiliary aid is appropriate should evolve from a consultation between the ADA Title II entity (Town of Oxford) and individuals with disabilities wherever possible to ensure effective communication. In many cases, more than one type of auxiliary aid or service may make effective communication possible. While consultation is always strongly encouraged to achieve effective communication, the Town of Oxford and all public entities are required to give primary consideration to the requests of individuals with disabilities. The effective communication obligation does not require the Town to take any action that would result in a fundamental alteration in the nature of its services, programs or activities, or that would impose an undue financial and administrative burden.

### Findings

From department responses, the Town has taken steps to provide Effective Communication, but it seems that clarifying procedures for providing effective communication could be beneficial. Several respondents indicated a willingness to work with a community member as needed by submitting survey responses including: "Need more information about this item;" "I cannot say that we can ensure this at this time." Other survey responses referenced, "Closed captioning for our programs;" and "accessible website and screen reading software."

### Recommendations

The Town should maintain and publicize clear processes for members of the public and employees to request auxiliary aids and services that may be necessary in order to provide Effective Communication.

IHCD recommends:

Distribute an Effective Communication notice to all department heads. Publish it in a local newspaper of general circulation serving the Town; in all materials regarding the Town's programs, services or

activities; on the Town’s website homepage; in meeting notices; and on social media. Copies should also be posted in prominent locations in the Town’s public buildings.

- Staff should clearly understand the responsibility to provide auxiliary aids and services where necessary to afford qualified individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public entity. (28 CFR Part 35.153 (b)). Staff should also clearly understand the process for requesting auxiliary aids and services when needed.
- Staff need to understand the scheduling time necessary in requesting a sign language interpreter or a Computer-Assisted Real Time Interpreter (CART) through the Commission for the Deaf and Hard of Hearing or other provider.
- Members of the public also need to have a clear understanding of the process for requesting auxiliary aids and services and the time period in which a request should be made if it involves ASL interpreters, CART, or special equipment such as assistive listening devices that may need to be rented. This information should be included in the general information for the public as well as on the Town’s website.
- Interpreters must be qualified. A “qualified” interpreter is someone who is able to interpret effectively, accurately, and impartially, both receptively (i.e., understanding what the person with the disability is saying) and expressively using any necessary specialized vocabulary (i.e., having the skill needed to convey information back to that person).
- In determining what type of auxiliary aid or service is necessary to comply with Title II of the ADA, the Town should give primary consideration to the expressed preference for a particular auxiliary aid or service by deaf and hard of hearing individuals. Primary consideration means that the Town of Oxford will inquire as to the choice of auxiliary aid or service of the person with a disability and will honor the expressed choice unless the Town can demonstrate that another equally effective means of communicating is available.
- Ideally, the Town should develop a system for training staff to meet these responsibilities including knowing the processes for securing braille, making large print, and creating other types of accessible formats, understanding how to request interpreters, and understanding the length of time needed prior to an event that may be required to accomplish these tasks. It is also important that staff know how to use and maintain assistive listening systems and other special devices to assist people with disabilities to enjoy effective communication.
- Adopt a policy to ensure that public meetings are held in meeting rooms that have the capacity for assistive listening devices. Often times, receivers are kept in one centralized location such as

at the Town Hall or Library. The Town should ensure that they have the correct number of receivers for every room where audible communication is integral to the use of the space and audio amplification is provided, and that the equipment is maintained in operable working condition (charged or with fresh batteries and ready for use, for example).

IHCD, through its New England ADA Center, can provide a training for the Town of Oxford on effective communication that would be appropriate for department heads and public-facing Town staff in order to build confidence about rights and responsibilities and to build capacity within the Town to comply with this important element of the ADA. Please contact the New England ADA Center if you would like to learn more about the process of scheduling a training. (<https://www.newenglandada.org/>)

**Sample of Effective Communication request:**

“The Town of Oxford is committed to the full participation of people with disabilities. Any person with a disability who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in the Town’s programs, services, activities and committee meetings, should contact the office of the ADA Coordinator (Name, Address, Phone number and Email) as soon as possible but no later than 48 hours\* before the scheduled event.” (\*If the Town needs 2 or 3 weeks or longer to ensure an interpreter, then it must be clearly stated).

- Ensure that information and resources at each department that interacts with the public are available in accessible formats. That could be done by having a large print sign at each department and on each department’s portion of the website stating:

“Our materials are available, upon request, in accessible formats such as audio, large print or braille.”

- Ensure that staff interacting with the public is fully trained on how to respond to TTY/video calls and relay calls for telephone communications with people who are deaf, have difficulty hearing or have speech disabilities. Even though there is a fundamentally changed pattern among people who are deaf or hard of hearing in relation to communication technology, TTY remains a compliance requirement. Because of the advances in communication technology, some people who are deaf and people with speech disabilities no longer have TTYs in their homes and rely instead on instant messaging, text messaging, email, or the video communication features of cell phones, tablets and computers.

- Ensure that the Town’s website and other web-based services are accessible to people with disabilities. It is the Department of Justice position that when services are provided on a website, those services too must be made accessible (see [www.ada.gov/mclennan\\_pca/mclennan\\_sa.html](http://www.ada.gov/mclennan_pca/mclennan_sa.html) — Section K on Web Based Services and Programs).
- To address these Information and Communication Technology (ICT) issues, Oxford should commit to fixes and maintenance of the website accessibility. All staff should undergo training on accessibility best practices for posting web content and creating accessible documents. All third-party software should be properly vetted for compliance with WCAG 2.1 AA and section 508 of the Rehabilitation Act.
- IHCD recommends providing web forms or accessible fillable PDFs for all the forms available on the Town’s website.
- Include captioning for all the videos available on the Town’s website and social media.
- Include alternative text descriptions for all photographs and images available on the Town’s website and social media.
- Provide podcast transcripts upon requests.
- Additionally, under Title II of the ADA, emergency programs, services and activities must be accessible to people with disabilities. Ensure that the Town takes the necessary steps to effectively communicate with people with disabilities and make the emergency plan available on the Town’s website and update the emergency procedure as often as is necessary.

Also, it is the Department of Justice position that police stations provide sign language interpreters in a timely manner when requested.

- Non-scheduled Interpreter Requests: A “non-scheduled interpreter request” means a request for an interpreter made by an inmate, visitor, companion, or other member of the public, who is deaf or hard of hearing with less than two (2) hours advanced notice. For non-scheduled interpreter requests, the interpreter shall be provided no more than two (2) hours from the time of the request for an interpreter if the service is provided through a contract interpreting service or a staff interpreter who is located off-site or 30 minutes from the request for an interpreter if the service is provided through a Video Remote Interpreting service.
- Scheduled Interpreter Requests: A “scheduled interpreter request” is a request for an interpreter made two (2) or more hours before the services of the interpreter are required. For scheduled interpreter requests, the police department will make a qualified interpreter available at the time of the scheduled appointment. If an interpreter fails to arrive for the

scheduled appointment, upon notice that the interpreter failed to arrive, the police department will immediately use reasonable efforts to call an interpreter service for another qualified interpreter or provide a Video Remote Interpreting service.

## **8 – Emergency Preparedness, Evacuation Plans, and Emergency Shelters**

While a review of the Town of Oxford’s emergency preparedness, evacuation plans and emergency shelters was not part of the scope of work, as evidenced by recent US Department of Justice’s (DOJ) Project Civic Access settlement agreements, DOJ’s views on emergency preparedness, shelters and evacuation plans are critical components of a Town’s responsibilities related to accessibility.

### Recommendations

- Visibly post up-to-date floor plans for all buildings;
- Post information about evacuating people unable to use stairs;
- Develop evacuation plans for each facility;
- As plans are developed or revised, adopt policies to ensure that community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, or cognitive disabilities, mental illness, or other functional limitations, to safely self-evacuate or to be evacuated by others. Until all emergency shelters are accessible with parking, exterior routes, entrances, interior routes to the shelter area, and accessible toilet rooms serving the shelter area, the Town should identify and widely publicize to the public, including persons with disabilities and the organizations that serve them, the locations of the most accessible emergency shelters.

For more information related to emergency preparedness see the following:

- Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities: <http://www.ada.gov/emergencyprepguide.htm>
- ADA Tool Kit: Emergency Management — <http://www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf>
- FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters — [http://www.fema.gov/pdf/about/odc/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)
- Additionally, we recommend considering engaging the National Fire Protection Association (NFPA) for evacuation training and guidance, providing and load verifying backup power source for elevators to address Functional Needs Support Services (FNSS) emergency shelter needs, installing one or more accessible showers to meet emergency shelter needs and providing



backup power for charging batteries for wheelchairs or breathing equipment and refrigeration for medication to meet emergency shelter needs.

Based on this review, IHCD recommends the following:

- Ensure that the input and needs of staff and visitors with disabilities are included in all phases of emergency management planning. When developed, involve the participation of members of the Oxford Commission on Disability.
- Ensure that communication with members of the public with disabilities is as effective as communication with any members of the public.
- Make the evacuation procedure available on the Town's website in an accessible format and update the evacuation procedure as often as necessary.

## Reference List

ADA Action Guide for State and Local Governments:

- [www.adaactionguide.org](http://www.adaactionguide.org)

Department of Justice:

- Americans with Disabilities Act Title II Regulations:  
[http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)
- Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities — <http://www.ada.gov/emergencyprepguide.htm>

Federal Emergency Management Agency (FEMA):

- FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters — [http://www.fema.gov/pdf/about/odc/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)

Job Accommodation Network (JAN):

- <http://www.askjan.org>

New England ADA Center:

- <https://www.newenglandada.org>

# Town of Oxford

## Part C – Legal Overview

July 2024

Prepared by the



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## Legal Overview

The Town of Oxford is obligated by both federal laws and state codes concerning the rights of people with disabilities in the daily provision of programs, services, and activities. At the end of this report, there is a comprehensive list of relevant laws.

### Federal Obligation: American with Disabilities Act (ADA)

Based on the 1964 Civil Rights Act and expanding upon the obligations of the 1973 Rehabilitation Act, the 1990 Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities. The ADA provides civil rights protections to individuals with disabilities similar to those afforded to individuals on the basis of race, color, sex, national origin, age, and religion. The cornerstone of Title II of the ADA, which applies to state and local governments, is clear: no qualified person with a disability may be excluded from participating in, or denied the benefits of, the programs, services, and activities provided by state and local governments because of a disability.

The 2008 Amendments to the ADA (ADAAA), signed into law on September 25, 2008, describes in more detail the range of conditions covered by the civil rights protections of the ADA. The amendments expand the definition of “disability” to include impairments that substantially limit a major life activity and states that when determining whether someone qualifies as having a disability, one cannot take into account assistive devices, auxiliary aids, accommodations, medical therapies and supplies. The amendments also address episodic disabilities that may go into remission but still can significantly limit a major life activity when active, such as epilepsy and post-traumatic stress disorder. The ADA defines a disability as<sup>1</sup>:

- A physical or mental impairment that substantially limits one or more major life activities (i.e., working, talking, hearing, seeing, caring for one's self);
- Having a record of a physical or mental impairment that substantially limits one or more major life activities;

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<sup>1</sup> To learn more about qualified individuals with disabilities or to read the full text of the ADA, please visit <http://www.ada.gov>

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- Being regarded by others as having an impairment such as some individuals with severe facial scarring.

It is important to stress that the primary obligation of public entities such as the Town of Oxford, under Title II of the Americans with Disabilities Act, is to ensure that, when viewed in their entirety, the programs, services, and activities offered are equally available to people with disabilities. The Town is required to follow the 2010 ADA Standards for Accessible Design in new construction and alterations. The 2010 ADA Standards must also be used for corrective actions if existing conditions do not comply with the original ADA Accessibility Guidelines. Municipalities also must relocate programs or otherwise provide access to programs located in inaccessible older facilities (e.g., facilities built before the ADA went into effect on January 26, 1992). Ensuring program access may require capital investment when there is no alternative solution and should be a priority for corrective action.

Note that the websites of Title II entities are also considered “*programs*” and should be accessible to the standards of the Web Content Accessibility Guidelines 2.0 AA.

The Town must **communicate effectively** with people who have hearing, vision, or speech disabilities. The Town is also required to make reasonable modifications to policies, practices, and procedures where necessary to ensure the equal participation of people with disabilities. Whatever is written or spoken must be as clear and understandable to people with hearing, vision, or speech disabilities as it is for people who do not have disabilities. In addition, the ADA requires the provision of “auxiliary aid and service” to meet their responsibility for effective communication. Auxiliary aid and service refer to readers, notetakers, sign language interpreters, assistive listening systems, open and closed captioning, text telephones (TTYs), videophones, information provided in large print, braille, audible, or electronic formats, and other tools for people who have communication disabilities.

Following the passage of the ADA, the Department of Justice (DOJ) issued the 1991 ADA Standards for Accessible Design to address physical access to facilities and transportation. These standards were based almost exclusively on the US Access Board’s guidelines (ADA Accessibility Guidelines – ADAAG). In 1994, slight technical amendments were made. Then in 2004, the US Access Board issued new guidelines that were promptly adopted by the US Department of Transportation and other federal agencies. But only in 2010 did the Department of Justice issue a revised and updated ADA Standard called the 2010 ADA Standards for Accessible Design (2010 ADA Standards) that would apply to all Title II and Title III entities. These standards revised requirements for policies such as ticketing and service animals, and for physical elements such as assembly seating, established construction tolerances for certain

elements and formalized long-standing guidelines for play areas, golf courses, recreational boating facilities, swimming pools, and other recreational facilities.

Facilities that meet or exceed the 1991 ADA Standards are not required to make changes to the new 2010 ADA Standards except in the case of renovation. For elements that are non-compliant, the corrective measures must align with the 2010 ADA Standards. It is not expected that the buildings will meet or be brought up to all of the 2010 ADA Standards absent significant or total renovation. State and local governments must ensure that individuals with disabilities are not excluded from services, programs, and activities because buildings are inaccessible. This means Title II entities do not need to remove physical barriers, such as stairs, in all existing buildings, as long as they make their programs accessible to individuals who are unable to use an inaccessible existing facility.

#### Alterations to historic properties under the ADA

Alterations to historic properties must comply with the specific provisions governing historic properties in the 2010 ADA Standards, to the maximum extent feasible. Under those provisions, alterations should be done in full compliance with the alterations standards for other types of buildings. However, if following the usual standards would threaten or destroy the historic significance of a feature of the building, alternative solutions may be used. The decision to use alternative solutions for that feature must be made in consultation with the appropriate historic advisory board as designated in the 2010 ADA Standards (for Massachusetts, the Massachusetts Historical Commission), and interested persons should be invited to participate in the decision-making process.

Note that any corrective actions needed to ensure program accessibility for historic facilities would also have to comply with the requirements of the 2010 ADA Standards.

### **State Obligation:**

#### Massachusetts Constitutional Amendment – Article 114

The Massachusetts Constitution states:

“No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity within the Commonwealth.”

Article 114 is written broadly. It prohibits discrimination based on disability on any level within the state, not just for recipients of state or federal funds. For example, Town meetings must be

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held in an accessible location with sign language interpreters provided if needed, and the Town cannot refuse to do business with an individual based on the person's disability.

Massachusetts Architectural Access Board (MAAB)

The Architectural Access Board (AAB) is a regulatory agency whose mandate is to develop and enforce regulations designed to make public buildings accessible to, functional for and safe for use by persons with disabilities. See the Rules and Regulations of the Architectural Access Board 521 CMR. In addition to writing regulations, the Board decides on variance requests, provides training on its regulations, issues advisory opinions and makes decisions on complaints. Local building inspectors are responsible for enforcing the regulations which are a specialized section of the Massachusetts Building Code. See 780 CMR.

The construction, reconstruction, remodeling, alteration, or change of use of a building or facility that is open to the public triggers the authority of the Architectural Access Board. New construction must fully comply.

For renovation, remodeling, or alteration:

- The work being done must comply with the regulations.
- If the work done in any 36-month period is greater than \$100,000, the “work being performed” is required to comply. In addition, an accessible entrance and an accessible toilet room, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided.
- If the work done in a 36-month period is more than 30% of the “full and fair cash value” of the building<sup>2</sup>, the entire building must come into compliance.

Enforcement: Anyone can file a complaint with the Architectural Access Board. The Board has the authority to issue variances and/or impose fines of up to \$1000 per violation per day of noncompliance with its order.

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<sup>2</sup> This is usually the assessed value established by the City or Town. See 521 C.M.R. § 5.38 for details about establishing value where no assessment exists.

## **Building Facilities Overview**

Under Title II of the ADA, the Town of Oxford must make sure that “No qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity” [28 CFR Part 35.149].

A public entity may not deny the benefits of its programs, services, and activities to individuals with disabilities because its facilities are inaccessible. This means that each program, service and activity of the Town, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities.” This requirement is known as Program Accessibility [28 CFR Part 35.150].

The program accessibility requirement does not necessarily require the Town to make each existing facility accessible or to take any action that would threaten or destroy the historic significance of a historic property. It also does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of the program or in an undue financial and administrative burden.

The Town may comply with the requirements through such means as redesign or acquisition of equipment, reassignment of services to accessible buildings, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, or any other methods that result in making the Town’s programs, services, or activities readily accessible to and usable by individuals with disabilities. A public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section.

In choosing among available methods for meeting the requirements of this section, a public entity shall give priority to those methods that offer programs, services, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

## **Outdoor Facilities Overview**

The program accessibility obligation does not typically require that every outdoor area be made accessible. As noted before, “when viewed in its entirety” applies to programs for which there are multiple locations for comparable programs. Usually, a public entity determines which method it will use for meeting its program accessibility obligations. When structural changes



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are made to existing facilities, the changes must comply with the 2010 ADA Standards for Accessible Design. When choosing to purchase equipment or to make structural changes, the public entity should factor financial resources required to maintain program accessibility.

Over time, the Town will need to reassess its compliance with program accessibility, and it may become necessary to acquire new accessible equipment or make structural modifications.

It is important to note that those elements in existing facilities that are subject to supplemental requirements of the 2010 ADA Standards (e.g., elements for which there are neither technical nor scoping specifications in the 1991 Standards) such as (C) *Recreational boating facilities*; (D) *Exercise machines and equipment*; (E) *Fishing piers and platforms*; (H) *Play areas*; (J) *Swimming pools, wading pools, and spas*; and (L) *Miscellaneous - (1) Team or player seating and Accessible route in court sports facilities*, need to be brought into compliance.<sup>3</sup>

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<sup>3</sup> As described in 28 CFR 35.150(b)(2)(i) Title II ADA Regulations

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## Reference List

### Federal Laws:

- Americans with Disabilities Act (ADA)
- 2010 ADA Standards for Accessible Design

### State Law:

- 521 CMR Massachusetts Architectural Access Board – Rules and Regulations

### Guidance:

- ADA Title II Action Guide for State and Local Governments: <https://www.adaactionguide.org>
- ADA Checklist for Existing Facilities: <https://www.adachecklist.org>
- Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas: <https://www.access-board.gov/files/aba/guides/outdoor-guide.pdf>
- US Access Board Guide to the ADA Accessibility Standards Including Accessibility Animations: <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/animations>
- ADA Checklist for Polling Places: <https://www.ada.gov/votingchecklist.htm>
- Solution for Five Common ADA Access Problems at Polling Places: [https://www.ada.gov/ada\\_voting/voting\\_solutions\\_ta/polling\\_place\\_solutions.htm](https://www.ada.gov/ada_voting/voting_solutions_ta/polling_place_solutions.htm)
- Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG): <https://www.access-board.gov/prowag/>

# Animal Control Kennel



## Town of Oxford ADA Transition Plan

February 2024



Institute for Human Centered Design

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www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

The Animal Control Kennel is located at 80 Old Webster Road. It is a one-story building with a single entrance and egress that is used by members of the public located on the north side of the building.

Exterior areas surveyed included an unpaved parking lot. The approach to the outdoor kennels and to the main entrance was also surveyed. Inside the building areas surveyed included the route to a vestibule area, the route to the interior kennels and a single-user toilet room.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues with the route to the main entrance and to the entry for the exterior kennels include excessive changes in level at multiple locations and a main entry door threshold that is higher than the maximum height allowed.

**Note:** IHCD team was told that animals housed both in the outdoor kennels and inside the building are brought to an accessible location outside the building as needed.

#### Parking

Accessibility issues include lack of a van accessible parking space with a marked access aisle, identification sign with the International Symbol of Accessibility (ISA) and the designation “Van Accessible” on the sign located at the van accessible parking space.

#### Toilet Room

The toilet room could not be entered to be fully surveyed as it was housing two stray dogs at the time of the survey. However, based on looking into the toilet room, it is apparent that it is not compliant and fully accessible.

**Note:** IHCD team was told there has been very limited public use of the toilet room, with the estimate that it had been used three (3) times by a member of the public in the last year. If the toilet

room will be available to members of the public going forward, it should be made accessible.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (renovate main entry door threshold, parking lot, etc.): \$1,500

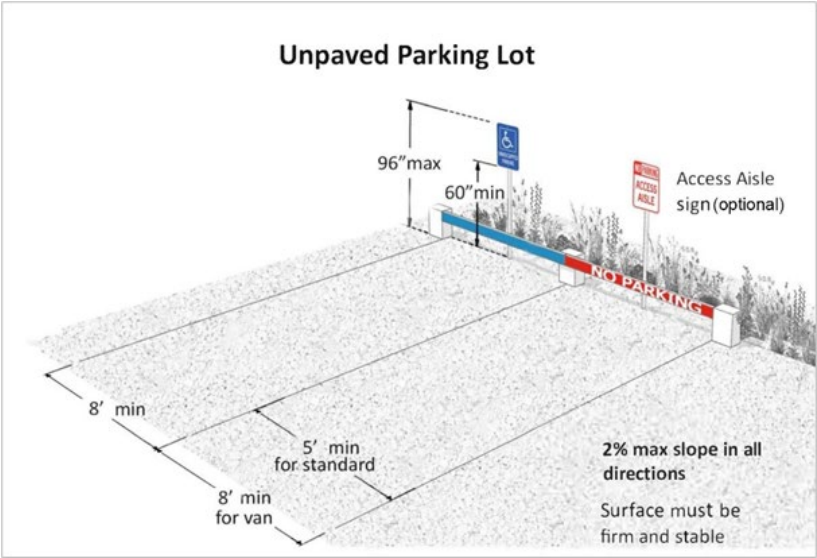
**Total: \*\$1,500**

**\*Note:** Costs are not provided for the renovation of exterior areas.

### Best Practice and Inclusive Design





Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.


- Recommend providing an intercom at an accessible location outside of the exterior gate so visitors with disabilities can notify staff inside of the building of their arrival. Ensure intercom controls are positioned no higher than 48" above the ground and that the controls can be used without requiring tight grasping, pinching or twisting of the wrist.
- Recommend looking to the following illustration as one example of how to mark accessible parking spaces in an unpaved parking lot.







ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Interior Access Route												
5	Interior Route to Kennels	1		Interior Access Route	N/A		Accessible route not provided	-	<b>Note:</b> IHCD team was told that staff will bring dogs and other animals from both the interior and exterior kennel areas to visitors waiting at an accessible location outside of the building as needed.	1	Labor	Labor
Doors, Doorways, & Gates												
6	Main Entrance	Ext.		Doors, Doorways, & Gates	Main Entrance		Threshold > 1/2" high	1"	Alter the threshold to be 1/2" high max.	1	1000	\$1000
											1000	
7	Entrance Vestibule	1		Doors, Doorways, & Gates	Vestibule		Maneuvering clearance(s) not provided	3"	Relocate chair to provide 18" min. pull-side maneuvering clearance.	1	Labor	Labor
Toilet & Bathing Rooms												
Overall Access												
8	Single-User Toilet Room	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	<b>Note:</b> While the toilet room could not be entered to be fully surveyed, it is apparent that it is not a compliant accessible single-user toilet room. IHCD team was told there is very limited public use of the toilet room. If the toilet room is available to members of the public going forward, it should be made accessible and an accessible sign with the International Symbol of Accessibility (ISA) should be provided.	1	-	-
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Intercom												
9	Main Entrance	Ext.		Intercom	N/A				Recommend providing an intercom at an accessible location outside of the gate so visitors with disabilities can notify staff inside of the building of their arrival. Ensure intercom controls are positioned no higher than 48" above the ground and that the controls can be used without requiring tight grasping, pinching or twisting of the wrist.	1	-	-

# Community Center



## Town of Oxford ADA Transition Plan

February 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1949

The Community Center is located at 4 Maple Road. An exterior ramp leads to a largely accessible main entrance to the first floor on the north side of the building. Egress doors on the south and west sides of the building connect to exterior stairs, as does an egress on the east side that is not currently in use. Parking is located on the building’s north and west sides and there is a drop-off area on the north side of the building.

The Community Center building has a ground, first and second floor, with Community Center programs on the lower floors and school administration space on the second floor. Vertical access is provided by two (2) sets of egress stairs and by an elevator.

Locations surveyed on the ground floor include the cardio room, the spinning room, the group fitness room and the food pantry area. Areas surveyed on the first floor include the crafts and babysitting room, the community room, the old babysitting room that is transitioning to become a multipurpose room, the main office and the basketball gym. Other locations surveyed include toilet rooms on the ground and second floor. Areas surveyed on the second floor include offices for the school department, school administration, Title I, special education (SPED), and an office for the superintendent of schools. A conference rooms was also surveyed.

**Note:** IHCD team was told that the skate park, basketball court and soccer field located to the north and west of the Community Center are not part of the Community Center, so accessibility issues at those locations including issues with inaccessible portable toilets and the lack of accessible routes to the boundary of sport activity are not included in this report.

### Key Accessibility Issues

#### Parking

Accessibility issues include lack of an accessible parking identification sign with the International Symbol of Accessibility (ISA), identification signs mounted lower than allowed, lack of an

accessible parking designation sign with the words “Van Accessible” at a van accessible parking space, lack of an access aisle, an access aisle at a van accessible parking space that is narrower than allowed, and accessible parking spaces with an excessive slope. Also, a drop-off zone by the main entrance has an access aisle that lacks a sign with the International Symbol of Accessibility (ISA).

#### Toilet Rooms

Accessibility issues at the ground floor all-gender single-user toilet room include the centerline of the toilet being closer to the side wall than allowed, and the clear floor space at the side of the toilet is slightly less than required. The women’s single-user toilet room on the second floor has a side grab bar that is positioned less than 54” from the back wall. Other issues include mirrors with the bottom of the reflective surface higher than allowed, slightly less than the minimum required knee clearance under the lavatory, coat hooks positioned higher than allowed, and paper towel dispensers positioned above the grab bar.

#### Signage

Accessibility issues include lack of directional signs at inaccessible entrances and egresses directing visitors to the nearest accessible entrance or egress, lack of tactile egress signs, signs that lack raised characters and braille, missing designation signs, signs not located on the latch side of the door and lack of a sign with the International Symbol of Access for Hearing Loss identifying the availability of an assistive listening system. There is also lack of a sign at the inaccessible multi-user toilet rooms on the ground and second floors directing visitors to the nearest accessible toilet room.

**Note:** IHCD team was told that the Community Center has a portable assistive listening system. When an assistive listening system is provided, it shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

Community Center

Stairs

Accessibility issues include missing handrails, handrails that do not extend 12” past the top or bottom riser, handrails that are mounted either higher or lower than allowed, handrails that are not continuous and lack of a cane-detectable barrier under interior egress stairs.

Doors

Accessibility issues include doors that lack of the minimum required clear width including the main entry door located at the top of the exterior ramp, doors that lack the minimum required maneuvering clearance, doors with hardware that requires tight pinching, grasping or twisting of the wrist, and doors that require excessive opening force.

**Note:** If Oxford does not presently have the ability to purchase multiple automatic door openers or to widen multiple doors at this facility, leaving an inaccessible door permanently open while a room or other location is in use is one option that would result in an accessible means of entry or circulation.

Additional Accessibility Issues

- Operable part located higher than allowed at the main entry door intercom.
- Handrails do not extend horizontally above the landing for 12" min. beyond the bottom ramp run at the exterior main entry ramp.
- Lack of designated accessible seating at the basketball gym bleachers.
- Objects such as a defibrillator and a fire extinguisher case protrude into the interior circulation path.
- Work surfaces in some offices where members of the public are likely to meet with staff lack the minimum required knee and toe clearance.
- Floor mats and an area rug are not securely attached to the floor.
- A drinking fountain has a spout that is located higher than allowed and there is lack of a drinking fountain for standing users.

- In the community room a sink for children and a sink for adults each lack the minimum required knee and toe clearance.
- Lack of a compliant International Symbol of Accessibility (ISA) symbol on the power door control button at the main entrance to the Community Center.

Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$15,017
- Renovate doors (including providing automatic door openers and widening doors): \$67,385
- Provide compliant signage (designation, egress, directional): \$6,000
- Miscellaneous corrective actions (parking, drinking fountains, sinks, etc.): \$14,331

**Total: \*\$102,733**





**\*Note:** Costs are not provided for the renovation of exterior areas or staircases.





Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.






- Recommend contrasting color strips on the nosings of all interior and exterior stairs.







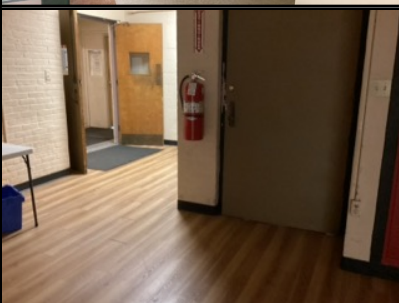
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	By Main Entrance	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle < 96" wide at van space Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	3 1 90" — 48"	Provide a marked access aisle that is at least 96" wide at the van accessible parking space. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" min. measured to the bottom of the sign and 96" max. measured to the top of the sign above the ground.	1	500	\$500
											500	
2	Reserved Accessible Parking	Ext.		Off-Street Parking Lot or Garage	Employee		Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Running or cross slope at access aisle > 1:50 (2.00%) Sign with the International Symbol of Acc. not provided Sign bottom < 60" above finished grade	2 - 4% - 25"	Provide a marked access aisle that is at least 60" wide. Reduce running or cross slope to be no steeper than 1:50 (2.00%) in all directions. Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground. Locate existing ISA sign with the bottom of the sign 60" min. above the	1	500	\$500
Passenger Loading Zones												
3	Main Entrance	Ext.		Passenger Loading Zones	N/A		Sign with ISA not provided (MAAB)	-	Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	500	\$500
											500	
Exterior Ramp												
4	Main Entrance Ramp	Ext.		Exterior Ramp	N/A		Handrails do not extend 12" past top & bottom	-	Alter handrails to extend horizontally above the landing for 12" min. beyond the bottom ramp run.	1	-	-



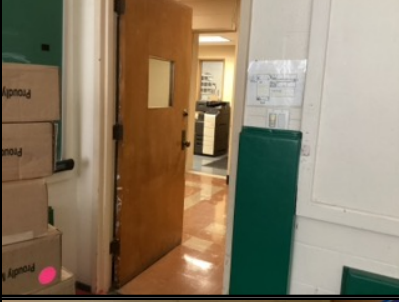
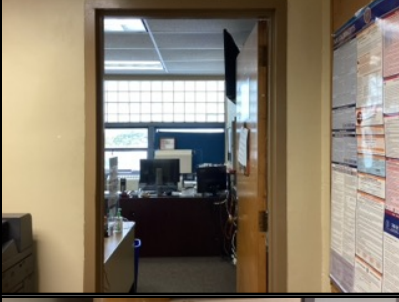

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Exterior Stair												
5	Secondary West Egress	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.	1	-	-
6	Secondary South Egress	Ext.		Exterior Stair			Handrail height < 34" or > 38" Handrails do not extend 12" from stair Handrail is not continuous where required	40"	Alter so the handrails are 34"- 38" high above the finished floor or ground. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	1	-	-
Entrance												
7	Main Entrance Ramp Door	Ext.		Entrance			Clear width at door is < 32"	30"	Widen the door so that there is 32" min. clear width.	1	4376	\$4376
											4376	
Access to Goods and Services												
Means of Egress												
8	Basketball Gym West Egress to Stairs	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
9	South Egress to Stairs	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
10	Egress at Stairs to Ground Level Near South Egress	1		Means of Egress			Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
11	Stair 1	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
12	Stair 2	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
13	East Egress - Locked	G		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	+ -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Interior Access Route												
14	Hallway	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate defibrillator out of the accessible route or provide a cane-detectable barrier 27" max. above the ground under the defibrillator.	1	398	\$398
											398	
15	Craft Room/ Babysitting	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure rug to floor to prevent tripping hazard.	1	Labor	Labor
16	Hallway	2		Interior Access Route	N/A		Obstructed by protruding objects	9"	Relocate fire extinguisher case out of the accessible route or provide a cane-detectable barrier 27" max. above the ground under the case.	2	398	\$796
											796	
17	Stair 1 From Main Entry	G		Interior Access Route	193		Obstructed by protruding objects	-	Provide a cane-detectable barrier under stairs.	1	1141	\$1141
											1141	
18	Food Pantry	G		Interior Access Route	N/A		Obstructed by protruding objects	6.5"	Relocate fire extinguisher out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor under the fire extinguisher.	1	398	\$398
											398	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Doors, Doorways, & Gates												
19	Craft Room/ Babysitting	1		Doors, Doorways, & Gates	Other		Maneuvering clearance not provided at recess > 6" Hardware not compliant	27" -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	6000 750	\$6750
											6750	
20	Community Room	1		Doors, Doorways, & Gates	Other		Maneuvering clearance not provided at recess > 6" Hardware not compliant	27" -	Install an automatic door opener./Reverse the swing of the door to provide maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	6000 750	\$6750
											6750	
21	Babysitting Room Becoming Multipurpose Room	1		Doors, Doorways, & Gates	Other		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
											750	
22	Main Office	1		Doors, Doorways, & Gates	Office		Clear width at door < 32"	29"	Widen the door so that there is 32" min. clear width.	1	4376	\$4376
											4376	
23	Main Office	1		Doors, Doorways, & Gates			Maneuvering clearance(s) not provided	5"	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor






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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
24	Main Office	1		Doors, Doorways, & Gates	Office		Mat not securely attached	-	Secure the mat.	1	Labor	Labor
25	Basketball Gym	1		Doors, Doorways, & Gates			If double-leaf door, neither compliant Door requires > 5 lbs. of force to open	29.75" 25 lbs.	Ensure that at least one of the active leaves is at least 32" min. wide. Adjust closers so doors do not require more than 5 pounds of force to open.	1	4376	\$4376
											4376	
26	Basketball Gym West Egress to Stairs	1		Doors, Doorways, & Gates	Emergency Egress		If double-leaf door, neither compliant	30"	Ensure that at least one of the active leaves is at least 32" min. wide.	1	4376	\$4376
											4376	
27	Men's Single-User Toilet Room	2		Doors, Doorways, & Gates			Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
28	Women's Single-User Toilet Room	2		Doors, Doorways, & Gates			Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
29	School Administration	2		Doors, Doorways, & Gates	Office		Mat not securely attached	-	Secure the mat.	1	Labor	Labor
30	School Administration	2		Doors, Doorways, & Gates			Maneuvering clearance(s) not provided	-	Relocate table and chairs to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor
31	Title 1	2	210	Doors, Doorways, & Gates	Office		Mat not securely attached	-	Secure the mat.	1	Labor	Labor
32	Superintendent's Office	2	201	Doors, Doorways, & Gates			Maneuvering clearance not provided at recess > 6"	24"	Install an automatic door opener.	1	6000	\$6000
33	Stair 2	2		Doors, Doorways, & Gates	Emergency Egress		If double-leaf door, neither compliant	27"	Ensure that at least one of the active leaves is at least 32" min. wide.	1	4376	\$4376








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
34	Conference Room	2	221	Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance not provided at recess > 6"	24"	Install an automatic door opener.	1	6000	\$6000
											6000	
35	Spinning Room	G		Doors, Doorways, & Gates	Classroom		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
											750	
36	Cardio Room	G		Doors, Doorways, & Gates	Other		Maneuvering clearance not provided at recess > 6" Door requires > 5 lbs. of force to open	13" 8 lbs.	Install an automatic door opener. Adjust closers so doors do not require more than 5 pounds of force to open.	1	6000	\$6000
											6000	
37	Group Fitness	G		Doors, Doorways, & Gates			Maneuvering clearance not provided at recess > 6"	13"	Install an automatic door opener.	1	6000	\$6000
											6000	
38	Group Fitness	G		Doors, Doorways, & Gates			Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
											750	



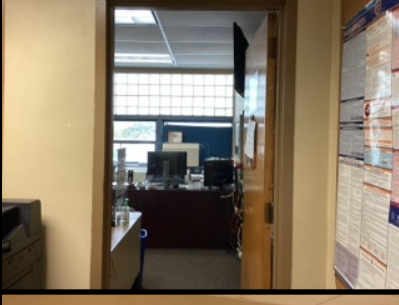




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
39	Doors to Stair 2	G		Doors, Doorways, & Gates			If double-leaf door, neither compliant	30"	Ensure that at least one of the active leaves is at least 32" min. wide.	1	4376	\$4376
											4376	
40	Food Pantry	G		Doors, Doorways, & Gates			Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
											750	
41	All-Gender Single-User Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	629	\$629
											629	
Stairways												
42	Basketball Gym West Egress Stairs	1		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails not provided	30" 12" -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide handrails.	1	-	-
43	Stairs to Ground Level Near South Egress	1		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs	32" 12"	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.	1	-	-

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
44	Stair 1	2		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails not continuous where required	31.5" - -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	1	-	-
45	Stair 2	2		Stairways	Egress		Handrails do not extend 12" from stairs Handrails not continuous where required	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	1	-	-
46	Stair 1 From Main Entry	G		Stairways	Egress		Handrails do not extend 12" from stairs Handrails not continuous where required	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	1	-	-
47	Stair 2	G		Stairways	Egress		Handrails do not extend 12" from stairs Handrails not continuous where required	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	1	-	-
Signage												
48	Craft Room/ Babysitting	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	






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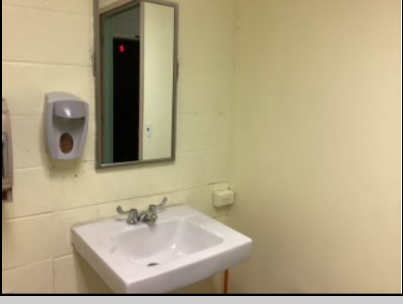

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
49	Community Room	1		Signage			Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250	
											250		
50	Babysitting Room Becoming Multipurpose Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250	
											250		
51	Main Office	1		Signage			Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250	
											250		
52	School Department	2	222	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor	
53	Title 1	2	210	Signage	Designation		Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	62" -	Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250	
											250		








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
54	Superintendent's Office	2	201	Signage			Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
55	Conference Room	2		Signage	Informational		Int. Symbol of Acc. for Hearing Loss not provided	-	Provide a sign containing the International Symbol of Access for Hearing Loss. (IHCD team was told that the community center has a portable assistive listening system. Therefore, a sign with the International Symbol of Access for Hearing Loss should be displayed at a prominent location to let visitors know of the system's availability.)	1	250	\$250
											250	
56	Main Entrance	Ext.		Signage	N/A		International Symbol of Acc. not compliant	-	Provide the required International Symbol of Accessibility (ISA). (The "active" International Symbol of Accessibility (ISA) is not compliant in Massachusetts.)	1	250	\$250
											250	
57	Spinning Room	G		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille on the sign. Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
58	Food Pantry	G		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Operable Parts / Reach Range												
59	Community Room	1		Operable Parts / Reach Range	Paper Towel Dispenser		Clear floor space not provided.		Ensure clear floor space is provided at the paper towel dispenser. (Relocate portable steps as needed.)	1	Labor	Labor
60	Main Entrance Intercom	Ext.		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	56"	Relocate intercom controls so that controls are between 15"- 48" above the finished floor or ground	1	500	\$500
											500	
61	Cardio Room	G		Operable Parts / Reach Range	Spray Bottle		Side reach > 54"	58"	Relocate spray bottle with cleanser used to clean machines to between 15" - 48" above the finished floor.	2	Labor	Labor
Dining or Work Surfaces												
62	School Administration	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	450	\$450
											450	
63	SPED Office	2	217	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	450	\$450
											450	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
64	Superintende nt's Office	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	450	\$450
<div>Toilet &amp; Bathing Rooms</div> <div>Lavatory</div>												
65	Men's Single- User Toilet Room	2		Lavatory	N/A		Toe or knee clearances not provided	7"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (At least 8" of depth must be provided at the first 3" below the rim of the lavatory.)	1	2192	\$2192
66	Women's Single-User Toilet Room	2		Lavatory	N/A		Toe or knee clearances not provided	7"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (At least 8" of depth must be provided at the first 3" below the rim of the lavatory.)	1	2192	\$2192
67	All-Gender Single-User Toilet Room	G		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	500	\$500
Single-User Toilet												
68	Men's Single- User Toilet Room	2		Single-User Toilet			Item mounted over grab bar (MAAB)	-	Relocate paper towel dispenser so that it is not mounted over the grab bar.	1	333	\$333



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
69	Men's Single-User Toilet Room	2		Single-User Toilet			Hook located > 48" high (2010 ADA)	65"	Locate the coat hook no higher than 48" above the finished floor.	1	75	\$75
											75	
70	Women's Single-User Toilet Room	2		Single-User Toilet	N/A		Side grab bar < 54" from back wall	48"	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and 54" from the back wall overall. (This grab bar is just 48" from the back wall.)	1	459	\$459
											459	
71	Women's Single-User Toilet Room	2		Single-User Toilet			Hook located > 54" high	75"	Locate the coat hook no higher than 48" above the finished floor.	1	75	\$75
											75	
72	All-Gender Single-User Toilet Room	G		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Side grab bar < 54" from back wall Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant Item mounted over grab bar (MAAB)	16.5" 48" 58.5" 13" -	Relocate toilet so that the centerline is 18" from the side wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Relocate lavatory to provide 60" clear floor space at the toilet. Relocate toilet paper so that it is 24" min. high,, under the grab bar, and between 7" and 9" from the front of the toilet. Relocate paper towel dispenser so that it is not mounted over the grab bar.	1	3676 459 4022 500 459	\$9116
											9116	
73	All-Gender Single-User Toilet Room	G		Single-User Toilet			Hook located > 48" high (2010 ADA)	65"	Locate the coat hook no higher than 48" above the finished floor.	1	75	\$75
											75	
Toilet Rooms for Children												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Overall Access (Children)												
74	Women's and Men's Multi-User Toilet Rooms on Floors G and 2	G		Overall Access (Children)			Sign to accessible toilet room not provided	-	Provide a directional sign indicating the location of the nearest accessible toilet room. (Recommendation applies to inaccessible toilet rooms on the ground and second floors. Accessible single-user toilet rooms are available on the ground floor and on the second floor in the school administration area, and there is accessible vertical access to all floors via an elevator.)	4	250	\$1000
											1000	
Additional Access												
Drinking Fountains												
75	By Superintendent's Office	2		Drinking Fountains			Spout > 36" high (wheelchair users) No drinking fountain provided for standing users	37" -	Lower drinking fountain so that the spout is 36" max. above the finished floor or ground. Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	2028 4028	\$6056
											6056	
Sink												
76	Community Room	1		Sink			Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	2192	\$2192
											2192	
Play and Sport Areas												
Court												
77	Basketball Gym	1		Court	Basketball		Accessible spaces are not provided at sidelines seating	-	Ensure accessible seating complies with Table 221.2.1.1 Number of Wheelchair Spaces in Assembly Areas in the 2010 Standards for Accessible design.	1	Labor	Labor



# Council on Aging



## Town of Oxford ADA Transition Plan

February 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1982

The Council on Aging is a senior center located at 323 Main Street behind the west side of Oxford Town Hall. It is a one-story building with an exterior ramp to a main accessible entrance at the southeast corner of the building, and a ramp from an egress in the main meeting room on the southwest corner of the building. Parking is located on the south side with additional spaces available as needed in the nearby Town Hall parking lot.

Exterior areas surveyed included the parking lot, walkways and ramps. Inside the building areas surveyed included the entry lobby, the men’s and women’s multi-user toilet rooms, the main meeting room and café area, a conference room, the director’s office, an outreach office, and the veteran’s office.

### Key Accessibility Issues

#### Parking

Accessibility issues include an access aisle at the van accessible parking space that is narrower than required, lack of the designation “Van Accessible” on the sign at the van accessible parking space and a curb ramp with a transition that is not flush with the street.

#### Exterior Ramps

Accessibility issues with the ramp from the meeting room include the ramp being slightly narrower than the minimum width required and lack of the minimum required length at the egress door landing. Additional ramp issues include lack of edge protection and running slopes greater than allowed at ramp landings and on the ramp runs.

**Note:** The ramp from the meeting room meets with width requirements of the Americans with Disabilities Act (ADA) 2010 Standards for Accessible Design, but 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB) require a wider with of at least 48”.

### Toilet Rooms

Accessibility issues in both the men’s and women’s multi-user toilet rooms include exposed plumbing at the lavatory, a paper towel dispenser that protrudes into the circulation path and lack of an accessible door pull at the entry door to the accessible toilet compartment. In the men’s toilet room the toilet seat cover dispenser is higher than allowed and positioned above the grab bar. In the women’s toilet room there is less than 72” of depth in the accessible compartment and the tampon dispenser has controls that can’t be used without tight grasping, pinching or twisting of the wrist.

### Signage

Accessibility issues include lack of tactile egress signs, lack of an illuminated International Symbol of Accessibility (ISA) at accessible egress doors, lack of the International Symbol of Accessibility (ISA) at the multi-user toilet rooms, signs that lack raised characters duplicated in braille, and signs not located on the latch side of the door.

### Additional Accessibility Issues

- Interior access route narrower than required in some locations (reposition furniture).
- Lack of the minimum required maneuvering clearance at doors (reposition furniture and stored items).
- A defibrillator is not located on an accessible route.
- Lack of the minimum required knee and toe clearance at the sink due to stored items and exposed plumbing under the sink.
- Lack of an accessible work surface with knee and toe clearance positioned for a forward approach at the computer workstations.
- Lack of accessible storage (if it is used by members of the public, 50% of the storage cabinets in the meeting room are out of reach range and not accessible. Ensure staff is available to assist members of the public with access to storage as needed).
- A clothes rod is located higher than allowed.
- Lack of an assistive listening system.

**Note:** In each assembly area where audible communication is integral to the use of the space, an assistive listening system must be provided, and the assistive listening system shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

**Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$10,794
- Provide compliant signage (designation, egress, directional): \$4,300
- Provide an assistive listening system: \$1,578
- Miscellaneous corrective actions (parking, sink, etc.): \$1,625

**Total: \*\$18,297**





**\*Note:** Costs are not provided for the renovation of exterior areas.

**Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.






- Recommend relocating the two (2) accessible parking spaces that are at the far side of the parking lot and that are beyond the minimum required number of accessible parking spaces to a location that is closer to the building entrance.
- Recommend an adjustable height podium with knee and toe clearance.
- Recommend considering referring to the facility as the Oxford Social Center on signage, online and elsewhere. (There are online references to a 2019 vote in which the Council on Aging voted to switch to that name.)
- Recommend installing an automatic door opener at the main entrance and egress door and at the doors to the two (2) multi-user toilet rooms.

**Note:** IHCD team was told by senior center staff that some visitors have expressed having difficulty in opening the main entry and egress door and the doors to the two (2) multi-user toilet rooms. The staff indicated that there had been requests to have automatic door openers installed at each of these locations in order to make it easier for all visitors to use the main entrance and egress and to enter and exit from the toilet rooms.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Curb Ramp												
1	Accessible Parking by the Town Hall	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	1"	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
Off-Street Parking Lot or Garage												
2	South Side Senior Center Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Van space < 132" or <96" wide Access aisle not compliant Access aisle < 96" wide at van space Sign does not have the designation "Van Accessible"	13 3 1 104" - 48" -	Provide a van accessible space that is at least 132" wide. Provide a marked access aisle that is at least 60" wide. between the car and van space. (Re-stripe.)Add the designation "Van Accessible" to the sign located at the van accessible space. (Van spaces and access aisles can be 8' and 8' or the space can be 11' with a 5' access aisle. Price provided for an exterior sign.)	1	450	\$450
Exterior Ramp												
3	Main Entry Ramp	Ext.		Exterior Ramp	N/A		Edge protection < 4" high	-	Provide edge protection on the ramp that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface.	1	-	-
4	Main Entry Ramp	Ext.		Exterior Ramp	N/A		Landing has a slope > 1:50 in either direction	3.0%	Alter so that the slope in all directions is no greater than 1:50 (2.00%)./Rebuild the ramp to ensure that the slope of the landing does not exceed 1:50 (2.00%).	1	-	-








Town of Oxford  
Council on Aging Senior Center






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Southwest Side Ramp Bottom Landing	Ext.		Exterior Ramp	N/A		Landing has a slope > 1:50 in either direction Edge protection < 4" high Not maintained in operable working condition	12% - -	Alter so that the slope in all directions is no greater than 1:50 (2.00%) at the landing and 1:12 (8.33%) on the ramp. Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. Ensure the ramp landing is maintained in operable working condition.	1	-	-
6	Southwest Side Ramp	Ext.		Exterior Ramp			Running slope > 1:12 (8.33%)	10.%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
7	Southwest Side Ramp	Ext.		Exterior Ramp			Ramp < 48" wide Landing < 60" min. long	43" 44.75"	The width of this ramp complies with the 2010 Standards for Accessible Design, but 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB) call for a minimum width of 48". The landing at the door is also less than 60" long. Since the main entry ramp is wide enough and near by, we recommend providing a sign at this ramp directing visitors to the main entrance.	1	250  <b>250</b>	\$250
Access to Goods and Services												
Means of Egress												
8	Main Entrance and Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA)./When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International	1	250 200  <b>450</b>	\$450
9	Main Meeting Room Egress to Ramp	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA)./When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International	1	250 200  <b>450</b>	\$450

# Town of Oxford

## Council on Aging Senior Center






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Main Meeting Room Southwest Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA)./When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International	1	250 200	\$450
11	Main Meeting Room South Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA)./When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International	1	250 200	\$450
Interior Access Route												
12	Conference Room	1		Interior Access Route	N/A		Route < 36" wide	31"	Ensure that a clear width of 36" min. is maintained at the accessible route.(Reposition table.)	1	Labor	Labor
Doors, Doorways, & Gates												
13	Outreach Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	4"	Relocate printer to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor
14	Veterans Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	11"	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor






Town of Oxford  
Council on Aging Senior Center

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Conference Room	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate trash container to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor
16	Main Meeting Room South Egress	1		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	7"	Remove trash container and fire extinguisher to provide 12" min. maneuvering clearance on the push side of the door.	1	Labor	Labor
17	Director's Office	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor
Signage												
18	Women's Multi-User Toilet Room Near Main Entrance	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
19	Men's Multi-User Toilet Room Near Main Entrance	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	







Town of Oxford  
Council on Aging Senior Center






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Outreach Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
21	Veterans Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
22	Conference Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
23	Director's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
24	Director's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Operable Parts / Reach Range												
25	Main Meeting Room	1		Operable Parts / Reach Range	Defibrillator		Element not on an accessible route Clear floor space is not provided	- -	Ensure the defibrillator. is located on an accessible route. Provide a 30" min. by 48" min. clear floor space at the defibrillator. (Relocate defibrillator or relocate the table and stored items under the defibrillator.)	1	500	\$500
											500	
26	Main Meeting Room	1		Operable Parts / Reach Range	Storage				If used by members of the public, 50% or storage is not accessible. Ensure that staff is available to assist visitors who need assistance.	1	-	-
27	By Main Meeting Room	1		Operable Parts / Reach Range	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	59"	Provide a clothes rod or hook between 15"- 48" above the finished floor.	1	75	\$75
											75	
Dining or Work Surfaces												
28	Main Meeting Room and Cafe	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least one computer work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	450	\$450
											450	
Assembly Area												
29	Main Meeting Room and Cafe	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1578	\$1578
											1578	




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
Overall Access												
30	Men's and Women's Multi-User Toilet Rooms	1		Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	2	250	\$500
											500	
Lavatory												
31	Women's Multi-User Toilet Room Near Main Entrance	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	150	\$150
											150	
32	Men's Multi-User Toilet Room Near Main Entrance	1		Lavatory			Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	150	\$150
											150	
Toilet Compartment												
33	Women's Multi-User Toilet Room Near Main Entrance	1		Toilet Compartment	Accessible Compartment		Clearance at toilet < 72" clear depth (MAAB)	70.5"	Provide a wheelchair accessible compartment that is 60" wide and 72" deep.	1	8037	\$8037
											8037	

Town of Oxford  
Council on Aging Senior Center

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
34	Women's Multi-User Toilet Room Near Main Entrance	1		Toilet Compartment	Accessible Compartment		Door has noncompliant hardware	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. (Install an accessible door pull.)	1	91	\$91
											91	
35	Men's Multi-User Toilet Room Near Main Entrance	1		Toilet Compartment	Accessible Compartment		Door has noncompliant hardware	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. (Install an accessible door pull.)	1	70	\$70
											70	
36	Men's Multi-User Toilet Room Near Main Entrance	1		Toilet Compartment	Accessible Compartment		Noncompliant toilet cover dispenser	62"	Relocate toilet cover dispenser so the operable parts are no higher than 48" on the side of the toilet and not located above the grab bar.	1	500	\$500
											500	
Dispensers												
37	Women's Multi-User Toilet Room Near Main Entrance	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
											398	
38	Women's Multi-User Toilet Room Near Main Entrance	1		Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a tampon dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000	\$1000
											1000	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
39	Men's Multi-User Toilet Room Near Main Entrance	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
Additional Access												
Sink												
40	Conference Room	1		Sink	N/A		Toe and knee clearances not provided Exposed plumbing underneath sink	- -	Ensure there is a 27" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	150	\$150
Best Practice												
Automatic Door Opener												
41	Toilet Rooms and Main Entrance	1		Automatic Door Opener	N/A				IHCD team was told by senior center staff that some visitors have expressed having difficulty in opening the main entry and egress door and the doors to the two multi-user toilet rooms. The staff indicated that there had been requests to have automatic door openers installed at each of these locations in order to make it easier for all visitors to use the main entrance and egress and to enter and exit from the toilet rooms.	3	Labor	Labor
Parking												
42	South Side Senior Center Parking	Ext.		Parking	N/A				If accessible spaces in excess of the required number are provided, recommend locating them at the shortest distance to the accessible entrance. The spaces shown at the far side of the lot in this image are not as close as they could be to the accessible entrance in this lot.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Podium												
43	Main Meeting Room and Cafe	1		Podium	N/A				Recommend an accessible adjustable height podium with knee and toe clearance.	1	-	-



# DPW Office



## Town of Oxford ADA Transition Plan

July 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

The DPW Office is located at 450 Main Street. It is a one-story structure with parking and a main entrance on the west side of the building. There are also inaccessible egresses on the southeast and east sides of the building.

Exterior areas surveyed included the parking lot and the routes approaching and alongside the building. Interior areas surveyed included a reception area with a service window, a conference room and four (4) toilet rooms.

### Key Accessibility Issues

#### Exterior Accessible Routes

Accessibility issues include portions of the walkway near the main entrance that are narrower than required. There are also areas with excessive running slopes, excessive cross slopes and excessive changes in level.

#### Parking

Accessibility issues include a van accessible parking space with excessive slopes and lack of an access aisle. The accessible parking identification sign with the International Symbol of Accessibility (ISA) is mounted lower than allowed, and there is lack of an accessible parking designation sign with the words, “Van Accessible” at the van accessible parking space.

#### Toilet Rooms

Accessibility issues include lack of a fully accessible toilet room. A women’s single-user toilet room lacks maneuvering clearance at the entry door. Once inside, a storage cabinet protrudes into the circulation path, there is lack of the minimum clear width at the toilet due to the location of furniture, the toilet is lower and farther from the side wall than allowed, grab bars are not provided, and the flush control is not on the open or transfer side. Also, the lavatory has exposed plumbing that is not insulated to prevent contact and lacks knee and toe clearance necessary for a forward approach. The bottom of the reflective surface at the mirror is higher than allowed, and there is lack of clear floor space at a paper towel dispenser that also has a control that is higher than allowed.

Note: Three (3) other toilet rooms have more significant accessibility issues than what are present in the women’s single-user toilet room. Recommend designating the neighboring women’s and men’s single-user toilet rooms as all-gender, correcting the accessibility issues in the women’s single-user toilet room, and providing signs at the three other toilet rooms identifying the location of the accessible all-gender single-user toilet room once the women’s single-user toilet room has been renovated and made accessible.

### Additional Accessibility Issues

- There are excessive slopes at the exterior landing for the main entry door.
- There is lack of an interior accessible route to egress doors on the south side of the building due to an excessive running slope by a doorway in an equipment storage area.

### Order of Magnitude Cost Estimates

- Renovate toilet room: \$11,134
- Renovate signage (designation, egress): \$2,750
- Miscellaneous corrective actions (van accessible parking designation sign): \$500





**Total: \$14,384\***

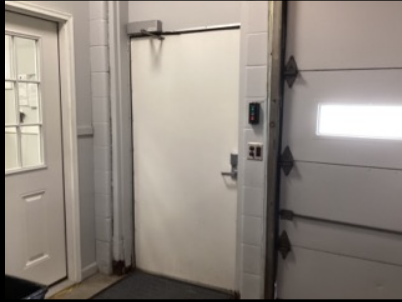



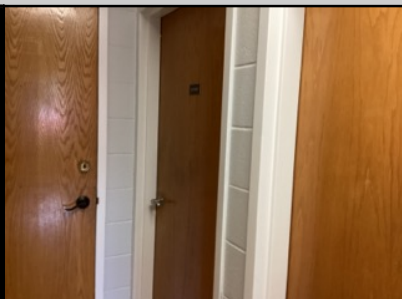
**\*Note:** Costs are not provided for exterior issues such as the provision of accessible routes.

### Best Practice and Inclusive Design






Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.


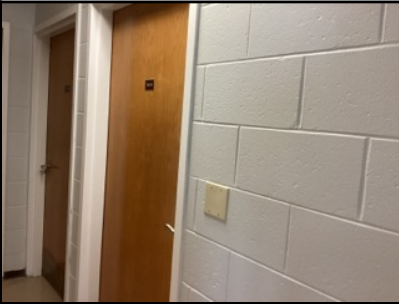


- Recommend reducing the change in level at the walkway directly in front of the main entry door so that, once issues with the landing at the main entry door have been corrected, there is a straight forward-facing accessible route to the main entrance. (At present, a partially accessible route to the main entry door requires accessing the walkway north of the main entrance, and then turning towards the main entry.)




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	By Main Entrance	Ext.		Exterior Access Route	Walkway		Exterior route < 36" wide	34"	Ensure that a clear width of 36" min. is maintained at the accessible route. (Relocate time stamp case.)	1	-	-
2	By Main Entrance	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%) Level changes > 1/4"	12.3% 1"	Reduce running slope to be no steeper than 1:20 (5.00%). Alter change in level to be 1/4" high max.	1	-	-
Off-Street Parking Lot or Garage												
3	Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated van accessible spaces Running or cross slope at space > 1:50 (2.00%) Access aisle not provided Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	19 1 5.3% - - 47"	Provide a compliant van accessible parking space. Reduce running or cross slope to be no steeper than 1:50 (2.00%). Provide a marked access aisle that is at least 96" wide. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground. (Cost is for a parking designation sign.)	1	500	\$500
Access to Goods and Services												
Means of Egress												
4	West Side Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Southeast Side Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
6	Route to Southeast Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	250	\$250
											250	
7	Main Egress	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide the tactile sign on all three of the egress doors at this location.	3	250	\$750
											750	
Interior Access Route												
8	Women's Single-User Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	12"	Relocate cabinet out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the cabinet.	1	398	\$398
											398	
Doors, Doorways, & Gates												
9	Women's Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	3	If when this toilet room is renovated this push-side door has a latch and a closer but lacks the minimum required 12" maneuvering clearance at the door, provide an automatic door opener.	1	-	-



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Main Egress	1		Doors, Doorways, & Gates	Emergency Egress		Door requires > 5 lbs. of force to open	15 lbs.	Adjust closers on the two interior doors so doors do not require more than 5 pounds of force to open.	2	Labor	Labor
11	Main Entrance	Ext.		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance at door > 1:50 (2.00%)	5.6%	Alter so that the slope in all directions is no greater than 1:50 (2.00%).	1	-	-
Ramps												
12	Route to Southeast Egress	1		Ramps	Interior		Running slope >1:12 (8.33%)	8.9%	Further study will be needed to determine whether it is technically feasible to bring the ramp into full compliance with the ADA Standards.	1	-	-
Signage												
13	Conference Room	1		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
14	Women's Single-User Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Note: Recommend making this an accessible all-gender toilet room with an all-gender toilet room sign once the toilet room has been made accessible.	1	250	\$250
											250	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Operable Parts / Reach Range												
15	Women's Single-User Toilet Room	1		Operable Parts / Reach Range	Paper Towel Dispenser		Element not on an accessible route Clear floor space is not provided	- -	Ensure paper towel dispenser is located on an accessible route. Provide a 30" min. by 48" min. clear floor space at the dispenser, and ensure the control for dispensing paper towels is 48" max. above the finished floor. When paper towel dispenser is relocated ensure it does not protrude more than 4" into the circulation path or proved a cane-detectable barrier under the dispenser.	1	500	\$500
Toilet & Bathing Rooms												
Overall Access												
16	Men's Single-User Toilet Room	1		Overall Access	Toilet Room		Sign to accessible toilet not provided	-	Provide a directional sign indicating the location of the nearest accessible toilet room. (Provide directional signs to the accessible all-gender toilet room at the three other inaccessible toilet rooms once the women's single user toilet room has been made accessible and designated as all-gender. The men's single user toilet room should also be designated as all-gender as well, but it does not need to be made accessible.	3	250	\$750
Lavatory												
17	Women's Single-User Toilet Room	1		Lavatory	N/A		Toe or knee clearances not provided Faucet is not compliant Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	25" - - 48"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2192 1282 150 500	\$4124
Single-User Toilet												
18	Women's Single-User Toilet Room	1		Single-User Toilet	N/A		Toilet seat < 17" or > 19" high Flush control not on open side Centerline < or > 18" (MAAB) Grab bar not provided Clearance at toilet < 60" clear width	16.5" - 24" - -	Install a toilet with a seat between 17"- 19" high above the finished floor. Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall. Provide one grab bar on the side wall of the toilet and one on the rear wall. Relocate table to ensure that there is 60" wide min. clear floor space at the toilet.	1	- 486 3676 1950 -	\$6112
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Egress Signage												
19	Main Egress	1		Egress Signage	N/A				Recommend, at the final egress door that leads directly to the exterior of the building, providing an illuminated exit sign with an illuminated International Symbol of Accessibility (ISA).	1	-	-
Service Window												
20	Reception	1		Service Window	N/A					1	-	-
Transition at Curb												
21	Main Entrance	Ext.		Transition at Curb At Main Entrance	Forward Approach to Door					1	-	-

# DPW Cemetery Office



## Town of Oxford ADA Transition Plan

March 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

The Department of Public Works (DPW) Cemetery Office is located off 505 Main Street within Oxford’s North Cemetery. The office is a small one room building with an entrance and a garage-style door on one side.

Outside the structure there is a portable toilet that is available to members of the public. There is also a container hanging on the side of the building that contains printed materials with information about the cemetery.

Cemetery employee tools and materials are stored inside the part of the building that is accessed by the garage door. The main entry leads to a small office and a single-user toilet room, but the single-user toilet room is not available to members of the public.

**Note:** Since the single-user toilet room is not available to members of the public, it was not included in this survey.

### Key Accessibility Issues

#### Parking

Accessibility issues include lack of a van accessible parking space with a marked access aisle near the cemetery office.

**Note:** Where a total of four or fewer parking spaces, including accessible parking spaces, are provided on a site, identification of accessible parking spaces by a sign shall not be required and the accessible parking space does not have to be reserved exclusively for use by people with disabilities.

#### Additional Accessibility Issues

- Lack of an accessible portable toilet.
- The main entry door threshold is higher than allowed.
- Container with information about the cemetery is mounted higher than allowed.

### Order of Magnitude Cost Estimates

- Provide an accessible portable toilet: \$4,600
- Renovate door threshold: \$1,000

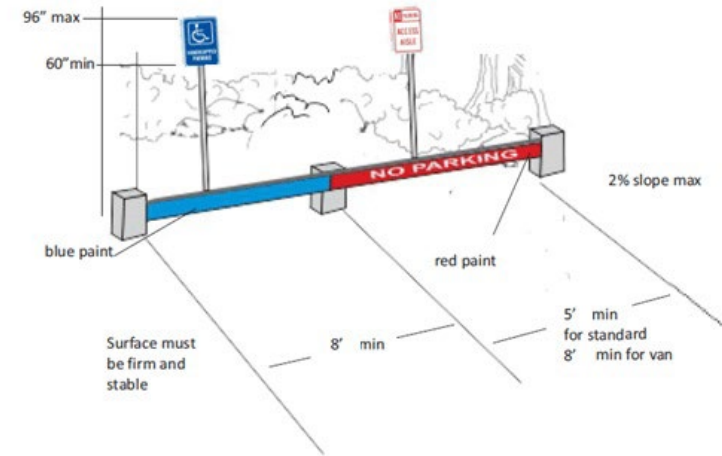
Total: \$5,600

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.





- Recommend directional signs with directional arrows starting near the cemetery entrance that can guide visitors to the cemetery office.
- Recommend, if space permits, marking the accessible parking space and access aisle in the unpaved lot as shown below.

**Note:** The following image illustrates one way to mark accessible parking spaces in unpaved parking lots. The signage is not **required** at the DPW Cemetery Office since there is space for only four (4) or fewer parking spaces. Only a compliant van accessible access aisle, 96” wide min., must be marked at the accessible space.



Unpaved Parking Lots



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking			Off-Street Parking Lot or Garage	Visitor		Total # of parking	1	Provide a marked access aisle 96' wide min. <b>Note:</b> When just one parking space is available to members of the public, an identification sign with the international Symbol of Accessibility (ISA) is not required, and all visitors can use the parking space. <b>Recommend as a best practice recommendation</b> , if space permits, marking the space and access aisle in the unpaved lot as shown in the narrative report.	1	Labor	Labor
Access to Goods and Services												
Doors, Doorways, & Gates												
2	Entrance			Doors, Doorways, & Gates	Office		Threshold not beveled	2"	Bevel the threshold and ensure it is no higher than 1/2" ..	1	1000	\$1000
											1000	
Operable Parts / Reach Range												
3	By Main Entrance			Operable Parts / Reach Range	Other		Reach < 15" or > 48"(forward/side approach)	62"	Relocate the opening of the dispenser with cemetery information to between 15"- 48" above the ground.	1	Labor	Labor
Toilet & Bathing Rooms												
Portable Toilet												
4	By Building			Portable Toilet	N/A		Accessible portable toilets not provided 60" by 72" clear space not provided	- -	Ensure that at least 5% of portable toilets are accessible. Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet.	1	4600	\$4600
											4600	

# Oxford Free Public Library



## Town of Oxford ADA Transition Plan

March 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
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### Background

Year Built: 1903      Year Renovated: 2000

The library is located at 339 Main Street. It is a two (2) story building with a basement. Parking is available on the south and west sides of the building with accessible parking off Sigourney Street on the west side near an exterior ramp that connects to the accessible main entrance. A second entrance and egress connect to exterior stairs off Main Street on the east side of the building. Once inside the library, vertical access is provided by two egress stairs, one circulation stair and an elevator.

**Note:** On the day of the survey the elevator was in the process of being refurbished and serviced and was not surveyed because it was not available for use.

Exterior areas surveyed included library parking and walkways around the building. Areas surveyed in the basement included a meeting room, a women’s multi-user toilet room and a men’s single-user toilet room. Areas surveyed on the first floor included the circulation desk, the reading area, and an all-gender single-user toilet room. Areas surveyed on the second floor included the children’s discovery room, the story time area and an all-gender family toilet room.

### Key Accessibility Issues

#### Parking

Accessibility issues include an access aisle at the van accessible parking space that is narrower than allowed, the accessible parking identification sign with the International Symbol of Accessibility is mounted lower than required, and there is lack of the designation “Van Accessible” on the sign at the van accessible parking space.

**Note:** With angled parking spaces, the access aisle serving a van accessible parking space must be on the passenger side.

#### Exterior Ramp

Accessibility issues with the ramp include a running slope that is greater than allowed and lower handrails that are mounted higher than allowed.

#### Exterior Access Routes

Accessibility issues with exterior routes around the library include excessive running and cross slopes, excessive changes in level, walkway surfaces not maintained in operable working condition, lack of an accessible route to a bike rack and the after-hours book drop-off receptacle protrudes into the accessible route.

#### Toilet Rooms

Accessibility issues at the women’s multi-user toilet room in the basement include a tampon dispenser that protrudes into the accessible route and exposed plumbing and lack of clear floor space at the lavatory. The accessible compartment has grab bars that are too low, and the accessible compartment door lacks a door pull on one side and has a malfunctioning self-closing hinge. The basement men’s multi-user toilet room lacks adequate knee and toe clearance at the lavatory. In the accessible compartment the grab bars are lower than allowed and there is a lack of clear width at the toilet due to the location of stored items. On the first floor, in the all-gender single-user toilet room, the toilet seat is too high, there is lack of the minimum clear width provided at the toilet due to the location of a trash container, and the paper towel dispenser is mounted above the grab bar. On the second floor, the family all-gender single-user toilet room has partially exposed plumbing and lack of adequate knee and toe clearance at the lavatory due to the location of a stored item, the toilet is too high and too far from the side wall. Additionally, there is lack of the minimum clear depth provided at the toilet due to the location of trash containers, and the paper towel dispenser is mounted above the grab bar.

#### Signage

Accessibility issues include lack of tactile egress signs, lack of an illuminated International Symbol of Accessibility (ISA) at the accessible egress\*, lack of a sign at the inaccessible egress directing visitors to the accessible egress, lack of a sign at the inaccessible entrance directing visitors to the accessible entrance, lack of the minimum required clear floor space at signs,



Library

lack of designation signs with raised characters duplicated in braille, and designation signs that are not located on the latch side of the door.

**\*Note:** When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).

Interior Access Routes

Accessibility issues include lack of the minimum required clear width at multiple locations due to the location of furniture and stored items. There is also lack of a stable, firm and slip resistant surface at multiple locations in the basement meeting room due to the presence of loose carpet squares.

Drinking Fountains

Accessibility issues include lack of a drinking fountain for standing users in the basement, and standing drinking fountains on the first and second floors lack cane-detectable barrier skirts.

**Additional Accessibility Issues**

- The handrails at the exterior stairs leading to the Main Street entrance lack compliant extensions.
- Lack of a work surface with knee and toe clearance in the first floor reading area.
- Lack of an accessible picnic table located on an accessible route.
- Lack of an assistive listening system in the meeting room.

**Note:** In each assembly area where audible communication is integral to the use of the space, an assistive listening system must be provided, and the assistive listening system shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

**Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$13,761
- Renovate drinking fountains: \$6,342

- Provide compliant signage (designation, egress, directional): \$2,350
- Provide an assistive listening system: \$1,578
- Miscellaneous corrective actions (parking, work surface, etc.): \$3,508

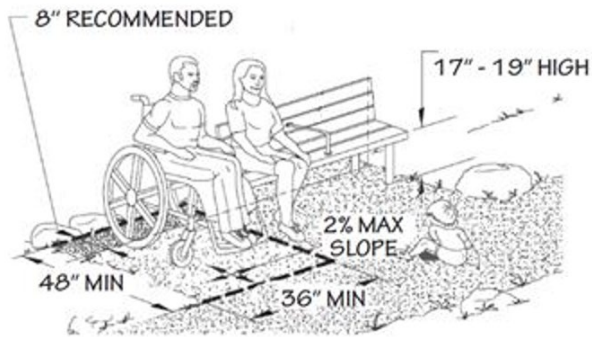
**Total: \*\$27,539**

**\*Note:** IHCD is not providing costs for some exterior issues such as estimating the cost to repair or provide compliant accessible walkways. IHCD is also not providing costs for the renovation of staircases.






**Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.






- Recommend providing a 36" by 48" min. stable, firm and slip-resistant area at the bench extending 8" beyond the back support of the bench so that a person using a wheelchair or other mobility device is able to sit alongside someone seated on the bench with their shoulders aligned.







- Recommend providing contrasting color strips on the nosings of all interior and exterior stairs at the library. (One set of interior egress stairs has contrasting color on the stair nosings.)






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	By Ramp	Ext.		Exterior Access Route	Exterior		Accessible route not provided	4"	Ensure an accessible route is provided to the bike rack or relocate bike rack to an accessible location. <b>Note:</b> The slope at the bike rack should be no more than 1:50 (2.00%) in all directions.	1	-	-
2	Walkway to Main Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	7.4%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
3	By Main Entrance	Ext.		Exterior Access Route	Exterior		Obstructed by protruding objects	11"	Provide a cane-detectable barrier skirt similar to what would be provided at a standing height drinking fountain if it protruded into the accessible route.	1	398	\$398
4	By Main Entrance	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1."	Alter change in level to be 1/4" high max.	1	-	-
5	By Main Entrance	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-

Town of Oxford  
Oxford Free Public Library






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Sigourney Street	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	-
7	Main Street Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	14.%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
8	Main Street	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%) Accessible route not provided	14% -	Reduce running slope to be no steeper than 1:20 (5.00%). Ensure an accessible route is provided to book exchange.	1	-	-
9	Main Street	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	-
Off-Street Parking Lot or Garage												
10	Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle < 96" wide at van space Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	14 1 1 60" - 48"	Provide a marked access aisle that is at least 96" wide. (Re-stripe access aisle.) <b>Note:</b> With angled parking spaces, the access aisle serving a van accessible parking space must be on the passenger side. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	300 500  <b>800</b>	\$800








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Exterior Ramp												
11	Main Entry Ramp	Ext.		Exterior Ramp	N/A		No lower handrail 18"-20" high provided Running slope > 1:12 (8.33%)	27" 12%	Provide a lower handrail between 18" to 20" high above the ground. Reduce running slope on ramp to be no steeper than 1:12 (8.33%).	1	-	-
Entrance												
12	Main Street Entrance	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	450	\$450
											450	
Access to Goods and Services												
Means of Egress												
13	Main Street Egress	1	103	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	+ -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
14	Main Egress	1	213	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Interior Access Route												
15	Reading Area	1	103	Interior Access Route	N/A		Route < 36" wide	26"	Ensure that a clear width of 36" min. is maintained at the accessible route.(Relocate furniture.)	1	Labor	Labor
16	Stacks	1		Interior Access Route	N/A		Route < 36" wide	34"	Ensure that a clear width of 36" min. is maintained at the accessible route. (Relocate furniture.)	1	Labor	Labor
17	Reading Area	1		Interior Access Route	N/A		Route < 36" wide	28"	Ensure that a clear width of 36" min. is maintained at the accessible route. (Reposition furniture.)	1	Labor	Labor
18	Meeting Room	B	B15	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Repair surface. Secure loose carpet squares.	1	Labor	Labor
Stairways												
19	Third Staircase	1		Stairways	Interior		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails have noncompliant cross section Handrails not continuous where required	32" - -	Alter so the handrails are 34"- 38" high above the floor. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser or return properly. Provide handrails with 1 1/4" - 2" circular cross sections. Provide continuous handrails on both sides.	1	-	-








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Main Street Entrance	Ext.		Stairways	Exterior		Handrails do not extend 12" from stairs	9"	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.	1	-	-
Elevator												
21	Elevator	B		Elevator	Interior				<b>Note:</b> On the day of the survey the elevator was in the process of being refurbished and serviced and was not surveyed because it was not available for use.	1	-	-
Signage												
22	Reading Area	1	103	Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate stored items to provide a clear floor space of 18" min. by 18" min. at the sign.	1	Labor	Labor
23	By Main Street Egress	1		Signage	Designation		Sign not located on the latch side of the door Signage lacks 18" by 18" clear floor space	- -	Locate the sign at permanent rooms alongside the door on the latch side. Relocate the sign to provide a clear floor space of 18" min. by 18" min.	1	Labor	Labor
24	By Director's Office	1		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate fire extinguisher to provide a clear floor space of 18" min. by 18" min. below the sign.	1	Labor	Labor






Town of Oxford  
Oxford Free Public Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Children's Discovery Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign.	1	250	\$250
											250	
26	Story Time Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - +	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
27	Near Children's Librarian Office	2		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate fire extinguisher to provide a clear floor space of 18" min. by 18" min. below the sign.	1	Labor	Labor
28	Walkway to Main Entrance	Ext.		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the entry door on the latch side. (Sign should duplicate the "Oxford Public Library" text written above the main entrance to the library.)	1	450	\$450
											450	
Service Counter												
29	Checkout Counter	1		Service Counter	N/A		Counter not connected to an accessible route	-	Ensure the counter is connected to an accessible route. (Relocate cart stored in front of the accessible portion of the counter.)	1	Labor	Labor






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Dining or Work Surfaces												
30	Reading Area	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25.5"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	910	\$910
											910	
31	Main Street	Ext.		Dining or Work Surfaces	Dining Surface		Not on a accessible route At least one or 5% accessible tables not provided Knee clearance less than 19" deep	- - 8"	Ensure at least one surfaces are located on an accessible route. Ensure that at least one dining surface is accessible with knee clearance at least 27" high min. and 19" deep min. (Cost based on an accessible picnic table.)	1	1400	\$1400
											1400	
Assembly Area												
32	Meeting Room	B	B15	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1578	\$1578
											1578	
Toilet & Bathing Rooms												
Lavatory												
33	All-Gender Family Toilet Room	2		Lavatory	N/A		Clear floor space not provided at lavatory Plumbing underneath is exposed	- -	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. (Relocate stored item from under lavatory.) Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	150	\$150
											150	

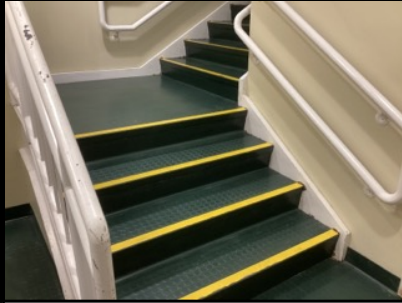





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
34	Women's Multi-User Toilet Room	B	B 11	Lavatory	N/A		Clear floor space not provided at lavatory Plumbing underneath is exposed	- -	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. The paper towel dispenser interferes with the clear floor space at the sink. Wrap the exposed plumbing at one of the other lavatories to resolve this issue.	1	150	\$150
											150	
35	Men's Single-User Toilet Room	B	B 12	Lavatory	N/A		Toe or knee clearances not provided	22"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	2192	\$2192
											2192	
Single-User Toilet												
36	All-Gender Single-User Toilet Room	1		Single-User Toilet	N/A		Toilet seat < 17" or > 19" high Clearance at toilet < 72" clear depth (MAAB)	20" 53"	Install a toilet with a seat between 17"- 19" high above the finished floor. Provide a directional sign to an accessible toilet room./Renovate the toilet room to ensure that there is 72" deep min. clear floor space at the toilet. (Relocate trash container.)	1	2816	\$2816
											2816	
37	All-Gender Family Toilet Room	2		Single-User Toilet	N/A		Toilet seat < 17" or > 19" high Centerline < or > 18" (MAAB) Clearance at toilet < 72" clear depth (MAAB)	20" 20" 32" 53"	Install a toilet with a seat between 17"- 19" high above the finished floor. Relocate toilet so that the centerline is 18" from the side wall. Relocate trash receptacles to provide 72" clear depth at the toilet.	1	2816	\$2816
											2816	
Toilet Compartment												
38	Women's Multi-User Toilet Room	B	B 11	Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	91	\$91
											91	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
39	Women's Multi-User Toilet Room	B	B 11	Toilet Compartment	Accessible Compartment		Side or rear grab bar < 33" or >36" high	30"	Locate grab bars between 33"- 36" above the finished floor.	2	333	\$666
40	Men's Single-User Toilet Room	B	B 12	Toilet Compartment	Accessible Compartment		Toilet seat <17" or > 19" high Side or rear grab bar < 33" or >36" high Clearance at toilet < 60" clear width	21" 30" -	Install a toilet with a seat height 17"- 19" above the finished floor. Locate grab bars between 33"- 36" above the finished floor. Provide a wheelchair accessible compartment that is 60" wide min. (Relocate stored items out of the clear floor space at the side of the toilet.)	1	2816 333 333 Labor	\$3482
Dispensers												
41	All-Gender Single-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Noncompliant operable part	-	Relocate paper towel dispenser so it is not located above the grab bar. Ensure that at the new location the dispenser control is 48" max. above the finished floor at that the dispenser is out of the circulation path or has a cane detectible barrier such as a trash receptacle below it positioned 27" max. above the finished floor.	1	500	\$500
42	All-Gender Family Toilet Room	2		Dispensers	Paper Towel Dispenser		Noncompliant operable part	-	Relocate paper towel dispenser so it is not located above the grab bar. Ensure that at the new location the dispenser control is 48" max. above the finished floor at that the dispenser is out of the circulation path or has a cane detectible barrier such as a trash receptacle below it positioned 27" max. above the finished floor.	1	500	\$500
43	Women's Multi-User Toilet Room	B	B 11	Dispensers	Tampon Dispenser		Dispenser acts as a protruding object	5"	Relocate tampon dispenser out of the circulation path or provide a cane detectible barrier under the dispenser that is 27" max. above the finished floor.	1	398	\$398
Additional Access												



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Drinking Fountains												
44	By Staff Toilet Rooms	1		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	1157	\$1157
											1157	
45	By All-Gender Family Toilet Room	2		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	1157	\$1157
											1157	
46	Near B19	B		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
											4028	
Best Practice												
Bench												
47	Main Entrance	Ext.		Bench	N/A				Recommend providing a 36" by 48" min. stable, firm and slip-resistant area at the bench extending 8" beyond the back support of the bench so that a person using a wheelchair or other mobility device is able to sit alongside someone seated on the bench with their shoulders aligned.	1	-	-
48	Main Street	Ext.		Bench	Exterior Bench				Recommend providing a 36" by 48" min. stable, firm and slip-resistant area at the bench extending 8" beyond the back support of the bench so that a person using a wheelchair or other mobility device is able to sit alongside someone seated on the bench with their shoulders aligned.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Contrasting Color on Stair Nosings												
49	Stairwell	B		Contrasting Color on Stair Nosings	N/A				Recommend providing a contrasting color on the nosings of all interior and exterior staircases at the library similar to what is shown here at one of the interior library egress stairs.	1	Labor	Labor
50	Second Stair	B		Contrasting Color on Stair Nosings	N/A				Recommend providing a contrasting color on the nosings of all interior and exterior staircases at the library.	1	Labor	Labor
Podium												
51	Meeting Room	B	B17	Podium						1	Labor	Labor
Signage												
52	Children's Librarian Office	2	213	Signage					Recommend moving the sign to the glass area closer to the latch side of the door.	1	Labor	Labor

# New Fire Station



## Town of Oxford ADA Transition Plan

March 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
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617-695-1225 voice/ tty

### Background

The New Fire Station is located at 181 Main Street. It is a two-story building with a basement, but members of the public do not have access to the basement or the upper floor. Internal vertical access is provided by a staircase. Parking and an entrance to a reception area are located on the east side of the building.

Exterior areas surveyed included parking and the approach to the main entrance. Areas surveyed on the first floor included the reception area, the chief's office and single-user men's and women's toilet rooms.

### Key Accessibility Issues

#### Parking

Accessibility issues include excessive slopes at the accessible parking space, the identification sign with the International Symbol of Accessibility (ISA) is mounted lower than allowed, and there is lack of the designation, "Van Accessible" at the sign located at the van accessible parking space.

#### Toilet Rooms

Accessibility issues include less than 60" clear width at the toilet in the men's single-user toilet room, and less than 72" clear depth at the toilet in the women's single-user toilet room. Both toilet rooms also have a side grab bar that is less than 54" from the rear wall and the grab bars are mounted higher than allowed. Both toilet rooms also lack the minimum clear floor space at the lavatory and have exposed plumbing under the lavatory. The women's single-user toilet room also has a flush control that is not on the open or transfer side, and the centerline of the toilet is closer to the side wall than allowed.

**Note:** As there are currently two (2) single-user toilet rooms made available to members of the public that each lack clear floor space at the toilet (one (1) of which currently designated for men and one (1) of which currently designated for women), the option exists to make just one of the single-user toilet rooms fully accessible, designate both toilet rooms as all-gender, and then provide a directional sign with the International Symbol of

Accessibility (ISA) at the inaccessible single-user all-gender toilet room directing visitors to the accessible single-user all-gender toilet room. In this narrative and in the survey catalog IHCD team is recommending making the women's toilet room fully accessible and placing a directional sign with an ISA at the men's toilet room that directs visitors to the women's toilet room once the women's toilet room has been made fully accessible. If it turns out there is a significant costs savings or other advantage in changing which toilet room is made accessible, or the decision is made to make both toilet rooms fully accessible, those are acceptable options as well.

### Additional Accessibility Issues

- Excessive slopes on the exterior route to the main entrance.
- Designation signs lack raised characters duplicated in braille and there are designation signs that are not located on the latch side of the door.
- Lack of an illuminated International Symbol of Accessibility (ISA) on the illuminated exit sign that is located above the main accessible egress door.
- Lack of a drinking fountain for seated users.
- The reception area service counter is higher than allowed.

### Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$31,985
- Provide a drinking fountain for seated users: \$4,028
- Miscellaneous corrective actions (signage, service counter, etc.): \$2,904

**Total: \$38,917\***

**\*Note:** Costs are not provided for some external renovations such as the reduction of excessive slopes at the accessible parking space and at exterior routes around the fire station.





### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.





New Fire Station





- Recommend providing external lighting at the Baby Safe Haven program sign to make the sign easier for visitors to locate in low light.





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Walkway to Main Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	14%	Reduce running slope to be no steeper than 1:20 (5.00%) or 1:12 (8.33%) if treated as a compliant ramp with landings, railings, edge protection, etc.	1	-	-
Off-Street Parking Lot or Garage												
2	Accessible Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated van accessible spaces Running or cross slope at space > 1:50 (2.00%) Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	2 1 6.4% - 41"	Reduce running or cross slope to be no steeper than 1:50 (2.00%). Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground. Cost based on the provision of a sign with the designation, "Van Accessible".	1	500	\$500
Access to Goods and Services												
Means of Egress												
3	Main Egress	1		Means of Egress	N/A		Illuminated ISA symbol not provided (MAAB)	-	When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	260	\$260
Signage												
4	Chief's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Men's and Women's Single-User Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Recommend designating both toilet rooms as all-gender and making just the women's toilet room fully accessible. At the men's toilet room, include a directional sign with the ISA directing visitors to the women's toilet room once it has been made fully accessible.	3	250	\$750
Service Counter												
6	Reception Area Service Counter	1		Service Counter	N/A		Counter > 36" high	41"	Provide a counter that is 36" max. above the ground or finished floor.	1	1144	\$1144
Toilet & Bathing Rooms												
Overall Access												
7	Men's and Women's Single-User Toilet Rooms	1		Overall Access	Toilet Room				<b>Note:</b> As there are two single-user toilet rooms for the public that each lack clear floor space at the toilet, the option exists to make just one of the toilet rooms fully accessible, designate both toilet rooms as all-gender, and then provide a directional sign at the inaccessible single-user all-gender toilet room directing visitors to the accessible single-user all-gender toilet room. See narrative for more information.	1	-	-
Lavatory												
8	Men's and Women's Single-User Toilet Room	1		Lavatory	N/A		Clear floor space not provided at lavatory Plumbing underneath is exposed	- -	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. Relocate paper towel dispenser out of the clear floor space at the lavatory, Insulate pipes. <b>Note: Recommend an all-gender sign at this men's toilet with a directional sign including an ISA to the women's all-gender single-user once it has been made accessible.</b>	2	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Single-User Toilet												
9	Women's Single-User Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Centerline < or > 18" (MAAB) Side grab bar < 54" from back wall Side or rear grab bar < 33" or > 36" high	- 17" 49.5" 37"	Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Mount grab bars 33"- 36" above the finished floor. <b>Note:</b> Costs to renovate toilet room are included in ID #10.	1	-	-
10	Women's Single-User Toilet Room	1		Single-User Toilet	N/A		Clearance at toilet < 72" clear depth (MAAB)	30"	Renovate the toilet room to ensure that there is 72" deep min. clear floor space at the toilet.	1	31985	\$31985
											31985	
11	Men's Single-User Toilet Room	1		Single-User Toilet	N/A		Side grab bar < 54" from back wall Side or rear grab bar < 33" or > 36" high Clearance at toilet < 60" clear width	46.5" 37" 26"	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Mount grab bars 33"- 36" above the finished floor. Renovate the toilet room to ensure that there is 60" wide min. clear floor space at the toilet. <b>Recommend an all-gender sign at this men's toilet with a directional sign including an ISA to the women's all-gender single-user once it has been made accessible.</b>	1	-	-
Additional Access												
Drinking Fountains												
12	Lobby	1		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users or install a new Hi-Lo drinking fountain.	1	4028	\$4028
											4028	
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Exterior Access Route												
13	Exterior of Fire Station	Ext.		Exterior Access Route	N/A				Recommend considering this location to provide an accessible route from the accessible parking to the main entry door that is 48" wide min. with a running slope of 1:20 (5.00%) and a max. cross slope of 1:50 (2.00%).	1	-	-
Sign												
14	Exterior of Fire Station	Ext.		Sign	N/A				Recommend providing external lighting at the Baby Safe Haven program sign to make it easier for visitors to locate the sign in low light.	1	-	-

# North Oxford Fire Station



## Town of Oxford ADA Transition Plan

June 2024



Institute for Human Centered Design

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### Background

The North Oxford Fire Station, (Oxford Fire Department Station 2), is a one-story building located at 656 Main Street. There is a doorbell at the main entry door and three fire engine service bay garage doors on the building’s northwest side. There is no specifically designated parking for members of the public at the fire station, but some informal parking spaces are available at an adjacent area across the street from a little league field by the building’s northeast corner.

IHCD team was told that to a significant extent the fire station building is not open to members of the public. For example, there is no restroom that is made available to members of the public, and while visitors can ring a doorbell at the main entry door, station staff meet with visitors outside of the building. IHCD team was also told that the one very limited exception is that on occasion, and only by arrangement, staff will sometimes open the service bay doors so children can look at the fire engines.

Since there did not appear to be any accessibility issues with children entering the engine bay area when the service bay garage doors are open, and the remainder of the building is not open to the public, we only have very limited recommendations for this location.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include a slightly excessive change in level as visitors approach the front entry door in order to ring the doorbell.

### Order of Magnitude Cost Estimates

- Reduce change in level at transition near main entry door to ¼” max.\*



**\*Note:** Costs are not provided for the renovation of exterior areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a compliant van accessible parking space with a marked access aisle and proper signage on the northeast side of the fire station across the street from a little league field at the nearest safe location to the fire station entry door.



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Main Entrance Doorbell	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	.75"	Alter change in level to be 1/4" high max.	1	-	-
Best Practice												
Parking												
2	Parking at Little League Baseball Lot Adjacent to Fire Station Main Entry Doorbell	Ext.		Parking	N/A				Recommend providing one compliant van accessible parking space with a marked access aisle and compliant signage at a location across the street from the Little League parking lot that is on the closest accessible route to the fire station main entry doorbell.	1	-	-



# Oxford Police Station



## Town of Oxford ADA Transition Plan

June 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
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### Background

Year Built: 2009

The Oxford Police Station is a two-story building located at 503 Main Street. There is an accessible entrance on the east side of the building, and parking on the south side of the building.

While an elevator and stairs provide vertical access, the second floor is only partially finished, and no areas on the second floor are open to the public. Only the areas open to the public, all of which are on the first floor, were surveyed.

Exterior locations surveyed included the parking area and the route to the main entrance. Interior areas surveyed included the main entry and reception area, men’s and women’s single-user toilet rooms, the meeting and training room, the administrative assistant’s area, and the holding cells.

### Key Accessibility Issues

#### Toilet Rooms

Accessibility issues in the men’s and women’s single-user toilet rooms include lack of accessible door hardware on the accessible compartment door and a paper towel dispenser that protrudes into the circulation path. The women’s single-user toilet room also has a toilet with a centerline that is too far from the side wall and a soap dispenser positioned above a grab bar.

#### **Additional Accessibility Issues**

- Excessive surface openings by the main entrance.
- Designation sign at the meeting and training room lacks raised characters and braille and is not located to the right of the double doors.
- Meeting and training room sink lacks knee clearance.
- Lack of anti-ligature grab bars in holding cell.

Note: Grab bars can be designed so they do not increase suicide risk. See DOJ document ADA/Section 504 Design Guide: Accessible Cells in Correctional Facilities at: <https://archive.ada.gov/accessiblecells.htm>

### Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$5,358
- Provide an assistive listening system: \$1,578
- Renovate sink: \$2,192
- Miscellaneous corrective actions (signage, protruding objects, grab bars, etc.): \$1,046

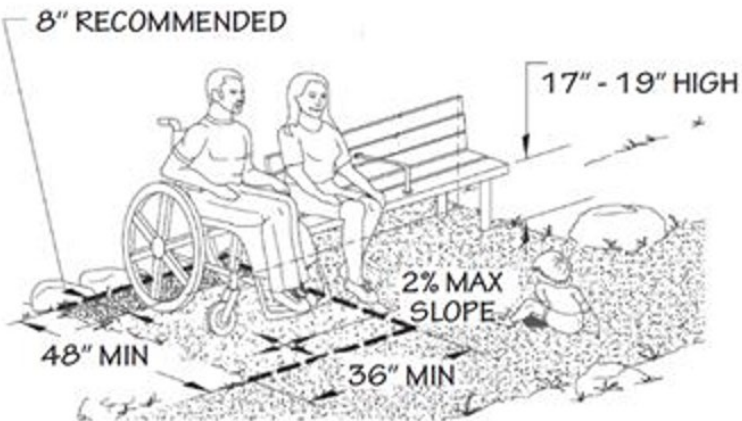
**Total: \$10,174\***





**\*Note:** Costs are not provided for the renovation of exterior areas, for the renovation of stairs, or for the provision of grab bars in the holding cell.





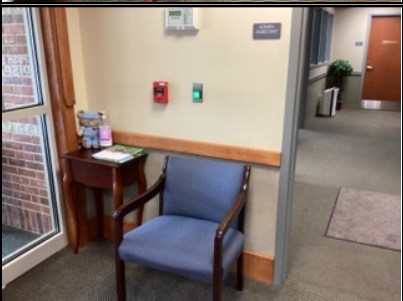
### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend switching the location of the car and van accessible parking spaces so the curb ramp will be on the right side of most wheelchair vans if the driver parks with the front of the van facing the curb ramp and the police station.
- Recommend moving at least one of the exterior benches slightly forward to provide a 36" by 48" min. stable, firm and slip-resistant area at the end of the bench extending 8" beyond the back support so that a person using a wheelchair or other mobility device is able to sit alongside someone seated on the bench with their shoulders aligned.



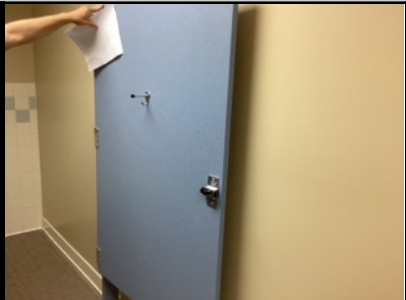






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	By Main Entrance	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	1"	Reduce surface openings in the accessible route to 1/2" max.	1	-	-
2	Main Entrance			Exterior Access Route			Obstructed by protruding objects	12."	Provide a cane-detectable barrier below the receptacle located 27" max. above the ground or relocate item out of the accessible route.	1	Labor	Labor
Off-Street Parking Lot or Garage												
3	Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign bottom < 60" above finished grade	15 1 1 41.5"	Locate sign with the bottom of the sign 60" above the ground.	1	-	-
Access to Goods and Services												
Interior Access Route												
4	Administrative Assistant	1		Interior Access Route	N/A		Obstructed by protruding objects	6"	Provide a cane-detectable barrier on the door 27" max. above the finished floor on the door below the shelf.	1	398	\$398
											398	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Near Communications	1		Interior Access Route			Obstructed by protruding objects	8.5"	Relocate defibrillator out of the accessible route or provide a cane-detectable barrier below the defibrillator located 27" max. above the finished floor.	1	398	\$398
Signage												
6	Meeting/ Training Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. If both leaves of a double door are active, locate the sign on the right side of the door on the right.	1	250	\$250
7	Administrative Assistant	1		Signage	Designation		Signage lacks 18" by 18" clear floor space	8"	Relocate furniture to provide a clear floor space of 18" min. by 18" min. at the sign.	1	Labor	Labor
Operable Parts / Reach Range												
8	Main Entrance			Operable Parts / Reach Range	Other		Element not on an accessible route Clear floor space is not provided	- -	Relocate furniture to provide 30" min. by 48" min. clear floor space at the intercom.	1	Labor	Labor
9	Automatic Door Control Button by Administrative Assistant	1		Operable Parts / Reach Range	Automatic Door Control Button		Clear floor space is not provided	-	Relocate furniture to provide a 30" min. by 48" min. clear floor space at the automatic door control button.	1	Labor	Labor




Town of Oxford  
Oxford Police Station

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Assembly Area												
10	Meeting/ Training Room	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. (Cost for a transmitter, receiver, ear speaker, neck loop and USB charger - Capacity: 50 or less.)	1	1578	\$1578
											1578	
Detention Facilities												
11	Juvenile Cell	1		Detention Facilities	Juvenile		Mobility cell lacks access to accessible toilet/lavatory	-	Provide a grab bar on the side wall that is at least 42 inches long and on the rear wall that is at least 36" long with both 33 to 36 inches above the floor. (Grab bars can be designed so they do not increase suicide risk. See DOJ document ADA/Section 504 Design Guide: Accessible Cells in Correctional Facilities at: <a href="https://archive.ada.gov/accessiblecells.htm">https://archive.ada.gov/accessiblecells.htm</a> )	2	-	-
Toilet & Bathing Rooms												
Single-User Toilet												
12	Women's Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Item mounted over grab bar (MAAB)	17" -	Relocate toilet so that the centerline is 18" from the side wall. Relocate soap dispenser so that it is not mounted over the grab bar.	1	3676 500	\$4176
											4176	
Toilet Compartment												
13	Men's and Women's Single-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has noncompliant hardware	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist on both sides of the accessible compartment door.	2	91	\$182
											182	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Dispensers												
14	Women's Single-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser located 27" max. above the finished floor.	1	500	\$500
											500	
15	Men's Single-User Toilet Room	1		Dispensers			Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser located 27" max. above the finished floor.	1	500	\$500
											500	
Additional Access												
Sink												
16	Meeting/ Training Room	1		Sink	N/A		Toe and knee clearances not provided	26"	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	2192	\$2192
											2192	
Best Practice												
Bench												
17	By Main Entrance	Ext.		ench	N/A				Recommend moving bench forward to allow for shoulder alignment between a person in a wheelchair or similar mobility positioned at the end of the bench and someone seated on the bench.	2	Labor	Labor



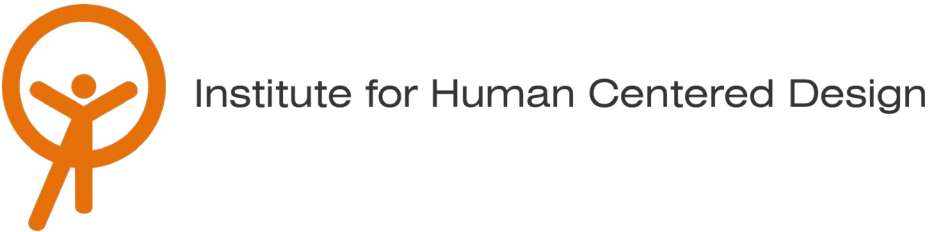
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Parking Spaces												
18	Parking	Ext.		Parking Spaces	N/A				Recommend switching the location of the car and van accessible parking space so the curb ramp will be on the right side of most wheelchair vans if the driver parks with the front of the van facing the curb ramp and the police station.	1	-	-

# Town Hall



## Town of Oxford ADA Transition Plan

April 2024



560 Harrison Ave, Unit 401, Boston, MA 02118  
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### Background

Year Built: 1893

The Town Hall is located at 325 Main Street. It is in the Oxford Main Street Historic District, just west of the Council on Aging/ Oxford Senior Center. The building has a basement, a first and second floor and an attic. All public areas of the building are on the first and second floors.

An exterior ramp leads to a largely accessible entrance on the west side of the building. There is also an entrance connected to a set of stairs on the south side of the building, and an entrance on the east side of the building off Main Street that is also accessed by stairs. Once inside, vertical access to the public areas of the building is provided by an elevator and a staircase. Elevator access to the nonpublic areas in the basement and in the attic requires a key.

Exterior locations surveyed included parking, an exterior ramp, exterior stairs and the walkways surrounding the building. Areas surveyed on the first floor included offices or service windows for the treasurer-collector, the town manager and the assessor. Areas surveyed on the second floor included public men’s and women’s single-user toilet rooms, a meeting room, the Board of Health, and the finance director’s office. The elevator was also surveyed.

**Note:** IHCD team was told that many offices are kept locked with public interaction taking place primarily through service counters accessed from corridors. This has been the case since staff experienced instances of members of the public entering offices to film employees and act in other ways that were deemed disruptive.

Also, the only toilet room on the first floor is for staff only, and therefore it was not surveyed. Public men’s and women’s single-user toilet rooms are located on the second floor which can accessibly be reached by using the elevator.

### Key Accessibility Issues

#### Parking

Accessibility issues include lack of a compliant van accessible parking space with a marked access aisle. The van space must also have an identification sign with the International Symbol of Accessibility (ISA) and the designation “Van Accessible”.

Note: IHCD recommends locating the van accessible parking space as close as possible to the ramp that leads to the accessible entrance.

#### Ramps

Accessibility issues with the exterior ramp include the ramp being narrower than allowed, lack of edge protection on the ramp, some areas of the ramp have a slightly excessive running slope, portions of the ramp surface are not in operable working condition, and the railings at the top of the ramp have extensions that do not fully extend 12” over the level portion of the ramp landing. Accessibility issues with the interior ramp include railings that do not fully extend 12” over the top and bottom ramp runs or that return to a wall, guard, or the landing surface.

#### Toilet Rooms

Accessibility issues at both the second floor men’s and second floor women’s single-user toilet rooms include a cabinet that is mounted above the grab bar, a toilet seat cover dispenser that is higher than allowed and located above the grab bar, and a side grab bar that is mounted lower than allowed and less than 54” from the back wall. There is also lack of maneuvering clearance at the exit door at both toilet rooms.

#### Signage

Accessibility issues include missing or lack of compliant designation signage with raised characters and braille and signs that are not mounted on the latch side of the door. There is also lack of egress signage, lack of directional signage to the nearest accessible public toilet room, and lack of directional signage at the inaccessible entrances and egresses directing visitors to the nearest accessible entrance and egress.

Town Hall

Stairs

Accessibility issues include handrails that, handrails that are not continuous where required, and handrails that have a noncompliant cross section.

Doors

Accessibility issues include doors that lack the minimum required maneuvering clearance, a double leaf door lacking at least one (1) compliant leaf, doors that require excessive opening force, a door with an excessive threshold, and doors with hardware that requires tight grasping, pinching or twisting of the wrist.

**Note:** If Oxford does not currently have the ability to purchase all of the necessary automatic door openers or to widen doors at the town hall, leaving inaccessible doors permanently open while a room or other location is in use is one option that would result in an accessible means of entry and circulation.

Additional Accessibility Issues

- The drop-off box at the Main Street east side entrance is not located on an accessible route.
- Lack of accessible service counters.
- Lack of accessible work surfaces.
- Objects protrude into the circulation path.
- Lack of an assistive listening system in the meeting room.

**Note:** In each assembly area where audible communication is integral to the use of the space, an assistive listening system must be provided, and the assistive listening system shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$3,500
- Renovate doors (including providing three (3) automatic door openers and widening doors): \$19,750
- Provide compliant signage (designation, egress, directional): \$6,100

- Provide an assistive listening system: \$1,578
- Miscellaneous corrective actions (parking, work surfaces, protruding objects, service counters, etc.): \$8,928





**Total: \$39,856\***

**\*Note:** Costs are not provided for the renovation of some exterior areas or elements including the exterior ramp. Costs are also not provided for the renovation of staircases.




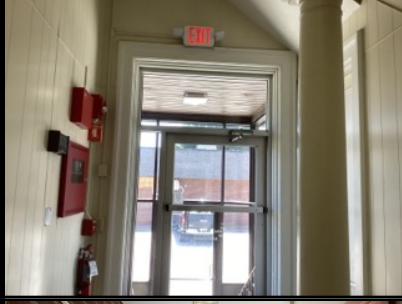
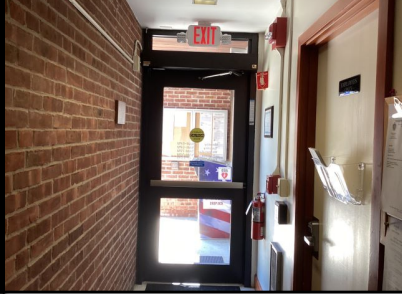
Best Practice and Inclusive Design






Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend contrasting color strips on the nosings of all interior and exterior stairs.
- Recommend adding the words, "Employee Only" to the accessible designation sign at the employee only toilet room on the first floor so a low vision or blind visitor will not be waiting at a locked door for a toilet room they do not have access to.






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces	40 2 -	Provide at least one van accessible parking space with a marked access aisle each 96" wide min. Include an identification sign with the international Symbol of Accessibility (ISA) mounted 60" min. above the ground measured to the bottom of the sign. Add the designation "Van Accessible" to the sign located at the van accessible parking space. Recommend locating the van space near the accessible entrance.	1	1850	\$1850
Exterior Ramp												
2	Exterior Ramp on West Side of Building	Ext.		Exterior Ramp	N/A		Ramp < 48" wide Running slope > 1:12 (8.33%) Handrails < 34" or > 38" above ramp surface Edge protection < 4" high	44" 9% 32" -	When the ramp is renovated or replaced, widen ramp so that the clear width is 48" min./Further study will be needed to determine whether it is technically feasible to bring this ramp into full compliance. Reduce running slope to be no steeper than 1:12 (8.33%). (One portion of the ramp had a 9.00% running slope.) Alter so the handrails are 34"- 38" high above the ground. Provide edge protection.	1	-	-
3	Exterior Ramp on West Side of Building	Ext.		Exterior Ramp	N/A		Not maintained in operable working condition	-	Ensure the ramp is maintained in operable working condition. (Repair minor instances of deteriorated concrete.)	1	-	-
Entrance												
4	South Side Entrance	Ext.		Entrance	Secondary Entrance		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	450	\$450



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Main Street East Side Entrance	Ext.		Entrance	Secondary Entrance		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	450	\$450
Access to Goods and Services												
Means of Egress												
6	Main Street East Side Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
7	To South Egress	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
8	To South Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
9	West Exit To Ramp	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	East Egress	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door.	1	250	\$250
Interior Access Route												
11	Treasurer Collector	1		Interior Access Route	N/A		Obstructed by protruding objects	12"	Provide a cane-detectable barrier 27" max. above the finished floor under the ends of the counter. (Issue applies to 3 service counters on this floor.)	3	398	\$1194
12	By Town Manager Clerk	1		Interior Access Route	Defibrillator		Obstructed by protruding objects	7"	Relocate defibrillator out of the circulation path or provide a cane-detectable barrier under the defibrillator mounted 27" max. above the finished floor.	1	398	\$398
Doors, Doorways, & Gates												
13	South Side Entrance	Ext.		Doors, Doorways, & Gates	Secondary Entrance		Threshold > 1/2" high	2.25"	Alter the threshold to be 1/2" high max.	1	1000	\$1000
14	Women's and Men's Single-User Toilet Rooms	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	7"	Provide an automatic door opener.	2	6000	\$12000

Town of Oxford  
Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Finance Director	2		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided Hardware not compliant	9.5" -	Relocate the cabinet to provide 18" min. pull side maneuvering clearance at the door or provide an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 750	\$750
											750	
16	East Egress	2		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant Door requires > 5 lbs. of force to open	24" 12 lbs.	Ensure that at least one of the active leaves is at least 32" min. wide or provide an automatic door opener that will open both doors when activated. Adjust closers so doors do not require more than 5 pounds of force to open.	1	6000	\$6000
											6000	
Ramps												
17	Exterior Ramp on West Side of Building	Ext.		Ramps	Exterior		Handrails do not extend 12" past top & bottom	-	Alter handrails to extend horizontally above the flat portion of the ramp landing for 12" min. beyond the top and bottom of ramp runs. (While this handrail has rail extensions, part of the rail extension is over the part of the ramp that is sloped.)	1	-	-
18	Meeting Room	2		Ramps	Interior		Handrails do not extend 12" past top & bottom	-	Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent ramp run.	1	-	-
Stairways												
19	South Side Entrance	Ext.		Stairways	Secondary Entrance		Handrails do not extend 12" from stairs Handrails not continuous where required Handrails extensions not compliant	- - -	Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	1	-	-








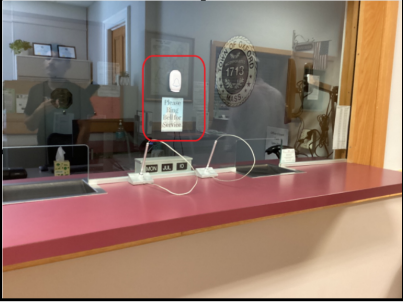



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
20	Main Street East Side Entrance	Ext.		Stairways	Secondary Entrance		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.	1	-	-	
21	Main Staircase	1		Stairways	Interior		Handrails do not extend 12" from stairs Handrails have noncompliant cross section Handrails not continuous where required	- - -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide handrails with 1 1/4" - 2" circular cross sections. Provide continuous handrails.	1	Labor	Labor	
Signage													
22	Treasurer Collector	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. (Issue applies to blade signs in seven locations.)	7	Labor 250	\$1750	
											1750		
23	Employee Only Toilet Room on First Floor	1		Signage	Designation		Sign not located on the latch side of the door Directional sign to access. toilet not provided	- -	Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	Labor 250	\$250	
											250		
24	Women's and Men's Single-User Toilet Rooms	2		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	2	Labor	Labor	



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Meeting Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Signage not located on an accessible route	- - -	Provide text with raised characters duplicated in braille on the sign. Relocate sign to an accessible route./Provide an accessible route to the sign.  Note: This recommendation is in reference to the designation sign presently above the entryway that reads, "Meeting Room".	1	250  <b>250</b>	\$250
26	Board of Health	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. When an accessible designation sign is installed, ensure there is 18" x 18" clear floor space at the sign. In this case, the furniture on the latch side of the door would need to be repositioned.	4	250  <b>1000</b>	\$1000
Service Counter												
27	Treasurer Collector	1		Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor. Note: Issue applies to three service counters not including the service counter in the town manager's office.	3	1144  <b>3432</b>	\$3432
28	Town Manager	1		Service Counter	N/A		Counter > 36" high	43.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	1144  <b>1144</b>	\$1144
Operable Parts / Reach Range												
29	Main Street East Side Entrance	Ext.		Operable Parts / Reach Range	Other		Element not on an accessible route Reach < 15" or > 48"(forward/side approach)	- 61"	Ensure drop-off box is located on an accessible route. Relocate drop-off box to an accessible location and locate it so that controls are between 15"-48" above the finished floor or ground.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Treasurer Collector Bell	1		Operable Parts / Reach Range	Bell		Side reach > 54"	58"	Relocate bell so that controls are between 15" - 48" above the finished floor.	1	Labor	Labor
Dining or Work Surfaces												
31	By Selectmen's Office	1		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	23" -	Ensure that at least one dining or work surface is accessible. Provide at least one dining or work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	
32	Finance Director	2		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 25"	Ensure that at least one work surface is accessible. Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	
Assembly Area												
33	Meeting Room	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1578	\$1578
											1578	
Toilet & Bathing Rooms												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Single-User Toilet												
34	Women's and Men's Single-User Toilet Room	2		Single-User Toilet	N/A		Item mounted over grab bar (MAAB)	- -	Relocate cabinet so that it is not mounted over the grab bar. Ensure that when the cabinet is relocated that it does not interfere with the required clear floor space at the toilet. Note: There may not be sufficient space for the cabinet to remain in the toilet room.	2	500	\$1000
											1000	
35	Women's and Men's Single-User Toilet Room	2		Single-User Toilet	N/A		Side grab bar < 54" from back wall Side or rear grab bar < 33" or > 36" high	52" 30"	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall (54" from the back wall total). Mount grab bars 33"- 36" above the finished floor.	2	750	\$1500
											1500	
Dispensers												
36	Women's and Men's Single-User Toilet Room	2		Dispensers	Toilet Seat Cover and Cabinet		Noncompliant operable part	-	Provide a toilet seat cover dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	500	\$1000
											1000	
Best Practice												
Sign												
37	Employee Only Toilet Room on First Floor	1		Sign	Informational				Recommend adding the words, "Employee Only" to the accessible sign at this toilet room, so a low vision or blind visitor won't be waiting at a locked door for a toilet room they won't have access to.	1	-	-



# Alfred M. Chaffee Elementary School



## Town of Oxford ADA Transition Plan

March 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1954                      Year Renovated: 2000

The Alfred M. Chaffee Elementary School is located at 9 Clover Street. It is a single-story building with accessible entrances on the building’s east and north sides, and accessible egress doors on all sides of the building. Parking is available on the north, south and west sides, there is an enclosed courtyard with picnic tables and raised flower beds accessed from the media center, and there are playgrounds located on the building’s south and west sides.

Exterior areas surveyed included the walkways around the school, entrances and egresses, parking, passenger loading zones, playgrounds and the enclosed courtyard. Inside the school, areas surveyed included the main office, a cafetorium with a stage accessed by a lift, all-gender single-user and boys’ and girls’ multi-user toilet rooms, a nurse’s office with a single-user toilet room and a shower, kindergarten, first and second grade classrooms (including classrooms with a sinks and classrooms with a single-user toilet room), a media center, a gymnasium, an art room and a special multipurpose room.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include exterior walkways with excessive surface openings, excessive running slopes, excessive cross slopes and excessive changes in level. There is also lack of an accessible route to some amenities such as picnic tables and to raised garden beds located in the enclosed courtyard.

#### Parking

Accessibility issues include lack of an accessible parking identification sign with the International Symbol of Accessibility (ISA) at five (5) car accessible parking spaces on the west side of the school. At a second parking area by an exterior flagpole an accessible parking identification sign with the International Symbol of Accessibility (ISA) and the designation “Van Accessible” needs to be relocated from an access aisle to the front of a van accessible parking space, and there is lack of an

accessible parking identification sign with the International Symbol of Accessibility (ISA) at a car accessible parking space.

#### Toilet Rooms

Accessibility issues at the single and multi-user toilet rooms include dispensers that protrude into the accessible route, grab bars that are mounted higher than allowed, toilet seats located higher than allowed, the toilet center line is farther from the side wall than allowed, dispensers including paper towel and toilet paper dispensers are located above the grab bar, lack of clear width at a toilet due to the location of furniture, accessible compartment doors that have a malfunctioning self-closing hinge, accessible compartment doors that lack a door pull on both sides, mirrors with the bottom of the reflective surface mounted higher than allowed, and exposed plumbing at the lavatory.

#### Signage

Accessibility issues include lack of egress signs with raised characters duplicated in braille and lack of signs with an illuminated International Symbol of Accessibility (ISA) at accessible egress doors. There is also lack of a sign with the International Symbol of Accessibility (ISA) at passenger loading zones, lack of clear floor space at interior signs due to the location of stored items, lack of designation signs with the International Symbol of Accessibility (ISA) at accessible toilet rooms, lack of designation signs with raised characters duplicated in braille, and a designation sign that is located too far from the latch side of the door.

**Note:** Adding a sign with the International Symbol of Accessibility (ISA) at accessible toilet rooms that do not have an ISA sign is not required if every toilet room in the school is accessible.

#### Playgrounds

Accessibility issues include lack of a 48” wide min. accessible route to and around the play area and lack of a compliant impact-attenuating surface to and around the play components within the playgrounds.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with



its regulation requiring an accessible route to each play component and around the playground.

**Additional Accessibility Issues**

- Lack of a compliant accessible shower in the nurse’s office.
- Items are stored on the accessible portion of the service counter in the main office.
- Lack of accessible seating in the cafetorium.
- Lack of clear floor space necessary for a parallel approach at a bottle filler due to the location of furniture.
- Lack of maneuvering clearance at doors including doors and interior doors that require more than five (5) pounds of opening force.
- Lack of at least one (1) accessible picnic table in locations where picnic tables are provided.
- Lack of clear floor space under sinks in classrooms due to the location of stored items.
- Lack of an assistive listening system in the cafetorium with a stage, in the gymnasium or in individual classrooms.

**Note:** In each assembly area where audible communication is integral to the use of the space, an assistive listening system must be provided, and the assistive listening system shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

**Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$14,068
- Renovate nurse’s office shower: \$7,894
- Renovate parking and passenger loading zones: \$4,000
- Provide compliant signage (designation, egress and directional): \$4,650
- Provide accessible picnic tables and an accessible dining surface: \$4,230
- Provide an assistive listening system: \$1,430

- Miscellaneous corrective actions (protruding objects, automatic door opener, etc.): \$7,990






**Total: \$44,262\***

**\*Note:** Costs not provided for the renovation of some exterior elements such as estimating the cost to repair or provide expanses of sidewalk or walkway.






**Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.





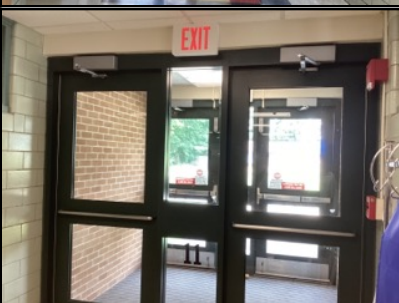
- Recommend providing an adjustable height podium with knee and toe clearance (a podium was observed in the gymnasium).
- Recommend contacting the Massachusetts Architectural Access Board (MAAB) to inquire about compliant playground surface options. IHCD team has been told that the MAAB has been testing different surfaces for compliance and durability, and they may be able to provide useful information regarding playground surfacing options.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Media Center Courtyard Door 6	1	B6	Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	-
2	Media Center Courtyard	1	B6	Exterior Access Route	Walkway		Accessible route not provided	-	Ensure that a stable, firm and slip resistant accessible route is provided all the way to the gate in case it is needed for emergency egress.	1	-	-
3	Media Center Courtyard	1	B6	Exterior Access Route	Exterior		Accessible route not provided	-	Ensure a 48" wide min. stable, firm and slip resistant accessible route is provided to the raised garden beds.	1	-	-
4	Main Entrance	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	.75"	Alter change in level to be 1/4" high max.	1	-	-
5	By Main Entrance	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-

Town of Oxford  
Alfred M. Chaffee Elementary School



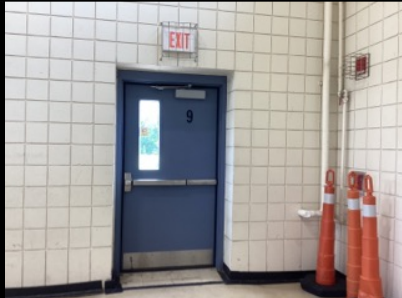


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Door 2 East Side	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	13.%	Reduce running slope to be no steeper than 1:20 (5.00%).or 8.33% (1:12) if treated as a ramp.	1	-	-
7	Door 2 East Side	Ext.		Exterior Access Route			Surface openings > 1/2"	1.5"	Repair so that openings are 1/2" max.	1	-	-
8	By Playground	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	If used by children or members of the public, ensure a stable, firm and slip resistant accessible route is provided to small above ground pool and tent.	1	-	-
Off-Street Parking Lot or Garage												
9	Parking by American Flag	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign with the International Symbol of Acc. not provided	60 1 2 -	Provide a sign with the International Symbol of Accessibility (ISA) at a car accessible parking space that can share an access aisle with one of the van accessible parking space. Relocate the ISA and Van Accessible sign from the access aisle to the front of the second van accessible parking space. (Two compliant car and one compliant van space are required, but two van and one car accessible spaces are allowed.)	1	500	\$500
10	West Side Parking by Parent Pickup	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign with the International Symbol of Acc. not provided	8 - 3 -	Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground at the five car accessible parking spaces that lack an ISA sign.	5	500	\$2500
											500	
											2500	








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Passenger Loading Zones												
11	Student Drop-off	Ext.		Passenger Loading Zones			Sign with ISA not provided (MAAB)	-	Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the passenger loading zone. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	500	\$500
											500	
12	Student Pickup by Playground	Ext.		Passenger Loading Zones	N/A		Sign with ISA not provided (MAAB)	-	Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the loading zone. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground. Re-stripe faded loading zone access aisle.	1	500	\$500
											500	
Access to Goods and Services												
Means of Egress												
13	Main Entrance Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA)./When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International	1	250 200	\$450
											450	
14	South Egress to Playground Door 4	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA)./When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International	1	250 200	\$450
											450	
15	West Egress Door 12	1		Means of Egress			Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	



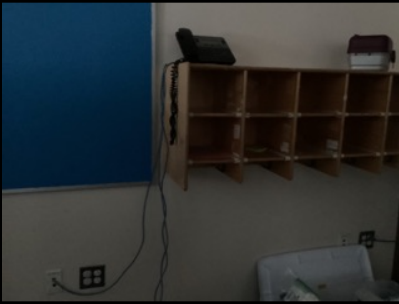




Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Media Center Door 6 Exit to Enclosed Courtyard	1	B6	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
17	Door 10	1	B6	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	
18	Gymnasium Doors 9 and 8	1	B6	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	2	250 200	\$900
											900	
19	Door 7 East	1	B6	Means of Egress			Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	
Interior Access Route												
20	Nurse's Office Second Room	1		Interior Access Route	N/A		Route < 36" wide	21"	Ensure that a clear width of 36" min. is maintained at the accessible route. (Relocate one chair.)	1	Labor	Labor






Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Boys' Multi-User Toilet Room	1		Interior Access Route	N/A		Cross slope > 1:50 (2.00%)	4.5%	Reduce cross slope to be no steeper than 1:50 (2.00%)./Further study will be needed to determine whether it is technically feasible to bring the route into full compliance with the ADA Standards.	1	-	-
22	Kindergarten Classroom	1		Interior Access Route			Obstructed by protruding objects	35"	Relocate storage cabinet out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor below the cabinet.	1	398	\$398
											398	
23	Grade 2 Classroom	1	B6	Interior Access Route			Obstructed by protruding objects	36.75"	Relocate storage out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor below the storage.	1	398	\$398
											398	
24	All-Gender Single-User Toilet Room Near Media Center	1	B6	Interior Access Route			Obstructed by protruding objects Maneuvering clearance(s) not provided	50"	Relocate storage out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor below the storage.	1	398	\$398
											398	
25	Boys' Multi-User Toilet Room by Gymnasium	1	B6	Interior Access Route			Obstructed by protruding objects	70"	Provide a cane-detectable barrier 27" max. above the ground below the shelf.	1	398	\$398
											398	

Town of Oxford  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Special Multipurpose Room	1	C24	Interior Access Route			Obstructed by protruding objects	38"	Relocate object out of the accessible route or provide a cane-detectable barrier under the storage.	1	398	\$398
Doors, Doorways, & Gates												
27	Lift to Stage in Cafetorium	1		Doors, Doorways, & Gates			Door requires > 5 lbs. of force to open	-	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
28	Nurse's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	1"	Relocate chair and stored items to provide 18" min. pull-side maneuvering clearance.	1	Labor	Labor
29	Nurse's Office Second Room	1		Doors, Doorways, & Gates			Maneuvering clearance(s) not provided	1"	Relocate shelving and stored items to provide 18" min. pull-side maneuvering clearance.	1	Labor	Labor
30	Gymnasium	1	B6	Doors, Doorways, & Gates	N/A		Maneuvering clearance(s) not provided	16.5"	Provide an automatic door opener to provide 18" min. pull side maneuvering clearance at the door.	1	6000	\$6000






Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Signage												
31	Office	1		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Remove stored items below sign. Ensure door swing does not interfere with clear floor space at sign.	1	Labor	Labor
32	Boys' Multi-User Toilet Room	1		Signage	Designation		International Symbol of Acc. not provided	-	Replace the sign with a sign containing the International Symbol of Accessibility (ISA). <b>Note:</b> Adding a sign with the International Symbol of Accessibility (ISA) at accessible toilet rooms that do not have an ISA sign is not required if every toilet room in the school is accessible.	1	250	\$250
											250	
33	Girls' Multi-User Toilet Room	1		Signage	Designation		International Symbol of Acc. not provided	-	Replace the sign with a sign containing the International Symbol of Accessibility (ISA). <b>Note:</b> Adding a sign with the International Symbol of Accessibility (ISA) at accessible toilet rooms that do not have an ISA sign is not required if every toilet room in the school is accessible.	1	250	\$250
											250	
34	Kindergarten Multi-User Children's	1		Signage	Designation		International Symbol of Acc. not compliant	-	Provide a sign with the required International Symbol of Accessibility (ISA). <b>Note:</b> Adding a sign with the International Symbol of Accessibility (ISA) at accessible toilet rooms that do not have an ISA sign is not required if every toilet room in the school is accessible.	1	250	\$250
											250	
35	First Grade	1	B24	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign.	1	250	\$250
											250	


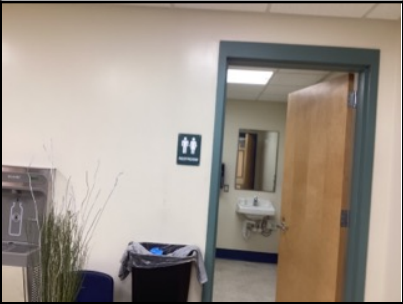




Town of Oxford  
Alfred M. Chaffee Elementary School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Media Center	1	B6	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side. (Relocate sign to glass closer to the door latch.)	1	Labor	Labor
37	Art	1	C24	Signage	Designation		Raised characters not provided on sign	-	Provide text with raised characters duplicated in braille on the sign.	1	250	\$250
Service Counter												
38	Office	1		Service Counter	N/A		Counter > 36" high	-	Remove stored items from the lower accessible portion of the service counter.	1	Labor	Labor
Operable Parts / Reach Range												
39	By Toilet Room	1		Operable Parts / Reach Range	Bottle Filler		Clear floor space is not provided Not compliant	- -	Relocate chairs and stored items to provide a 30" min. by 48" min. clear floor space and to allow for a parallel approach to the bottle filler.	1	Labor	Labor
40	Outside Nurse's Office All-Gender Single-User Toilet Room	1		Operable Parts / Reach Range	Equipment		Clear floor space is not provided	-	Relocate stored items to provide a 30" min. by 48" min. clear floor space at paper towel dispenser.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Children's Reach Ranges												
41	First Grade	1	B24	Children's Reach Ranges	Paper Towel Dispenser		Reach < 18" or > 40" (Ages 5 - 8)	50"	Relocate so the operable part of the paper towel dispenser so it is between 18" and 40" above the finished floor.	1	500	500
Dining or Work Surfaces												
42	Cafetorium	1		Dining or Work Surfaces	Dining Surface		Knee clearance less than 19" deep	14"	Provide at least one dining or work surface with knee clearance that is 19" deep min.	1	1430	\$1430
											1430	
43	Media Center Courtyard	1	B6	Dining or Work Surfaces	Dining Surface		Not on a accessible route Knee or toe clearance not provided Knee clearance less than 19" deep	- - 12"	Ensure dining or work surfaces are located on an accessible route. Provide at least one dining or work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance. Provide at least one dining or work surface with knee clearance that is 19" deep min.	1	1400	\$1400
											1400	
44	Playground 2 South Side	Ext.		Dining or Work Surfaces	Dining Surface		Not on a accessible route At least one or 5% accessible tables not provided	2 -	Ensure at least one picnic table in this area is located on an accessible route. Ensure that at least one picnic table in this area is accessible.	1	1400	\$1400
											1400	
Assembly Area												
45	Cafetorium, Gym or Individual Classrooms	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1430	\$1430
											1430	

Town of Oxford  
Alfred M. Chaffee Elementary School


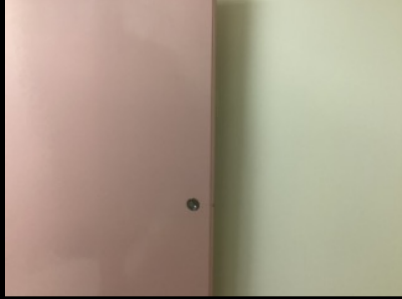



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Exterior Benches												
46	Playground	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate one bench to an accessible route or provide an accessible route to one bench in this area. <b>Note:</b> The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	-	-
Toilet & Bathing Rooms												
Overall Access												
47	Second Single-User All-Gender Toilet Room by Cafeteria	1		Overall Access	Toilet Room		International Symbol of Acc. not provided Signage lacks 18" by 18" clear floor space	-	Provide a sign with the International Symbol of Accessibility (ISA). <b>Note:</b> Adding a sign with the International Symbol of Accessibility (ISA) at accessible toilet rooms that do not have an ISA sign is not required if every toilet room in the school is accessible.	1	250 Labor	\$250
Lavatory												
48	One of Two Single-User All-Gender Toilet Rooms by Cafeteria	1		Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 42"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	150 333	\$483
49	Second Single-User All-Gender Toilet Room by Cafeteria	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	333	\$333

Town of Oxford  
Alfred M. Chaffee Elementary School

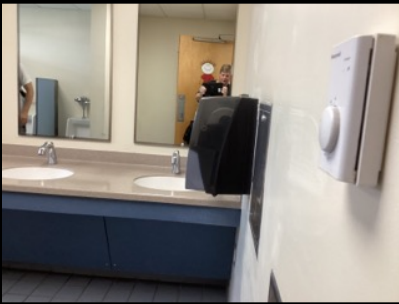

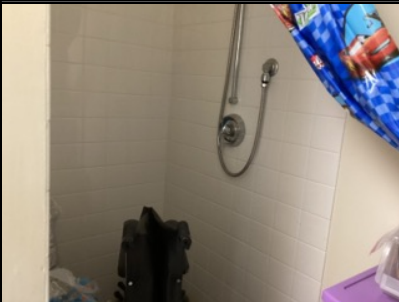
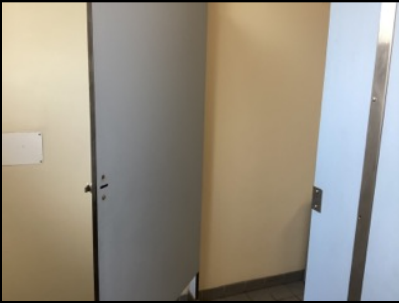

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	Nurse's Office Single-User All-Gender Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	333	\$333
51	All-Gender Single-User Toilet Room Near Media Center	1	B6	Lavatory	453		Mirror above lavatory w/reflective surface > 40"	42"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	333	\$333
Single-User Toilet												
52	Nurse's Office Single-User All-Gender Toilet Room	1		Single-User Toilet	N/A		Clearance at toilet < 60" clear width	-	Relocate cabinet to ensure that there is 60" wide min. clear floor space at the toilet.	1	Labor	Labor
53	All-Gender Single-User Toilet Room Near Media Center	1	B6	Single-User Toilet	N/A		Side or rear grab bar < 33" or > 36" high	37"	Mount grab bars 33"- 36" above the finished floor.	1	333	\$333
Toilet Compartment												
54	Boys' Multi-User Toilet Room by Gymnasium	1	B6	Toilet Compartment	Accessible Compartment		Door has noncompliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	750	\$750






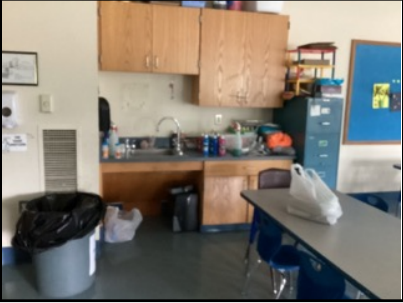
Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Boys' Multi-User Toilet Room by Gymnasium	1	B6	Toilet Compartment	Accessible Compartment		Toilet seat <17" or > 19" high Side or rear grab bar < 33" or >36" high Centerline < or > 18" (MAAB)	16.5" 37" 19"	Install a toilet with a seat height 17"- 19" above the finished floor. Locate grab bars between 33"- 36" above the finished floor. Relocate toilet so the centerline is 18" from the side wall.	1	3676 333	\$4009
56	Girls' Multi-User Toilet Room by Gymnasium	1	B6	Toilet Compartment	Accessible Compartment		Door has noncompliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	91 Labor	\$91
57	Girls' Multi-User Toilet Room by Gymnasium	1	B6	Toilet Compartment			Centerline < or > 18" (MAAB)	16"	Relocate toilet so the centerline is 18" from the side wall.	1	3676	\$3676
Dispensers												
58	One of Two Single-User All-Gender Toilet Rooms by Cafeteria	1		Dispensers	Paper Towel Dispenser		Noncompliant operable part	-	Ensure paper towel dispenser is not located above the grab bar.	1	500	\$500
59	Second Single-User All-Gender Toilet Room by Cafeteria	1		Dispensers	Paper Towel Dispenser		Noncompliant operable part	-	Ensure paper towel dispenser is not located above the grab bar.	1	500	\$500






Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
60	Boys' Multi-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor below the paper towel dispenser.	1	398	\$398
Shower Compartment												
61	Nurse's Office Shower	1		Shower Compartment	Transfer Type		Shower not on an accessible route Clear space at transfer shower < 48" x 36"	- 35"	Provide a 48" x 36" clear floor space for a transfer shower. (Relocate stored items.)	1	Labor	Labor
62	Nurse's Office Shower	1		Shower Compartment	Transfer Type		Grab bars not provided Seat not provided (transfer compartment) Accessible shower not provided	34" - - -	Provide compliant grab bars depending on shower type. Provide a folding seat. Provide at least one accessible shower.	1	7894	\$7894
Toilet Rooms for Children												
Toilet Compartment (Children)												
63	Boy's Multi-User Toilet Room	1		Toilet Compartment (Children)			Door with malfunctioning self-closing hinge Door pull not provided	- -	Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 91	\$91
64	Girls' Multi-User Toilet Room	1		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided	- -	Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 91	\$91


Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
65	Girls' Multi-User Toilet Room	1		Toilet Compartment (Children)	Accessible Compartment		Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Noncompliant toilet paper dispenser	31" -	Relocate rear grab bar to 25"- 27" above the finished floor. Relocate toilet paper dispenser so that it is between 14"- 19" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	333 500	\$833
Lavatory (Children)												
66	Boys' and Girls' Multi-User Toilet Rooms	1		Lavatory (Children)	N/A		Mirror above lavatory w/reflective surface > 31"	36"	Lower mirror so that the bottom surface is at 31" above the finished floor.	2	333	\$666
Dispensers (Children)												
67	Girls' Multi-User Toilet Room	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the ground under the paper towel dispenser.	1	398	\$398
Additional Access												
Sink												
68	Art	1	C24	Sink			Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. (Move stored items under the sink.)	1	Labor	Labor
Play and Sport Areas												

Town of Oxford  
Alfred M. Chaffee Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Play Areas												
69	Playground	Ext.		Play Areas	N/A		Accessible route not provided to playground	-	Install a stable, firm and slip resistant accessible route to the playground entry.	1	Labor	Labor
70	Playground	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a compliant impact-attenuating surface to and around the play components. <b>Note:</b> The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	-	-
71	Playground	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a compliant impact-attenuating surface to and around the play components. <b>Note:</b> The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	-	-
72	Playground 2 South Side	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a compliant impact-attenuating surface to and around the play components. <b>Note:</b> The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	-	-
73	Playground 2 South Side	Ext.		Play Areas	N/A		Accessible route not provided to playground	2"	Install a stable, firm and slip resistant accessible route to and around the playground.	1	-	-
Best Practice												



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Podium												
74	Gymnasium	1	B6	Podium	N/A				Recommend providing an adjustable height podium with knee and toe clearance positioned for a forward approach.	1	-	-

# Clara Barton Elementary School



## Town of Oxford ADA Transition Plan

March 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Clara Barton Elementary School is located at 25 Depot Road and serves Grades 3 through 5. It is a single-story building with accessible entrances on the building’s east and north sides, and accessible egress doors on all sides of the building. Parking is available on the south and east sides, and two (2) playgrounds are located on the building’s west side.

Exterior areas surveyed included the walkways around the school, entrances and egresses, parking, a passenger loading zone, playgrounds and locations where picnic tables were provided. Inside the school areas surveyed included the main office, the cafeteria where there was a lift to a stage, the nurse’s office with a single-user toilet room and shower, guidance, ILC, women’s, men’s and all-gender single-user toilet rooms, boys’ and girls’ multi-user toilet rooms, drinking fountains, third, fourth and fifth grade classrooms including math, science, English and music classrooms, sinks, a media center and media center courtyard, a gym, a computer room, a Title 1 room and an ESL room.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include exterior walkways with excessive surface openings, excessive running slopes, excessive cross slopes and excessive changes in level. There is also a curb ramp with a transition to the street that is not flush.

#### Parking

Accessibility issues include excessive slopes and an access aisle at a van accessible parking space that is narrower than allowed.

#### Toilet Rooms

Accessibility issues at the single and multi-user toilet rooms include lack of the minimum required clear width or depth at the toilet due to the location of furniture and stored objects, compartment doors that have a malfunctioning self-closing hinge, compartment doors that lack a door pull on both sides, dispensers that protrude into the accessible route, grab bars located higher than allowed, toilet seats located higher than

allowed, a toilet center line located farther from the side wall than allowed, dispensers including paper towel and toilet paper dispensers that are located above the grab bar, lack of knee and toe clearance and exposed plumbing at the lavatory, lack of maneuvering clearance at the toilet room exit door due to the location of a trash container, and a sanitary napkin dispenser with controls that require tight gasping, pinching or twisting of the wrist.

#### Signage

Accessibility issues include lack of signs at inaccessible egress doors indicating the location of the nearest accessible egress, lack of egress signs with raised characters duplicated in braille, and lack of signs with an illuminated International Symbol of Accessibility (ISA) at accessible egress doors. There is also a lack of signs with the International Symbol of Accessibility (ISA) at accessible toilet rooms, lack of a sign with the International Symbol of Accessibility (ISA) at a passenger loading zone, lack of designation signs, and designation signs that are not located on the latch side of the door.

#### Playground

Accessibility issues include lack of a 48” wide min. accessible route to and around the play area and lack of a compliant impact-attenuating surface to and around the play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

### Additional Accessibility Issues

- Lack of an accessible dining surface with knee and toe clearance in the cafeteria.
- Lack of an accessible service counter in the main office.
- A defibrillator, shelving and other items protrude into the interior accessible route.
- Lack of clear floor space to transfer to the shower due to the location of furniture and lack of an accessible shower in the nurse’s office.

Clara Barton Elementary School

- Lack of maneuvering clearance at doors due to the location of furniture, shelving and stored objects.
- Interior doors that require more than five (5) pounds of opening force.
- Lack of knee and toe clearance at a seated drinking fountain and lack of a drinking fountain for standing users.
- Lack of knee and toe clearance at a fourth grade classroom sink due to the location of stored objects under the sink.
- Lack of accessible picnic tables located on an accessible route at multiple locations.
- A bike rack not located on an accessible route.

Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$36,605
- Renovate nurse’s office shower: \$7,894
- Renovate drinking fountains: \$6,664
- Provide compliant signage (designation, egress and directional): \$4,650
- Miscellaneous corrective actions (parking, service counter, dining surface, protruding objects, etc.): \$10,919






Total: \$66,732\*

\*Note: Costs not provided for the renovation of some exterior elements such as estimating the cost to repair or provide expanses of sidewalk or walkway.

Best Practice and Inclusive Design






Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend contacting the Massachusetts Architectural Access Board (MAAB) to inquire about compliant playground surface options. IHCD team has been told that the MAAB has been testing different surfaces for compliance and durability, and they may be able to provide useful information regarding surfacing options.






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Egress Door 2	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2" Level changes > 1/4"	1" 1"	Repair so that openings are 1/2" max. Alter change in level to be 1/4" high max.	1	-	-
2	Southeast Corner by Rear Parking	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	2"	Repair so that openings are 1/2" max.	1	-	-
3	By Rear Parking	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4.9%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
4	By Rear Parking	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the bike rack.	1	-	-
5	Southeast Corner Towards Parking	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	1.5"	Repair so that openings are 1/2" max.	2	-	-








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
6	By Front Entrance	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	2"	Repair so that openings are 1/2" max.	1	-	-	
7	Door 1 Main Entrance	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	.75"	Alter change in level to be 1/4" high max.	1	-	-	
8	By Door 11	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2" Cross slope > 1:50 (2.00%)	1" 3.11%	Repair so that openings are 1/2" max. Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-	
9	Door 10	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2"	1"	Repair so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	Labor	Labor	
10	Door 6	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	Labor	Labor	

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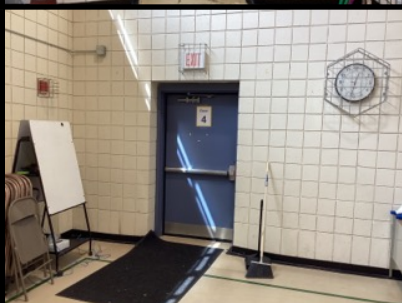

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Playground	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided.	1	Labor	Labor
12	Egress Door 5 by Playground	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2" Running slope > 1:20 (5.00%)	5" 8.1%	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Reduce running slope to be no steeper than 1:20 (5.00%).	1	Labor	Labor
13	Door 4	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	7%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	Labor	Labor
Curb Ramp												
14	By Door 2	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	1.5"	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
Off-Street Parking Lot or Garage												
15	By Front Entrance	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of designated van accessible spaces Access aisle not compliant Access aisle < 96" wide at van space	2 - 60"	Provide a marked access aisle that is at least 96" wide at the van accessible space. (Re-stripe.)	1	300	\$300
											300	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Back Entrance Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of designated van accessible spaces Running or cross slope at access aisle > 1:50 (2.00%)	2 3.2%	Reduce running or cross slope to be no steeper than 1:50 (2.00%).	1	-	-
Passenger Loading Zones												
17	Pasenger Loadg Zone by Door 3			Passenger Loading Zones	N/A		Sign with ISA not provided (MAAB)	-	Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	Labor	Labor
Access to Goods and Services												
Means of Egress												
18	Front Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
19	Door 1 Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
20	Door 9 Egress	1	D23	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500





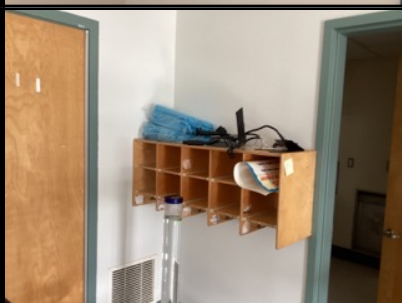


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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Media Center Door 7	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
22	Door 6	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
23	Gym Door 5	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
24	Gym Door 4	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
25	Door 3	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450




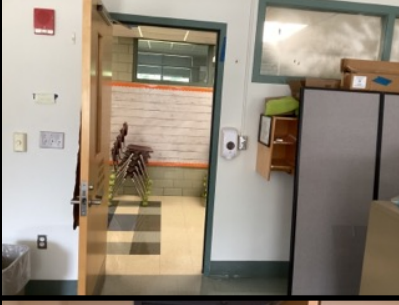



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Door 2	1	B2	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
Interior Access Route												
27	By Nurse's Office	1		Interior Access Route	N/A		Obstructed by protruding objects	7.75"	Relocate defibrillator out of the accessible route or provide a cane-detectible barrier 27" max. above the ground under the defibrillator.	1	398	\$398
28	Nurse's Office	1		Interior Access Route	N/A		Obstructed by protruding objects	6"	Relocate wall hung object out of the accessible route or provide a cane-detectible barrier 27" max. above the ground under the wall hung object.	1	398	\$398
29	Women's Single-User Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	9"	Relocate shelf out of the accessible route or provide a cane-detachable barrier 27" max. above the ground under the shelf.	1	398	\$398
30	ILC	1	D20	Interior Access Route	N/A		Obstructed by protruding objects	15"	Provide a cane-detectable barrier 27" max. above the finished floor under the shelf.	1	398	\$398






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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	ILC	1	D20	Interior Access Route	N/A		Obstructed by protruding objects	15"	Provide a cane-detectable barrier 27" max. above the finished floor under the shelf or relocate the shelf out of the accessible route.	1	398	\$398
32	English	1	C19	Interior Access Route	N/A		Obstructed by protruding objects	9"	Relocate object out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor.	1	398	\$398
33	ESL	1	B1	Interior Access Route	N/A		Obstructed by protruding objects	15"	Provide a cane-detectable barrier under the shelf.	1	398	\$398
34	Boys' Multi-User Toilet Room	1	B1	Interior Access Route	N/A		Cross slope > 1:50 (2.00%)	3.2"	Reduce cross slope to be no steeper than 1:50 (2.00%) in all directions by the toilet./Further study will be needed to determine whether it is technically feasible to bring the floor into full compliance with the ADA Standards.	1	-	-
Doors, Doorways, & Gates												
35	Nurse's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Relocate stored items to provide 18" min. maneuvering clearance on the pull side of the door,	1	Labor	Labor

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Guidance	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Relocate recycle bin to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor
37	ILC	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	15.75"	Relocate shelf to provide 18" min. pull side maneuvering clearance at the door.	1	459	\$459
											459	
38	Girls' Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate trash container to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor
39	ILC Single-User Toilet Room	1	D20	Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32"	27"	Relocate furniture so that there is 32" min. clear width at the door.	1	Labor	Labor
40	ILC 2	1	D22	Doors, Doorways, & Gates	Classroom		Obstructed by protruding objects Maneuvering clearance(s) not provided	16"	Provide a cane-detectable barrier 27" max. above the finished floor under the shelf. Relocate shelf to provide 18" min. pull side maneuvering clearance at the door.	1	500	\$500
											500	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	5th Grade Math and Science	1	D23	Doors, Doorways, & Gates	Classroom		Obstructed by protruding objects Maneuvering clearance(s) not provided	15"	Provide a cane-detectable barrier 27" max. above the finished floor under the shelf. Relocate shelf to provide 18" min. pull side maneuvering clearance at the door.	1	500	\$500
											500	
42	Computer Room	1	C16	Doors, Doorways, & Gates	Classroom		Door requires > 5 lbs. of force to open	11 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
43	Men's Single-User Toilet Room With Urinal	1	B2	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Remove trash container to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor
44	Music	1	B8	Doors, Doorways, & Gates	Classroom		Obstructed by protruding objects Maneuvering clearance(s) not provided	16"	Provide a cane-detectable barrier 27" max. above the finished floor under the shelf. Relocate shelf to provide 18" min. pull side maneuvering clearance at the door.	1	500	\$500
											500	
45	Third Grade	1		Doors, Doorways, & Gates	Classroom		Obstructed by protruding objects Maneuvering clearance(s) not provided	15"	Provide a cane-detectable barrier 27" max. above the finished floor under the shelf. Relocate shelf to provide 18" min. pull side maneuvering clearance at the door.	1	500	\$500
											500	








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
46	Title 1	1	B6	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	10.5"	Relocate trash container and bookshelf to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor	
47	Boys' Multi-User Toilet Room	1	B1	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate trash container and bookshelf to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor	
Signage													
48	Media Center	1	D23	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor	
49	Men's Single-User Toilet Room With Urinal	1	B2	Signage	Designation		Signage is not provided International Symbol of Acc. not provided	- -	Locate compliant signage with raised characters and braille alongside the door on the latch side. Provide a sign containing the International Symbol of Accessibility (ISA).	1	250	\$250	
											250		
50	ILC Single-User Toilet Room	1	D23	Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate cabinets to provide a clear floor space of 18" min. by 18" min. at the sign.	1	Labor	Labor	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	ILC Single-User Toilet Room Door 3	1	D23	Signage	Designation		Signage is not provided International Symbol of Acc. not provided	- -	Locate compliant signage with raised characters and braille alongside the door on the latch side. Replace the sign with a sign containing the International Symbol of Accessibility (ISA).	1	250	\$250
<b>Service Counter</b>												
52	Main Office	1		Service Counter	N/A		Counter > 36" high	41"	Provide a counter that is 36" max. above the ground or finished floor.	1	1144	\$1144
<b>Dining or Work Surfaces</b>												
53	Cafeteria	1		Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Knee clearance less than 19" deep	- 16"	Ensure that at least one dining surface is accessible. Provide at least one dining surface with knee clearance that is 19" deep min.	1	1430	\$1430
<b>Picnic Tables</b>												
54	By Front Entrance	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Toe or knee clearance at tables not provided Knee clearance less than 19" deep	- -	Ensure that at least 5% (minimum one) of picnic tables in each area where picnic tables are provided are accessible and located on an accessible route.	1	1400	\$1400
55	Media Center Courtyard	1		Picnic Tables	N/A		At least 5% accessible spaces not provided Knee clearance less than 19" deep	- -	Ensure that at least 5% (minimum one) of picnic tables are accessible. Provide at least one picnic table with knee clearance that is 19" deep min.	1	1400	\$1400

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Playground	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Knee clearance less than 19" deep	- -	Ensure that at least 5% (minimum one) of picnic tables are accessible. Provide at least one picnic table with knee clearance that is 19" deep min.	1	Labor	Labor
57	By Door 5	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Knee clearance less than 19" deep	- -	Ensure that at least 5% (minimum one) of picnic tables are accessible. Provide at least one picnic table with knee clearance that is 19" deep min.	1	Labor	Labor
Toilet & Bathing Rooms												
Lavatory												
58	All-Gender Single-User Toilet Room	1		Lavatory	N/A		Clear floor space not provided at lavatory	-	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. (Relocate paper towel dispenser.)	1	500	\$500
											500	
59	Men's Single-User Toilet Room With Urinal	1	B2	Lavatory	N/A		Clear floor space not provided at lavatory Toe or knee clearances not provided Plumbing underneath is exposed	- - -	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	2192 150	\$2342
											2342	
Single-User Toilet												
60	Nurse's Office Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Side or rear grab bar < 33" or > 36" high Toilet paper dispenser is not compliant	19.25" 37" -	Relocate toilet so that the centerline is 18" from the side wall. Mount grab bars 33"- 36" above the finished floor. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	3676 306 500	\$4482
											4482	








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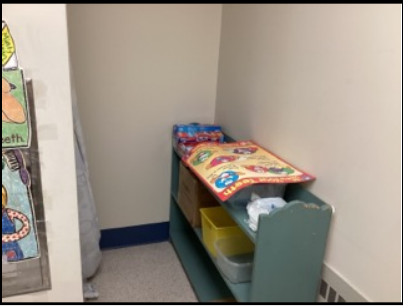




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Women's Single-User Toilet Room	1		Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	333	\$333
											333	
62	All-Gender Single-User Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Toilet paper dispenser is not compliant	- -	Relocate the flush control to the open side. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	486 333	\$819
											819	
63	All-Gender Single-User Toilet Room	1	C1	Single-User Toilet	N/A		Clearance at toilet < 72" clear depth (MAAB) Toilet paper dispenser is not compliant	69" -	Relocate furniture and stored items to ensure that there is 72" deep min. clear floor space at the toilet. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	333	\$333
											333	
64	All-Gender Single-User Toilet Room	1	C1 - 2	Single-User Toilet	N/A		Flush control not on open side Toilet paper dispenser is not compliant	-	Relocate the flush control to the open side. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	486 333	\$819
											819	
Dispensers												
65	Women's Single-User Toilet Room	1		Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a sanitary napkin dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1300	\$1300
											1300	






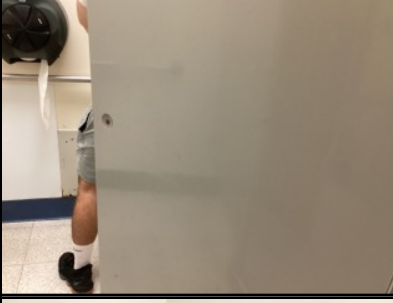

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Girls' Multi-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser 27" max. above the finished floor.	2	398	\$796
											796	
67	All-Gender Single-User Toilet Room	1	C1	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispenser out of the circulation path.	1	333	\$333
											333	
68	All-Gender Single-User Toilet Room	1	C1 - 2	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path.	1	333	\$333
											333	
69	Nurse's Office Single-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Noncompliant operable part	-	Relocate paper towel dispenser so that it is not located above the grab bar.	1	500	\$500
											500	
Shower Compartment												
70	Nurse's Office	1		Shower Compartment	Transfer Type		Size of shower compartment not compliant Grab bars are not 33"-36" high Accessible shower not provided	- - -	Provide a transfer shower that is 36" by 36". Locate grab bars between 33"- 36" above the finished floor. Provide at least one compliant accessible shower.	1	7894	\$7894
											7894	





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Nurse's Office Shower	1		Shower Compartment	Transfer Type		Clear space at transfer shower < 48" x 36"	24"	Provide a 48" x 36" clear floor space for a transfer shower. (Relocate furniture.)	1	Labor	Labor
<div>Toilet Rooms for Children</div> <div>Single-User Toilet (Children)</div>												
72	ILC Single-User Toilet Room	1	D20	Single-User Toilet (Children)	N/A		Centerline < 15" or > 18" (4 - 6) Side or rear grab bar < 25" or > 27" high (4 - 6) Noncompliant toilet paper and paper towel dispensers	16.25" 32.5" -	Relocate toilet so that the centerline is between 15" and 18" from the side wall. Locate grab bar between 25"- 27" above the floor. Relocate the toilet paper and paper towel dispensers so that they are not mounted above grab bars.	1	3676 256 1000	\$4932
											4932	
73	Grade 5 Single-User Toilet Room	1	C18	Single-User Toilet (Children)	N/A		Clearance at toilet < 60" clear wide Toilet seat < 15" or > 17" high (4 - 6) Side or rear grab bar < 25" or > 27" high (4 - 6) Noncompliant toilet paper dispenser	- 18.5" 33" -	Relocate furniture and trash container to provide a clear floor space that is 60" wide min. Install a toilet with a seat between 15"- 17" high above the finished floor. Locate grab bar between 25"- 27" above the floor. Relocate toilet paper dispenser so that it is not mounted above grab bars.	1	Labor 2816 333 500	\$3649
											3649	
74	All-Gender Single-User Toilet Room English	1	C19	Single-User Toilet (Children)	All Gender		Clearance at toilet < 72" clear deep Noncompliant toilet paper dispenser	66" -	Relocate furniture and stored items to provide a clear floor space that is 72" deep min. Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
											500	
75	All-Gender Single-User Toilet Room English	1	C19	Single-User Toilet (Children)	All Gender		Toilet seat < 15" or > 17" high (4 - 6) Centerline < 15" or > 18" (4 - 6) Side or rear grab bar < 25" or > 27" high (4 - 6)	18.25" 16" 34"	Install a toilet with a seat between 15"- 17" high above the finished floor. Relocate toilet so that the centerline is between 15" and 18" from the side wall. Locate grab bar between 25"- 27" above the floor.	1	3676 333	\$4009
											4009	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Compartment (Children)												
76	Girls' Multi-User Toilet Room	1		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Noncompliant toilet paper dispenser Clearance at toilet < 60" clear width	- 31" - 58"	Repair self-closing hinge. Relocate grab bar to 25"- 27" above the finished floor. Relocate toilet paper dispenser so that it is not mounted above grab bars. Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min. (Relocate vacuum cleaner.)	1	Labor 333 500	\$833
77	Girls' Multi-User Toilet Room	1	G2	Toilet Compartment (Children)	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is between 14"- 19" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	333	\$333
78	Girls' Multi-User Toilet Room	1	G2	Toilet Compartment (Children)	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	91	\$91
79	Men's Single-User Toilet Room With Urinal	1	B2	Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided	- +	Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 91	\$91
80	Men's Single-User Toilet Room With Urinal	1	B2	Toilet Compartment (Children)	N/A		Noncompliant toilet paper dispenser	36" -	Relocate toilet paper dispenser so that it is between 14"- 19" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	333	\$333

Town of Oxford  
Clara Barton Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Boys' Multi-User Toilet Room	1	B1	Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided	- -	Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 91	\$91
82	Boys' Multi-User Toilet Room	1	B1	Toilet Compartment (Children)	Accessible Compartment		Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Noncompliant toilet paper dispenser Clearance at toilet < 60" clear width	31.5" - 58.25"	Relocate grab bar to 25" - 27" above the finished floor. Relocate toilet paper dispenser so that it is not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow. Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min.	1	333 333 8037	\$8703
Lavatory (Children)												
83	All-Gender Single-User Toilet Room English	1	C19	Lavatory (Children)	N/A		Exposed plumbing underneath	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	150	\$150
Additional Access												
Drinking Fountains												
84	By All-Gender Toilet Room	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 25"	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	4028 2636	\$6664



Town of Oxford  
Clara Barton Elementary School

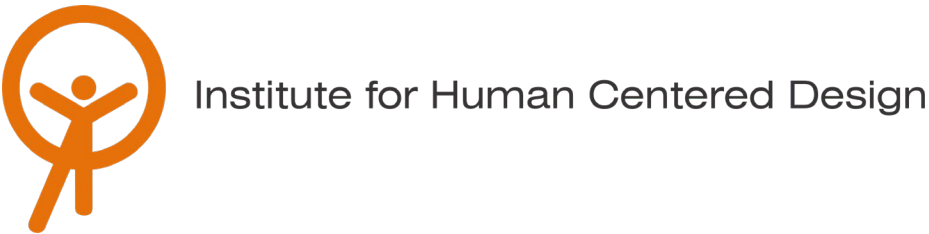
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Sink												
85	Fourth Grade	1	C13	Sink	N/A		Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach. (Relocate stored items under sink.)	1	Labor	Labor
Play and Sport Areas												
Play Areas												
86	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided to play components	- -	Provide an accessible route around the play area. Provide a compliant impact-attenuating surface to and around the play components. <b>Note:</b> The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	Labor	Labor
87	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided to play components	- -	Provide an accessible route around the play area. Provide a compliant impact-attenuating surface to and around the play components. <b>Note:</b> The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	Labor	Labor

# Joslin Park Old Schoolhouse



## Town of Oxford ADA Transition Plan

March 2024



560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1872      Year Renovated: 1998

The Old Schoolhouse is located off East Main Street just northeast of the gazebo in the Town Common in an area that is part of the Oxford Main Street Historic District. The building, which functions as a museum, is a one-story one-room schoolhouse that includes desks, chalkboards and a wood stove.

There is an accessible parking space on the west side of the building which is near an exterior ramp that connects to an entrance on the building’s north side. An entry and egress door on the building’s east side that connects to a set of exterior stairs is kept locked and not used.

### Key Accessibility Issues

#### Parking

Accessibility issues include an excessive slope at the access aisle, the identification sign with the International Symbol of Accessibility (ISA) is mounted slightly lower than allowed when measured to the bottom of the sign, and there is a lack of the designation “Van Accessible” at the sign located at the van accessible parking space.

#### Additional Accessibility Issues

- Excessive running slope at the bottom landing of the exterior ramp.
- The threshold at the main entry door is higher than allowed.
- Lack of maneuvering clearance on the pull-side of the main egress door due to the location of a table.
- Lack of an illuminated exit sign with an illuminated International Symbol of Accessibility (ISA) and lack of a tactile egress sign at the main egress door.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (parking sign, egress sign, door threshold, etc.): \$1,750

**Total: \$1,750\***




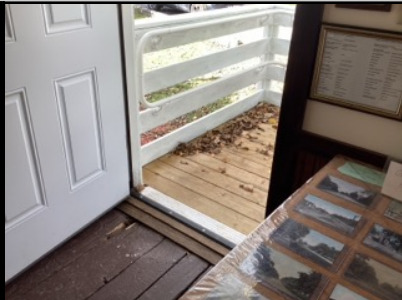
**\*Note:** Costs are not provided for some exterior issues such as the reduction of the cross slope at the accessible parking space and the reduction of the running slope at the exterior ramp’s bottom landing.

### Best Practice and Inclusive Design



Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend, due to limited space inside the schoolhouse building, providing photographs from the inside of the schoolhouse and information about the schoolhouse at a wayside exhibit at an accessible location onsite. Recommend also duplicating the wayside display information on an Oxford-maintained website.

Town of Oxford  
Joslin Park Old Schoolhouse

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated van accessible spaces Running or cross slope at access aisle > 1:50 (2.00%) Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	1 1 - 58" -	Reduce running or cross slope to be no steeper than 1:50 (2.00%). Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground. <b>Note:</b> Cost is for a designation sign with the words, "Van Accessible".	1	500	\$500
Exterior Ramp												
2	Ramp	Ext.		Exterior Ramp	N/A		Landing has a slope > 1:50 in either direction	4.2%	Alter so that the slope in all directions is no greater than 1:50 (2.00%)./Rebuild the ramp to ensure that the slope of the landing does not exceed 1:50 (2.00%).	1	-	-
Access to Goods and Services												
Means of Egress												
3	Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door.	1	250	\$250
Doors, Doorways, & Gates												
4	Main Entrance	1		Doors, Doorways, & Gates	Emergency Egress		Threshold > 1/2" high	1"	Alter the threshold to be 1/2" high max.	1	1000	\$1000

Town of Oxford  
Joslin Park Old Schoolhouse

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Main Entrance	1		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	9"	Relocate table to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor
<div>Best Practice</div>												
<div>Photographs of Interior</div>												
6	Old Schoolhouse	Ext.		Photograph s of Interior	N/A				Recommend, as space is limited at the entry to the schoolhouse, providing photographs from the inside of the schoolhouse and information about the schoolhouse at a wayside exhibit at an accessible location onsite. Recommend also duplicating the display information on an Oxford-maintained website.	1	Labor	Labor



# Oxford Middle School



## Town of Oxford ADA Transition Plan

February 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1968    Year Renovated: 2008

Oxford Middle Schol is located at 497 Main Street. The school serves approximately 400 students in the sixth to eighth grades.

The two-floor building has a main accessible entrance on the northeast side and a secondary entrance that is connected to an exterior ramp on the school’s southwest side. There is parking to the north and east, and athletic fields to the north and west. Once inside, vertical access is provided by four (4) egress staircases and an elevator.

Areas surveyed outside of the school include the parking lots and walkaways around the school. The athletic facilities including softball, soccer and baseball fields, a ticket booth and a portable toilet were also surveyed.

Once inside, the school areas surveyed include classrooms and both single-user and multi-user toilet rooms on all floors. Other areas surveyed on the first floor include the main office, the AP office, the nurse’s office, the guidance office, a computer lab, chorus, music, band, and science classrooms, the staircases and the elevator, the cafeteria, an auditorium and the gym with accompanying boys’ and girls’ locker rooms, showers and multi-user toilet rooms. Areas surveyed on the second floor include the library, a history classroom, a media production and control room, the intensive learning center and art and science classrooms.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include lack of a stable, firm and slip resistant accessible route to exterior amenities including to and within the greenhouse and to the boundary of sport activity at athletic fields and ticket booths. Exterior walkways have excessive running slopes, cross slopes and changes in level, and some walkway surfaces are not maintained in operable working condition.

#### Parking

Accessibility issues with accessible parking spaces include spaces that are narrower than required, spaces with an excessive slope, spaces that lack an access aisle, spaces that lack an identification sign with the International Symbol of Accessibility (ISA) and a van accessible space by a ramp at Door 5 that lacks a designation sign with the words, “Van Accessible”. Also, a drop-off area on the east side of the school has an access aisle that is narrower than required and lacks an identification sign with the International Symbol of Accessibility (ISA).

#### Toilet and Locker Rooms

Accessibility issues include multi-user boys’ and girls’ toilet rooms on the first and second floors that lack an accessible compartment and have main entry doors that are narrower than required. The all-gender single-user toilet room in the nurse’s office has an entry door that is narrower than required, lacks the minimum required clear floor space at the toilet and also lacks accessible plumbing fixtures at the lavatory. All-gender single-user toilet rooms on the first and second floors have noncompliant toilet paper dispensers mounted above the grab bars.

Both the boys’ and girls’ locker rooms lack an accessible shower located on an accessible route. Both locker room multi-user toilet rooms lack an accessible toilet compartment and have lavatories with noncompliant plumbing fixtures that require tight grasping, pinching and twisting of the wrist. There is also exposed plumbing under the lavatories, and mirrors with the bottom of the reflective surface mounted higher than allowed. The boys’ locker room toilet area lacks an accessible urinal. The boys’ locker room also lacks a compliant accessible bench.

#### Assembly Areas

Accessibility issues include lack of the minimum required number of accessible seating spaces in the auditorium and at the bleachers in the gym. The auditorium, gym and the chorus, music and band room also lack an assistive listening system.

**Note:** Assembly areas that provide seating must have accessible seating spaces complying with Table 221.2.1.1 Number of Wheelchair Spaces in Assembly Areas in the 2010 Standards for Accessible Design.

**Note:** In each assembly area where audible communication is integral to the use of the space, an assistive listening system must be provided, and the assistive listening system shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

Signage

Accessibility issues include lack of directional signs at inaccessible entrances indicating the location of the nearest accessible entrance, lack of signs at inaccessible egresses indicating the location of the nearest accessible egress, lack of egress signs with raised characters duplicated in braille, and lack of signs with an illuminated International Symbol of Accessibility (ISA) at accessible egress doors. There is also a lack of signs at inaccessible toilet rooms directing visitors to the nearest accessible toilet room, designation signs that lack raised characters duplicated in braille or that are not located on the latch side of the door, and lack of designation signs at some permanent rooms.

Doors and Doorways

Accessibility issues include doors that lack the minimum required maneuvering clearance, doors that are narrower than the minimum width required, doors that lack hardware that can be used without requiring tight grasping, pinching or twisting of the wrist, and doors that require an opening force that is greater than allowed.

**\*Note:** Many classrooms have a recessed egress door to the hallway that lacks the minimum required pull-side maneuvering clearance. If there are types of classrooms that, taken as a whole, only have inaccessible egress doors leading to the hallway, an automatic door opener should be provided in at least

one classroom for each classroom type (each grade and each unique room such as an art room, science room, etc.).

Stairs

Accessibility issues with all four (4) of the interior egress staircases include a handrail on one side that is higher than allowed, that is not continuous and that does not extend 12” past the bottom riser.

Elevator

Accessibility issues include an elevator that is not independently operable by students.

**Note:** IHCD team understands that it is the policy of the school that students who need to use the elevator to move between floors must contact a staff member who brings a key to activate the elevator.

**Additional Accessibility Issues**

- Lack of the minimum required clear for space needed to transfer to at least one (1) bed in the nurse’s office.
- Lack of at least one accessible work surface at multiple locations including in a science room, history room, art room, the media, production and video control room, the intensive learning center and in the library.
- Sinks in the art room and in the chorus, music and band room lack knee and toe clearance and have a counter that is higher than allowed. There is also exposed plumbing under the sink in the chorus, music and band room.
- Lack of compliant drinking fountains for seated and standing users.
- A defibrillator protrudes into the accessible route.

**Order of Magnitude Cost Estimates**

- Renovate toilet and locker rooms: \$85,861
- Renovate doors (including providing five (5) automatic door openers): \$41,752
- Provide compliant signage (designation, egress and directional): \$10,450

- Miscellaneous corrective actions (work surfaces, assistive listening system, service counter, drinking fountains, sinks, etc.): \$22,307

**Total: \*\$160,370**






**\*Note:** Costs are not provided for the renovation of exterior areas or staircases. Costs are also not provided for the provision of accessible lockers that are located in the hallways of the school because IHCD team was told that the hallway lockers are not used by students or members of the public.

**Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.






- Recommend, if the service window at the cafeteria store is renovated, ensuring that the base of the service window is between 36” and 43” above the finished floor. If a service counter is installed following a renovation, it should be no higher than 36” above the finished floor.

**Note:** The 2010 Standards for Accessible Design do not specify the height of service windows. However, a maximum height of 43” measured to the bottom of the window as required for vision lights at doors is advisable to provide adequate sight lines.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Field D Ticket Booth	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the service window at the ticket booth.	1	Labor	Labor
2	By Door 22	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Provide a 48" wide min. stable, firm and slip resistant accessible route to the existing walkway.	1	Labor	Labor
3	Door 19	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2" Level changes > 1/4"	3" 1"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Alter change in level to be 1/4" high max.	1	Labor	Labor
4	Door 17	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2" Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%) Level changes > 1/4"	1" 4.0 % 11.0 % 1"	If this door is used by students or members of the public replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%). Alter change in level to be 1/4" high max.	1	Labor	Labor
5	By Door 15	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Route not maintained in operable working condition	2.6" -	Reduce cross slope to be no steeper than 1:50 (2.00%). Ensure the accessible route is maintained in operable working condition.	1	Labor	Labor








Town of Oxford  
Oxford Middle School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
6	Doors 15 and 26	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to each door if these doors are used by students or members of the public.	1	Labor	Labor	
7	Doors 13 and 14	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to each door if these doors are used by students or members of the public.	1	Labor	Labor	
8	Greenhouse	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Provide a 48" wide min. stable, firm and slip resistant accessible route to the greenhouse entry and a 36" wide min. accessible route within the greenhouse.	1	Labor	Labor	
9	Towards Door 6	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	2"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	Labor	Labor	
10	By Door 5	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	Labor	Labor	



Town of Oxford  
Oxford Middle School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Towards Door 3	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	3% 16.8"	Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	Labor	Labor
12	Towards Door 3	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant	2"	Repair surface.	2	Labor	Labor
13	Towards Door 3	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	Labor	Labor
Off-Street Parking Lot or Garage												
14	By Main Entrance	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of designated van accessible spaces Van space < 132" or <96" wide Running or cross slope at space > 1:50 (2.00%)	1 108" 3.5%	Provide a van accessible space that is at least 132" wide. Reduce running or cross slope to be no steeper than 1:50 (2.00%).	1	Labor	Labor
15	By Main Entrance	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces Access aisle not provided Sign with the International Symbol of Acc. not provided	1 - -	Provide a marked access aisle that is at least 60" wide. Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground.	1	Labor	Labor





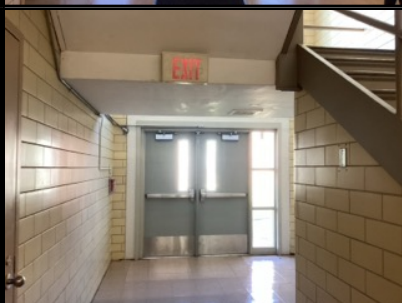
Town of Oxford  
Oxford Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	By Door 22	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces Sign with the International Symbol of Acc. not provided	- -	Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground.	1	Labor	Labor
17	By Door 19	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces Access aisle not provided Sign with the International Symbol of Acc. not provided	2 - -	Provide a marked access aisle that is at least 60" wide between the car accessible parking spaces or on either side of each car accessible parking space. Provide a sign with the International Symbol of Accessibility (ISA) at each accessible parking space with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground.	2	Labor	Labor
18	By Ramp at Door 5	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of designated van accessible spaces Access aisle not provided Running or cross slope at access aisle > 1:50 (2.00%) Sign does not have the designation "Van Accessible"	- - - -	Provide a marked access aisle that is at least 96" wide. Reduce running or cross slope to be no steeper than 1:50 (2.00%) / repair surface. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	Labor	Labor
Passenger Loading Zones												
19	Drop-off Area	Ext.		Passenger Loading Zones	N/A		Access aisle < 60" wide Sign with ISA not provided (MAAB)	36" -	Provide a marked access aisle that is at least 60" wide and that extends the full length of the vehicle at the drop-off zone. Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	Labor	Labor
Exterior Ramp												
20	Door 5 Ramped Rear Accessible Entrance	Ext.		Exterior Ramp	N/A		Not maintained in operable working condition	1"	Ensure the ramp is maintained in operable working condition. Reduce transition at bottom of ramp to 1/4" max.	1	Labor	Labor



Town of Oxford  
Oxford Middle School




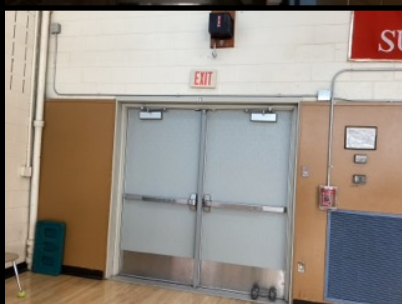
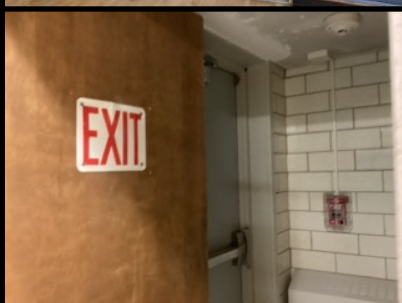
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Entrance												
21	Door 12	Ext.		Entrance	N/A		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	Labor	Labor
22	Egress Doors 6 Through 9	Ext.		Entrance	N/A		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	Labor	Labor
23	Door 4	Ext.		Entrance	N/A		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	Labor	Labor
24	Door 3	Ext.		Entrance	N/A		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	Labor	Labor
25	Door 20	Ext.		Entrance	N/A		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	Labor	Labor
Access to Goods and Services												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Means of Egress												
26	Door 42	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
27	Door 2	1	104	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
28	Door 3	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
29	Door 5 Ramped Rear Accessible Entrance	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- --	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	
30	Door 6	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	








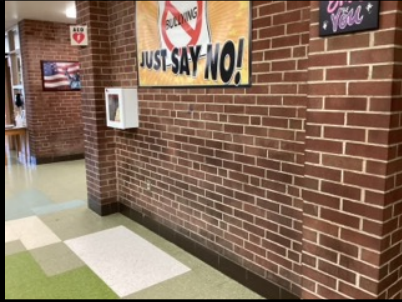




# Town of Oxford

## Oxford Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Door 25	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
32	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided		Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
33	Boys' Locker Room Door 16 to Outside	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
34	Gym Doors 14 and 15	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
35	Girls' Locker Room Door 13	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500




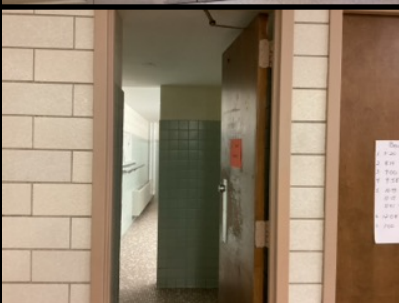

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Door 12	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
37	Door 20	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
38	Door 11	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
Interior Access Route												
39	Nurse's Office	1		Interior Access Route	N/A		Route < 36" wide	26.5"	Ensure that a clear width of 36" min. x 48" min. is maintained to allow for transfer on to at least one bed in this area.	1	Labor	Labor
40	Girls' Multi-User Toilet Room	1	118	Interior Access Route	N/A		Obstructed by protruding objects	8"	Provide a cane-detectable barrier.	1	398	\$398
											398	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Hallway	1		Interior Access Route	N/A		Obstructed by protruding objects	8"	Relocate defibrillator out of the accessible route or provide a cane-detectable barrier.	1	500	\$500
Doors, Doorways, & Gates												
42	Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	13"	Relocate chair to provide 18" min. pull-side maneuvering clearance at the door.	2	Labor	Labor
43	Nurse's Office Single-User Toilet Room	1		Doors, Doorways, & Gates	Office		Clear width at door < 32" Hardware not compliant	24" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. <b>Note:</b> These costs are included in the \$31985 estimated expense to renovate this toilet room.	1	Labor	Labor
44	Guidance	1	134	Doors, Doorways, & Gates	Office		Maneuvering clearance not provided at recess > 6" Hardware not compliant	8.5" -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	6000	\$6000
45	Councilor's Office	1	134	Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided Hardware not compliant	9" -	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750



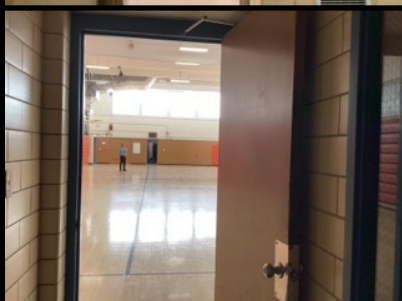




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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	All-Gender Single-User Toilet Room	1	132	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	5"	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor
47	Greenhouse	1	104	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	2"	Install an automatic door opener.	1	6000	\$6000
											6000	
48	To Door 2	1		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant Door requires > 5 lbs. of force to open	30" 15 lbs.	Ensure that at least one of the active leaves is at least 32" min. wide. Adjust closers so doors do not require more than 5 pounds of force to open.	1	4376	\$4376
											4376	
49	Girls' Multi-User Toilet Room	1	118	Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided	25"	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	2	250	\$500
											500	
50	Boys' Multi-User Toilet Room	1	121	Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided	25"	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	2	250	\$500
											500	








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Chorus, Music and Band Room	1	122	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	2"	Install an automatic door opener.	1	6000	\$6000
52	Science	1	112	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	2"	Install an automatic door opener.	1	6000	\$6000
53	Boys' and Girl's' Locker Rooms	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not compliant Directional sign to accessible door in this locker room not provided	5" -	Provide a sign indicating the location of the accessible door with an automatic door opener in this locker room that connects the locker room to the gym area.	2	250	\$500
54	Girls' Locker Room	1		Doors, Doorways, & Gates	Circulation		Hardware not compliant	-,	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
55	Girls' Locker Room Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not compliant	25" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	4376 750	\$5126






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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
56	All-Gender Toilet Room by Door 20	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	14 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor	
57	Art	1	167	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	2"	Install an automatic door opener.	1	6000	\$6000	
											6000		
58	Library	2		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate stored items to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor	
59	Library Student Work Room	2	249	Doors, Doorways, & Gates	Circulation		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750	
											750		
60	Media Production and Video Control Room	2	216	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	8"	Relocate stored item to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor	






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Door 20	Ext.		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	11.7%	Reduce slope at door landing to 2% max. in all directions.	1	Labor	Labor
Stairways												
62	All Four Staircases	1	104	Stairways	Interior		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails not continuous where required	39" - -	Alter so the handrails are 34"- 38" high above the floor. Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide continuous handrails.	4	-	-
Elevator												
63	Elevator by Door 6	1		Elevator	Interior				<b>Note:</b> IHCD team understands that it is the policy of the school that students who need to use the elevator to move between floors must contact a staff member who brings a key to activates the elevator.	1	-	-
Signage												
64	Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
65	AP Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	






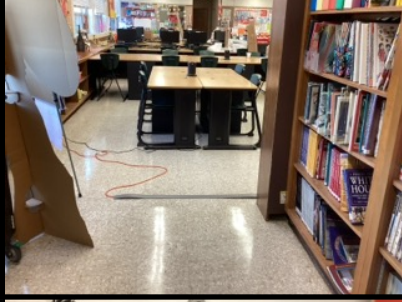

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Nurse's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
67	Computer Lab	1	104	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	250	\$250
											250	
68	Boys' Locker Room Multi-User Toilet Room	1		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
69	Girls' Locker Room	1		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
70	Boys' and Girls' Multi-User Toilet Room by Door 172	1		Signage	Designation		Directional sign to access. toilet not provided	2	Install a sign indicating the location of the nearest accessible toilet room.	2	250	\$500
											500	







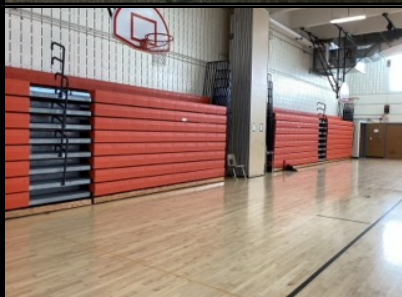
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Boys' and Girls' Multi-User Toilet Room	2		Signage	Designation		Directional sign to access. toilet not provided	-	Install a sign indicating the location of the nearest accessible toilet room.	2	Labor	Labor
72	Boys' and Girls' Multi-User Toilet Rooms 224 and 236	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided		Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	4	250	\$1000
Service Counter												
73	Library	2		Service Counter	N/A		Counter not connected to an accessible route Counter > 36" high	- 38"	Ensure the counter is connected to an accessible route. Provide a counter that is 36" max. above the ground or finished floor.	1	1144	\$1144
Dining or Work Surfaces												
74	Caffeteria	1		Dining or Work Surfaces	Dining Surface				<b>Note:</b> IHCD team understands that an accessible dining surface is provided as needed in the cafeteria.	1	-	-
75	Art	1	167	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	History	2	259	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	455	\$455
											455	
77	Library	2		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 22"	Ensure that at least one work surface is accessible. Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	
78	Library Student Work Room	2	249	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	
79	Library	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	22"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	
80	Media Production and Video Control Room	2	216	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	12"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Intensive Learning Center	2	216	Dining or Work Surfaces			Knee or toe clearance not provided	28"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one work surface with 24" min. high knee and toe clearance.	1	455	\$455
											455	
82	Science	2	275	Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	36"	Provide at least one work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	455	\$455
											455	
Assembly Area												
83	Chorus, Music and Band Room	1	122	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1578	\$1578
											1578	
84	Auditorium	1		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Assistive listening devices not provided	469 - -	Ensure accessible seating complies with Table 221.2.1.1 Number of Wheelchair Spaces in Assembly Areas in the 2010 Standards for Accessible Design. Based on an estimated seating count of 469, six accessible seats are required in this assembly area. If audible communication is integral to the use of the space, provide an assistive listening system. (Cost for provision of assistive listening system.)	1	1578	\$1578
											1578	
85	Gym	1		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces	- -	Ensure accessible seating complies with Table 221.2.1.1 Number of Wheelchair Spaces in Assembly Areas in the 2010 Standards for Accessible Design.	1	-	-













ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Locker Room												
86	Lockers	1		Locker Room	N/A		Total # of accessible locker	-	Note: IHCD team was told that the lockers are not used by students or members of the public.	1	-	-
87	Boys' Locker Room	1		Locker Room	Boys'		Bench is not 17"-19" high Bench < 24" deep	21" 9"	Install a bench with the top of the seat between 17"- 19" above the finished floor. Provide a bench that is 24" deep.	1	260	\$260
											260	
Toilet & Bathing Rooms												
Overall Access												
88	Nurse's Office Single-User Toilet Room	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	48' -	Renovate to provide or add an accessible single-user toilet room in the nurse's office.	1	31985	\$31985
											31985	
89	Boys' Locker Room Multi-User Toilet Room	1		Overall Access			Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Provide one accessible wheelchair compartment.	1	8037	\$8037
											8037	
90	Girls' Locker Room Multi-User Toilet Room	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Provide one accessible wheelchair compartment.	1	8037	\$8037
											8037	







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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Lavatory												
91	All-Gender Single-User Toilet Room	1	132	Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 49"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	150 500	\$650
											650	
92	Boys' Locker Room Multi-User Toilet Room	1		Lavatory	N/A		Faucet is not compliant Plumbing underneath is exposed	- -	Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	1282 150	\$1432
											1432	
93	Girls' Locker Room Multi-User Toilet Room	1		Lavatory	N/A		Faucet is not compliant Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- - 49"	Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	1282 150 500	\$1932
											1932	
Single-User Toilet												
94	All-Gender Single-User Toilet Room by Door 20	1		Single-User Toilet	N/A		Toilet seat < 17" or > 19" high Toilet paper dispenser is not compliant	15" -	Install a toilet with a seat between 17"- 19" high above the finished floor. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	2816 500	\$3316
											3316	
95	All-Gender Single-User Toilet Room	2	242	Single-User Toilet	N/A		Toilet seat < 17" or > 19" high Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	15" - -	Install a toilet with a seat between 17"- 19" high above the finished floor. Ensure that there is 60" wide min. clear floor space at the toilet. (relocate trash container.) Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow. Ensure dispenser is not above the grab bar.	1	2816 500	\$3316
											3316	



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Urinal												
96	Boys' Locker Room Multi-User Toilet Room	1		Urinal	N/A		Rim > 17" high	26"	Provide at least one urinal with the rim no higher than 17" above the finished floor.	1	4222	\$4222
												4222
Dispensers												
97	Boys' Locker Room Multi-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Forward reach if obstruction > 20"- 25" deep is > 44" high	54"	Relocate the ... dispenser so that the controls are between 15" - 48" above the finished floor. (Relocate trash container.)	1	Labor	Labor
98	All-Gender Single-User Toilet Room by Door 20	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9.5"	Relocate dispenser out of the circulation path.	1	500	\$500
												500
Shower Compartment												
99	Boys' Locker Room	1		Shower Compartment	Other		Shower not on an accessible route Accessible shower not provided	3" -	Provide an accessible route to an accessible shower (this gang shower is recessed). Provide at least one accessible shower.	1	3606	\$3606
												3606
100	Girls' Locker Room	1		Shower Compartment	No compliant		Shower not on an accessible route Accessible shower not provided	- -	Locate the accessible shower on an accessible route. Provide at least one accessible shower.	1	7894	\$7894
												7894

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Portable Toilet												
101	By Field D	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided 60" by 72" clear space not provided	4" - -	Locate portable toilet on an accessible route with a door threshold no greater than 1/4". Ensure that at least 5% and at least one of the portable toilets in each distinct areas where they are provided is accessible. Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet per 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB).	1	Labor	Labor
Changing Rooms												
102	Girls' Locker Room	1		Changing Rooms	Girls'		5% of changing rooms are not accessible	-	Provide an accessible changing room.	1	7626	\$7626
											7626	
Toilet Rooms for Children												
Single-User Toilet (Children)												
103	All-Gender Single-User Toilet Room	1	132	Single-User Toilet (Children)	All Gender		Flush control not on open side Side or rear grab bar < 25" or > 27" high (4 - 6) Noncompliant toilet paper dispenser. (Ensure toilet paper dispenser not located above the grab bar.	- 31" -	Move the flush control to the open side. Mount flush control between 20" - 30" above the floor. Locate grab bar between 25"- 27" above the floor. Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow	1	1000 500 500	\$2000
											2000	
Additional Access												
Drinking Fountains												
104	Cafeteria	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	24"	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	5236	\$5236
											5236	



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
105	Gym	1		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users or install a Hi-Lo drinking fountain.	1	5481	\$5481
Sink												
106	Nurse's Office	1		Sink	N/A		Exposed plumbing underneath sink Dispenser not within reach range	- 56"	Insulate or otherwise configure pipes at sink. Relocate dispenser 48" max. above the finished floor or ground.	1	150 500	\$650
107	Chorus, Music and Band Room	1	122	Sink	N/A		Toe and knee clearances not provided Rim or counter > 34" Exposed plumbing underneath sink	- 36" -	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor. Insulate or otherwise configure pipes at sink.	1	1500 150	\$1650
108	Art	1	167	Sink	N/A		Toe and knee clearances not provided Rim or counter > 34"	- 36"	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	1500	\$1500
Play and Sport Areas												
Field												
109	Softball Field E	Ext.		Field	Softball		Field not connected to an accessible route No accessible route to all areas of sport activity	- -	Provide a 48" wide min. stable, firm and slip resistant accessible route to the boundary of sport activity at the softball field. Install an accessible route between all areas of sport activity.	1	Labor	Labor



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
110	Soccer Field D	Ext.		Field	Soccer		Field not connected to an accessible route No accessible route to all areas of sport activity	+ -	Provide a 48" wide min. stable, firm and slip resistant accessible route to the boundary of sport activity at the soccer field. Install an accessible route between all areas of sport activity.	1	Labor	Labor
<div>Best Practice</div>												
<div>Service Window</div>												
111	Cafeteria Store	1		Service Window	N/A				Recommend, if the service window at the cafeteria store is renovated, ensuring that the base of the service window is between 36" and 43" above the finished floor. If a service counter is installed following a renovation, it should be no higher than 36" above the finished floor.	1	-	-

# Oxford High School



## Town of Oxford ADA Transition Plan

May 2024



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
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617-695-1225 voice/ tty

### Background

Year Built: 2002

Oxford High School is located at 100 Carbuncle Drive just west of the middle school. The high school serves students in Grades 9 through 12. There is also a preschool and a nursing training program. There are entrances on the east and north sides of the building and egresses on all sides. Parking is also provided on all sides. An array of sports fields and facilities are located between the high school and middle school including football, baseball, soccer and track. Areas surveyed outside of the building included parking, routes to and around the school and the sports facilities.

Once inside, vertical access is provided by an elevator and four (4) sets of stairs. Toilet rooms were surveyed on all floors. Areas surveyed on the ground floor included the weight room, boys' and girls' locker rooms with toilets and showers, the nursing program area, and the preschool early education area. Areas surveyed on the first floor included the auditorium, media center, gymnasium, health room, nurse's office with toilet room, special education room with a kitchen, marching band room, men's and women's project success areas with toilet rooms, and forensics, music, and physics rooms. Areas surveyed on the second floor included English language arts, history, guidance, digital design, yearbook and art rooms.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include walkways with excessive running and cross slopes and excessive surface openings. There are also curb ramps with excessive running slopes, lack of a compliant landing and lack of a flush transition from the curb ramp to the street. The ramp to the football bleachers has a slightly excessive running slope, there is no accessible route to the football bleachers press box, and there is lack of a stable, firm and slip resistant accessible route to some sporting amenities such as ticket booths, the baseball field and baseball batting cage, the hammer throw area and to the boundary of sport activity at the soccer field.

**Note:** The interior of the press box at the football field bleachers was locked at the time of IHCD's visit and was not surveyed.

#### Parking and Passenger Loading Zones

Accessibility issues include accessible parking space access aisles that are too narrow, lack of accessible parking identification signs, and lack of the designation "Van Accessible" at van accessible parking space signs. There is also a lack of an identification sign with the International Symbol of Accessibility (ISA) at passenger loading zones, and a passenger loading zone lacks a marked access aisle that is at least 60" wide.

#### Doors

Accessibility issues include doors that require excessive opening force and doors with insufficient maneuvering clearance.

#### Toilets and Showers

Accessibility issues include lavatories that lack knee and toe clearance, mirrors with the bottom of the reflective surface located too high above the floor, clear floor space not provided at the lavatory, dispensers protruding into the circulation path, and a tampon dispenser with inaccessible operable parts. There are also accessible compartment doors that lack an accessible door pull, have the incorrect swing or that have a malfunction self-closing hinge. There is lack of clear floor space at the toilet, dispensers mounted above the grab bar, grab bars at the incorrect height, a missing grab bar, an incorrect toilet centerline, and toilets with seats that are not maintained in operable working condition.

Accessibility issues with showers include lack of a compliant spray hose, lack of a seat at a transfer shower, and shower controls not located opposite the seat in two (2) transfer showers.

#### Signage

Accessibility issues include lack of designation signs, lack of signs at inaccessible egresses directing people to the near accessible egress, lack of braille and raised characters on signs, and signs not located on the latch side of the door or located too far from the latch.

**Additional Accessibility Issues**

- Lack of an assistive listening system in the auditorium.
- The ramp to the auditorium stage has a slightly excessive running slope.
- Lack of handrails at the auditorium stage stairs.
- Lack of three (3) drinking fountains for standing users and lack of knee and toe clearance at two (2) drinking fountains for seated users.
- Lack of an accessible picnic table in the courtyard.
- Lack of accessible work surfaces.
- Lack of accessible service counters.
- Excessive height at the sink in the special education kitchen.
- Lack of a compliant bench in the boys’ and girls’ locker rooms.
- Lack of a sign or marker on the auditorium seats with a retractable arm.
- Coat hooks and other operable parts located outside of reach range.
- Objects such as defibrillators protrude into the circulation path and there is a lack of a cane detectable barrier under staircases where the clearance under the stair is less than 80” above the floor.

**Order of Magnitude Cost Estimates**

- Renovate parking: \$6,400
- Renovate toilet rooms: \$50,232
- Renovate showers: \$9,508
- Renovate doors (including providing 6 automatic door openers): \$36,000
- Renovate drinking fountains: \$16,488
- Provide 4 accessible service counters: \$4,576
- Provide an assistive listening system: \$1,688
- Provide compliant signage (designation, egress and directional): \$6,950
- Miscellaneous corrective actions (protruding objects, picnic table, sinks, work surfaces, etc.): \$20,439






**Total: \$152,281\***

**\*Note:** Costs not provided for the renovation of some exterior elements such as estimating the cost to repair or provide expanses of sidewalk or walkway. Costs also not provided for the provision of or renovation of stairs or handrails, or for renovation of the auditorium’s interior ramp.






**Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.






- Recommend providing an accessible scale in the nurse’s office.
- Recommend providing an accessible adjustable height podium with knee and toe clearance in the history room or anywhere that podiums are used.
- Recommend providing at least one accessible potter’s wheel in the art room.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	By Main Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	6.2%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
2	By Concession Stand	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	6.2%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
3	By Door 12	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	4.8%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
4	Door 11	Ext.		Exterior Access Route			Surface openings > 1/2"	1.5"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	-	-
5	Near Door 11	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	4.5"	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Long Jump	Ext.		Exterior Access Route			Accessible route not provided	-	Ensure an accessible route is provided to the long jump area.	1	-	-
7	Football Bleachers Press Box	Ext.		Exterior Access Route			Accessible route not provided	-	Ensure an accessible route is provided to the press box. Note: The press box was locked on the day of the survey, so the inside of the press box was not surveyed.	1	-	-
8	Football and Track	Ext.		Exterior Access Route			Surface openings > 1/2"	2"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	-	-
9	Ticket Booth	Ext.		Exterior Access Route			Accessible route not provided	-	Ensure an accessible route is provided.	3	-	-
Curb Ramp												
10	Door 14	Ext.		Curb Ramp	N/A		Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush	11% -	Reduce running slope to be no steeper than 1:12 (8.33%).  Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-

Town of Oxford  
Oxford High School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	By Concession Stand	Ext.		Curb Ramp			Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush	9,8% -	Reduce running slope to be no steeper than 1:12 (8.33%).  Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
12	By Door 13	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
13	By Door 12	Ext.		Curb Ramp			Landing not provided at top of curb ramp	5.2%	Provide landing at top of curb ramp with a slope no greater than 1:50 (2.00%) in all directions or reconfigure ramp.	1	-	-
14	By Track	Ext.		Curb Ramp	N/A		Running slope is > 1:12 (8.33%)	10.2%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
15	Door 3			Curb Ramp	N/A		Running slope is > 1:12 (8.33%)	11.5"	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-






# Town of Oxford

## Oxford High School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Off-Street Parking Lot or Garage												
16	Parking			Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces Access aisle < 60" wide at car/van space Sign with the International Symbol of Acc. not provided	2 54" -	Re-stripe to ensure access aisle is at least 60" wide. Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground at both car accessible parking spaces.	2	150 500	\$1300
17	Parking			Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces Sign with the International Symbol of Acc. not provided	1 -	Provide a sign at both car accessible parking spaces with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground.	2	500	\$1000
18	Parking			Off-Street Parking Lot or Garage	N/A		Total # of designated van accessible spaces Sign with the International Symbol of Acc. not provided Sign does not have the designation "Van Accessible"	2 - -	Provide a sign with the International Symbol of Accessibility (ISA) at the space lacking an accessible parking identification sign. Mount the sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the signs located at both of the van accessible parking spaces.	1	500	\$500
19	Parking			Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces	1	This car accessible parking space is compliant.	1	-	-
20	Parking by Door 12			Off-Street Parking Lot or Garage	N/A		Total # of designated car accessible parking spaces Sign with the International Symbol of Acc. not provided	2 -	Provide a sign with the International Symbol of Accessibility (ISA) at the one car accessible parking space lacking an accessible parking identification sign. Mount the sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground.	1	500	\$500








Town of Oxford  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Parking			Off-Street Parking Lot or Garage	N/A		Total # of designated van accessible spaces Sign does not have the designation "Van Accessible"	1 -	Add the designation "Van Accessible" to the sign located at the van accessible space.	1	500	\$500
											500	
22	Parking by Door 3			Off-Street Parking Lot or Garage	N/A		Total # of designated van accessible spaces Sign with the International Symbol of Acc. not provided Sign does not have the designation "Van Accessible"	2 - -	Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space. Remove soil from accessible parking space.	2	500	\$1000
											1000	
Passenger Loading Zones												
23	Student Drop-off by Door 11	Ext.		Passenger Loading Zones			Vehicle pull-up space < 96" wide Sign with ISA not provided (MAAB)	66" -	Provide a vehicle pull-up space that is at least 96" wide. Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	300 500	\$800
											800	
24	Front Entrance			Passenger Loading Zones	N/A		Access aisle not provided Sign with ISA not provided (MAAB)	- -	Provide a marked access aisle that is at least 60" wide and that extends the full length of the vehicle. Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	300 500	\$800
											800	
Exterior Ramp												
25	Football Bleachers	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%)	9.0%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	Labor	Labor
Access to Goods and Services												








# Town of Oxford






## Oxford High School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Means of Egress												
26	Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	3	250 200	\$1350
27	Cafeteria	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
28	By Weight Room	G	G	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. If exterior area is fenced in, provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
29	By Locker Room	G		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
30	Girls' Locker Room	G		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250





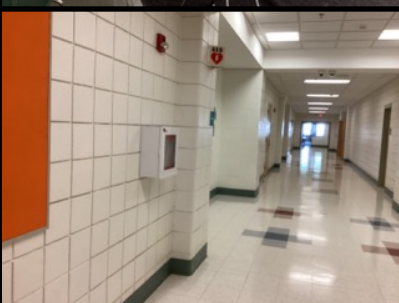
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Boys' Locker Room	G		Means of Egress	N/A		Tactile exit sign not provided		Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											<b>250</b>	
32	By Nursing Program	G	C5	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.  When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											<b>450</b>	
33	Door 13 by Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.  Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											<b>500</b>	
34	Auditorium Door 12	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.  When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											<b>450</b>	
35	Gymnasium Egress to Stairwell and Exterior of Building	1		Means of Egress			Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	2	250	\$500
											<b>500</b>	





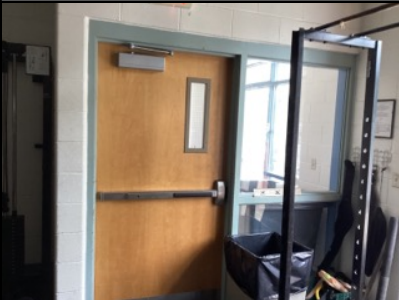
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Stair C	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door.	2	250	\$500
500												
Interior Access Route												
37	Weight Room	G	G	Interior Access Route	N/A		Level changes > 1/4"	1.5"	Alter change in level to be 1/4" high max.	1	Labor	Labor
38	Women's Multi-User Toilet Room	G		Interior Access Route	N/A		Obstructed by protruding objects	10"	Relocate paper towel dispenser out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor below the dispenser.	1	398	\$398
398												
39	Men's Multi-User Toilet Room	G		Interior Access Route	N/A		Obstructed by protruding objects	12"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
398												
40	By Locker Room	G		Interior Access Route	N/A		Obstructed by protruding objects Vertical clearance < 80" above finished floor	- -	Provide a cane-detectable barrier 27" max. above the finished floor underneath stair.	1	1248	\$1248
1248												








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	By Locker Room	G		Interior Access Route	N/A		Obstructed by protruding objects	9"	Provide a cane-detectable barrier 27" max. above the finished floor below case.	1	398	\$398
42	Boys' Locker Room	G		Interior Access Route	N/A		Obstructed by protruding objects	28.5"	Provide a cane-detectable barrier 27" max. above the finished floor.	1	398	\$398
43	Boys' Locker Room Shower	G	D14	Interior Access Route	Transfer Shower		Surface openings > 1/2" Level changes > 1/4"	8" 3.5"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Alter change in level to be 1/4" high max. <b>Note:</b> Cost to correct this issue with change in level at drain along wall is not known.	1	-	-
44	By Nursing Program	G	C5	Interior Access Route	N/A		Obstructed by protruding objects	-	Provide a cane-detectable barrier under stairs.	1	1141	\$1141
45	Hall	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate defibrillator out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the defibrillator.	1	398	\$398






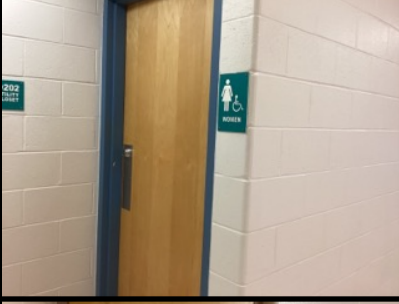

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
46	By D122	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate defibrillator out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the defibrillator.	1	398	\$398	
47	By A107	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate defibrillator out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the defibrillator.	1	398	\$398	
48	B211	2	B221	Interior Access Route			Obstructed by protruding objects	9"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor below the paper towel dispenser.	1	398	\$398	
49	B208 Art	2	B208	Interior Access Route	N/A		Route < 36" wide	26.5"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	Labor	
Doors, Doorways, & Gates													
50	Weight Room	G	G	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate trash container to provide 12" min. push side maneuvering clearance at the door.	1	Labor	Labor	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Women's Multi-User Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	11 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
52	Women's Multi-User Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 6"	2"	Install an automatic door opener.	1	6000	\$6000
											6000	
53	Men's Multi-User Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	13 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
54	Girls' Locker Room Women's Single-User Toilet Room	G		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate running machine so door opens to 90 degrees and relocate stored items to provide 18" min. pull side maneuvering clearance at the door.	1	Labor	Labor
55	Girls' Locker Room	G		Doors, Doorways, & Gates	Circulation		Maneuvering clearance not provided at recess > 6"	8"	Install an automatic door opener.	1	6000	\$6000
											6000	






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Oxford High School


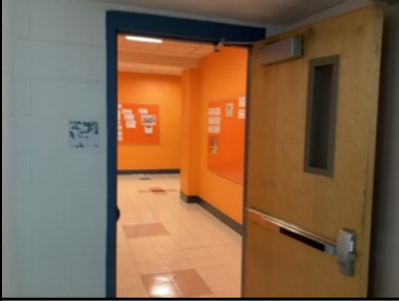



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
56	Boys' Locker Room	G		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	12 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor	
57	Boys' Locker Room	G		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	9"	Relocate shelving to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor	
58	Boys' Locker Room Coach's Room	G		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Relocate file cabinet to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	Labor	
59	Women's Multi-User Toilet Room for Preschool	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 Lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor	
60	Men's Multi-User Toilet Room for Preschool	G		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor	





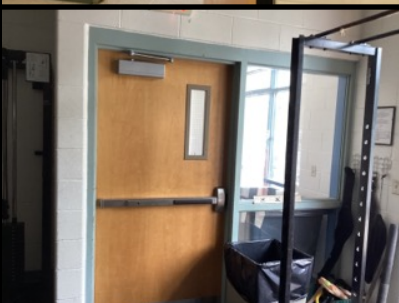
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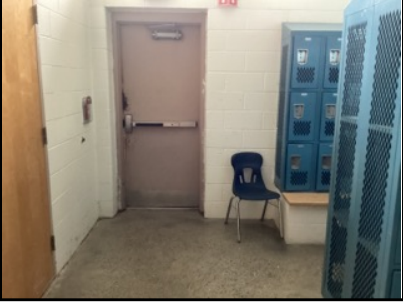


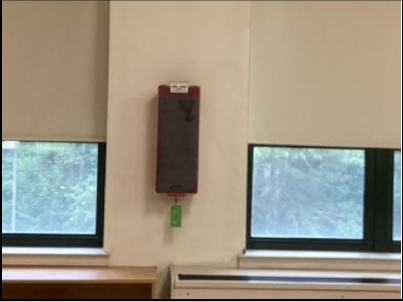

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Media Center	1	B115	Doors, Doorways, & Gates	Circulation		Maneuvering clearance not provided at recess > 6"	1.5"	Install an automatic door opener.	1	6000	\$6000
											6000	
62	Nurse's Office	1	A129	Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	10 Lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
63	Music by B104	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	10"	Install an automatic door opener.	1	6000	\$6000
											6000	
64	Women's Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 Lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
65	Women's Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 6"	2"	Install an automatic door opener.	1	6000	\$6000
											6000	








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
66	Men's Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor	
67	B221 Guidance Counselor	2	B221	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate furniture and stored items to provide 18" min. pull-side maneuvering clearance at the door.	4	Labor	Labor	
68	B212 Digital Design	2	B212	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	14.25"	Install an automatic door opener.	1	6000	\$6000	
											6000		
Ramps													
69	Auditorium Stage Ramp	1		Ramps	Interior		Running slope >1:12 (8.33%)	9.4%	Reduce ramp slope at the top of the ramp to 1:12 (8.33%). Further study will be needed to determine whether it is technically feasible to bring the ramp into full compliance with the ADA Standards.	1	-	-	
Stairways													
70	Auditorium	1		Stairways	Interior		Handrail not provided on both sides	-	Provide handrail on one side.	2	-	-	





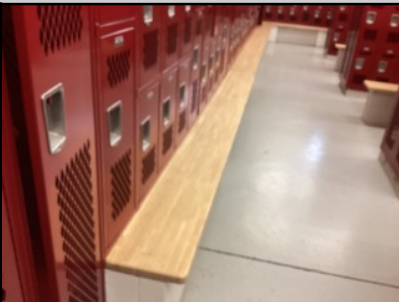
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Signage												
71	Men's Multi-User Toilet Room	G		Signage	Designation		Signage is not provided International Symbol of Acc. not provided	- -	Locate compliant signage with raised characters and braille alongside the door on the latch side. Replace the sign with a sign containing the International Symbol of Accessibility (ISA).	2	250	\$500
											500	
72	Locker Room	G		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
73	Nurse's Office	1	A129	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side. (Mount sign on glass by latch side of door.)	1	Labor	Labor
74	Marching Band	1	B102	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door closer to the door latch. (Relocate sign to glass by latch side of door.)	1	Labor	Labor
75	Women's Multi-User Toilet Room	2		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor

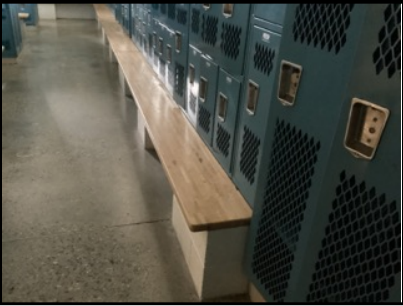



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Men's Multi-User Toilet Room	2		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor
77	B214, B211	2	B214, B211	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	2	Labor	Labor
78	B212 Digital Design	2	B212	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign.	1	Labor	Labor
79	B208 Art	2	B208	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor
80	Weight Room	G	G	Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Boys' Locker Room	G		Signage	Egress		Raised characters not provided on sign	-	Provide text with raised characters duplicated in braille on the sign.	1	250	\$250
Service Counter												
82	Concession Stand	Ext.		Service Counter	N/A		Counter > 36" high	41,5"	Provide a counter that is 36" max. above the ground or finished floor.	1	1144	\$1144
83	Ticket Booth	Ext.		Service Counter	N/A		Counter > 36" high	45.25"	Provide a counter that is 36" max. above the ground or finished floor.	3	1144	\$3432
Operable Parts / Reach Range												
84	Forensics Fire Safety Blanket	1	C108	Operable Parts / Reach Range	Fire Safety Blanket		Side reach > 54"	72"	Relocate fire safety blanket box so that controls are between 15" - 48" above the finished floor. /Ensure that staff is available to assist visitors who need assistance.	1	500	\$500
Dining or Work Surfaces												
85	Auditorium Sound Mixing Board	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance. (Consider raising knee clearance at mixing board by placing blocks under legs.)	1	-	-








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Media Center	1	B115	Dining or Work Surfaces	Work Surface		Knee clearance less than 19" deep	26"	Provide at least one work surface with knee clearance that is 19" deep min.	1	455	\$455
87	Health A102	1	A102	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- -	Ensure that at least one work surface is accessible. Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	455	\$455
88	Special Education Area	1	A109	Dining or Work Surfaces	Work Surface		Knee clearance less than 19" deep	25.5"	Provide at least one work surface with knee clearance that is 19" deep min.	1	455	\$455
89	C214 English Language Arts	2	C214	Dining or Work Surfaces	Dining Surface		Knee clearance less than 19" deep	-	Provide at least one work surface with knee clearance that is 19" deep min.	1	455	\$455
90	B214, B211	2	B214, B211	Dining or Work Surfaces	Dining Surface		Knee clearance less than 19" deep	-	Provide at least one work surface with knee clearance that is 19" deep min.	1	455	\$455

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
91	B210 Yearbook	2	B210	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least one work surface with 27" min. high knee and toe clearance. For children, provide at least one dining or work surface with 24" min. high knee and toe clearance.	1	455	\$455
Assembly Area												
92	Auditorium	1		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Designated aisle seats < 5%	700 7 4	At least 5% of the total number of aisle seats provided must be identified by a sign or marker and have folding or retractable armrests. <b>Note:</b> None of the four aisle seats with folding arms had a marker on the folding seat or seat arm.	1	-	-
93	Auditorium	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. Note: Approximate cost for a transmitter, receiver, ear speaker, neck loop and USB charger for 700 seat capacity. Also, IHCD team was told that student-specific assistive listening systems are available in some classrooms. It was not clear if there is an assistive listening system in the auditorium.	1	1688	\$1688
94	Gymnasium	1		Assembly Area	N/A		Number of designated wheelchair spaces Minimum # wheelchair spaces not provided	0 -	When the bleachers are renovated or replaced, provide at least the required number of compliant wheelchair seating spaces. <b>Note:</b> As the bleachers were not opened on the day of the survey, it was not possible to fully confirm the lack of accessible wheelchair spaces.	1	-	-
Locker Room												
95	Girls' Locker Room	G		Locker Room	Girls'		Bench < 24" deep	11"	Provide a bench that is 24" deep and 42" long. Ensure bench has back support and clear floor space for transfer onto the bench.	1	260	\$260






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
96	Boys' Locker Room	G		Locker Room	Boys'		Bench < 24" deep	11"	Provide a bench that is 24" deep and 42" long. Ensure bench has back support and clear floor space for transfer onto the bench.	1	260	\$260
Laboratory											260	
97	Physics	1	C111	Laboratory	Physics		At least one (or 5%) acc. fume hood not provided	-	Provide one accessible fume hood. (Relocate stored items under fume hood.)	1	Labor	Labor
Picnic Tables												
98	Courtyard	1		Picnic Tables	N/A		Number of seating spaces at picnic tables At least 5% accessible spaces not provided	4 -	Ensure that at least 5% (minimum one) of picnic tables are accessible.	1	1400	\$1400
Kitchens and Kitchenettes											1400	
99	Special Education Kitchen	1	A111	Kitchens and Kitchenettes	N/A		Knee/toe clearance not provided at sink Sink > 34" high	- 36"	Provide a sink with knee and toe clearance positioned for a forward approach (remove stored items from under sink). Lower sink to be no higher than 34" positioned for a forward approach.	1	Labor 4022	\$4022
Toilet & Bathing Rooms												


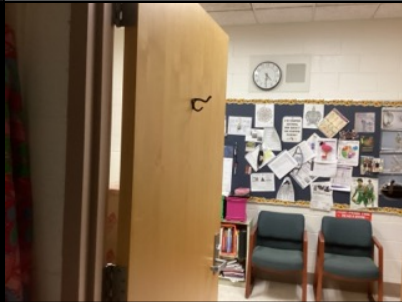


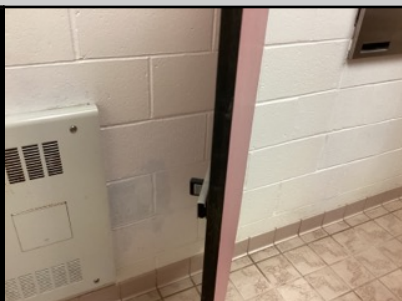


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Lavatory												
100	Men's Multi-User Toilet Room	G		Lavatory	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 40"	5" 45"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (Increase knee clearance by top of sink to at least 8" of depth.) Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2192 333	\$2525
											2525	
101	Girls' Locker Room Women's Single-User Lavatory	G		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	46"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	333	\$333
											333	
102	Girls' Locker Room Multi-User Toilet Room	G		Lavatory	N/A		Toe or knee clearances not provided	2"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (Increase knee clearance by top of sink to at least 8" of depth.)	1	2192	\$2192
											2192	
103	Boys' Locker Room Single-User	G		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	46"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	333	\$333
											333	
104	Boys' Locker Room Multi-User Toilet Room	G	D14	Lavatory	N/A		Toe or knee clearances not provided	2"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (Increase knee clearance by top of sink to at least 8" of depth.)	1	2192	\$2192
											2192	








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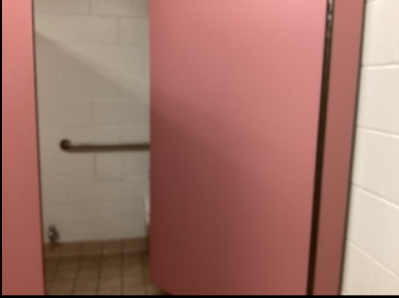
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
105	Women's Multi-User Toilet Room for Preschool	G		Lavatory	N/A		Toe or knee clearances not provided	6.5	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (Increase knee clearance by top of sink to at least 8" of depth.)	1	2192	\$2192
											<b>2192</b>	
106	Men's Multi-User Toilet Room for Preschool	G		Lavatory	N/A		Toe or knee clearances not provided	5.5"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (Increase knee clearance by top of sink to at least 8" of depth.)	1	2192	\$2192
											<b>2192</b>	
107	Men's and Women's Multi-User Toilet Room by Door 13	1		Lavatory	N/A		Toe or knee clearances not provided	6"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	2	2192	\$4384
											<b>4384</b>	
108	Nurse's Office Single-User Toilet Room	1	A129	Lavatory	N/A		Clear floor space not provided at lavatory Mirror above lavatory w/reflective surface > 40"	- 48"	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. (Relocate paper towel dispenser.) Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	500 333	\$833
											<b>833</b>	
109	Men's Multi-User Toilet Room by Stair C	2		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	41.5"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	333	\$333
											<b>333</b>	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Single-User Toilet												
110	Girls' Locker Room Women's Single-User Toilet	G		Single-User Toilet	N/A		Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	- -	Remove furniture to ensure that there is 60" wide min. clear floor space at the toilet. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	Labor 500	\$500
111	Girls' Locker Room Women's Single-User Toilet Room	G		Single-User Toilet	N/A		Hook located > 54" high	69"	Locate the coat hook no higher than 48" above the finished floor.	1	75	\$75
112	Boys' Locker Room Single-User Toilet	G		Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Relocate toilet paper so that it is 24" min.. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
113	Nurse's Office Single-User Toilet Room	1	A129	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
Toilet Compartment												
114	Women's Multi-User Toilet Room	G		Toilet Compartment	Accessible Compartment		Door has noncompliant hardware Door pull not provided	- -	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	91	\$91

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
115	Women's Multi-User Toilet Room	G		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
116	Men's Multi-User Toilet Room	G		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
117	Men's Multi-User Toilet Room	G		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	91	\$91
118	Girls' Locker Room Multi-User	G		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
119	Girls' Locker Room Multi-User Toilet Room	G		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 91	\$91




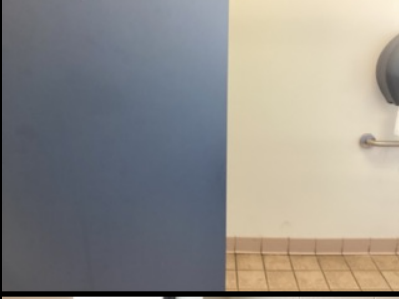

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
120	Boys' Locker Room Multi-User Toilet Room	G	D14	Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
											500	
121	Women's Multi-User Toilet Room for Preschool	G		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
											500	
122	Men's and Women's Multi-User Toilet Room for Preschool	G		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	2	Labor 70	\$140
											140	
123	Men's and Women's Multi-User Toilet Room for Preschool	G		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	2	500	\$1000
											1000	
124	Women's Multi-User Toilet Room by Auditorium	1		Toilet Compartment	Accessible Compartment		Door has incorrect swing Door pull not provided	- -	Reverse swing at door and replace keeper. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	333 91	\$424
											424	











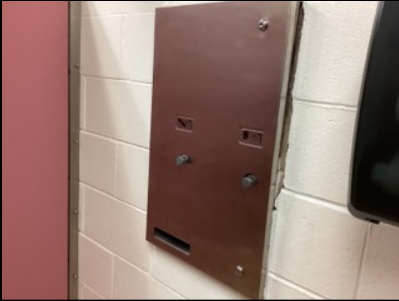

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
125	Women's Multi-User Toilet Room by Auditorium	1		Toilet Compartment			Noncompliant toilet paper dispenser Clearance at toilet < 72" clear depth (MAAB)	- 70.25"	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow. Provide a wheelchair accessible compartment that is 60" wide and 72" deep.	1	500 8037	\$8537
126	Men's Multi-User Toilet Room by Auditorium	1		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
127	Men's Multi-User Toilet Room by Auditorium	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 70	\$70
128	Men's and Women's Multi-User Toilet Room by Door 13	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	2	Labor 91	\$182
129	Men's and Women's Multi-User Toilet Room by Door 13	1		Toilet Compartment			Side or rear grab bar < 33" or >36" high Noncompliant toilet paper dispenser	28.5" -	Locate grab bars between 33"- 36" above the finished floor. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	2	396 500	\$1792

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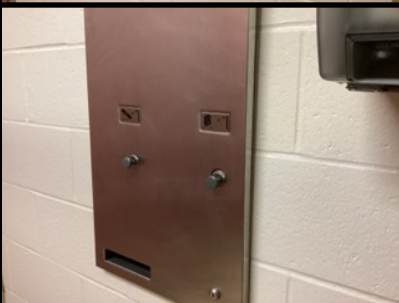


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
130	Men's Multi-User Project Success	1		Toilet Compartment	Accessible Compartment		Door has incorrect swing Noncompliant toilet paper dispenser Door pull not provided	- - =	Reverse swing at door and replace keeper. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	333 500 91	\$924	
131	Women's Multi-User Project Success	1		Toilet Compartment	Accessible Compartment		Door has incorrect swing Noncompliant toilet paper dispenser Door pull not provided	- - -	Reverse swing at door and replace keeper. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	333 500 91	\$924	
132	Women's Multi-User Toilet Room	2		Toilet Compartment	Accessible Compartment		Centerline < or > 18" (MAAB)	19"	Relocate toilet so the centerline is 18" from the side wall.	1	3676	\$3676	
133	Men's and Women's Multi-User Toilet Room	2		Toilet Compartment	Accessible Compartment		Door has incorrect swing Door pull not provided	- -	Reverse swing at door and replace keeper. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	2	Labor 91	\$182	
134	Women's Multi-User Toilet Room by Stair C	2		Toilet Compartment	Accessible Compartment		Door has incorrect swing Door pull not provided	-	Reverse swing at door and replace keeper. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor	Labor	

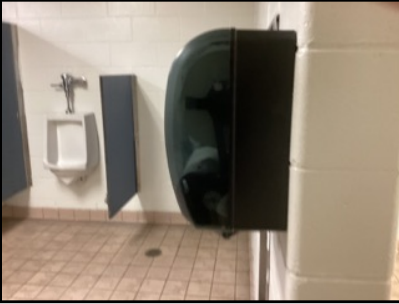




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
135	Women's Multi-User Toilet Room by Stair C	2		Toilet Compartment			Noncompliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow.	1	500	\$500
											500	
136	Men's Multi-User Toilet Room by Stair C	2		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist. Repair toilet seat.	1	Labor 70	\$70
											70	
137	Men's Multi-User Toilet Room by Stair C	2		Toilet Compartment	Accessible Compartment		Grab bars not provided	-	Provide one grab bar on the side wall of the water closet and one on the rear wall. Repair toilet seat.	1	750	\$750
											750	
Dispensers												
138	Women's Multi-User Toilet Room	G		Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000	\$1000
											1000	
139	Girls' Locker Room Multi-User Toilet Room	G		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate paper towel dispenser out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor below the dispenser.	1	398	\$398
											398	




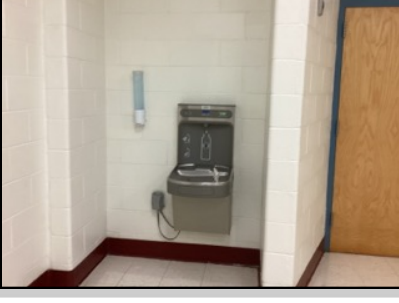
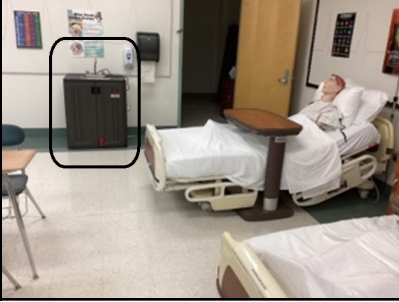
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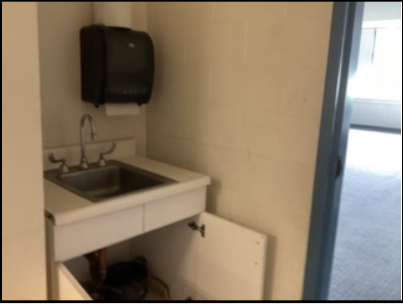




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
140	Boys' Locker Room Lavatory	G		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Provide a cane-detectable barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
141	Women's Multi-User Toilet Room by Auditorium	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
142	Women's Multi-User Toilet Room by Auditorium	1		Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a sanitary napkin dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000	\$1000
143	Men's Multi-User Toilet Room by Auditorium	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
144	Nurse's Office Single-User Toilet Room	1	A129	Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a sanitary napkin dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000	\$1000







ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
145	Women's Multi-User Project Success	1		Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a sanitary napkin dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000	\$1000
											1000	
146	Women's Multi-User Toilet Room	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor under the paper towel dispenser.	1	398	\$398
											398	
147	Women's Multi-User Toilet Room	2		Dispensers	Tampon Dispenser		Noncompliant operable part	-	Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000	\$1000
											1000	
148	Men's Multi-User Toilet Room	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor below the paper towel dispenser.	1	398	\$398
											398	
149	Women's Multi-User Toilet Room by Stair C	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor below the paper towel dispenser.	1	398	\$398
											398	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
150	Men's Multi-User Toilet Room by Stair C	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor below the paper towel dispenser.	1	398	\$398
Shower Compartment												
151	Girls' Locker Room Shower	G		Shower Compartment	Transfer Type		Shower spray hose < 59" long	-	Provide a spray unit with a hose 59" long min.	1	829	\$829
152	Girls' Locker Room Shower	G		Shower Compartment	Transfer Type		Controls not located opposite of seat (transfer type)	-	Relocate controls on the wall opposite the seat.	1	3535	\$3535
153	Boys' Locker Room Shower	G		Shower Compartment	Transfer Type		Shower spray hose < 59" long	-	Provide a spray unit with a hose 59" long min.	1	829	\$829
154	Boys' Locker Room Shower	G	D14	Shower Compartment	Transfer Type		Seat not provided (transfer compartment) Controls not located opposite of seat (transfer type)	- -	Provide a folding seat. Relocate controls on the wall opposite the seat.	1	780 3535	\$4315
Additional Access												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Drinking Fountains												
155	Hall Near B102	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
											4028	
156	Gymnasium	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- -	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. <b>Note:</b> Cost based on the provision of a new Hi-lo drinking fountain.	1	4216	\$4216
											4216	
157	Gymnasium	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- -	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. <b>Note:</b> Cost based on the provision of a new Hi-lo drinking fountain.	1	4216	\$4216
											4216	
158	By Stair D	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
											4028	
Sink												
159	Nursing Program	G	C5	Sink	N/A		Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach at the sink.	1	2192	\$2192
											2192	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
160	Music by B107	1		Sink			Toe and knee clearances not provided Rim or counter > 34"	- 36"	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	4022	\$4022
Play and Sport Areas												
Field												
161	Baseball	Ext.		Field	Baseball		Field not connected to an accessible route	-	Provide an accessible route to the field.	1	-	-
162	Batting Cage	Ext.		Field	Baseball		Accessible spaces not provided at team seating Practice areas are not on an accessible route	-	Provide a 36" x 48" stable, firm and slip resistant clear floor space at team seating. Ensure there is a stable, firm and slip resistant accessible route to team seating. Provide an accessible route to practice areas. (Batting cage.)	1	-	-
163	Soccer	Ext.		Field	Soccer		Field not connected to an accessible route	-	Provide an accessible route to the field.	1	-	-
164	Hammer Through	Ext.		Field			Field not connected to an accessible route	-	Provide an accessible route to the field.	1	-	-
Best Practice												



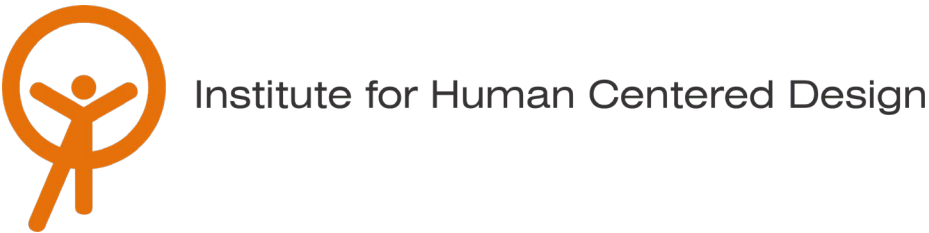
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
165	B208 Art	2	B208						Recommend providing at least one accessible potters wheel.	1	-	-
Podium												
166	History	2	C209	Podium	N/A				Recommend providing an accessible adjustable height podium with knee and toe clearance.	1	-	-
Scale												
167	Nurse's Office Single-User Toilet Room	1	A129	Scale	N/A				Recommend providing an accessible scale.	1	-	-
Stairwell Signage												
168	Stair C	1		Stairwell Signage	N/A				Recommend providing accessible signage in the stairwell indicating the stairwell name and the floor.	1	-	-

# Carbuncle Beach House and Pond



## Town of Oxford ADA Transition Plan

June 2024



Institute for Human Centered Design  
560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Renovated: 2019

Carbuncle Beach House and Pond is located at 12 Carbuncle Drive, just south of Oxford Middle School and Oxford High School. The two-story structure was originally a private residence.

Parking is located on the north side of the building, and there is a playground to the west. There is a ramp by the parking area leading to an accessible main entrance that opens to the first floor. Once inside the building, an egress door on the south side connects to an exterior set of stairs that leads down to a beach and pond area. An internal staircase connects to a basement level. At the basement level there is an egress at the base of the stairs on the east side, an inaccessible egress from a lifeguard’s room on the southeast side, and an accessible egress and entrance on the south side facing the beach and pond.

Exterior areas surveyed included parking, the playground, an exterior path from the parking area down toward the beach and pond level, the exterior stairs from the first floor to the basement and pond level, the beach and pond area, and a splashpad, picnic area and gaga ball court just south of the beach and pond.

**Note:** The splashpad and picnic area were locked on the day of the survey and could not be fully accessed, but some survey observations were recorded based on what could be seen from outside of a fence.

Areas surveyed on the first floor included men’s and women’s single-user toilet rooms, a main function area or flex space, a kitchenette and concessions area and the interior stairs leading to the basement level. Areas surveyed on the basement level included a crafts room, a lifeguard’s office, and both a men’s and a women’s multi-user toilet room.

### Key Accessibility Issues

#### Parking

Accessibility issues include an accessible parking identification sign with the International Symbol of Accessibility (ISA) that is mounted lower than allowed.

#### Exterior Routes

Accessibility issues include excessive running slopes on the path from the parking area to the beach and pond area. (There is no exterior accessible route from parking and upper level area to the lower beach and pond area.) Also, there is lack of an accessible route to the accessible picnic table near the splashpad or to the gaga ball court.

#### Playground

Accessibility issues include lack of an accessible route to and around the playground. There is also lack of a compliant impact-attenuating accessible surface to, under and around play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

#### Interior Routes

Accessibility issues include lack of an accessible means of vertical access between the main upper level and the basement level of the beach house.

Note: In the survey catalog, cost is included for the purchase of a Limited Use Limited Access (LULA) elevator. Design and additional renovation costs are beyond the scope of this survey.

#### Toilet Rooms

Accessibility issues include the mirror being located higher than allowed at the lavatory in the women’s first floor single-user toilet room. Both the men’s and women’s multi-user toilet rooms at the basement level lack the minimum clear floor space at the lavatory due to the location of a paper towel dispenser. Also, the men’s multi-user toilet room has a urinal that is positioned higher than

Carbuncle Beach House and Pond

allowed, and the door to the accessible compartment has a malfunctioning self-closing hinge. The women’s multi-user toilet room lacks a side grab bar that is 54” from the back wall.

Sinks

Accessibility issues include lack of knee and toe clearance and exposed plumbing at the sink in the first floor kitchenette. In the basement crafts room the sink lacks knee and toe clearance due to the location of stored items and the counter of the sink is higher than allowed.

Signage

Accessibility issues include a sign not located on the latch side of the door, lack of tactile egress signage, lack of signage at inaccessible egresses directing visitors to the nearest accessible egress, and lack of an illuminated International Symbol of Accessibility (ISA) at accessible exits with an illuminated exit sign.

Additional Accessibility Issues

- If the portable toilet near the playground is part of the beach house facility, there is lack of an accessible portable toilet located on an accessible route.
- Handrails do not extend 12” at the exterior stair.
- Clear floor space is not provided at the kitchenette refrigerator.

Order of Magnitude Cost Estimates

- Provide a LULA elevator: \$90,000
- Renovate toilet rooms: \$6,472
- Provide an accessible portable toilet: \$4,600
- Renovate signage (designation, egress): \$2150
- Renovate sinks: \$6,364

Total: \$109,586\*

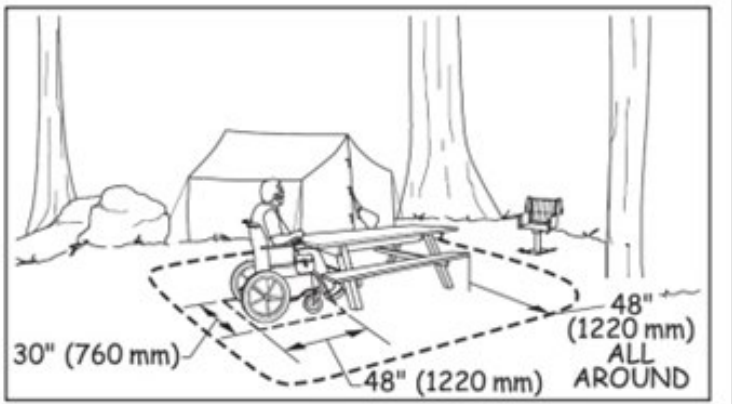
**\*Note:** Costs are not provided for the renovation of exterior areas or for the renovation of stairs.

Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.





- Recommend visual contrast strips on all interior and exterior stairs.
- Although it is not required because all of the toilet rooms in Carbuncle Beach House are accessible, recommend providing designation signs with the International Symbol of Accessibility (ISA) at both the two (2) single-user toilet rooms on the first floor and at the two (2) multi-user toilet rooms in the basement.
- Recommend providing a 60" wide min. beach mat across the sand to the normal recreational water level at the pond.
- Recommend providing a 48” min. stable, firm, and slip-resistant surface around the accessible picnic table where picnic tables are provided near the splashpad as shown in Figure 1.

**Figure 1:** Shows a stable, firm and slip-resistant surface around an accessible picnic table to allow a person in a wheeled mobility device to maneuver around the picnic table.



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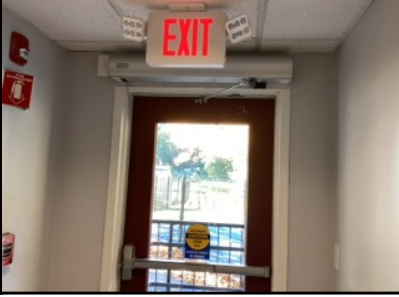
Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Path From Parking to Pond	Ext.		Exterior Access Route	N/A		Running slope > 1:20 (5.00%) Accessible route not provided	9.6% -	Regrade to reduce running slope to be no steeper than 1:20 (5.00%) or 1:12 (8.33%) if an accessible ramp is provided to the pond and beach area.	1	Labor	Labor
Off-Street Parking Lot or Garage												
2	Parking by Main Entrance	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign bottom < 60" above finished grade	45 2 1 58"	Locate sign with the bottom of the sign 60" above the ground.	1	Labor	Labor
Exterior Ramp												
3	Ramp at Main Entrance North Side	Ext.		Exterior Ramp	N/A		Landing has a slope > 1:50 in either direction	7.6%	Alter so that the slope in all directions is no greater than 1:50 (2.00%)./Rebuild the ramp to ensure that the slope of the landing does not exceed 1:50 (2.00%).	1	-	-
Exterior Stair												
4	Exterior Stair to First Floor	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.	1	-	-
Access to Goods and Services												

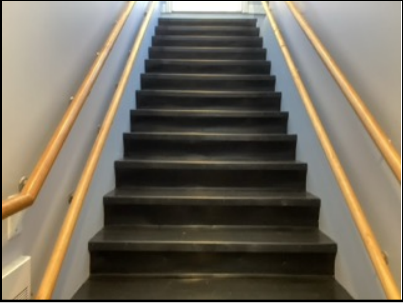





# Town of Oxford

## Carbuncle Beach House and Pond






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Means of Egress												
5	South Egress to Exterior Stairs	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
6	North Egress to Ramp and Parking	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	
7	Basement East Egress	B		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
8	Lifeguard Room Southeast Egress	B		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	250	\$500
											500	
9	South Side Egress From Basement to Ramp and Pond	B		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250 200	\$450
											450	

Town of Oxford  
Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Interior Access Route												
10	Stair to Basement	1		Interior Access Route	N/A		Accessible vertical route not provided	-	Provide accessible vertical access. Cost based on a two stop Limited Access Limited Use (LULA) elevator. Note design and additional renovation costs are beyond the scope of this survey.	1	90000	\$90000
											90000	
Signage												
11	Southwest Basement Entrance at Ramp	Ext.		Signage	Informational		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor
Picnic Tables												
12	Splash Pad Picnic Table	Ext.		Picnic Tables	N/A		Surface not stable, firm and slip-resistant Picnic table not on an accessible route	- -	Ensure that the accessible picnic table is connected to a stable, firm and slip resistant accessible route. Either provide an accessible route to and around the accessible picnic table, or relocate the accessible picnic table to an accessible location.	1	-	-
Kitchens and Kitchenettes												
13	Kitchenette	1		Kitchens and Kitchenettes	N/A		Clear floor space at refrigerator not provided	-	Relocate refrigerator as to provide a 30" x 48" clear floor space that is centered to the refrigerator.	1	Labor	Labor
Toilet & Bathing Rooms												






# Town of Oxford

## Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Lavatory												
14	Women's Single-User Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	41"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	500	\$500
											500	
15	Men's Multi-User Toilet Room	B		Lavatory	N/A		Clear floor space not provided at lavatory	-	Relocate dispenser out of circulation path. Dispenser is a protruding object and interferes with a 30" min. by 48" min. clear floor space positioned for a forward approach at the lavatory.	1	500	\$500
											500	
16	Women's Multi-User Toilet Room	B		Lavatory	N/A		Clear floor space not provided at lavatory	-	Relocate dispenser out of circulation path. Dispenser is a protruding object and interferes with a 30" min. by 48" min. clear floor space positioned for a forward approach at the lavatory.	1	500	\$500
											500	
Toilet Compartment												
17	Men's Multi-User Toilet Room	B		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	Labor
18	Women's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Side grab bar < 54" from back wall	-	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall.	1	750	\$750
											750	

# Town of Oxford





## Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Urinal												
19	Men's Multi-User Toilet Room	B		Urinal	N/A		Rim > 17" high	25"	Provide at least one urinal with the rim no higher than 17" above the finished floor.	1	4222	\$4222
											4222	
Portable Toilet												
20	By Playground	Ext.		Portable Toilet	N/A		Accessible portable toilets not provided	-	If portable toilets are provided for the Carbuncle Beach House, ensure that at least 5% of the portable toilets are accessible and located on an accessible route.	1	4600	\$4600
											4600	
Baby Changing Table												
21	Men's Single-User Toilet Room	1		Baby Changing Table	N/A		Operable part > 48" high	51"	When the toilet room is renovated, lower the baby changing table so that the table opening pull control is located no higher than 48" above the finished floor.	1	-	-
22	Women's Single-User Toilet Room	1		Baby Changing Table	N/A		Operable part > 48" high	51"	When the toilet room is renovated, lower the baby changing table so that the table opening pull control is located no higher than 48" above the finished floor.	1	-	-
23	Men's Multi-User Toilet Room	B		Baby Changing Table	N/A		Operable part > 48" high	52"	When the toilet room is renovated, lower the baby changing table so that the table opening pull control is located no higher than 48" above the finished floor.	1	-	-





Town of Oxford



Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
24	Women's Multi-User Toilet Room	1		Baby Changing Table	N/A		Operable part > 48" high	52"	When the toilet room is renovated, lower the baby changing table so that the table opening pull control is located no higher than 48" above the finished floor.	1	-	-
Additional Access												
Sink												
25	Kitchenette	1		Sink	N/A		Toe and knee clearances not provided Exposed plumbing underneath sink Dispenser not within reach range	25" - 54"	Ensure there is a 27" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink. Ensure there is a 27" min. knee clearance positioned for a forward approach. When kitchen is renovated, relocate dispenser 48" max. above the finished floor or ground.	1	2192 150	\$2342
26	Crafts Room	B		Sink	N/A		Toe and knee clearances not provided Rim or counter > 34"	- 36"	Relocate stored items to ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	Labor 4022	\$4022
Play and Sport Areas												
Play Areas												
27	Playground	Ext.		Play Areas	N/A		Accessible route not provided to playground Accessible route not provided around playground Accessible route not provided to play components	- - -	Install a stable, firm and slip resistant accessible route to and around the playground. Ensure the route around the playground is 48" wide min. Provide a compliant impact-attenuating surface to and around the play components. Note: The MAAB does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.	1	-	-

Town of Oxford  
Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Court												
28	Gaga Ball	Ext.		Court	Gaga Ball		Court is not connected to an accessible route	- -	Provide a stable, firm and slip resistant accessible route, 48" wide min., to the gaga ball court or relocate the gaga ball court to an accessible location.	1	-	-
Best Practice												
Beach												
29	Beach	Ext.		Beach	N/A				Recommend providing a 60" wide min. beach mat across the sand to the normal recreational water level at the pond and to at least one life guard station.	1	-	-
Designation Sign												
30	Men's and Women's Single-User Toilet Room	1		Designation Sign	N/A				Recommend provide a sign with the International Symbol of Accessibility (ISA). (Since all of the toilet rooms in Carbuncle Beach House are accessible, a sign with the ISA is not required at the accessible toilet rooms, but the sign could be helpful for some users.)	2	-	-
31	Men's and Women's Multi-User Toilet Room	B		Designation Sign	N/A				Recommend provide a sign with the International Symbol of Accessibility (ISA). (Since all of the toilet rooms in Carbuncle Beach House are accessible, a sign with the ISA is not required at the accessible toilet rooms, but the sign could be helpful for some users.)	2	-	-

Town of Oxford  
Carbuncle Beach House and Pond

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Parking												
32	Parking by Walkway to Pond and Beach	Ext.		Parking	N/A				Recommend making this angled parking space near the path to the pond a compliant van accessible parking space with the access aisle located on the passenger side of the parking space, the space and access aisle each at least 8 feet wide, and with a designation sign with the words, "Van Accessible" at the existing identification sign with the International Symbol of Accessibility (ISA).	1	Labor	Labor
Stair												
33	Stair to Basement	1		Stair	N/A				Recommend visual contrast strips on all interior and exterior stairs.	1	-	-

# Greenbriar Park



## Town of Oxford ADA Transition Plan

July 2024



Institute for Human Centered Design

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### Background

Greenbriar Park is located at 591 Main Street. Surveyed park amenities included two (2) parking areas, a skateboard park, tennis courts, two (2) baseball fields with dugouts, a batting cage, two (2) volleyball courts and portable toilets in two (2) locations.

### Key Accessibility Issues

#### Exterior Accessible Routes

Accessibility issues include lack of an accessible route to the boundary of sport activity at all sporting locations (baseball fields, tennis courts, skateboard park, volleyball courts), lack of an accessible route connecting all areas of sport activity, lack of an accessible route to team seating at the baseball dugouts and to the batting cage and lack an accessible route to sideline bleacher seating.

#### Parking

Accessibility issues at both of the unpaved parking areas include lack of a van accessible parking space with a marked access aisle, lack of a parking identification sign with the International Symbol of Accessibility (ISA), and lack of a designation sign with the words “Van Accessible” located at the van accessible parking space.

### Additional Accessibility Issues

- Lack of a 36" x 60" stable, firm and slip-resistant clear floor space at sideline bleacher seating.
- Lack of a 36" x 48" clear floor space at the team seating in all four (4) baseball field dugouts (two (2) dugouts are provided at each baseball field.)
- Lack of an accessible portable toilet located on an accessible route at two (2) distinct locations where portable toilets are provided.

### Order of Magnitude Cost Estimates

- Provide, at two distinct locations, an accessible portable toilet located on an accessible route: \$9,200
- Miscellaneous corrective actions (van accessible parking designation signs): \$1,000

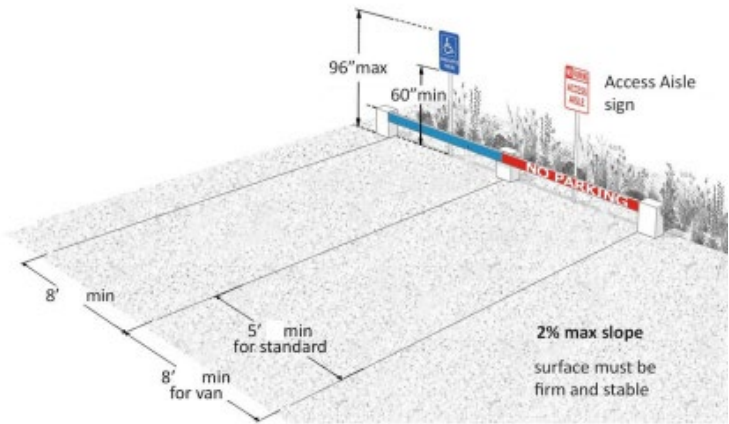
**Total: \$10,200\***

**\*Note:** Costs are not provided for exterior issues such as the provision of accessible routes.





### Best Practice and Inclusive Design






Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.



- Recommend making all new accessible routes 60” wide min. Doing so makes the routes more easily usable by a wider range of users and negates having to plan for wheelchair passing spaces every 200 feet.
- The following figure shows an example of how to identify and designate an accessible parking space in an unpaved parking lot.





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Skateboard Park	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	11%	If this area is considered part of the accessible route to the skateboard park and not part of the park itself, reduce the running slope to be no steeper than 1:20 (5.00%). Note: Due to the location of cement barriers, visitors can't drive a car down this path towards the main portion of the skateboard park.	1	-	-
Off-Street Parking Lot or Garage												
2	Parking at Park Entry	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign with the International Symbol of Acc. not provided Sign does not have the designation "Van Accessible"	5 - - - -	Provide one van accessible parking space 96" wide min. with a marked access aisle 96" wide min. Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top of the sign 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	500	\$500
3	Parking Between Baseball Fields	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign with the International Symbol of Acc. not provided Sign does not have the designation "Van Accessible"	20 - - - -	Provide one van accessible parking space 96" wide min. with a marked access aisle 96" wide min. Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top of the sign 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	500	\$500
Toilet & Bathing Rooms												
Portable Toilet												
4	Portable Toilet by Tennis Courts	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided	- -	Locate portable toilet on an accessible route. Ensure that at least 5% of portable toilets (with a minimum of one) are accessible in each area where portable toilets are provided.	1	- 4600	\$4600

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Second Portable Toilet	Ext.		Portable Toilet	N/A		Item mounted over grab bar (MAAB) 60" by 72" clear space not provided	- 60"	Relocate the hand sanitizer dispenser so that it is not mounted over the grab bar. Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet (MAAB).	1	- 4600	\$4600
Play and Sport Areas												
Field												
6	North Baseball Field by Parking	Ext.		Field	Baseball		Accessible spaces not provided at sidelines seating Not connected to an accessible-route No accessible route to all areas of sport activity	- - -	Provide a 36" x 60" stable, firm and slip resistant clear floor space at sidelines seating. Provide an accessible route to sideline seating and to the boundary of sport activity at the baseball field. Install an accessible route between all areas of sports activity.	1	-	-
7	North and South Baseball Field Team Seating Dugouts	Ext.		Field	Baseball		Accessible spaces are not provided at team seating Not connected to an accessible-route	- 2"	Provide a 36" x 48" clear floor space at team seating. Provide an accessible route to the team seating with a maximum change in level between the bullpen and field of 1/2" beveled.	4	-	-
8	Batting Cage	Ext.		Field	Baseball		Practice areas are not on an accessible route	-	Provide a stable, firm and slip resistant accessible route to the batting cage.	1	-	-
9	South Baseball Field	Ext.		Field	Baseball		Accessible spaces not provided at sidelines seating Not connected to an accessible-route No accessible route to all areas of sport activity	- - -	Provide a 36" x 60" stable, firm and slip resistant clear floor space at sidelines seating. Provide an accessible route to sideline seating and to the boundary of sport activity at the baseball field. Install an accessible route between all areas of sports activity.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Court												
10	Volleyball Courts	Ext.		Court	Volleyball		Not connected to accessible route No accessible route between all areas of sport activity		Provide an accessible route to the boundary of sport activity at the volleyball courts. Install an accessible route between all areas of sport activity.	1	-	-
11	Tennis Courts	Ext.		Court	Tennis		Not connected to accessible route No accessible route between all areas of sport activity		Provide an accessible route to the boundary of sport activity at the tennis courts. Install an accessible route between all areas of sport activity.	1	-	-



# Joslin Park



## Town of Oxford ADA Transition Plan

July 2024



Institute for Human Centered Design

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### Background

Joslin Park is located off east Main Street in the Town Common area that is part of the Oxford Main Street Historic District. Main Street runs along the west side of the park, and parking is provided on the east side of the park off East Main Street.

Amenities surveyed in the park included the parking area, a bandstand with a ramp and stairs, a monument, benches, picnic tables, a book exchange receptacle, a bike rack and portable toilets.

**Note:** The Joslin Park Old Schoolhouse at the northeast corner of the park is covered in a separate report.

### Key Accessibility Issues

#### Bandstand Stairs

Accessibility issues with the stairs leading to the bandstand include handrails that lack top and bottom extensions, are not continuous, and have a noncompliant cross section.

#### Additional Accessibility Issues

- Lack of a parking designation sign with the words, “Van Accessible” at the van accessible parking space.
- Lack of an accessible portable toilet located on an accessible route.
- The ramp to the bandstand has a slightly excessive running slope.
- A monument by the bandstand is not located on an accessible route.
- An accessible picnic table is not located on an accessible route.
- A bike rack not located on an accessible route.
- A book exchange receptacle is not located on an accessible route.
- At least one bench where benches are provided is not located on an accessible route.

### Order of Magnitude Cost Estimates

- Provide an accessible portable toilet located on an accessible route: \$4,600
- Miscellaneous corrective actions (van accessible parking designation sign): \$500

**Total: \$5,100\***

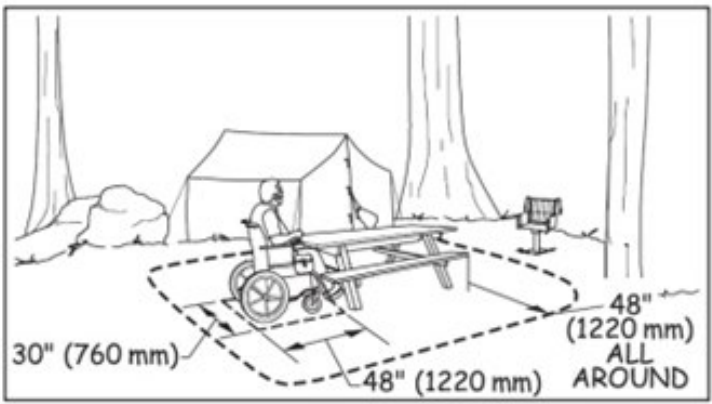
**\*Note:** Costs are not provided for exterior issues such as the provision of accessible routes or for the modification of stairs.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 48” min. stable, firm, and slip-resistant surface around the accessible picnic table as shown in Figure 1.

**Figure 1:** Shows a stable, firm and slip-resistant surface around an accessible picnic table to allow a person in a wheeled mobility device to maneuver around the picnic table.

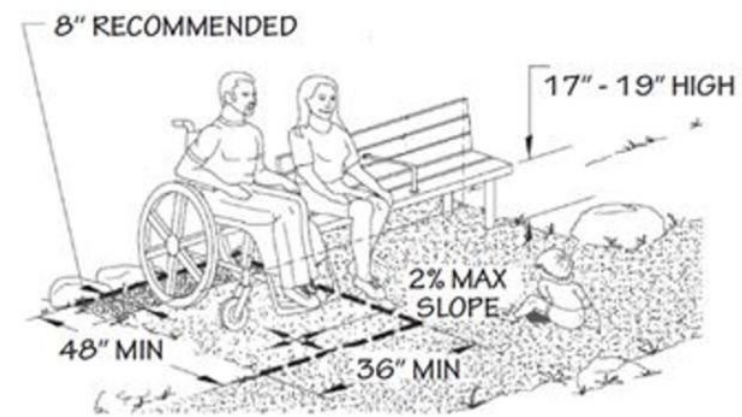






- Recommend providing a 36” min. by 48” min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park at each location where benches are provided in a








manner that is substantially similar to what is shown in Figure 2.

**Figure 2:** Shows a 36” min. by 48” min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Bandstand Monument	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the monument by the gazebo.	1	-	-
2	Book Exchange Receptacle	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the book exchange bin.	1	-	-
Off-Street Parking Lot or Garage												
3	Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign does not have the designation "Van Accessible"	3 1 1 -	Add the designation "Van Accessible" to the sign located at the van accessible space.	1	500	\$500
											500	
Access to Goods and Services												
Ramps												
4	Bandstand Ramp	Ext.		Ramps	Exterior		Running slope >1:12 (8.33%)	9.3%	Reduce running slope to be no steeper than 1:12 (8.33%). Further study will be needed to determine whether it is technically feasible to bring the ramp into full compliance with the ADA Standards.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Stairways												
5	Bandstand Stairs	Ext.		Stairways	Exterior		Handrails do not extend 12" from stairs Handrails have noncompliant cross section Handrails not continuous where required	- 3" -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser. Provide handrails with a 1 1/4" - 2" circular cross section. Provide continuous handrails.	2	-	-
Picnic Tables												
6	Picnic Tables	Ext.		Picnic Tables	N/A		Number of seating spaces at picnic tables Number of accessible seating spaces Picnic table not on an accessible route	2 1 -	Ensure that the picnic table is connected to an accessible route.	1	-	-
Benches												
7	Benches by Main Street	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area or relocate one bench on an accessible route.	1	-	-
Bike Racks												
8	Bike Rack	Ext.		Bike Racks	N/A		Bike rack is not connected to an accessible route	-	Ensure bike racks are connected to an accessible route.	1	-	-
Toilet & Bathing Rooms												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Portable Toilet												
9	Portable Toilet	Ext.		Portable Toilet	N/A		Not located on an accessible route Noncompliant toilet paper dispenser Item mounted over grab bar (MAAB) 60" by 72" clear space not provided	- 55" - 57"	Locate portable toilet on an accessible route. Relocate the toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow. Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet per MAAB.	1	4600	\$4600
											4600	



# Ruel Field



## Town of Oxford ADA Transition Plan

July 2024



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### Background

Year Built: 2022

Ruel Field is located at 29 Locust Street. The facility has an unpaved parking area, a concession stand, men’s and women’s multi-user toilet rooms, a portable toilet, three (3) baseball or softball fields, a portable toilet, multiple soccer fields and a basketball court. There also is a nine-hole disk golf course with portions going through a wooded area. Each hole has two (2) tees, one for beginners and one for professionals.

Areas surveyed included the parking lot, the concession stand, the toilet rooms and a portable toilet. Routes connecting the sport amenities and player and team seating areas were also surveyed.

### Key Accessibility Issues

#### Parking

Accessibility issues include lack of one (1) van and one (1) car accessible parking space in the unpaved parking lot with a marked access aisle and compliant signage.

#### Exterior Routes

Accessibility issues include routes with an excessive running slope and areas in routes that do not prevent the accumulation of water. There is also lack of an accessible route connecting all areas of sport activity and lack of an accessible route to the boundary of sport activity at the basketball court, the first tees and the last hole at the disc golf course, and to the baseball, softball and soccer fields.

#### Player and Team Seating

Accessibility issue include lack a stable, firm and slip resistant clear floor space alongside both the team and spectator sideline seating areas at the athletic fields.

#### Toilets

Accessibility issues in both the men’s and women’s multi-user toilet rooms include the toilet centerline in the accessible compartment being located farther from the side wall than

allowed, the toilet paper dispenser is located above the grab bar, the door to the accessible compartment has a malfunctioning self-closing hinge and lacks an accessible door pull on one side of the door, the hand dryer protrudes into the circulation path, and there is lack of an audible and visible alarm. The women’s multi-user toilet room lacks 60” min. clear width at the toilet (a wall-mounted trash receptacle under the rear grab bar should be moved to the side wall), and the egress door from the men’s multi-user toilet room requires excessive opening force. There is also lack of an accessible portable toilet located on an accessible route.

### Additional Accessibility Issues

- Lack of an accessible service counter at the concession stand.

### Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$9,432
- Provide an accessible portable toilet: \$4,600
- Provide an accessible service counter: \$1,144

**Total: \$15,176\***

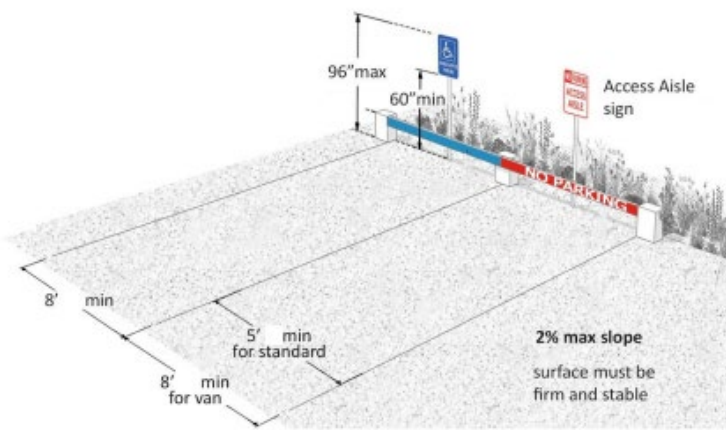
**\*Note:** Costs are not provided for the renovation of exterior areas or for the renovation of stairs.





### Best Practice and Inclusive Design





Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend, at the men’s and women’s multi-user toilet rooms, providing designation signage located on the latch side of the door with raised characters, braille and the International Symbol of Accessibility (ISA).
- The following figure shows an example of how to identify and designate an accessible parking space in an unpaved parking lot.

Ruel Field





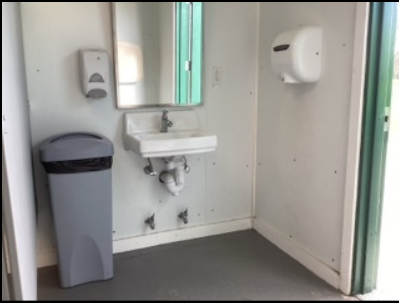


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	To Soccer Field	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	7.3%	Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	-
2	South Softball Field	Ext.		Exterior Access Route	Exterior		Does not prevent accumulation of water	-	Repair the surface.	1	-	-
Off-Street Parking Lot or Garage												
3	Parking	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign with the International Symbol of Acc. not provided Sign does not have the designation "Van Accessible"	50 - - - -	Provide one van accessible parking space 96" wide min. with a marked access aisle 96" wide min. and one car accessible parking space 96" wide min. sharing the same access aisle. Provide a sign at both spaces with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	-	-
Access to Goods and Services												
Doors, Doorways, & Gates												
4	Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Service Counter												
5	Concession Stand	Ext.		Service Counter	N/A		Counter > 36" high	38"	Provide a counter that is 36" max. above the ground.	1	1144	\$1144
											1144	
Operable Parts / Reach Range												
6	Exterior Light Control Switch North of Parking by Basketball Court	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route Reach < 15" or > 48"(forward/side approach)	- 60"	If used by members of the public, ensure the control. is located on an accessible route. Relocate control so that controls are between 15"- 48" above the finished floor. /Ensure that staff is available to assist visitors who need assistance.	1	-	-
Toilet & Bathing Rooms												
Overall Access												
7	Men's and Women's Toilet Rooms	1		Overall Access	Toilet Room		Audible and visible alarm not provided		When fire system is updated, ensure that a visible and audible fire alarm is installed.	2	-	-
Toilet Compartment												
8	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser Centerline < or > 18" (MAAB)	- 19"	Relocate toilet paper so that it is 24" min high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow. Relocate toilet so the centerline is 18" from the side wall.	1	500 3676	\$4176
											4176	








# Town of Oxford





## Ruel Field


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
9	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Noncompliant toilet paper dispenser Clearance at toilet < 60" clear width Centerline < or > 18" (MAAB)	- 19"	Relocate toilet paper so that it is 24" min high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow. Provide a wheelchair accessible compartment that is 60" wide min. (Relocate trash container under rear grab bar to side wall.) Relocate toilet so the centerline is 18" from the side wall.	1	500 500 3676	\$4676
10	Men's and Women's Toilet Rooms	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	-	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	2	Labor 91	\$182
Dispensers												
11	Men's and Women's Toilet Rooms	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object		Relocate hand dryer out of the circulation path or provide a cane-detectable barrier under the hand dryer located 27" max. above the finished floor.	1	398	\$398
Portable Toilet												
12	Portable Toilet	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided		Locate portable toilet on an accessible route. Ensure that at least 5% of portable toilets (with a minimum of one) are accessible.	1	4600	\$4600
Baby Changing Table												
13	Men's Toilet Room	1		Baby Changing Table	N/A		Operable part > 48" high Changing table requires > 5 lbs. of force	51" 8 lbs.	When toilet room is renovated lower the baby changing table so that the table pull control is located no higher than 48" above finished floor. Repair table so that it does not require greater than 5 lbs. of force to operate.	1	-	-

Town of Oxford  
Ruel Field

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
14	Women's Toilet Room	1		Baby Changing Table	N/A		Operable part > 48" high	51"	When toilet room is renovated lower the baby changing table so that the table pull control is located no higher than 48" above finished floor. Repair table so that it does not require greater than 5 lbs. of force to operate.	1	-	-
Play and Sport Areas												
Field												
15	South Softball Field	Ext.		Field	Softball		Accessible spaces are not provided at team seating Accessible spaces not provided at sidelines seating Not connected to an accessible-route No accessible route to all areas of sport activity		Provide a 36" x 48" clear floor space at team seating. Provide a 36" x 60" clear floor space at sidelines seating. Provide an accessible route to the boundary of sport activity at the softball field. Install an accessible route between all areas of sports activity.	1	-	-
16	West Soccer Fields	Ext.		Field	Soccer		Not connected to an accessible-route No accessible route to all areas of sport activity		Provide an accessible route to the boundary of sport activity at the soccer fields. Install an accessible route between all areas of sports activity.	1	-	-
17	West Baseball Field	Ext.		Field	Baseball		Accessible spaces are not provided at team seating Accessible spaces not provided at sidelines seating Not connected to an accessible-route No accessible route to all areas of sport activity		Provide a 36" x 48" clear floor space at team seating. Provide a 36" x 60" clear floor space at sidelines seating. Provide an accessible route to the boundary of sport activity at the field. Install an accessible route between all areas of sports activity.	1	-	-
18	North Baseball Field	Ext.		Field	Baseball		Accessible spaces are not provided at team seating Accessible spaces not provided at sidelines seating Not connected to an accessible-route No accessible route to all areas of sport activity		Provide a 36" x 48" clear floor space at team seating. Provide a 36" x 60" clear floor space at sidelines seating. Provide an accessible route to the boundary of sport activity at the field. Install an accessible route between all areas of sports activity.	1	-	-

Town of Oxford  
Ruel Field

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Court												
19	Basketball	Ext.		Court	Basketball		Not connected to accessible route	-	Provide a stable, firm and slip resistant accessible route, 48" wide min., to the boundary of sport activity at the basketball court.	1	-	-
Golf Facilities												
20	Disc Golf, Hole 1	Ext.		Golf Facilities	Disk Golf		Acc. route to boundary of sport activity not provided.	-	Provide an accessible route to the boundary of sport activity at the first hole tee stations and back from the final hole location.	1	-	-
21	Disc Golf Course	Ext.		Golf Facilities	Disc Golf		Acc. route to 5% of teeing stations not provided	-	Provide an accessible route to at least 5% of teeing stations on the 9 hole course. If that is not possible, at the first tee and on the facility web site provide information about the nature of the route to the other tees such as the nature of the surface, maximum change in level (tree routes of about 4" were observed) and maximum running and cross slopes (cross slopes of up to 10% were observed.)	1	-	-
Best Practice												
Designation Signage												
22	Men's and Women's Toilet Rooms	Ext.		Designation Signage	N/A				Recommend, at the men's and women's multi-user toilet rooms, providing designation signage located on the latch side of the door with raised characters, braille and the International Symbol of Accessibility (ISA).	2	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Walkway												
23	Basketball Court (Southwest Side)	Ext.		Walkway	N/A				Recommend providing a directional sign to this walkway on the east side of the basketball court where visitors may not be aware of the presence of this walkway.	1	-	-