

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

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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

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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/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 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

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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

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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.

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- 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 leafs, 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.

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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?bId=](#) . 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

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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

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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/odic/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odic/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/odic/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odic/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>

- 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

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.

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## 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

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

## 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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## 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

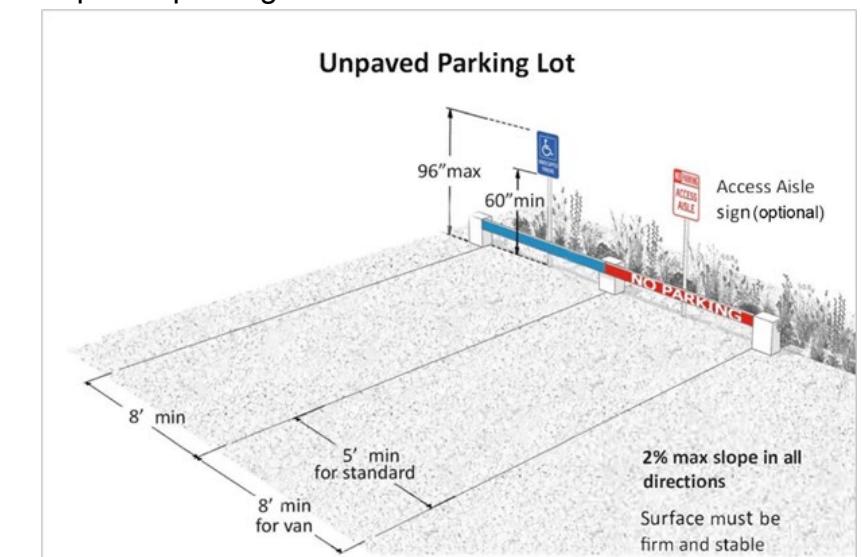
**Total: \*\$1,500**

**\*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 |
|---|--------------------------|-------|------|----------------------------------|-------------------------------|--|--|-----------------------|---|----------|----------------|-----------------|
| <b>Approach and Entrance</b>            |                          |       |      |                                  |                               |  |  |                       |   |          |                |                 |
| <b>Exterior Access Route</b>            |                          |       |      |                                  |                               |  |  |                       |   |          |                |                 |
| 1                                       | Main Entrance            | Ext.  |      | Exterior Access Route            | Walkway                       |    | Level changes > 1/4"   | 3"                    | Alter change in level to be 1/4" high max.  | 1        | -              | -               |
| 2                                       | Main Entrance            | Ext.  |      | Exterior Access Route            | Walkway                       |   | Level changes > 1/4"   | 1"                    | Alter change in level to be 1/4" high max.  | 1        | -              | -               |
| 3                                       | Route to Outdoor Kennels | Ext.  |      | Exterior Access Route            | Route to Exterior Kennel Area |  | Level changes > 1/4"<br>Accessible route not provided  | -<br>-                | Alter change in level to be 1/4" high max.<br>Ensure an accessible route is provided from the walkway to the exterior kennel entry.   | 1        | -              | -               |
| <b>Off-Street Parking Lot or Garage</b> |                          |       |      |                                  |                               |  |  |                       |   |          |                |                 |
| 4                                       | Parking                  | Ext.  |      | Off-Street Parking Lot or Garage | Visitor                       |  | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle not provided<br>Sign with the International Symbol of Acc. not provided | 6<br>-<br>-<br>-<br>- | Provide a van accessible parking space 96" wide min. with a marked access aisle that is also 96" wide min.<br>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.<br>Add the designation "Van Accessible" to the sign located at the van accessible parking space. | 1        | 500<br><br>500 | \$500           |
| <b>Access to Goods and Services</b>     |                          |       |      |                                  |                               |  |  |                       |   |          |                |                 |

| ID                                  | Location                  | Floor | Room | Element                  | Type          | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|---------------------------|-------|------|--------------------------|---------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Interior Access Route</b>        |                           |       |      |                          |               |  |   |                 |  |          |       |                 |
| 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           |
| <b>Doors, Doorways, &amp; Gates</b> |                           |       |      |                          |               |  |   |                 |  |          |       |                 |
| 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          |
| 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           |
| <b>Toilet &amp; Bathing Rooms</b>   |                           |       |      |                          |               |  |   |                 |  |          |       |                 |
| <b>Overall Access</b>               |                           |       |      |                          |               |  |   |                 |  |          |       |                 |
| 8                                   | Single-User Toilet Room   | 1     |      | Overall Access           | Toilet Room   |  | Turning space not provided<br>Accessible plumbing fixtures or stalls not provided | -<br>-          | <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        | -     | -               |
| <b>Best Practice</b>                |                           |       |      |                          |               |  |   |                 |  |          |       |                 |

| ID              | Location      | Floor | Room | Element  | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------|---------------|-------|------|----------|------|--|--------|-----------------|--|----------|-------|-----------------|
| <b>Intercom</b> |               |       |      |          |      |  |        |                 |  |          |       |                 |
| 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

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## 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

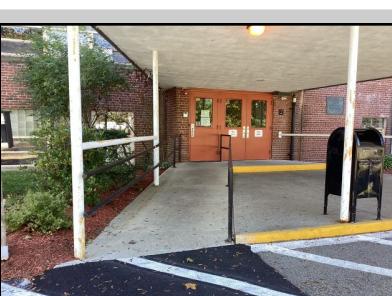
**Total: \*\$102,733**

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

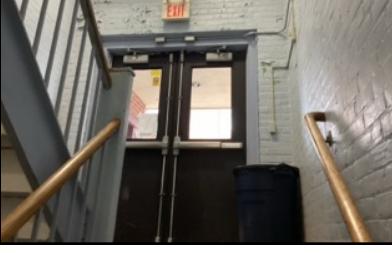
### Best Practice and Inclusive Design

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

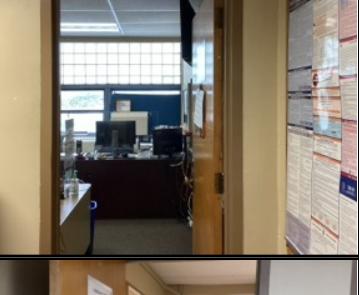
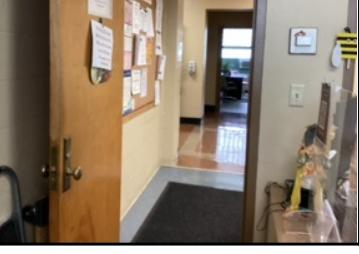
- Recommend contrasting color strips on the nosings of all interior and exterior stairs.

| ID                                      | Location                    | Floor | Room | Element                          | Type     | Photo  | Issues  | Current Measure           | Recommendations   | Quantity | Price | Cost Estimation |
|---|-----------------------------|-------|------|----------------------------------|----------|--|---|---------------------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                             |       |      |                                  |          |  |   |                           |   |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |                             |       |      |                                  |          |  |   |                           |   |          |       |                 |
| 1                                       | By Main Entrance            | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |    | Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle < 96" wide at van space<br>Sign does not have the designation "Van Accessible"<br>Sign bottom < 60" above finished grade   | 3<br>1<br>90"<br>—<br>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           |
| 2                                       | Reserved Accessible Parking | Ext.  |      | Off-Street Parking Lot or Garage | Employee |   | Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle not provided<br>Running or cross slope at access aisle > 1:50 (2.00%)<br>Sign with the International Symbol of Acc. not provided<br>Sign bottom < 60" above finished grade | 2<br>-<br>4%<br>-<br>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 ground. | 1        | 500   | \$500           |
| <b>Passenger Loading Zones</b>          |                             |       |      |                                  |          |  |   |                           |   |          |       |                 |
| 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           |
| <b>Exterior Ramp</b>                    |                             |       |      |                                  |          |  |   |                           |   |          |       |                 |
| 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 |
|-------------------------------------|--------------------------------------|-------|------|-----------------|------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Exterior Stair</b>               |                                      |       |      |                 |      |  |   |                 |  |          |       |                 |
| 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"<br>Handrails do not extend 12" from stair<br>Handrail is not continuous where required | 40"             | Alter so the handrails are 34"- 38" high above the finished floor or ground.<br>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.<br>Provide continuous handrails. | 1        | -     | -               |
| <b>Entrance</b>                     |                                      |       |      |                 |      |  |   |                 |  |          |       |                 |
| 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          |
| <b>Access to Goods and Services</b> |                                      |       |      |                 |      |  |   |                 |  |          |       |                 |
| <b>Means of Egress</b>              |                                      |       |      |                 |      |  |   |                 |  |          |       |                 |
| 8                                   | Basketball Gym West Egress to Stairs | 1     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided                          | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.   | 2        | 250   | \$500           |
|                                     |                                      |       |      |                 |      |  |   |                 |  |          |       |                 |

| 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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>Directional sign to accessible emergency exit not provided | +<br>-          | 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.<br>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 |
|------------------------------|-------------------------|-------|------|-----------------------|------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Interior Access Route</b> |                         |       |      |                       |      |  |  |                 |  |          |       |                 |
| 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           |
|                              |                         |       |      |                       |      |  |  |                 |  |          |       | <b>398</b>      |
| 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           |
|                              |                         |       |      |                       |      |  |  |                 |  |          |       | <b>796</b>      |
| 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          |
|                              |                         |       |      |                       |      |  |  |                 |  |          |       | <b>1141</b>     |
| 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           |
|                              |                         |       |      |                       |      |  |  |                 |  |          |       | <b>398</b>      |

| ID                                  | Location  | Floor | Room | Element                        | Type   | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price       | Cost Estimation           |
|-------------------------------------|---|-------|------|--------------------------------|--------|--|---|-----------------|--|----------|-------------|---------------------------|
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                                |        |  |   |                 |  |          |             |                           |
| 19                                  | Craft Room/<br>Babysitting                              | 1     |      | Doors,<br>Doorways,<br>& Gates | Other  |    | Maneuvering clearance not provided at recess > 6"<br>Hardware not compliant | 27"<br>-        | Install an automatic door opener.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 6000<br>750 | \$6750<br><br><b>6750</b> |
| 20                                  | Community<br>Room                                       | 1     |      | Doors,<br>Doorways,<br>& Gates | Other  |    | Maneuvering clearance not provided at recess > 6"<br>Hardware not compliant | 27"<br>-        | Install an automatic door opener./Reverse the swing of the door to provide maneuvering clearance.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 6000<br>750 | \$6750<br><br><b>6750</b> |
| 21                                  | Babysitting<br>Room<br>Becoming<br>Multipurpose<br>Room | 1     |      | Doors,<br>Doorways,<br>& 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<br><br><b>750</b>   |
| 22                                  | Main Office   | 1     |      | Doors,<br>Doorways,<br>& Gates | Office |  | Clear width at door < 32"   | 29"             | Widen the door so that there is 32" min. clear width.  | 1        | 4376        | \$4376<br><br><b>4376</b> |
| 23                                  | Main Office   | 1     |      | Doors,<br>Doorways,<br>& Gates |        |  | Maneuvering clearance(s) not provided                                       | 5"              | Relocate furniture 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 |
|----|--------------------------------------|-------|------|--------------------------|------------------|--|---|-------------------|---|----------|-------|-----------------|
| 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<br>Door requires > 5 lbs. of force to open | 29.75"<br>25 lbs. | Ensure that at least one of the active leaves is at least 32" min. wide.<br>Adjust closers so doors do not require more than 5 pounds of force to open. | 1        | 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          |
| 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          |

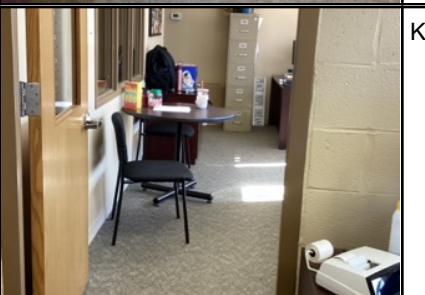
| ID | Location        | Floor | Room | Element                  | Type         | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|-----------------|-------|------|--------------------------|--------------|--|--|-----------------|---|----------|-------|-----------------|
| 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"<br>Door requires > 5 lbs. of force to open | 13"<br>8 lbs.   | Install an automatic door opener.<br>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          |
| 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           |
| 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           |
| <b>Stairways</b> |  |       |      |                          |             |  |   |                 |  |          |       |                 |
| 42               | Basketball Gym West Egress Stairs        | 1     |      | Stairways                | Egress      |  | Handrail height < 34" or > 38"<br>Handrails do not extend 12" from stairs<br>Handrails not provided | 30"<br>12"<br>- | Alter so the handrails are 34"- 38" high above the floor.<br>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.<br>Provide handrails. | 1        | -     | -               |
| 43               | Stairs to Ground Level Near South Egress | 1     |      | Stairways                | Egress      |  | Handrail height < 34" or > 38"<br>Handrails do not extend 12" from stairs                           | 32"<br>12"      | Alter so the handrails are 34"- 38" high above the floor.<br>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        | -     | -               |

| 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"<br>Handrails do not extend 12" from stairs<br>Handrails not continuous where required     | 31.5"<br>-<br>- | Alter so the handrails are 34"- 38" high above the floor.<br>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.<br>Provide continuous handrails. | 1        | -     | -               |
| 45             | Stair 2                 | 2     |      | Stairways | Egress      |    | Handrails do not extend 12" from stairs<br>Handrails not continuous where required                                       | -<br>-          | 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.<br>Provide continuous handrails.  | 1        | -     | -               |
| 46             | Stair 1 From Main Entry | G     |      | Stairways | Egress      |   | Handrails do not extend 12" from stairs<br>Handrails not continuous where required                                       | -<br>-          | 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.<br>Provide continuous handrails.  | 1        | -     | -               |
| 47             | Stair 2                 | G     |      | Stairways | Egress      |  | Handrails do not extend 12" from stairs<br>Handrails not continuous where required                                       | -<br>-          | 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.<br>Provide continuous handrails.  | 1        | -     | -               |
| <b>Signage</b> |                         |       |      |           |             |  |  |                 |   |          |       |                 |
| 48             | Craft Room/ Babysitting | 1     |      | Signage   | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>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 |
|----|--|-------|------|---------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 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<br>Becoming Multipurpose Room | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>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<br>Sign not located on the latch side of the door                          | 62"<br>-        | 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.<br>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 |
|----|-------------------------|-------|------|---------|---------------|--|---|-----------------|--|----------|-------|-----------------|
| 54 | Superintendent's Office | 2     | 201  | Signage |               |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door                  |                 | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>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<br>Raised characters < 48" or > 60" above ground<br>Sign not located on the latch side of the door |                 | Provide text with raised characters duplicated in braille on the sign.<br>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.<br>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 |
|-------------------------------------|------------------------|-------|------|------------------------------|-----------------------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Operable Parts / Reach Range</b> |                        |       |      |                              |                       |  |   |                 |   |          |       |                 |
| 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           |
| 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           |
| <b>Dining or Work Surfaces</b>      |                        |       |      |                              |                       |  |   |                 |   |          |       |                 |
| 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           |
| 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           |

| ID | Location                | Floor | Room | Element                 | Type         | Photo  | Issues                             | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|-------------------------|-------|------|-------------------------|--------------|--|------------------------------------|-----------------|---|----------|-------|-----------------|
| 64 | Superintendent'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           |

## Toilet &amp; Bathing Rooms

## Lavatory

|    |                                    |   |  |          |     |  |  |     |   |   |      |        |
|----|------------------------------------|---|--|----------|-----|--|--|-----|---|---|------|--------|
| 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  |

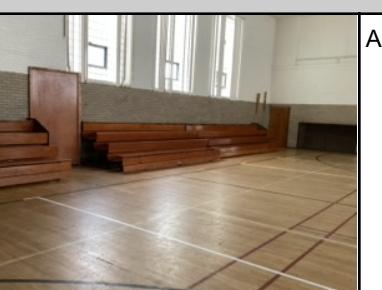
## Single-User Toilet

|    |                               |   |  |                    |  |  |                                   |   |   |   |     |       |
|----|-------------------------------|---|--|--------------------|--|--|-----------------------------------|---|---|---|-----|-------|
| 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)<br>Side grab bar < 54" from back wall<br>Clearance at toilet < 60" clear width<br>Toilet paper dispenser is not compliant<br>Item mounted over grab bar (MAAB) | 16.5"<br>48"<br>58.5"<br>13"<br>- | 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<br>459<br>4022<br>500<br>459<br>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           |
|----------------------------------|---|-------|------|---------------------------|------------|--|---|-----------------|--|----------|--------------|---------------------------|
| <b>Overall Access (Children)</b> |   |       |      |                           |            |  |   |                 |  |          |              |                           |
| 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                    |
| <b>Additional Access</b>         |   |       |      |                           |            |  |   |                 |  |          |              |                           |
| <b>Drinking Fountains</b>        |   |       |      |                           |            |  |   |                 |  |          |              |                           |
| 75                               | By Superintendent's Office                                  | 2     |      | Drinking Fountains        |            |   | Spout > 36" high (wheelchair users)<br>No drinking fountain provided for standing users | 37"<br>-        | 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<br>4028 | \$6056<br><br><b>6056</b> |
| <b>Sink</b>                      |   |       |      |                           |            |  |   |                 |  |          |              |                           |
| 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<br><br><b>2192</b> |
| <b>Play and Sport Areas</b>      |   |       |      |                           |            |  |   |                 |  |          |              |                           |
| <b>Court</b>                     |   |       |      |                           |            |  |   |                 |  |          |              |                           |
| 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

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## 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 width 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.

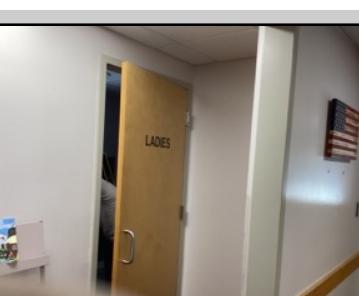
- Recommend relocating the two (2) accessible parking spaces that are at the far side of the parking lot and that are beyond the minimum required number of accessible parking spaces to a location that is closer to the building entrance.
- Recommend an adjustable height podium with knee and toe clearance.
- 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 |
|---|-------------------------------------|-------|------|----------------------------------|------|--|--|---------------------------------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                                     |       |      |                                  |      |  |  |                                       |  |          |       |                 |
| <b>Curb Ramp</b>                        |                                     |       |      |                                  |      |  |  |                                       |  |          |       |                 |
| 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        | -     | -               |
| <b>Off-Street Parking Lot or Garage</b> |                                     |       |      |                                  |      |  |  |                                       |  |          |       |                 |
| 2                                       | South Side Senior Center Parking    | Ext.  |      | Off-Street Parking Lot or Garage | N/A  |   | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Van space < 132" or <96" wide<br>Access aisle not compliant<br>Access aisle < 96" wide at van space<br>Sign does not have the designation "Van Accessible" | 13<br>3<br>1<br>104"<br>-<br>48"<br>- | Provide a van accessible space that is at least 132" wide.<br>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.<br>(Van spaces and access aisles can be 8' and 8' or the space can be 11' with a 5' access aisle.<br>Price provided for an exterior sign.) | 1        | 450   | \$450           |
| <b>Exterior Ramp</b>                    |                                     |       |      |                                  |      |  |  |                                       |  |          |       |                 |
| 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        | -     | -               |

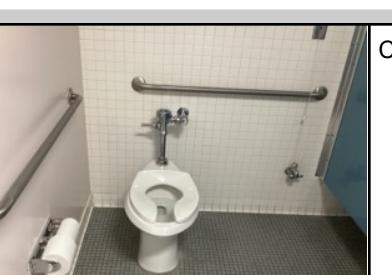
| ID                                  | Location                           | Floor | Room | Element         | Type | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price      | Cost Estimation         |
|-------------------------------------|------------------------------------|-------|------|-----------------|------|--|---|-----------------|---|----------|------------|-------------------------|
| 5                                   | Southwest Side Ramp Bottom Landing | Ext.  |      | Exterior Ramp   | N/A  |    | Landing has a slope > 1:50 in either direction<br>Edge protection < 4" high<br>Not maintained in operable working condition | 12%<br>-<br>-   | 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.<br>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.<br>Ensure the ramp landing is maintained in operable working condition.                                | 1        | -          | -                       |
| 6                                   | Southwest Side Ramp                | Ext.  |      | Exterior Ramp   |      |    | Running slope > 1:12 (8.33%)  | 10.0%           | Reduce running slope to be no steeper than 1:12 (8.33%).  | 1        | -          | -                       |
| 7                                   | Southwest Side Ramp                | Ext.  |      | Exterior Ramp   |      |   | Ramp < 48" wide<br>Landing < 60" min. long  | 43"<br>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        | \$250                   |
| <b>Access to Goods and Services</b> |                                    |       |      |                 |      |  |   |                 |   |          |            |                         |
| <b>Means of Egress</b>              |                                    |       |      |                 |      |  |   |                 |   |          |            |                         |
| 8                                   | Main Entrance and Egress           | 1     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)  | -<br>-          | 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.<br>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<br>200 | \$450<br><br><b>450</b> |
| 9                                   | Main Meeting Room Egress to Ramp   | 1     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)  | -<br>-          | 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.<br>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<br>200 | \$450<br><br><b>450</b> |

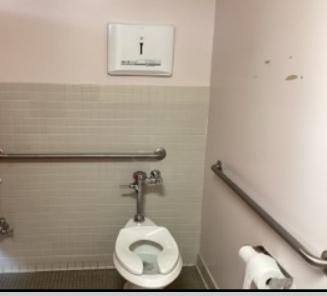
| ID                                  | Location                           | Floor | Room | Element                  | Type   | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price                        | Cost Estimation |
|-------------------------------------|------------------------------------|-------|------|--------------------------|--------|--|--|-----------------|--|----------|------------------------------|-----------------|
| 10                                  | Main Meeting Room Southwest Egress | 1     |      | Means of Egress          | N/A    |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>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<br>200<br><br><b>450</b> | \$450           |
| 11                                  | Main Meeting Room South Egress     | 1     |      | Means of Egress          | N/A    |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>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<br>200<br><br><b>450</b> | \$450           |
| <b>Interior Access Route</b>        |                                    |       |      |                          |        |  |  |                 |  |          |                              |                 |
| 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           |
| <b>Doors, Doorways, &amp; Gates</b> |                                    |       |      |                          |        |  |  |                 |  |          |                              |                 |
| 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           |

| 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           |
| <b>Signage</b> |   |       |      |                          |                  |  |  |                 |  |                     |       |                 |
| 18             | Women's Multi-User Toilet Room Near Main Entrance | 1     |      | Signage                  | Designation      |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side. | 1<br><br><b>250</b> | 250   | \$250           |
| 19             | Men's Multi-User Toilet Room Near Main Entrance   | 1     |      | Signage                  | Designation      |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side. | 1<br><br><b>250</b> | 250   | \$250           |

| 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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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 |
|-------------------------------------|----------------------------|-------|------|------------------------------|-------------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Operable Parts / Reach Range</b> |                            |       |      |                              |                   |  |   |                 |  |          |       |                 |
| 25                                  | Main Meeting Room          | 1     |      | Operable Parts / Reach Range | Defibrillator     |    | Element not on an accessible route<br>Clear floor space is not provided | -<br>-          | Ensure the defibrillator is located on an accessible route.<br>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    |                 |
| <b>Dining or Work Surfaces</b>      |                            |       |      |                              |                   |  |   |                 |  |          |       |                 |
| 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   |                 |
| <b>Assembly Area</b>                |                            |       |      |                              |                   |  |   |                 |  |          |       |                 |
| 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 |
|-----------------------------------|---|-------|------|--------------------|------------------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Toilet &amp; Bathing Rooms</b> |   |       |      |                    |                        |  |  |                 |   |          |       |                 |
| <b>Overall Access</b>             |   |       |      |                    |                        |  |  |                 |   |          |       |                 |
| 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   |                 |
| <b>Lavatory</b>                   |   |       |      |                    |                        |  |  |                 |   |          |       |                 |
| 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   |                 |
| <b>Toilet Compartment</b>         |   |       |      |                    |                        |  |  |                 |   |          |       |                 |
| 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  |                 |

| 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            |
| 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            |
| 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           |

#### 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-detectable barrier 27" max. above the finished floor under the paper towel dispenser. | 1 | 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 |

| 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-detectable barrier 27" max. above the finished floor under the paper towel dispenser.  | 1        | 398   | \$398           |
| 398                          |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| <b>Additional Access</b>     |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| <b>Sink</b>                  |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| 40                           | Conference Room                                 | 1     |      | Sink                  | N/A                   |   | Toe and knee clearances not provided<br>Exposed plumbing underneath sink | -<br>-          | Ensure there is a 27" min. knee clearance positioned for a forward approach.<br>Insulate or otherwise configure pipes at sink.  | 1        | 150   | \$150           |
| 150                          |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| <b>Best Practice</b>         |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| <b>Automatic Door Opener</b> |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| 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           |
| <b>Parking</b>               |   |       |      |                       |                       |  |  |                 |   |          |       |                 |
| 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 at 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 |
|---------------|----------------------------|-------|------|---------|------|--|--------|-----------------|---|----------|-------|-----------------|
| <b>Podium</b> |                            |       |      |         |      |  |        |                 |   |          |       |                 |
| 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

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## 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

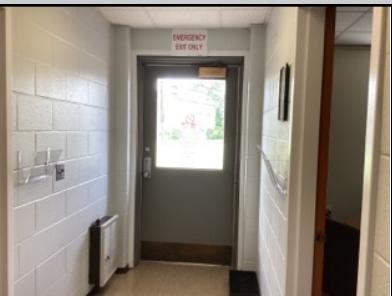
**Total: \$14,384\***

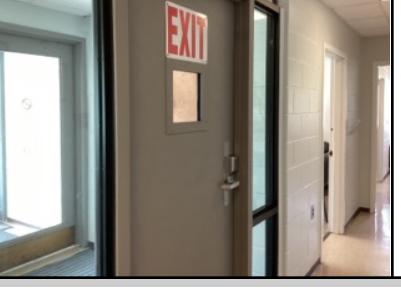
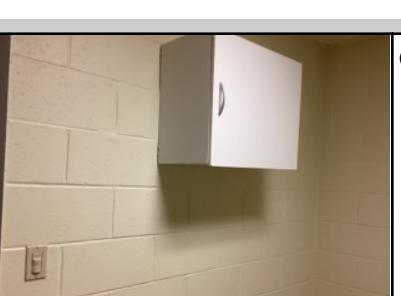
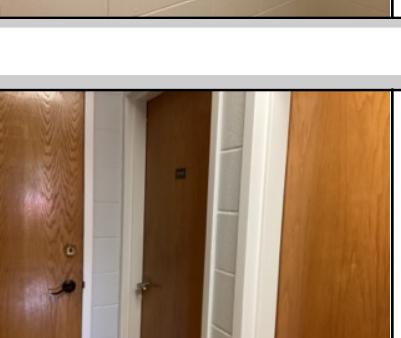
**\*Note:** Costs are not provided for exterior issues such as the provision of accessible routes.

## 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 |
|---|------------------|-------|------|----------------------------------|----------|--|---|----------------------------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                  |       |      |                                  |          |  |   |                                  |   |          |       |                 |
| <b>Exterior Access Route</b>            |                  |       |      |                                  |          |  |   |                                  |   |          |       |                 |
| 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%)<br>Level changes > 1/4"  | 12.3%<br>1"                      | Reduce running slope to be no steeper than 1:20 (5.00%).<br>Alter change in level to be 1/4" high max.  | 1        | -     | -               |
| <b>Off-Street Parking Lot or Garage</b> |                  |       |      |                                  |          |  |   |                                  |   |          |       |                 |
| 3                                       | Parking          | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |  | Total # of parking<br>Total # of designated van accessible spaces<br>Running or cross slope at space > 1:50 (2.00%)<br>Access aisle not provided<br>Sign does not have the designation "Van Accessible"<br>Sign bottom < 60" above finished grade | 19<br>1<br>5.3%<br>-<br>-<br>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.<br>Add the designation "Van Accessible" to the sign located at the van accessible space.<br>Locate sign with the bottom of the sign 60" above the ground.<br>(Cost is for a parking designation sign.) | 1        | 500   | \$500           |
| <b>Access to Goods and Services</b>     |                  |       |      |                                  |          |  |   |                                  |   |          |       |                 |
| <b>Means of Egress</b>                  |                  |       |      |                                  |          |  |   |                                  |   |          |       |                 |
| 4                                       | West Side Egress | 1     |      | Means of Egress                  | N/A      |  | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided  | -<br>-                           | 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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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   |                 |
| <b>Interior Access Route</b>        |                                 |       |      |                          |             |  |  |                 |  |          |       |                 |
| 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   |                 |
| <b>Doors, Doorways, &amp; Gates</b> |                                 |       |      |                          |             |  |  |                 |  |          |       |                 |
| 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        | -     | -               |
| <b>Ramps</b>   |                                 |       |      |                          |                  |  |  |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Signage</b> |                                 |       |      |                          |                  |  |  |                 |   |          |       |                 |
| 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           |
| 14             | Women's Single-User Toilet Room | 1     |      | Signage                  | Designation      |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.<br>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 |
|-------------------------------------|---------------------------------|-------|------|------------------------------|-----------------------|--|---|-----------------------------|---|----------|-------------------------------|-----------------|
| <b>Operable Parts / Reach Range</b> |                                 |       |      |                              |                       |  |   |                             |   |          |                               |                 |
| 15                                  | Women's Single-User Toilet Room | 1     |      | Operable Parts / Reach Range | Paper Towel Dispenser |    | Element not on an accessible route<br>Clear floor space is not provided   | -<br>-                      | 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 provide a cane-detectable barrier under the dispenser.  | 1        | 500                           | \$500           |
| <b>Toilet &amp; Bathing Rooms</b>   |                                 |       |      |                              |                       |  |   |                             |   |          |                               |                 |
| <b>Overall Access</b>               |                                 |       |      |                              |                       |  |   |                             |   |          |                               |                 |
| 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           |
| <b>Lavatory</b>                     |                                 |       |      |                              |                       |  |   |                             |   |          |                               |                 |
| 17                                  | Women's Single-User Toilet Room | 1     |      | Lavatory                     | N/A                   |  | Toe or knee clearances not provided<br>Faucet is not compliant<br>Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"                | 25"<br>-<br>-<br>48"        | Provide at least one lavatory with knee and toe clearance positioned for a forward approach.<br>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.<br>Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>Lower mirror so that the bottom surface is at 40" max. above the finished floor.              | 1        | 2192<br>1282<br>150<br>500    | \$4124          |
| <b>Single-User Toilet</b>           |                                 |       |      |                              |                       |  |   |                             |   |          |                               |                 |
| 18                                  | Women's Single-User Toilet Room | 1     |      | Single-User Toilet           | N/A                   |  | Toilet seat < 17" or > 19" high<br>Flush control not on open side<br>Centerline < or > 18" (MAAB)<br>Grab bar not provided<br>Clearance at toilet < 60" clear width | 16.5"<br>-<br>24"<br>-<br>- | Install a toilet with a seat between 17"- 19" high above the finished floor.<br>Relocate the flush control to the open side.<br>Relocate toilet so that the centerline is 18" from the side wall.<br>Provide one grab bar on the side wall of the toilet and one on the rear wall.<br>Relocate table to ensure that there is 60" wide min. clear floor space at the toilet.   | 1        | -<br>486<br>3676<br>1950<br>- | \$6112          |
| <b>Best Practice</b>                |                                 |       |      |                              |                       |  |   |                             |   |          |                               |                 |

| ID                        | Location      | Floor | Room | Element                             | Type                     | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------------------|---------------|-------|------|-------------------------------------|--------------------------|--|--------|-----------------|--|----------|-------|-----------------|
| <b>Egress Signage</b>     |               |       |      |                                     |                          |  |        |                 |  |          |       |                 |
| 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        | -     | -               |
| <b>Service Window</b>     |               |       |      |                                     |                          |  |        |                 |  |          |       |                 |
| 20                        | Reception     | 1     |      | Service Window                      | N/A                      |   |        |                 |  | 1        | -     | -               |
| <b>Transition at Curb</b> |               |       |      |                                     |                          |  |        |                 |  |          |       |                 |
| 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

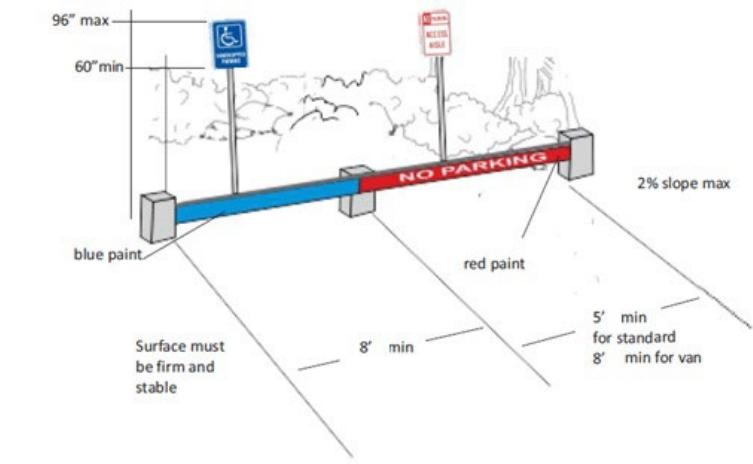
**Total: \$5,600**

## 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.



| ID                                      | Location         | Floor | Room | Element                          | Type    | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|---|------------------|-------|------|----------------------------------|---------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| 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           |
| <b>Access to Goods and Services</b>     |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b>     |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| 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          |
| <b>Operable Parts / Reach Range</b>     |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| 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           |
| <b>Toilet &amp; Bathing Rooms</b>       |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| <b>Portable Toilet</b>                  |                  |       |      |                                  |         |  |   |                 |   |          |       |                 |
| 4                                       | By Building      |       |      | Portable Toilet                  | N/A     |  | Accessible portable toilets not provided<br>60" by 72" clear space not provided | -               | Ensure that at least 5% of portable toilets are accessible.<br>Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet.  | 1        | 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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617-695-1225 voice/ tty

## 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,

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

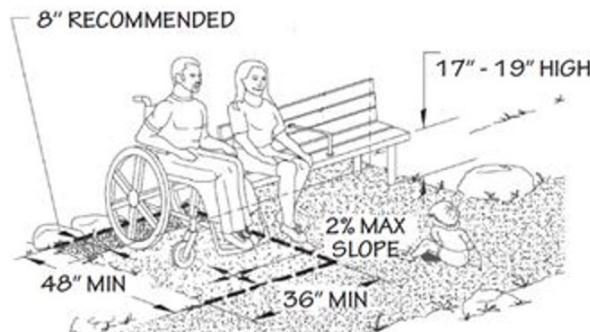
**Total: \*\$27,539**

**\*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.

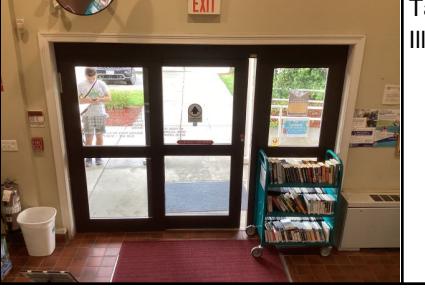
- Recommend providing a 36" by 48" min. stable, firm and slip-resistant area at the bench extending 8" beyond the back support of the bench so that a person using a wheelchair or other mobility device is able to sit alongside someone seated on the bench with their shoulders aligned.



- 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 |
|------------------------------|--------------------------|-------|------|-----------------------|----------|--|----------------------------------|-----------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b> |                          |       |      |                       |          |  |                                  |                 |  |          |       |                 |
| <b>Exterior Access Route</b> |                          |       |      |                       |          |  |                                  |                 |  |          |       |                 |
| 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.<br><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        | -     | -               |

| 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%)<br>Accessible route not provided   | 14%<br>-                        | Reduce running slope to be no steeper than 1:20 (5.00%).<br>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        | -                            | -               |
| <b>Off-Street Parking Lot or Garage</b> |                      |       |      |                                  |          |  |   |                                 |   |          |                              |                 |
| 10                                      | Parking              | Ext.  |      | Off-Street Parking Lot or Garage | N/A      |  | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle < 96" wide at van space<br>Sign does not have the designation "Van Accessible"<br>Sign bottom < 60" above finished grade | 14<br>1<br>1<br>60"<br>-<br>48" | Provide a marked access aisle that is at least 96" wide. (Re-stripe access aisle.)<br><b>Note:</b> With angled parking spaces, the access aisle serving a van accessible parking space must be on the passenger side.<br>Add the designation "Van Accessible" to the sign located at the van accessible space.<br>Locate sign with the bottom of the sign 60" above the ground. | 1        | 300<br>500<br><br><b>800</b> | \$800           |

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

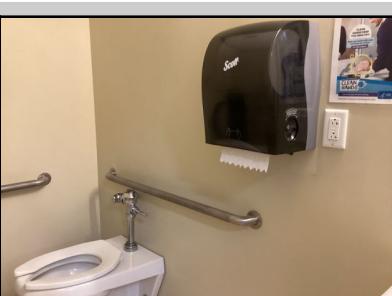
| ID                           | Location        | Floor | Room | Element               | Type     | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|------------------------------|-----------------|-------|------|-----------------------|----------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Interior Access Route</b> |                 |       |      |                       |          |  |   |                 |  |          |       |                 |
| 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           |
| <b>Stairways</b>             |                 |       |      |                       |          |  |   |                 |  |          |       |                 |
| 19                           | Third Staircase | 1     |      | Stairways             | Interior |  | Handrail height < 34" or > 38"<br>Handrails do not extend 12" from stairs<br>Handrails have noncompliant cross section<br>Handrails not continuous where required | 32"<br>-<br>-   | Alter so the handrails are 34"- 38" high above the floor.<br>Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser or return properly.<br>Provide handrails with 1 1/4" - 2" circular cross sections.<br>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        | -     | -               |
| <b>Elevator</b> |                       |       |      |           |             |  |  |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Signage</b>  |                       |       |      |           |             |  |  |                 |   |          |       |                 |
| 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<br>Signage lacks 18" by 18" clear floor space | -<br>-          | Locate the sign at permanent rooms alongside the door on the latch side.<br>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           |

| 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<br>Braille not provided on sign   | -<br>-          | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.   | 1        | 250   | \$250           |
| 26                     | Story Time Room                  | 2     |      | Signage         | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>+     | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.                               | 1        | 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           |
| <b>Service Counter</b> |                                  |       |      |                 |             |  |  |                 |  |          |       |                 |
| 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 |
|-----------------------------------|-------------------------------|-------|------|-------------------------|----------------|--|---|-----------------|---|----------|-------------|-----------------|
| <b>Dining or Work Surfaces</b>    |                               |       |      |                         |                |  |   |                 |   |          |             |                 |
| 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           |
|                                   |                               |       |      |                         |                |  |   |                 |   |          | <b>910</b>  |                 |
| 31                                | Main Street                   | Ext.  |      | Dining or Work Surfaces | Dining Surface |    | Not on a accessible route<br>At least one or 5% accessible tables not provided<br>Knee clearance less than 19" deep | -<br>-<br>8"    | Ensure at least one surfaces are located on an accessible route.<br>Ensure that at least one dining surface is accessible with knee clearance at least 27" high min. and 19" deep min.<br>(Cost based on an accessible picnic table.)             | 1        | 1400        | \$1400          |
|                                   |                               |       |      |                         |                |  |   |                 |   |          | <b>1400</b> |                 |
| <b>Assembly Area</b>              |                               |       |      |                         |                |  |   |                 |   |          |             |                 |
| 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          |
|                                   |                               |       |      |                         |                |  |   |                 |   |          | <b>1578</b> |                 |
| <b>Toilet &amp; Bathing Rooms</b> |                               |       |      |                         |                |  |   |                 |   |          |             |                 |
| <b>Lavatory</b>                   |                               |       |      |                         |                |  |   |                 |   |          |             |                 |
| 33                                | All-Gender Family Toilet Room | 2     |      | Lavatory                | N/A            |  | Clear floor space not provided at lavatory<br>Plumbing underneath is exposed  | -<br>-          | 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.)<br>Insulate or otherwise configure pipes to prevent contact for at least one lavatory. | 1        | 150         | \$150           |
|                                   |                               |       |      |                         |                |  |   |                 |   |          | <b>150</b>  |                 |

| 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<br>Plumbing underneath is exposed                                    | -<br>-                   | 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           |
| 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          |
| <b>Single-User Toilet</b> |                                    |       |      |                    |                        |  |   |                          |   |          |       |                 |
| 36                        | All-Gender Single-User Toilet Room | 1     |      | Single-User Toilet | N/A                    |   | Toilet seat < 17" or > 19" high<br>Clearance at toilet < 72" clear depth (MAAB)                                 | 20"<br>53"               | Install a toilet with a seat between 17"- 19" high above the finished floor.<br>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          |
| 37                        | All-Gender Family Toilet Room      | 2     |      | Single-User Toilet | N/A                    |  | Toilet seat < 17" or > 19" high<br>Centerline < or > 18" (MAAB)<br>Clearance at toilet < 72" clear depth (MAAB) | 20"<br>20"<br>32"<br>53" | Install a toilet with a seat between 17"- 19" high above the finished floor.<br>Relocate toilet so that the centerline is 18" from the side wall.<br>Relocate trash receptacles to provide 72" clear depth at the toilet.   | 1        | 2816  | \$2816          |
| <b>Toilet Compartment</b> |                                    |       |      |                    |                        |  |   |                          |   |          |       |                 |
| 38                        | Women's Multi-User Toilet Room     | B     | B 11 | Toilet Compartment | Accessible Compartment |  | Door has malfunctioning self-closing hinge<br>Door pull not provided  | -<br>-                   | Repair hinge.<br>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            |

| 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<br>Side or rear grab bar < 33" or >36" high<br>Clearance at toilet < 60" clear width | 21"<br>30"<br>- | Install a toilet with a seat height 17"- 19" above the finished floor.<br>Locate grab bars between 33"- 36" above the finished floor.<br>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<br>333<br>333<br>Labor | \$3482          |
| <b>Dispensers</b> |                                    |       |      |                    |                        |  |   |                 |  |          |                             |                 |
| 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 detectable 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 detectable 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 detectable 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 |
|---------------------------|----------------------------------|-------|------|--------------------|----------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Drinking Fountains</b> |                                  |       |      |                    |                |  |  |                 |   |          |       |                 |
| 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  |                 |
| <b>Best Practice</b>      |                                  |       |      |                    |                |  |  |                 |   |          |       |                 |
| <b>Bench</b>              |                                  |       |      |                    |                |  |  |                 |   |          |       |                 |
| 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 |
|---|-----------------------------|-------|------|------------------------------------|------|--|--------|-----------------|---|----------|-------|-----------------|
| <b>Contrasting Color on Stair Nosings</b> |                             |       |      |                                    |      |  |        |                 |   |          |       |                 |
| 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           |
| <b>Podium</b>                             |                             |       |      |                                    |      |  |        |                 |   |          |       |                 |
| 51  | Meeting Room                | B     | B17  | Podium                             |      |  |        |                 |   | 1        | Labor | Labor           |
| <b>Signage</b>                            |                             |       |      |                                    |      |  |        |                 |   |          |       |                 |
| 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

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## 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\***

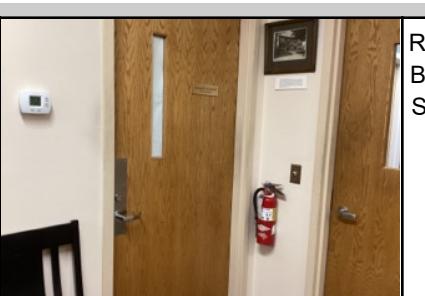
**\*Note:** Costs are not provided for some external renovations such as the reduction of excessive slopes at the accessible parking space and at exterior routes around the fire station.

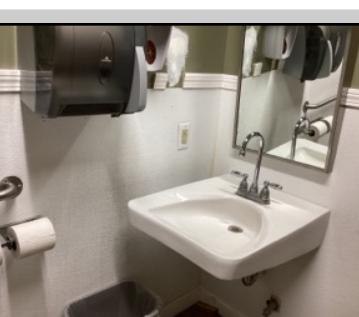
## Best Practice and Inclusive Design

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  |
|---|--------------------------|-------|------|----------------------------------|-------------|--|--|----------------------------|--|----------|-------|------------------|
| <b>Approach and Entrance</b>            |                          |       |      |                                  |             |  |  |                            |  |          |       |                  |
| <b>Exterior Access Route</b>            |                          |       |      |                                  |             |  |  |                            |  |          |       |                  |
| 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        | -     | -                |
| <b>Off-Street Parking Lot or Garage</b> |                          |       |      |                                  |             |  |  |                            |  |          |       |                  |
| 2                                       | Accessible Parking       | Ext.  |      | Off-Street Parking Lot or Garage | N/A         |   | Total # of parking<br>Total # of designated van accessible spaces<br>Running or cross slope at space > 1:50 (2.00%)<br>Sign does not have the designation "Van Accessible"<br>Sign bottom < 60" above finished grade | 2<br>1<br>6.4%<br>-<br>41" | Reduce running or cross slope to be no steeper than 1:50 (2.00%).<br>Add the designation "Van Accessible" to the sign located at the van accessible space.<br>Locate sign with the bottom of the sign 60" above the ground.<br>Cost based on the provision of a sign with the designation, "Van Accessible". | 1        | 500   | \$500<br><br>500 |
| <b>Access to Goods and Services</b>     |                          |       |      |                                  |             |  |  |                            |  |          |       |                  |
| <b>Means of Egress</b>                  |                          |       |      |                                  |             |  |  |                            |  |          |       |                  |
| 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<br><br>260 |
| <b>Signage</b>                          |                          |       |      |                                  |             |  |  |                            |  |          |       |                  |
| 4                                       | Chief's Office           | 1     |      | Signage                          | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door   | -<br>-<br>-                | Provide text with raised characters duplicated in braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.   | 1        | 250   | \$250<br><br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | 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           |
| <b>Service Counter</b>            |  |       |      |                 |             |  |  |                 |   |          |       |                 |
| 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          |
| <b>Toilet &amp; Bathing Rooms</b> |  |       |      |                 |             |  |  |                 |   |          |       |                 |
| <b>Overall Access</b>             |  |       |      |                 |             |  |  |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Lavatory</b>                   |  |       |      |                 |             |  |  |                 |   |          |       |                 |
| 8                                 | Men's and Women's Single-User Toilet Room  | 1     |      | Lavatory        | N/A         |  | Clear floor space not provided at lavatory<br>Plumbing underneath is exposed   | -<br>-          | 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.<br><b>Note:</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.  | 2        | -     | -               |

| ID                        | Location                        | Floor | Room | Element            | Type | Photo  | Issues  | Current Measure          | Recommendations   | Quantity | Price | Cost Estimation |
|---------------------------|---------------------------------|-------|------|--------------------|------|--|---|--------------------------|---|----------|-------|-----------------|
| <b>Single-User Toilet</b> |                                 |       |      |                    |      |  |   |                          |   |          |       |                 |
| 9                         | Women's Single-User Toilet Room | 1     |      | Single-User Toilet | N/A  |    | Flush control not on open side<br>Centerline < or > 18" (MAAB)<br>Side grab bar < 54" from back wall<br>Side or rear grab bar < 33" or > 36" high | -<br>17"<br>49.5"<br>37" | Relocate the flush control to the open side.<br>Relocate toilet so that the centerline is 18" from the side wall.<br>Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall.<br>Mount grab bars 33"- 36" above the finished floor.<br><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         |
| 11                        | Men's Single-User Toilet Room   | 1     |      | Single-User Toilet | N/A  |   | Side grab bar < 54" from back wall<br>Side or rear grab bar < 33" or > 36" high<br>Clearance at toilet < 60" clear width                          | 46.5"<br>37"<br>26"      | Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall.<br>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        | -     | -               |
| <b>Additional Access</b>  |                                 |       |      |                    |      |  |   |                          |   |          |       |                 |
| <b>Drinking Fountains</b> |                                 |       |      |                    |      |  |   |                          |   |          |       |                 |
| 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          |
| <b>Best Practice</b>      |                                 |       |      |                    |      |  |   |                          |   |          |       |                 |

| ID                           | Location                 | Floor | Room | Element               | Type | Photo   | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|------------------------------|--------------------------|-------|------|-----------------------|------|---|--------|-----------------|--|----------|-------|-----------------|
| <b>Exterior Access Route</b> |                          |       |      |                       |      |   |        |                 |  |          |       |                 |
| 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        | -     | -               |
| <b>Sign</b>                  |                          |       |      |                       |      |   |        |                 |  |          |       |                 |
| 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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617-695-1225 voice/ tty

## 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  $\frac{1}{4}$ " 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 |
|------------------------------|--|-------|------|-----------------------|---------|---|----------------------|-----------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b> |  |       |      |                       |         |   |                      |                 |   |          |       |                 |
| <b>Exterior Access Route</b> |  |       |      |                       |         |   |                      |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Best Practice</b>         |  |       |      |                       |         |   |                      |                 |   |          |       |                 |
| <b>Parking</b>               |  |       |      |                       |         |   |                      |                 |   |          |       |                 |
| 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

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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

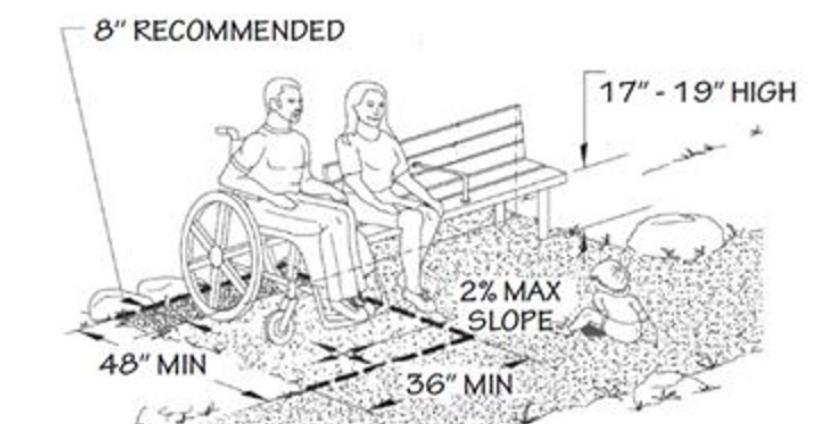
**Total: \$10,174\***

**\*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 |
|---|--------------------------|-------|------|----------------------------------|---------|--|--|-----------------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                          |       |      |                                  |         |  |  |                       |  |          |       |                 |
| <b>Exterior Access Route</b>            |                          |       |      |                                  |         |  |  |                       |  |          |       |                 |
| 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           |
| <b>Off-Street Parking Lot or Garage</b> |                          |       |      |                                  |         |  |  |                       |  |          |       |                 |
| 3                                       | Parking                  | Ext.  |      | Off-Street Parking Lot or Garage | N/A     |  | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Sign bottom < 60" above finished grade | 15<br>1<br>1<br>41.5" | Locate sign with the bottom of the sign 60" above the ground.  | 1        | -     | -               |
| <b>Access to Goods and Services</b>     |                          |       |      |                                  |         |  |  |                       |  |          |       |                 |
| <b>Interior Access Route</b>            |                          |       |      |                                  |         |  |  |                       |  |          |       |                 |
| 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           |
| <b>Signage</b>                      |   |       |      |                              |                               |  |  |                 |  |          |       |                 |
| 6                                   | Meeting/Training Room                                     | 1     |      | Signage                      | Designation                   |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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           |
| <b>Operable Parts / Reach Range</b> |   |       |      |                              |                               |  |  |                 |  |          |       |                 |
| 8                                   | Main Entrance   |       |      | Operable Parts / Reach Range | Other                         |  | Element not on an accessible route<br>Clear floor space is not provided  | -<br>-          | 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           |

| ID                                | Location   | Floor | Room | Element                 | Type                      | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price         | Cost Estimation    |
|-----------------------------------|--|-------|------|-------------------------|---------------------------|--|---|-----------------|---|----------|---------------|--------------------|
| <b>Assembly Area</b>              |  |       |      |                         |                           |  |   |                 |   |          |               |                    |
| 10                                | Meeting/<br>Training<br>Room                       | 1     |      | Assembly<br>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             |
| <b>Detention Facilities</b>       |  |       |      |                         |                           |  |   |                 |   |          |               |                    |
| 11                                | Juvenile Cell                                      | 1     |      | Detention<br>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        | -             | -                  |
| <b>Toilet &amp; Bathing Rooms</b> |  |       |      |                         |                           |  |   |                 |   |          |               |                    |
| <b>Single-User Toilet</b>         |  |       |      |                         |                           |  |   |                 |   |          |               |                    |
| 12                                | Women's<br>Single-User<br>Toilet Room              | 1     |      | Single-User<br>Toilet   | N/A                       |  | Centerline < or > 18" (MAAB)<br>Item mounted over grab bar (MAAB) | 17"<br>-        | Relocate toilet so that the centerline is 18" from the side wall.<br>Relocate soap dispenser so that it is not mounted over the grab bar.   | 1        | 3676<br>500   | \$4176<br><br>4176 |
| <b>Toilet Compartment</b>         |  |       |      |                         |                           |  |   |                 |   |          |               |                    |
| 13                                | Men's and<br>Women's<br>Single-User<br>Toilet Room | 1     |      | Toilet<br>Compartment   | Accessible<br>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<br><br>182 | \$182<br><br>182   |

| ID                       | Location                        | Floor | Room | Element    | Type                  | Photo  | Issues                                | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|--------------------------|---------------------------------|-------|------|------------|-----------------------|--|---------------------------------------|-----------------|---|----------|-------|-----------------|
| <b>Dispensers</b>        |                                 |       |      |            |                       |  |                                       |                 |   |          |       |                 |
| 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   |                 |
| <b>Additional Access</b> |                                 |       |      |            |                       |  |                                       |                 |   |          |       |                 |
| <b>Sink</b>              |                                 |       |      |            |                       |  |                                       |                 |   |          |       |                 |
| 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  |                 |
| <b>Best Practice</b>     |                                 |       |      |            |                       |  |                                       |                 |   |          |       |                 |
| <b>Bench</b>             |                                 |       |      |            |                       |  |                                       |                 |   |          |       |                 |
| 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 |
|-----------------------|----------|-------|------|----------------|------|--|--------|-----------------|--|----------|-------|-----------------|
| <b>Parking Spaces</b> |          |       |      |                |      |  |        |                 |  |          |       |                 |
| 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



Institute for Human Centered Design

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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.

#### 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\***

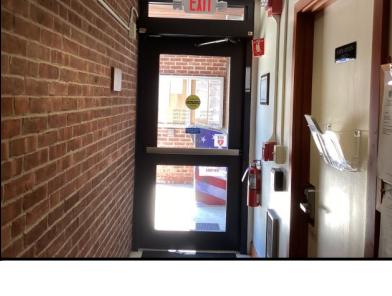
**\*Note:** Costs are not provided for the renovation of some exterior areas or elements including the exterior ramp. Costs are also not provided for the renovation of staircases.

#### **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 |
|---|--|-------|------|----------------------------------|--------------------|--|---|-----------------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |  |       |      |                                  |                    |  |   |                       |  |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |  |       |      |                                  |                    |  |   |                       |  |          |       |                 |
| 1                                       | Parking                                | Ext.  |      | Off-Street Parking Lot or Garage | N/A                |    | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces    | 40<br>2<br>-          | 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          |
|   |  |       |      |                                  |                    |  |   |                       |  |          |       | 1850            |
| <b>Exterior Ramp</b>                    |  |       |      |                                  |                    |  |   |                       |  |          |       |                 |
| 2                                       | Exterior Ramp on West Side of Building | Ext.  |      | Exterior Ramp                    | N/A                |   | Ramp < 48" wide<br>Running slope > 1:12 (8.33%)<br>Handrails < 34" or > 38" above ramp surface<br>Edge protection < 4" high | 44"<br>9%<br>32"<br>- | 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        | -     | -               |
|   |  |       |      |                                  |                    |  |   |                       |  |          |       |                 |
| <b>Entrance</b>                         |  |       |      |                                  |                    |  |   |                       |  |          |       |                 |
| 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           |
|   |  |       |      |                                  |                    |  |   |                       |  |          |       | 450             |

| ID                                  | Location                             | Floor | Room | Element            | Type                  | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price      | Cost Estimation |
|-------------------------------------|--------------------------------------|-------|------|--------------------|-----------------------|--|--|-----------------|---|----------|------------|-----------------|
| 5                                   | Main Street<br>East Side<br>Entrance | Ext.  |      | Entrance           | Secondary<br>Entrance |    | Directional sign to accessible entrance not provided   | -               | Provide a directional sign indicating the location of the nearest accessible entrance.  | 1        | 450        | \$450           |
| 450                                 |                                      |       |      |                    |                       |  |  |                 |   |          |            |                 |
| <b>Access to Goods and Services</b> |                                      |       |      |                    |                       |  |  |                 |   |          |            |                 |
| <b>Means of Egress</b>              |                                      |       |      |                    |                       |  |  |                 |   |          |            |                 |
| 6                                   | Main Street<br>East Side<br>Egress   | 1     |      | Means of<br>Egress | N/A                   |   | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250        | \$500           |
| 500                                 |                                      |       |      |                    |                       |  |  |                 |   |          |            |                 |
| 7                                   | To South<br>Egress                   | 1     |      | Means of<br>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                                   | To South<br>Egress                   | 1     |      | Means of<br>Egress | N/A                   |  | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250        | \$500           |
| 500                                 |                                      |       |      |                    |                       |  |  |                 |   |          |            |                 |
| 9                                   | West Exit To<br>Ramp                 | 1     |      | Means of<br>Egress | N/A                   |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200 | \$450           |
| 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           |
| <b>250</b>                          |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |
| <b>Interior Access Route</b>        |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |
| 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          |
| <b>1194</b>                         |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |
| 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           |
| <b>398</b>                          |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |
| 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          |
| <b>1000</b>                         |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |
| 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         |
| <b>12000</b>                        |  |       |      |                          |                    |  |                                       |                 |  |          |       |                 |

| 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<br>Hardware not compliant  | 9.5"<br>-       | Relocate the cabinet to provide 18" min. pull side maneuvering clearance at the door or provide an automatic door opener.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.      | 1        | Labor 750<br><br><b>750</b> | \$750           |
| 16               | East Egress                            | 2     |      | Doors, Doorways, & Gates | Circulation        |    | If double-leaf door, neither compliant<br>Door requires > 5 lbs. of force to open  | 24"<br>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<br><br><b>6000</b>     | \$6000          |
| <b>Ramps</b>     |  |       |      |                          |                    |  |  |                 |   |          |                             |                 |
| 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        | -                           | -               |
| <b>Stairways</b> |  |       |      |                          |                    |  |  |                 |   |          |                             |                 |
| 19               | South Side Entrance                    | Ext.  |      | Stairways                | Secondary Entrance |  | Handrails do not extend 12" from stairs<br>Handrails not continuous where required<br>Handrails extensions not compliant | -<br>-<br>-     | Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.<br>Provide continuous handrails.   | 1        | -                           | -               |

| 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<br>Handrails have noncompliant cross section<br>Handrails not continuous where required | -<br>-<br>-     | 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                     |
| <b>Signage</b> |  |       |      |           |                    |  |   |                 |   |          |           |                           |
| 22             | Treasurer Collector                        | 1     |      | Signage   | Designation        |   | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door        | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.<br>(Issue applies to blade signs in seven locations.)  | 7        | Labor 250 | \$1750<br><br><b>1750</b> |
| 23             | Employee Only Toilet Room on First Floor   | 1     |      | Signage   | Designation        |  | Sign not located on the latch side of the door<br>Directional sign to access. toilet not provided                               | -<br>-          | Locate the sign at permanent rooms alongside the door on the latch side.<br>Install a sign indicating the location of the nearest accessible toilet room.   | 1        | Labor 250 | \$250<br><br><b>250</b>   |
| 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                     |

| 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<br>Braille not provided on sign<br>Signage not located on an accessible route     | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Relocate sign to an accessible route./Provide an accessible route to the sign.<br><br>Note: This recommendation is in reference to the designation sign presently above the entryway that reads, "Meeting Room".   | 1        | 250   | \$250           |
| 26                                  | Board of Health                | 2     |      | Signage                      | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>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   | \$1000          |
| <b>Service Counter</b>              |                                |       |      |                              |             |  |  |                 |  |          |       |                 |
| 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.<br><br>Note: Issue applies to three service counters not including the service counter in the town manager's office.  | 3        | 1144  | \$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  | \$1144          |
| <b>Operable Parts / Reach Range</b> |                                |       |      |                              |             |  |  |                 |  |          |       |                 |
| 29                                  | Main Street East Side Entrance | Ext.  |      | Operable Parts / Reach Range | Other       |  | Element not on an accessible route<br>Reach < 15" or > 48"(forward/side approach)  | - 61"           | Ensure drop-off box is located on an accessible route.<br>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<br>Collector Bell | 1     |      | Operable<br>Parts /<br>Reach<br>Range | Bell            |    | Side reach > 54"  | 58"             | Relocate bell so that controls are between 15" - 48" above the finished floor.  | 1        | Labor | Labor           |
| <b>Dining or Work Surfaces</b>    |                             |       |      |                                       |                 |  |   |                 |   |          |       |                 |
| 31                                | By<br>Selectmen's<br>Office | 1     |      | Dining or<br>Work<br>Surfaces         | Work<br>Surface |    | At least one or 5% accessible tables not provided<br>Knee or toe clearance not provided | 23"<br>-        | Ensure that at least one dining or work surface is accessible.<br>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           |
| 32                                | Finance<br>Director         | 2     |      | Dining or<br>Work<br>Surfaces         | Work<br>Surface |   | At least one or 5% accessible tables not provided<br>Knee or toe clearance not provided | -<br>25"        | Ensure that at least one work surface is accessible.<br>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           |
| <b>Assembly Area</b>              |                             |       |      |                                       |                 |  |   |                 |   |          |       |                 |
| 33                                | Meeting<br>Room             | 2     |      | Assembly<br>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          |
| <b>Toilet &amp; Bathing Rooms</b> |                             |       |      |                                       |                 |  |   |                 |   |          |       |                 |

| ID                        | Location                                  | Floor | Room | Element            | Type                          | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation       |
|---------------------------|---|-------|------|--------------------|-------------------------------|--|---|-----------------|--|----------|-------|-----------------------|
| <b>Single-User Toilet</b> |   |       |      |                    |                               |  |   |                 |  |          |       |                       |
| 34                        | Women's and Men's Single-User Toilet Room | 2     |      | Single-User Toilet | N/A                           |    | Item mounted over grab bar (MAAB)   | -<br>-          | 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.<br>Note: There may not be sufficient space for the cabinet to remain in the toilet room. | 2        | 500   | \$1000<br><b>1000</b> |
| 35                        | Women's and Men's Single-User Toilet Room | 2     |      | Single-User Toilet | N/A                           |    | Side grab bar < 54" from back wall<br>Side or rear grab bar < 33" or > 36" high | 52"<br>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).<br>Mount grab bars 33"- 36" above the finished floor.   | 2        | 750   | \$1500<br><b>1500</b> |
| <b>Dispensers</b>         |   |       |      |                    |                               |  |   |                 |  |          |       |                       |
| 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<br><b>1000</b> |
| <b>Best Practice</b>      |   |       |      |                    |                               |  |   |                 |  |          |       |                       |
| <b>Sign</b>               |   |       |      |                    |                               |  |   |                 |  |          |       |                       |
| 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

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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\***

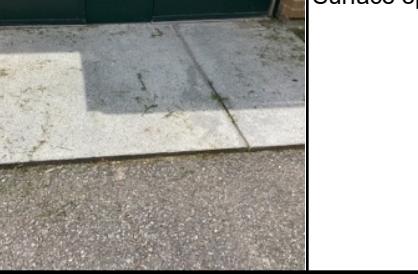
**\*Note:** Costs not provided for the renovation of some exterior elements such as estimating the cost to repair or provide expanses of sidewalk or walkway.

#### **Best Practice and Inclusive Design**

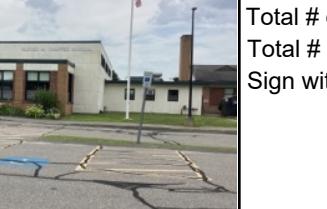
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- 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.

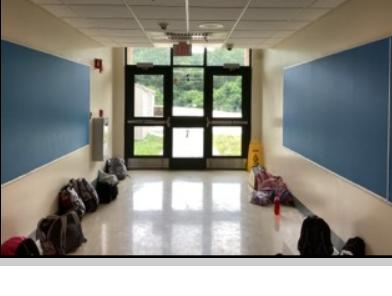
| ID                           | Location                      | Floor | Room | Element               | Type     | Photo  | Issues                        | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|------------------------------|-------------------------------|-------|------|-----------------------|----------|--|-------------------------------|-----------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b> |                               |       |      |                       |          |  |                               |                 |   |          |       |                 |
| <b>Exterior Access Route</b> |                               |       |      |                       |          |  |                               |                 |   |          |       |                 |
| 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        | -     | -               |

| 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        | -     | -               |

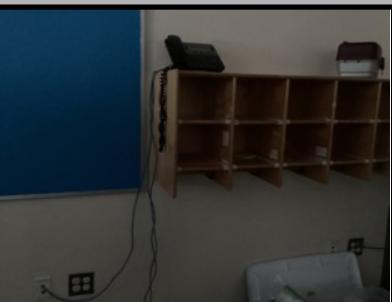
## Off-Street Parking Lot or Garage

|    |                                    |      |  |                                  |     |  |   |                   |   |   |     |        |
|----|------------------------------------|------|--|----------------------------------|-----|--|---|-------------------|---|---|-----|--------|
| 9  | Parking by American Flag           | Ext. |  | Off-Street Parking Lot or Garage | N/A |  | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Sign with the International Symbol of Acc. not provided | 60<br>1<br>2<br>- | 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<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Sign with the International Symbol of Acc. not provided | 8<br>-<br>3<br>-  | 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 |

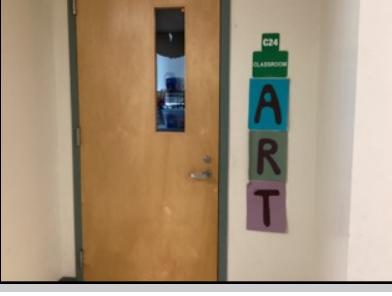
| ID                                  | Location                          | Floor | Room | Element                 | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price      | Cost Estimation |
|-------------------------------------|-----------------------------------|-------|------|-------------------------|------|--|--|-----------------|--|----------|------------|-----------------|
| <b>Passenger Loading Zones</b>      |                                   |       |      |                         |      |  |  |                 |  |          |            |                 |
| 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           |
|                                     |                                   |       |      |                         |      |  |  |                 |  |          |            |                 |
| 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           |
|                                     |                                   |       |      |                         |      |  |  |                 |  |          |            |                 |
| <b>Access to Goods and Services</b> |                                   |       |      |                         |      |  |  |                 |  |          |            |                 |
| <b>Means of Egress</b>              |                                   |       |      |                         |      |  |  |                 |  |          |            |                 |
| 13                                  | Main Entrance Egress              | 1     |      | Means of Egress         | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>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<br>200 | \$450           |
| 14                                  | South Egress to Playground Door 4 | 1     |      | Means of Egress         | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>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<br>200 | \$450           |
| 15                                  | West Egress Door 12               | 1     |      | Means of Egress         |      |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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<br>200 | \$450           |
|                                     |                                   |       |      |                         |      |  |  |                 |  |          |            |                 |

| ID                           | Location  | Floor | Room | Element                     | Type | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price      | Cost Estimation |
|------------------------------|---|-------|------|-----------------------------|------|--|--|-----------------|---|----------|------------|-----------------|
| 16                           | Media Center<br>Door 6 Exit to<br>Enclosed<br>Courtyard | 1     | B6   | Means of<br>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<br>Egress          | N/A  |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200 | \$450           |
|                              |   |       |      |                             |      |  |  |                 |   |          | 450        |                 |
| 18                           | Gymnasium<br>Doors 9 and<br>8                           | 1     | B6   | Means of<br>Egress          | N/A  |   | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 2        | 250<br>200 | \$900           |
|                              |   |       |      |                             |      |  |  |                 |   |          | 900        |                 |
| 19                           | Door 7 East   | 1     | B6   | Means of<br>Egress          |      |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200 | \$450           |
|                              |   |       |      |                             |      |  |  |                 |   |          | 450        |                 |
| <b>Interior Access Route</b> |   |       |      |                             |      |  |  |                 |   |          |            |                 |
| 20                           | Nurse's<br>Office<br>Second<br>Room                     | 1     |      | Interior<br>Access<br>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           |
|                              |   |       |      |                             |      |  |  |                 |   |          |            |                 |

| 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           |
| 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           |
| 24 | All-Gender Single-User Toilet Room Near Media Center | 1     | B6   | Interior Access Route |      |  | Obstructed by protruding objects<br>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           |
| 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           |

| 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           |
| 398                                 |                             |       |      |                          |        |  |   |                 |   |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |                             |       |      |                          |        |  |   |                 |   |          |       |                 |
| 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          |
| 6000                                |                             |       |      |                          |        |  |   |                 |   |          |       |                 |

| ID             | Location                           | Floor | Room | Element | Type        | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----------------|------------------------------------|-------|------|---------|-------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Signage</b> |                                    |       |      |         |             |  |  |                 |   |          |       |                 |
| 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).<br><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           |
| 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).<br><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           |
| 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).<br><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           |
| 35             | First Grade                        | 1     | B24  | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on the sign.  | 1        | 250   | \$250           |
|                |                                    |       |      |         |             |  |  |                 |   |          |       | 250             |

| 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           |
| <b>Service Counter</b>              |   |       |      |                              |               |  |  |                 |   |          |       |                 |
| 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           |
| <b>Operable Parts / Reach Range</b> |   |       |      |                              |               |  |  |                 |   |          |       |                 |
| 39                                  | By Toilet Room  | 1     |      | Operable Parts / Reach Range | Bottle Filler |  | Clear floor space is not provided<br>Not compliant | -<br>-          | 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           |

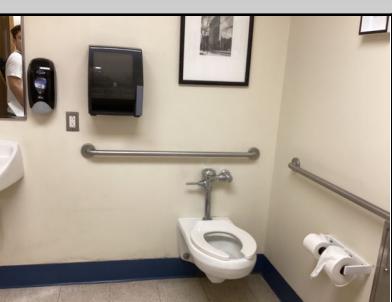
| ID                             | Location                                 | Floor | Room | Element                 | Type                  | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|--------------------------------|--|-------|------|-------------------------|-----------------------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Children's Reach Ranges</b> |  |       |      |                         |                       |  |  |                 |  |          |       |                 |
| 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             |
| <b>Dining or Work Surfaces</b> |  |       |      |                         |                       |  |  |                 |  |          |       |                 |
| 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          |
| 43                             | Media Center Courtyard                   | 1     | B6   | Dining or Work Surfaces | Dining Surface        |  | Not on a accessible route<br>Knee or toe clearance not provided<br>Knee clearance less than 19" deep | -<br>-<br>12"   | Ensure dining or work surfaces are located on an accessible route.<br>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.<br>Provide at least one dining or work surface with knee clearance that is 19" deep min. | 1        | 1400  | \$1400          |
| 44                             | Playground 2 South Side                  | Ext.  |      | Dining or Work Surfaces | Dining Surface        |  | Not on a accessible route<br>At least one or 5% accessible tables not provided                       | 2<br>-          | Ensure at least one picnic table in this area is located on an accessible route.<br>Ensure that at least one picnic table in this area is accessible.  | 1        | 1400  | \$1400          |
| <b>Assembly Area</b>           |  |       |      |                         |                       |  |  |                 |  |          |       |                 |
| 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            |

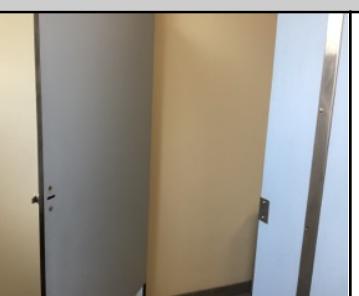
| ID                                | Location  | Floor | Room | Element          | Type        | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price     | Cost Estimation |
|-----------------------------------|---|-------|------|------------------|-------------|--|---|-----------------|---|----------|-----------|-----------------|
| <b>Exterior Benches</b>           |   |       |      |                  |             |  |   |                 |   |          |           |                 |
| 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.<br><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        | -         | -               |
| <b>Toilet &amp; Bathing Rooms</b> |   |       |      |                  |             |  |   |                 |   |          |           |                 |
| <b>Overall Access</b>             |   |       |      |                  |             |  |   |                 |   |          |           |                 |
| 47                                | Second Single-User All-Gender Toilet Room by Cafeteria      | 1     |      | Overall Access   | Toilet Room |   | International Symbol of Acc. not provided<br>Signage lacks 18" by 18" clear floor space | -               | Provide a sign with the International Symbol of Accessibility (ISA).<br><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           |
| <b>Lavatory</b>                   |   |       |      |                  |             |  |   |                 |   |          |           |                 |
| 48                                | One of Two Single-User All-Gender Toilet Rooms by Cafeteria | 1     |      | Lavatory         | N/A         |  | Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"      | - 42"           | Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>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           |
|                                   |   |       |      |                  |             |  |   |                 |   |          |           | 333             |

| 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           |
|                           |  |       |      |                    |                        |  |  |                 |  |          | 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           |
|                           |  |       |      |                    |                        |  |  |                 |  |          | 333   |                 |
| <b>Single-User Toilet</b> |  |       |      |                    |                        |  |  |                 |  |          |       |                 |
| 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           |
|                           |  |       |      |                    |                        |  |  |                 |  |          | 333   |                 |
| <b>Toilet Compartment</b> |  |       |      |                    |                        |  |  |                 |  |          |       |                 |
| 54                        | Boys' Multi-User Toilet Room by Gymnasium            | 1     | B6   | Toilet Compartment | Accessible Compartment |  | Door has noncompliant hardware<br>Door has malfunctioning self-closing hinge | -<br>-          | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge. | 1        | 750   | \$750           |
|                           |  |       |      |                    |                        |  |  |                 |  |          | 750   |                 |

| 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<br>Side or rear grab bar < 33" or >36" high<br>Centerline < or > 18" (MAAB) | 16.5"<br>37"<br>19" | Install a toilet with a seat height 17"- 19" above the finished floor.<br>Locate grab bars between 33"- 36" above the finished floor.<br>Relocate toilet so the centerline is 18" from the side wall. | 1        | 3676<br>333<br><br><b>4009</b> | \$4009          |
| 56 | Girls' Multi-User Toilet Room by Gymnasium | 1     | B6   | Toilet Compartment | Accessible Compartment |   | Door has noncompliant hardware<br>Door has malfunctioning self-closing hinge                               | -<br>-              | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge.  | 1        | 91<br><br><b>91</b>            | \$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<br><br><b>3676</b>        | \$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<br><br><b>500</b> | \$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<br><br><b>500</b> | \$500 |

| 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           |
| <b>398</b>                           |                               |       |      |                               |                        |  |  |                 |   |          |          |                 |
| 61                                   | Nurse's Office Shower         | 1     |      | Shower Compartment            | Transfer Type          |    | Shower not on an accessible route<br>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<br>Seat not provided (transfer compartment)<br>Accessible shower not provided | 34" - - -       | Provide compliant grab bars depending on shower type.<br>Provide a folding seat.<br>Provide at least one accessible shower.   | 1        | 7894     | \$7894          |
| <b>7894</b>                          |                               |       |      |                               |                        |  |  |                 |   |          |          |                 |
| <b>Toilet Rooms for Children</b>     |                               |       |      |                               |                        |  |  |                 |   |          |          |                 |
| <b>Toilet Compartment (Children)</b> |                               |       |      |                               |                        |  |  |                 |   |          |          |                 |
| 63                                   | Boy's Multi-User Toilet Room  | 1     |      | Toilet Compartment (Children) |                        |  | Door with malfunctioning self-closing hinge<br>Door pull not provided                                | - -             | Repair self-closing hinge.<br>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            |
| <b>91</b>                            |                               |       |      |                               |                        |  |  |                 |   |          |          |                 |
| 64                                   | Girls' Multi-User Toilet Room | 1     |      | Toilet Compartment (Children) | Accessible Compartment |  | Door with malfunctioning self-closing hinge<br>Door pull not provided                                | - -             | Repair self-closing hinge.<br>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            |
| <b>91</b>                            |                               |       |      |                               |                        |  |  |                 |   |          |          |                 |

| 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)<br>Noncompliant toilet paper dispenser | 31" -           | Relocate rear grab bar to 25"- 27" above the finished floor.<br>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<br>500<br><br><b>833</b> | \$833           |
| <b>Lavatory (Children)</b>   |  |       |      |                               |                        |  |  |                 |   |          |                              |                 |
| 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<br><br><b>666</b>        | \$666           |
| <b>Dispensers (Children)</b> |  |       |      |                               |                        |  |  |                 |   |          |                              |                 |
| 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<br><br><b>398</b>        | \$398           |
| <b>Additional Access</b>     |  |       |      |                               |                        |  |  |                 |   |          |                              |                 |
| <b>Sink</b>                  |  |       |      |                               |                        |  |  |                 |   |          |                              |                 |
| 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           |
| <b>Play and Sport Areas</b>  |  |       |      |                               |                        |  |  |                 |   |          |                              |                 |

| ID                | Location                | Floor | Room | Element    | Type | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-------------------|-------------------------|-------|------|------------|------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Play Areas</b> |                         |       |      |            |      |  |  |                 |   |          |       |                 |
| 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.<br><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.<br><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.<br><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 |
|---------------|-----------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| <b>Podium</b> |           |       |      |         |      |  |        |                 |  |          |       |                 |
| 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  
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## 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 grasping, 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.

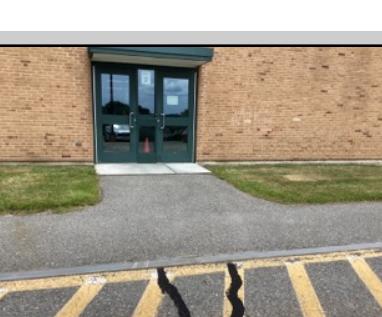
### **Best Practice and Inclusive Design**

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.

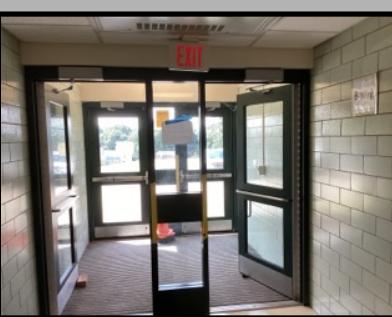
| ID                    | Location                         | Floor | Room | Element               | Type     | Photo | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------|----------------------------------|-------|------|-----------------------|----------|-------|---|-----------------|---|----------|-------|-----------------|
| Approach and Entrance |                                  |       |      |                       |          |       |   |                 |   |          |       |                 |
| Exterior Access Route |                                  |       |      |                       |          |       |   |                 |   |          |       |                 |
| 1                     | Egress Door 2                    | Ext.  |      | Exterior Access Route | Exterior |       | Surface openings > 1/2"<br>Level changes > 1/4" | 1"<br>1"        | Repair so that openings are 1/2" max.<br>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        | -     | -               |

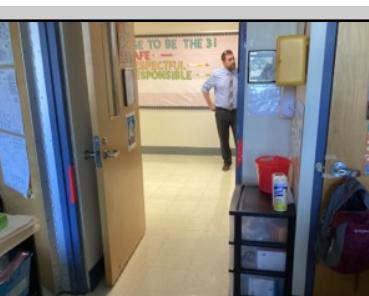
| ID | Location             | Floor | Room | Element               | Type     | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|----------------------|-------|------|-----------------------|----------|--|---|-----------------|--|----------|-------|-----------------|
| 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"<br>Cross slope > 1:50 (2.00%) | 1"<br>3.11%     | Repair so that openings are 1/2" max.<br>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           |

| 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"<br>Running slope > 1:20 (5.00%)   | 5"<br>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           |
| <b>Curb Ramp</b>                        |                             |       |      |                                  |          |  |   |                 |  |          |       |                 |
| 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        | -     | -               |
| <b>Off-Street Parking Lot or Garage</b> |                             |       |      |                                  |          |  |   |                 |  |          |       |                 |
| 15                                      | By Front Entrance           | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |  | Total # of designated van accessible spaces<br>Access aisle not compliant<br>Access aisle < 96" wide at van space | 2<br>-<br>60"   | Provide a marked access aisle that is at least 96" wide at the van accessible space. (Re-stripe.)  | 1        | 300   | \$300           |
|   |                             |       |      |                                  |          |  |   |                 |  |          | 300   |                 |

| 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<br>Running or cross slope at access aisle > 1:50 (2.00%) | 2<br>3.2%       | Reduce running or cross slope to be no steeper than 1:50 (2.00%).   | 1        | -                            | -               |
| <b>Passenger Loading Zones</b>      |                               |       |      |                                  |         |  |  |                 |   |          |                              |                 |
| 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           |
| <b>Access to Goods and Services</b> |                               |       |      |                                  |         |  |  |                 |   |          |                              |                 |
| <b>Means of Egress</b>              |                               |       |      |                                  |         |  |  |                 |   |          |                              |                 |
| 18                                  | Front Egress                  | 1     |      | Means of Egress                  | N/A     |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                         | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |
| 19                                  | Door 1 Egress                 | 1     |      | Means of Egress                  | N/A     |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                         | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |
| 20                                  | Door 9 Egress                 | 1     | D23  | Means of Egress                  | N/A     |  | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided         | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250<br><br><b>500</b>        | \$500           |

| 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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250<br><br><b>500</b>        | \$500           |
| 22 | Door 6              | 1     |      | Means of Egress | N/A  |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |
| 23 | Gym Door 5          | 1     |      | Means of Egress | N/A  |   | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |
| 24 | Gym Door 4          | 1     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |
| 25 | Door 3              | 1     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |

| 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<br>Illuminated ISA symbol not provided (MAAB) | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |
| <b>Interior Access Route</b> |                                 |       |      |                       |      |  |  |                 |   |          |                              |                 |
| 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-detectable barrier 27" max. above the ground under the defibrillator.  | 1        | 398<br><br><b>398</b>        | \$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-detectable barrier 27" max. above the ground under the wall hung object.  | 1        | 398<br><br><b>398</b>        | \$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<br><br><b>398</b>        | \$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<br><br><b>398</b>        | \$398           |

| 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           |
|                                     |                              |       |      |                          |        |  |                                       |                 |   |          | 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           |
|                                     |                              |       |      |                          |        |  |                                       |                 |   |          | 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           |
|                                     |                              |       |      |                          |        |  |                                       |                 |   |          | 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        | -     | -               |
|                                     |                              |       |      |                          |        |  |                                       |                 |   |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |                              |       |      |                          |        |  |                                       |                 |   |          |       |                 |
| 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           |
|                                     |                              |       |      |                          |        |  |                                       |                 |   |          |       |                 |

| 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           |
| 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<br>Maneuvering clearance(s) not provided | 16"             | Provide a cane-detectable barrier 27" max. above the finished floor under the shelf.<br>Relocate shelf to provide 18" min. pull side maneuvering clearance at the door. | 1        | 500   | \$500           |

| 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<br>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           |
| 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<br>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           |
| 45 | Third Grade                               | 1     |      | Doors, Doorways, & Gates | Classroom   |  | Obstructed by protruding objects<br>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           |

| 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           |
| <b>Signage</b> |   |       |      |                          |             |  |  |                 |  |                     |                       |                 |
| 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<br>International Symbol of Acc. not provided | -<br>-          | 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<br><br><b>250</b> | 250<br><br><b>250</b> | \$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           |

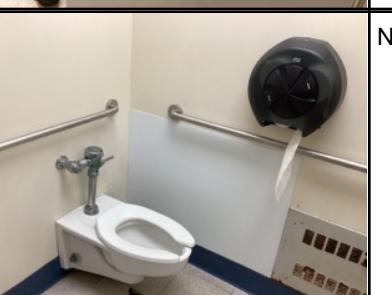
| ID                             | Location                           | Floor | Room | Element                 | Type           | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|--------------------------------|------------------------------------|-------|------|-------------------------|----------------|--|---|-----------------|--|----------|-------|-----------------|
| 51                             | ILC Single-User Toilet Room Door 3 | 1     | D23  | Signage                 | Designation    |    | Signage is not provided<br>International Symbol of Acc. not provided  | -<br>-          | 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>250</b>                     |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |
| <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>1144</b>                    |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |
| <b>Dining or Work Surfaces</b> |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |
| 53                             | Cafeteria                          | 1     |      | Dining or Work Surfaces | Dining Surface |  | At least one or 5% accessible tables not provided<br>Knee clearance less than 19" deep  | -<br>16"        | Ensure that at least one dining surface is accessible.<br>Provide at least one dining surface with knee clearance that is 19" deep min.  | 1        | 1430  | \$1430          |
| <b>1430</b>                    |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |
| <b>Picnic Tables</b>           |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |
| 54                             | By Front Entrance                  | Ext.  |      | Picnic Tables           | N/A            |  | At least 5% accessible spaces not provided<br>Toe or knee clearance at tables not provided<br>Knee clearance less than 19" deep | -<br>-          | 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          |
| <b>1400</b>                    |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |
| 55                             | Media Center Courtyard             | 1     |      | Picnic Tables           | N/A            |  | At least 5% accessible spaces not provided<br>Knee clearance less than 19" deep   | -<br>-          | Ensure that at least 5% (minimum one) of picnic tables are accessible.<br>Provide at least one picnic table with knee clearance that is 19" deep min.                                      | 1        | 1400  | \$1400          |
| <b>1400</b>                    |                                    |       |      |                         |                |  |   |                 |  |          |       |                 |

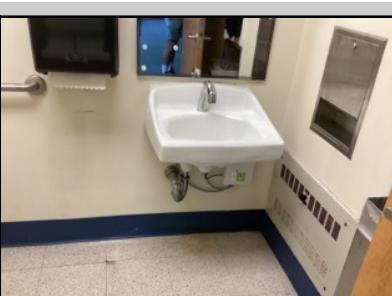
| ID                                | Location                                  | Floor | Room | Element            | Type | Photo  | Issues   | Current Measure    | Recommendations   | Quantity | Price                                 | Cost Estimation |
|-----------------------------------|---|-------|------|--------------------|------|--|--|-------------------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

| 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<br>Toilet paper dispenser is not compliant               | -<br>-          | Relocate the flush control to the open side.<br>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<br>333 | \$819           |
|                   |                                    |       |        |                    |                  |  |   |                 |  |          | 819        |                 |
| 63                | All-Gender Single-User Toilet Room | 1     | C1     | Single-User Toilet | N/A              |   | Clearance at toilet < 72" clear depth (MAAB)<br>Toilet paper dispenser is not compliant | 69"<br>-        | Relocate furniture and stored items to ensure that there is 72" deep min. clear floor space at the toilet.<br>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<br>Toilet paper dispenser is not compliant               | -               | Relocate the flush control to the open side.<br>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<br>333 | \$819           |
|                   |                                    |       |        |                    |                  |  |   |                 |  |          | 819        |                 |
| <b>Dispensers</b> |                                    |       |        |                    |                  |  |   |                 |  |          |            |                 |
| 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       |                 |

| 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   |                 |
| <b>Shower Compartment</b> |  |       |        |                    |                       |  |  |                 |   |          |       |                 |
| 70                        | Nurse's Office                         | 1     |        | Shower Compartment | Transfer Type         |  | Size of shower compartment not compliant<br>Grab bars are not 33"-36" high<br>Accessible shower not provided | -<br>-<br>-     | Provide a transfer shower that is 36" by 36".<br>Locate grab bars between 33"- 36" above the finished floor.<br>Provide at least one compliant accessible shower. | 1        | 7894  | \$7894          |
|                           |  |       |        |                    |                       |  |  |                 |   |          | 7894  |                 |

| 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           |
| <b>Toilet Rooms for Children</b>     |  |       |      |                               |               |  |   |   |  |          |  |                 |
| <b>Single-User Toilet (Children)</b> |  |       |      |                               |               |  |   |   |  |          |  |                 |
| 72                                   | ILC Single-User Toilet Room                | 1     | D20  | Single-User Toilet (Children) | N/A           |    | Centerline < 15" or > 18" (4 - 6)<br>Side or rear grab bar < 25" or > 27" high (4 - 6)<br>Noncompliant toilet paper and paper towel dispensers                              | 16.25"<br>32.5"<br>-<br>18.5"<br>33"<br>- | Relocate toilet so that the centerline is between 15" and 18" from the side wall.<br>Locate grab bar between 25"- 27" above the floor.<br>Relocate the toilet paper and paper towel dispensers so that they are not mounted above grab bars.   | 1        | 3676<br>256<br>1000<br><br><b>4932</b>         | \$4932          |
| 73                                   | Grade 5 Single-User Toilet Room            | 1     | C18  | Single-User Toilet (Children) | N/A           |  | Clearance at toilet < 60" clear wide<br>Toilet seat < 15" or > 17" high (4 - 6)<br>Side or rear grab bar < 25" or > 27" high (4 - 6)<br>Noncompliant toilet paper dispenser | -<br>18.5"<br>33"<br>-                    | Relocate furniture and trash container to provide a clear floor space that is 60" wide min.<br>Install a toilet with a seat between 15"- 17" high above the finished floor.<br>Locate grab bar between 25"- 27" above the floor.<br>Relocate toilet paper dispenser so that it is not mounted above grab bars.   | 1        | Labor<br>2816<br>333<br>500<br><br><b>3649</b> | \$3649          |
| 74                                   | All-Gender Single-User Toilet Room English | 1     | C19  | Single-User Toilet (Children) | All Gender    |  | Clearance at toilet < 72" clear deep<br>Noncompliant toilet paper dispenser   | 66"<br>-<br>18.25"<br>16"<br>34"          | Relocate furniture and stored items to provide a clear floor space that is 72" deep min.<br>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<br><br><b>500</b>                          | \$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)<br>Centerline < 15" or > 18" (4 - 6)<br>Side or rear grab bar < 25" or > 27" high (4 - 6)   | 18.25"<br>16"<br>34"                      | Install a toilet with a seat between 15"- 17" high above the finished floor.<br>Relocate toilet so that the centerline is between 15" and 18" from the side wall.<br>Locate grab bar between 25"- 27" above the floor.   | 1        | 3676<br>333<br><br><b>4009</b>                 | \$4009          |

| ID                                   | Location                                  | Floor | Room | Element                       | Type                   | Photo  | Issues   | Current Measure      | Recommendations  | Quantity | Price                              | Cost Estimation |
|--------------------------------------|---|-------|------|-------------------------------|------------------------|--|--|----------------------|--|----------|------------------------------------|-----------------|
| <b>Toilet Compartment (Children)</b> |   |       |      |                               |                        |  |  |                      |  |          |                                    |                 |
| 76                                   | Girls' Multi-User Toilet Room             | 1     |      | Toilet Compartment (Children) | Accessible Compartment |    | Door with malfunctioning self-closing hinge<br>Side or rear grab bar < 25" or > 27" high (Ages 9 - 12)<br>Noncompliant toilet paper dispenser<br>Clearance at toilet < 60" clear width | -<br>31"<br>-<br>58" | Repair self-closing hinge.<br>Relocate grab bar to 25"- 27" above the finished floor.<br>Relocate toilet paper dispenser so that it is not mounted above grab bars.<br>Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min.<br>(Relocate vacuum cleaner.) | 1        | Labor 333<br>500<br><br><b>833</b> | \$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<br><br><b>333</b>              | \$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<br><br><b>91</b>                | \$91            |
| 79                                   | Men's Single-User Toilet Room With Urinal | 1     | B2   | Toilet Compartment (Children) | Accessible Compartment |  | Door with malfunctioning self-closing hinge<br>Door pull not provided  | -<br>+               | Repair self-closing hinge.<br>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<br><br><b>91</b>          | \$91            |
| 80                                   | Men's Single-User Toilet Room With Urinal | 1     | B2   | Toilet Compartment (Children) | N/A                    |  | Noncompliant toilet paper dispenser  | 36"<br>-             | 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<br><br><b>333</b>              | \$333           |

| 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<br>Door pull not provided   | -<br>-               | Repair self-closing hinge.<br>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<br><br><b>91</b>             | \$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)<br>Noncompliant toilet paper dispenser<br>Clearance at toilet < 60" clear width | 31.5"<br>-<br>58.25" | Relocate grab bar to 25"- 27" above the finished floor.<br>Relocate toilet paper dispenser so that it is not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.<br>Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min. | 1        | 333<br>333<br>8037<br><br><b>8703</b> | \$8703          |
| <b>Lavatory (Children)</b> |  |       |      |                               |                        |  |   |                      |  |          |                                       |                 |
| 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<br><br><b>150</b>                 | \$150           |
| <b>Additional Access</b>   |  |       |      |                               |                        |  |   |                      |  |          |                                       |                 |
| <b>Drinking Fountains</b>  |  |       |      |                               |                        |  |   |                      |  |          |                                       |                 |
| 84                         | By All-Gender Toilet Room                  | 1     |      | Drinking Fountains            | Low                    |                              | No drinking fountain provided for standing users<br>Knee or toe clearance not provided  | -<br>25"             | Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.<br>Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.   | 1        | 4028<br>2636<br><br><b>6664</b>       | \$6664          |

| ID                          | Location     | Floor | Room | Element    | Type | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------------------|--------------|-------|------|------------|------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Sink</b>                 |              |       |      |            |      |  |   |                 |  |          |       |                 |
| 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           |
| <b>Play and Sport Areas</b> |              |       |      |            |      |  |   |                 |  |          |       |                 |
| <b>Play Areas</b>           |              |       |      |            |      |  |   |                 |  |          |       |                 |
| 86                          | Playground   | Ext.  |      | Play Areas | N/A  |   | Accessible route not provided around playground<br>Accessible route not provided to play components | -<br>-          | Provide an accessible route around the play area.<br>Provide a compliant impact-attenuating surface to and around the play components.<br><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<br>Accessible route not provided to play components | -<br>-          | Provide an accessible route around the play area.<br>Provide a compliant impact-attenuating surface to and around the play components.<br><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



Institute for Human Centered Design

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## 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

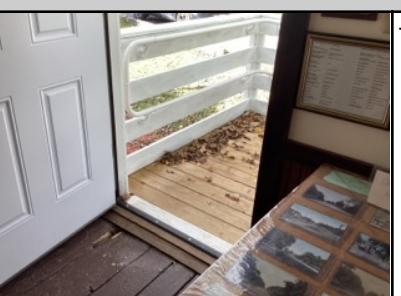
**Total: \$1,750\***

**\*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.

| ID                                      | Location      | Floor | Room | Element                          | Type             | Photo  | Issues  | Current Measure         | Recommendations  | Quantity | Price | Cost Estimation |
|---|---------------|-------|------|----------------------------------|------------------|--|---|-------------------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |
| 1                                       | Parking       | Ext.  |      | Off-Street Parking Lot or Garage | N/A              |    | Total # of parking<br>Total # of designated van accessible spaces<br>Running or cross slope at access aisle > 1:50 (2.00%)<br>Sign does not have the designation "Van Accessible"<br>Sign bottom < 60" above finished grade | 1<br>1<br>-<br>58"<br>- | Reduce running or cross slope to be no steeper than 1:50 (2.00%).<br>Add the designation "Van Accessible" to the sign located at the van accessible space.<br>Locate sign with the bottom of the sign 60" above the ground.<br><b>Note:</b> Cost is for a designation sign with the words, "Van Accessible". | 1        | 500   | \$500           |
| <b>Exterior Ramp</b>                    |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |
| 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        | -     | -               |
| <b>Access to Goods and Services</b>     |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |
| <b>Means of Egress</b>                  |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |
| 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           |
| <b>Doors, Doorways, &amp; Gates</b>     |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |
| 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          |
|   |               |       |      |                                  |                  |  |   |                         |  |          |       |                 |

| 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           |
| <b>Best Practice</b>           |                 |       |      |                          |                  |   |                                       |   |   |          |       |                 |
| <b>Photographs of Interior</b> |                 |       |      |                          |                  |   |                                       |   |   |          |       |                 |
| 6                              | Old Schoolhouse | Ext.  |      | Photographs 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

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## Background

Year Built: 1968    Year Renovated: 2008

Oxford Middle School 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 walkways 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 |
|------------------------------|----------------------|-------|------|-----------------------|----------|--|---|-----------------------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b> |                      |       |      |                       |          |  |   |                             |   |          |       |                 |
| <b>Exterior Access Route</b> |                      |       |      |                       |          |  |   |                             |   |          |       |                 |
| 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"<br>Level changes > 1/4"   | 3"<br>1"                    | Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.<br>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"<br>Cross slope > 1:50 (2.00%)<br>Running slope > 1:20 (5.00%)<br>Level changes > 1/4" | 1"<br>4.0 %<br>11.0 %<br>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.<br>Reduce cross slope to be no steeper than 1:50 (2.00%).<br>Reduce running slope to be no steeper than 1:20 (5.00%).<br>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%)<br>Route not maintained in operable working condition                              | 2.6"<br>-                   | Reduce cross slope to be no steeper than 1:50 (2.00%).<br>Ensure the accessible route is maintained in operable working condition.  | 1        | Labor | Labor           |

| 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           |

| 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%)<br>Running slope > 1:20 (5.00%)  | 3%<br>16.8"       | Reduce cross slope to be no steeper than 1:50 (2.00%).<br>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           |
| <b>Off-Street Parking Lot or Garage</b> |                  |       |      |                                  |         |  |   |                   |  |          |       |                 |
| 14                                      | By Main Entrance | Ext.  |      | Off-Street Parking Lot or Garage | N/A     |  | Total # of designated van accessible spaces<br>Van space < 132" or <96" wide<br>Running or cross slope at space > 1:50 (2.00%)              | 1<br>108"<br>3.5% | Provide a van accessible space that is at least 132" wide.<br>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<br>Access aisle not provided<br>Sign with the International Symbol of Acc. not provided | 1<br>-<br>-       | Provide a marked access aisle that is at least 60" wide.<br>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           |

| 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<br>Sign with the International Symbol of Acc. not provided   | -<br>-           | 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<br>Access aisle not provided<br>Sign with the International Symbol of Acc. not provided  | 2<br>-<br>-      | 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.<br>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<br>Access aisle not provided<br>Running or cross slope at access aisle > 1:50 (2.00%)<br>Sign does not have the designation "Van Accessible" | -<br>-<br>-<br>- | Provide a marked access aisle that is at least 96" wide.<br>Reduce running or cross slope to be no steeper than 1:50 (2.00%) / repair surface.<br>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<br>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.<br>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 |
|----|---------------|------|--|-------------------------|-----|--|--|-----|---|---|-------|-------|

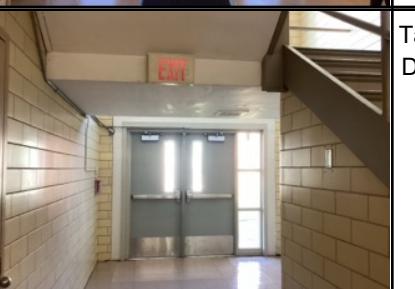
#### Exterior Ramp

|    |  |      |  |               |     |  |  |    |   |   |       |       |
|----|--|------|--|---------------|-----|--|--|----|---|---|-------|-------|
| 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 |
|----|--|------|--|---------------|-----|--|--|----|---|---|-------|-------|

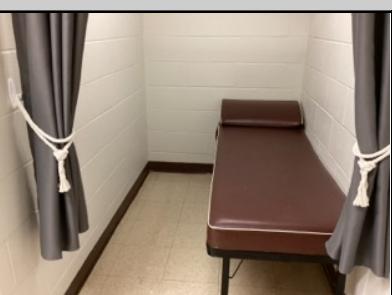
| ID              | Location                 | Floor | Room | Element  | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------|--------------------------|-------|------|----------|------|--|--|-----------------|--|----------|-------|-----------------|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

| 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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 2        | 250   | \$500           |

| 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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>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<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 2        | 250   | \$500           |
|                              |                               |       |      |                       |      |  |  |                 |  |          | 500   |                 |
| <b>Interior Access Route</b> |                               |       |      |                       |      |  |  |                 |  |          |       |                 |
| 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           |
| 500                                 |  |       |      |                          |        |  |   |                 |  |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |  |       |      |                          |        |  |   |                 |  |          |       |                 |
| 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"<br>Hardware not compliant                         | 24"<br>-        | Widen the door so that there is 32" min. clear width.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br><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"<br>Hardware not compliant | 8.5"<br>-       | Install an automatic door opener.<br>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<br>Hardware not compliant             | 9"<br>-         | Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 750   | \$750           |
| 6000                                |  |       |      |                          |        |  |   |                 |  |          |       |                 |
| 750                                 |  |       |      |                          |        |  |   |                 |  |          |       |                 |

| 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          |
| 48 | To Door 2                          | 1     |      | Doors, Doorways, & Gates | Circulation |   | If double-leaf door, neither compliant<br>Door requires > 5 lbs. of force to open  | 30"<br>15 lbs.  | Ensure that at least one of the active leaves is at least 32" min. wide.<br>Adjust closers so doors do not require more than 5 pounds of force to open.   | 1        | 4376  | \$4376          |
| 49 | Girls' Multi-User Toilet Room      | 1     | 118  | Doors, Doorways, & Gates | Toilet Room |  | Clear width at door < 32"<br>Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door<br>Directional sign to access. toilet not provided | 25"             | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.<br>Install a sign indicating the location of the nearest accessible toilet room. | 2        | 250   | \$500           |
| 50 | Boys' Multi-User Toilet Room       | 1     | 121  | Doors, Doorways, & Gates | Toilet Room |  | Clear width at door < 32"<br>Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door<br>Directional sign to access. toilet not provided | 25"             | Provide text with raised characters duplicated in braille on the sign.<br>Provide braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.<br>Install a sign indicating the location of the nearest accessible toilet room. | 2        | 250   | \$500           |

| 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          |
|    |   |       |      |                          |             |  |   |                 |  |          | 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          |
|    |   |       |      |                          |             |  |   |                 |  |          | 6000        |                 |
| 53 | Boys' and Girl's Locker Rooms             | 1     |      | Doors, Doorways, & Gates | Circulation |   | Maneuvering clearance(s) not provided<br>Hardware not compliant<br>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           |
|    |   |       |      |                          |             |  |   |                 |  |          | 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           |
|    |   |       |      |                          |             |  |   |                 |  |          | 750         |                 |
| 55 | Girls' Locker Room Multi-User Toilet Room | 1     |      | Doors, Doorways, & Gates | Toilet Room |  | Clear width at door < 32"<br>Hardware not compliant   | 25" -           | Widen the door so that there is 32" min. clear width.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 4376<br>750 | \$5126          |
|    |   |       |      |                          |             |  |   |                 |  |          | 5126        |                 |

| 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          |
| 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           |
| 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           |
| <b>Stairways</b> |                     |       |      |                          |                  |  |  |                 |  |          |       |                 |
| 62               | All Four Staircases | 1     | 104  | Stairways                | Interior         |    | Handrail height < 34" or > 38"<br>Handrails do not extend 12" from stairs<br>Handrails not continuous where required     | 39"<br>-<br>-   | Alter so the handrails are 34"- 38" high above the floor.<br>Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.<br>Provide continuous handrails.                 | 4        | -     | -               |
| <b>Elevator</b>  |                     |       |      |                          |                  |  |  |                 |  |          |       |                 |
| 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        | -     | -               |
| <b>Signage</b>   |                     |       |      |                          |                  |  |  |                 |  |          |       |                 |
| 64               | Office              | 1     |      | Signage                  | Designation      |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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 |
|----|---|-------|------|---------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 66 | Nurse's Office                                      | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on the sign.<br>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<br>Braille not provided on sign<br>Sign not located on the latch side of the door<br>Directional sign to access. toilet not provided |                 | Provide text with raised characters duplicated in braille on the sign.<br>Locate the sign at permanent rooms alongside the door on the latch side.<br>Install a sign indicating the location of the nearest accessible toilet room. | 4        | 250   | \$1000<br><br>1000 |
| <b>Service Counter</b>         |  |       |      |                         |                |  |   |                 |   |          |       |                    |
| 73                             | Library  | 2     |      | Service Counter         | N/A            |   | Counter not connected to an accessible route<br>Counter > 36" high  | - 38"           | Ensure the counter is connected to an accessible route.<br>Provide a counter that is 36" max. above the ground or finished floor.   | 1        | 1144  | \$1144<br><br>1144 |
| <b>Dining or Work Surfaces</b> |  |       |      |                         |                |  |   |                 |   |          |       |                    |
| 74                             | Cafeteria  | 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<br><br>455   |

| 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<br>Knee or toe clearance not provided | - 22"           | Ensure that at least one work surface is accessible.<br>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   |                 |

| 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   |                 |
| <b>Assembly Area</b> |                             |       |      |                         |              |  |   |                 |   |          |       |                 |
| 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<br>Number of designated wheelchair spaces<br>Assistive listening devices not provided | 469<br>-<br>-   | 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.<br>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<br>Number of designated wheelchair spaces   | -<br>-          | 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 |
|-----------------------------------|---|-------|------|----------------|-------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Locker Room</b>                |   |       |      |                |             |  |   |                 |  |          |       |                 |
| 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<br>Bench < 24" deep                                     | 21"<br>9"       | Install a bench with the top of the seat between 17"- 19" above the finished floor.<br>Provide a bench that is 24" deep. | 1        | 260   | \$260           |
| <b>Toilet &amp; Bathing Rooms</b> |   |       |      |                |             |  |   |                 |  |          |       |                 |
| <b>Overall Access</b>             |   |       |      |                |             |  |   |                 |  |          |       |                 |
| 88                                | Nurse's Office Single-User Toilet Room    | 1     |      | Overall Access | Toilet Room |  | Turning space not provided<br>Accessible plumbing fixtures or stalls not provided | 48'<br>-        | Renovate to provide or add an accessible single-user toilet room in the nurse's office.                                  | 1        | 31985 | \$31985         |
| 89                                | Boys' Locker Room Multi-User Toilet Room  | 1     |      | Overall Access |             |  | Turning space not provided<br>Accessible plumbing fixtures or stalls not provided | -<br>-          | Provide one accessible wheelchair compartment.   | 1        | 8037  | \$8037          |
| 90                                | Girls' Locker Room Multi-User Toilet Room | 1     |      | Overall Access | Toilet Room |  | Turning space not provided<br>Accessible plumbing fixtures or stalls not provided | -<br>-          | Provide one accessible wheelchair compartment.   | 1        | 8037  | \$8037          |

| ID                        | Location                                      | Floor | Room | Element            | Type | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price        | Cost Estimation |
|---------------------------|---|-------|------|--------------------|------|--|---|-----------------|--|----------|--------------|-----------------|
| <b>Lavatory</b>           |   |       |      |                    |      |  |   |                 |  |          |              |                 |
| 91                        | All-Gender Single-User Toilet Room            | 1     | 132  | Lavatory           | N/A  |    | Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"                                  | - 49"           | Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>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<br>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.<br>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<br>Plumbing underneath is exposed<br>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.<br>Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>Lower mirror so that the bottom surface is at 40" max. above the finished floor.   | 1        | 1282 150 500 | \$1932          |
|                           |   |       |      |                    |      |  |   |                 |  |          |              | 1932            |
| <b>Single-User Toilet</b> |   |       |      |                    |      |  |   |                 |  |          |              |                 |
| 94                        | All-Gender Single-User Toilet Room by Door 20 | 1     |      | Single-User Toilet | N/A  |  | Toilet seat < 17" or > 19" high<br>Toilet paper dispenser is not compliant  | 15" -           | Install a toilet with a seat between 17"- 19" high above the finished floor.<br>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<br>Clearance at toilet < 60" clear width<br>Toilet paper dispenser is not compliant | 15" - -         | Install a toilet with a seat between 17"- 19" high above the finished floor.<br>Ensure that there is 60" wide min. clear floor space at the toilet. (relocate trash container.)<br>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.<br>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 |
|---------------------------|---|-------|------|--------------------|-----------------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Urinal</b>             |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| 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                      |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| <b>Dispensers</b>         |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| 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           |
|                           |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| 500                       |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| 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                       |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| <b>Shower Compartment</b> |   |       |      |                    |                       |  |   |                 |  |          |       |                 |
| 99                        | Boys' Locker Room                             | 1     |      | Shower Compartment | Other                 |  | Shower not on an accessible route<br>Accessible shower not provided | 3"<br>-         | Provide an accessible route to an accessible shower (this gang shower is recessed).<br>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<br>Accessible shower not provided | -<br>-          | Locate the accessible shower on an accessible route.<br>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 |
|--------------------------------------|------------------------------------|-------|------|-------------------------------|------------|--|---|-----------------|--|----------|---------------------------------------|-----------------|
| <b>Portable Toilet</b>               |                                    |       |      |                               |            |  |   |                 |  |          |                                       |                 |
| 101                                  | By Field D                         | Ext.  |      | Portable Toilet               | N/A        |    | Not located on an accessible route<br>Accessible portable toilets not provided<br>60" by 72" clear space not provided   | 4"<br>-<br>-    | Locate portable toilet on an accessible route with a door threshold no greater than 1/4".<br>Ensure that at least 5% and at least one of the portable toilets in each distinct areas where they are provided is accessible.<br>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           |
| <b>Changing Rooms</b>                |                                    |       |      |                               |            |  |   |                 |  |          |                                       |                 |
| 102                                  | Girls' Locker Room                 | 1     |      | Changing Rooms                | Girls'     |   | 5% of changing rooms are not accessible   | -               | Provide an accessible changing room.   | 1        | 7626                                  | \$7626          |
| <b>Toilet Rooms for Children</b>     |                                    |       |      |                               |            |  |   |                 |  |          |                                       |                 |
| <b>Single-User Toilet (Children)</b> |                                    |       |      |                               |            |  |   |                 |  |          |                                       |                 |
| 103                                  | All-Gender Single-User Toilet Room | 1     | 132  | Single-User Toilet (Children) | All Gender |  | Flush control not on open side<br>Side or rear grab bar < 25" or > 27" high (4 - 6)<br>Noncompliant toilet paper dispenser. (Ensure toilet paper dispenser not located above the grab bar.) | -<br>31"        | Move the flush control to the open side. Mount flush control between 20" - 30" above the floor.<br>Locate grab bar between 25"- 27" above the floor.<br>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<br>500<br>500<br><br><b>2000</b> | \$2000          |
| <b>Additional Access</b>             |                                    |       |      |                               |            |  |   |                 |  |          |                                       |                 |
| <b>Drinking Fountains</b>            |                                    |       |      |                               |            |  |   |                 |  |          |                                       |                 |
| 104                                  | Cafeteria                          | 1     |      | Drinking Fountains            | Low        |  | No drinking fountain provided for standing users<br>Knee or toe clearance not provided  | 24"             | Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.<br>Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.   | 1        | 5236<br><br><b>5236</b>               | \$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          |
| <b>5481</b>                 |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| <b>Sink</b>                 |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| 106                         | Nurse's Office              | 1     |      | Sink               | N/A      |    | Exposed plumbing underneath sink<br>Dispenser not within reach range                             | - 56"           | Insulate or otherwise configure pipes at sink.<br>Relocate dispenser 48" max. above the finished floor or ground.   | 1        | 150 500  | \$650           |
| <b>650</b>                  |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| 107                         | Chorus, Music and Band Room | 1     | 122  | Sink               | N/A      |   | Toe and knee clearances not provided<br>Rim or counter > 34"<br>Exposed plumbing underneath sink | - 36"<br>-      | Ensure there is a 27" min. knee clearance positioned for a forward approach.<br>Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.<br>Insulate or otherwise configure pipes at sink. | 1        | 1500 150 | \$1650          |
| <b>1650</b>                 |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| 108                         | Art                         | 1     | 167  | Sink               | N/A      |  | Toe and knee clearances not provided<br>Rim or counter > 34"                                     | - 36"           | Ensure there is a 27" min. knee clearance positioned for a forward approach.<br>Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.   | 1        | 1500     | \$1500          |
| <b>1500</b>                 |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| <b>Play and Sport Areas</b> |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| <b>Field</b>                |                             |       |      |                    |          |  |  |                 |   |          |          |                 |
| 109                         | Softball Field E            | Ext.  |      | Field              | Softball |  | Field not connected to an accessible route<br>No accessible route to all areas of sport activity | -<br>-          | Provide a 48" wide min. stable, firm and slip resistant accessible route to the boundary of sport activity at the softball field.<br>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<br>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.<br>Install an accessible route between all areas of sport activity. | 1        | Labor | Labor           |

**Best Practice**

**Service Window**

|     |                 |   |  |                |     |  |  |  |   |   |   |   |
|-----|-----------------|---|--|----------------|-----|--|--|--|---|---|---|---|
| 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

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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 |
|------------------------------|---------------------|-------|------|-----------------------|----------|--|----------------------------|-----------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b> |                     |       |      |                       |          |  |                            |                 |   |          |       |                 |
| <b>Exterior Access Route</b> |                     |       |      |                       |          |  |                            |                 |   |          |       |                 |
| 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.<br>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        | -     | -               |
| <b>Curb Ramp</b> |                              |       |      |                       |      |  |  |                 |   |          |       |                 |
| 10               | Door 14                      | Ext.  |      | Curb Ramp             | N/A  |  | Running slope is > 1:12 (8.33%)<br>Transition from curb ramp to street not flush | 11%<br>-        | Reduce running slope to be no steeper than 1:12 (8.33%).<br>Ensure transition from curb ramp to street is flush or free of changes in level.                          | 1        | -     | -               |

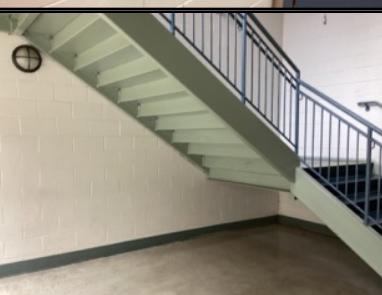
| ID | Location            | Floor | Room | Element   | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|---------------------|-------|------|-----------|------|--|--|-----------------|--|----------|-------|-----------------|
| 11 | By Concession Stand | Ext.  |      | Curb Ramp |      |    | Running slope is > 1:12 (8.33%)<br>Transition from curb ramp to street not flush | 9.8%<br>-       | Reduce running slope to be no steeper than 1:12 (8.33%).<br><br>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        | -     | -               |

| ID                                      | Location           | Floor | Room | Element                          | Type | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price                         | Cost Estimation |
|---|--------------------|-------|------|----------------------------------|------|--|---|-----------------|--|----------|-------------------------------|-----------------|
| <b>Off-Street Parking Lot or Garage</b> |                    |       |      |                                  |      |  |   |                 |  |          |                               |                 |
| 16                                      | Parking            |       |      | Off-Street Parking Lot or Garage | N/A  |    | Total # of designated car accessible parking spaces<br>Access aisle < 60" wide at car/van space<br>Sign with the International Symbol of Acc. not provided    | 2<br>54"<br>-   | Re-stripe to ensure access aisle is at least 60" wide.<br>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<br>500<br><br><b>1300</b> | \$1300          |
| 17                                      | Parking            |       |      | Off-Street Parking Lot or Garage | N/A  |    | Total # of designated car accessible parking spaces<br>Sign with the International Symbol of Acc. not provided  | 1<br>-          | 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<br><br><b>1000</b>        | \$1000          |
| 18                                      | Parking            |       |      | Off-Street Parking Lot or Garage | N/A  |   | Total # of designated van accessible spaces<br>Sign with the International Symbol of Acc. not provided<br>Sign does not have the designation "Van Accessible" | 2<br>-<br>-     | 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.<br>Add the designation "Van Accessible" to the signs located at both of the van accessible parking spaces. | 1        | 500<br><br><b>500</b>         | \$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<br>Sign with the International Symbol of Acc. not provided  | 2<br>-          | 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<br><br><b>500</b>         | \$500           |

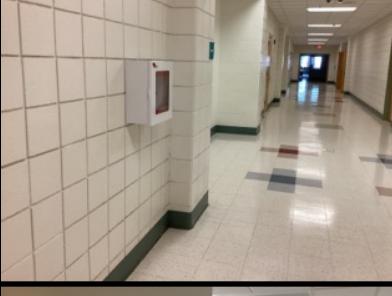
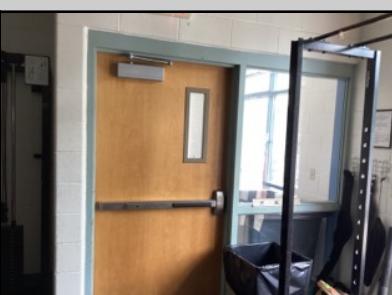
| ID                                  | Location                    | Floor | Room | Element                          | Type | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price      | Cost Estimation |
|-------------------------------------|-----------------------------|-------|------|----------------------------------|------|--|---|-----------------|--|----------|------------|-----------------|
| 21                                  | Parking                     |       |      | Off-Street Parking Lot or Garage | N/A  |    | Total # of designated van accessible spaces<br>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           |
| 22                                  | Parking by Door 3           |       |      | Off-Street Parking Lot or Garage | N/A  |    | Total # of designated van accessible spaces<br>Sign with the International Symbol of Acc. not provided<br>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.<br>Add the designation "Van Accessible" to the sign located at the van accessible space.<br>Remove soil from accessible parking space.                      | 2        | 500        | \$1000          |
| <b>Passenger Loading Zones</b>      |                             |       |      |                                  |      |  |   |                 |  |          |            |                 |
| 23                                  | Student Drop-off by Door 11 | Ext.  |      | Passenger Loading Zones          | N/A  |   | Vehicle pull-up space < 96" wide<br>Sign with ISA not provided (MAAB)   | 66" -           | Provide a vehicle pull-up space that is at least 96" wide.<br>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<br>500 | \$800           |
| 24                                  | Front Entrance              |       |      | Passenger Loading Zones          | N/A  |  | Access aisle not provided<br>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.<br>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<br>500 | \$800           |
| <b>Exterior Ramp</b>                |                             |       |      |                                  |      |  |   |                 |  |          |            |                 |
| 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           |
| <b>Access to Goods and Services</b> |                             |       |      |                                  |      |  |   |                 |  |          |            |                 |

| ID                     | Location           | Floor | Room | Element         | Type | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price      | Cost Estimation           |
|------------------------|--------------------|-------|------|-----------------|------|--|--|-----------------|---|----------|------------|---------------------------|
| <b>Means of Egress</b> |                    |       |      |                 |      |  |  |                 |   |          |            |                           |
| 26                     | Main Entrance      | 1     |      | Means of Egress | N/A  |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 3        | 250<br>200 | \$1350<br><br><b>1350</b> |
| 27                     | Cafeteria          | 1     |      | Means of Egress | N/A  |    | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250        | \$500<br><br><b>500</b>   |
| 28                     | By Weight Room     | G     | G    | Means of Egress | N/A  |   | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>If exterior area is fenced in, provide a directional sign indicating the location of the nearest accessible emergency exit.               | 2        | 250        | \$500<br><br><b>500</b>   |
| 29                     | By Locker Room     | G     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200 | \$450<br><br><b>450</b>   |
| 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<br><br><b>250</b>   |

| 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           |
|    |  |       |      |                 |      |  |  |                 |   |          | 250        |                 |
| 32 | By Nursing Program                                     | G     | C5   | Means of Egress | N/A  |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200 | \$450           |
|    |  |       |      |                 |      |  |  |                 |   |          | 450        |                 |
| 33 | Door 13 by Auditorium                                  | 1     |      | Means of Egress | N/A  |   | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250        | \$500           |
|    |  |       |      |                 |      |  |  |                 |   |          | 500        |                 |
| 34 | Auditorium Door 12                                     | 1     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200 | \$450           |
|    |  |       |      |                 |      |  |  |                 |   |          | 450        |                 |
| 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           |
|    |  |       |      |                 |      |  |  |                 |   |          | 500        |                 |

| 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           |
| <b>500</b> |                                |       |      |                       |      |  |   |                 |  |          |       |                 |
| 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           |
| 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           |
| 40         | By Locker Room                 | G     |      | Interior Access Route | N/A  |  | Obstructed by protruding objects<br>Vertical clearance < 80" above finished floor | -<br>-          | Provide a cane-detectable barrier 27" max. above the finished floor underneath stair.  | 1        | 1248  | \$1248          |
|            |                                |       |      |                       |      |  |   |                 |  |          |       | <b>1248</b>     |

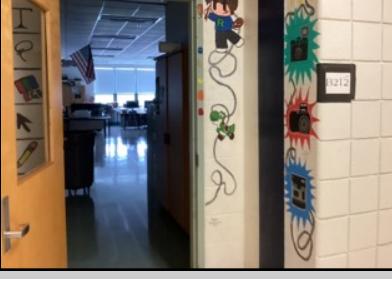
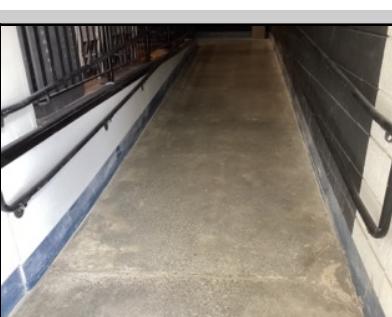
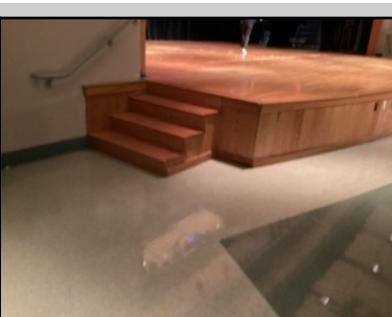
| ID | Location                 | Floor | Room | Element               | Type            | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|--------------------------|-------|------|-----------------------|-----------------|--|---|-----------------|---|----------|-------|-----------------|
| 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           |
|    |                          |       |      |                       |                 |  |   |                 |   |          | 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           |
|    |                          |       |      |                       |                 |  |   |                 |   |          | 398   |                 |
| 43 | Boys' Locker Room Shower | G     | D14  | Interior Access Route | Transfer Shower |   | Surface openings > 1/2"<br>Level changes > 1/4" | 8"<br>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.<br>Alter change in level to be 1/4" high max.<br><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          |
|    |                          |       |      |                       |                 |  |   |                 |   |          | 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           |
|    |                          |       |      |                       |                 |  |   |                 |   |          | 398   |                 |

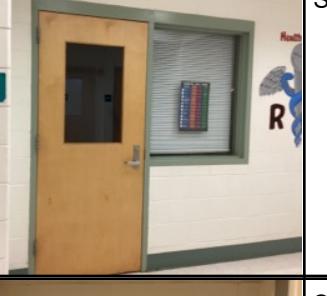
| ID                                  | Location    | Floor | Room | Element                  | Type        | Photo  | Issues                                | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|-------------|-------|------|--------------------------|-------------|--|---------------------------------------|-----------------|--|----------|-------|-----------------|
| 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           |
|                                     |             |       |      |                          |             |  |                                       |                 |  |          | 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           |
|                                     |             |       |      |                          |             |  |                                       |                 |  |          | 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           |
|                                     |             |       |      |                          |             |  |                                       |                 |  |          | 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           |
|                                     |             |       |      |                          |             |  |                                       |                 |  |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |             |       |      |                          |             |  |                                       |                 |  |          |       |                 |
| 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          |
| 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<br>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          |

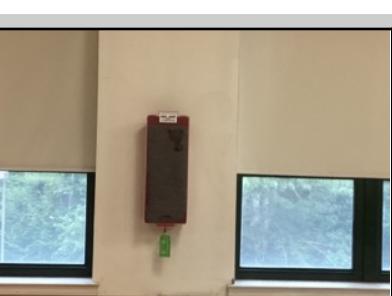
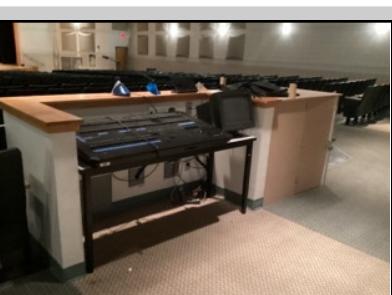
| ID | Location                                     | Floor | Room | Element                  | Type        | Photo  | Issues                                  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--|-------|------|--------------------------|-------------|--|---|-----------------|--|----------|-------|-----------------|
| 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<br>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           |

| 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  |                 |

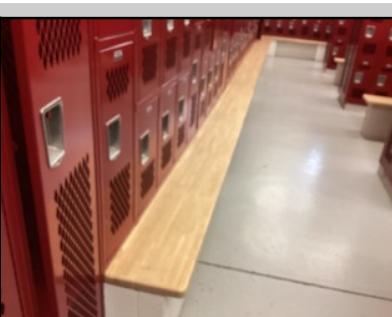
| ID               | Location                     | Floor | Room | Element                  | Type        | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|------------------|------------------------------|-------|------|--------------------------|-------------|--|---|-----------------|---|----------|-------|-----------------|
| 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             |                              |       |      |                          |             |  |   |                 |   |          |       |                 |
| <b>Ramps</b>     |                              |       |      |                          |             |  |   |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Stairways</b> |                              |       |      |                          |             |  |   |                 |   |          |       |                 |
| 70               | Auditorium                   | 1     |      | Stairways                | Interior    |  | Handrail not provided on both sides               | -               | Provide handrail on one side.   | 2        | -     | -               |

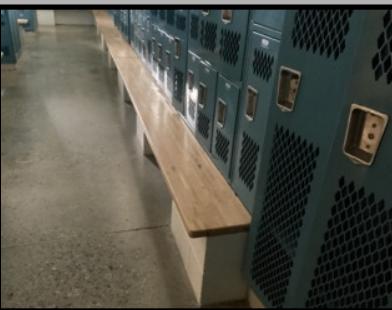
| ID             | Location                       | Floor | Room | Element | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation     |
|----------------|--------------------------------|-------|------|---------|-------------|--|--|-----------------|--|----------|-------|---------------------|
| <b>Signage</b> |                                |       |      |         |             |  |  |                 |  |          |       |                     |
| 71             | Men's Multi-User Toilet Room   | G     |      | Signage | Designation |    | Signage is not provided<br>International Symbol of Acc. not provided | -<br>-          | 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<br><b>500</b> |
| 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<br><b>250</b> |
| 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<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on the sign.<br>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           |
| <b>250</b>                          |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| <b>Service Counter</b>              |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| 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          |
| <b>1144</b>                         |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| 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          |
| <b>3432</b>                         |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| <b>Operable Parts / Reach Range</b> |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| 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           |
| <b>500</b>                          |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| <b>Dining or Work Surfaces</b>      |                               |       |      |                              |                     |  |  |                 |   |          |       |                 |
| 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        | -     | -               |

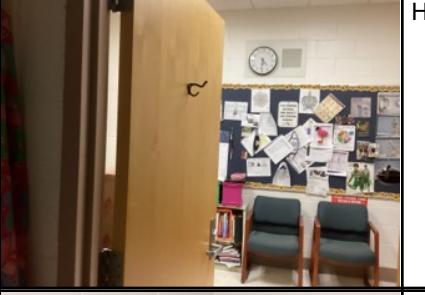
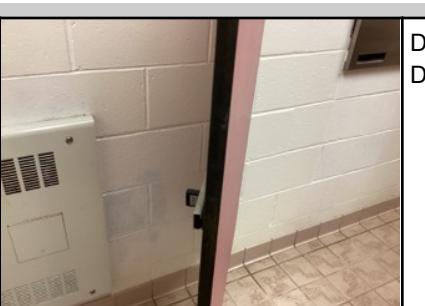
| ID | Location                   | Floor | Room       | Element                 | Type           | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|----------------------------|-------|------------|-------------------------|----------------|--|---|-----------------|---|----------|-------|-----------------|
| 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           |
|    |                            |       |            |                         |                |  |   |                 |   |          | 455   |                 |
| 87 | Health A102                | 1     | A102       | Dining or Work Surfaces | Work Surface   |    | At least one or 5% accessible tables not provided<br>Knee or toe clearance not provided | -<br>-          | Ensure that at least one work surface is accessible.<br>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   |                 |
| 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           |
|    |                            |       |            |                         |                |  |   |                 |   |          | 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           |
|    |                            |       |            |                         |                |  |   |                 |   |          | 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           |
|    |                            |       |            |                         |                |  |   |                 |   |          | 455   |                 |

| ID                   | Location           | Floor | Room | Element                 | Type         | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----------------------|--------------------|-------|------|-------------------------|--------------|--|--|-----------------|---|----------|-------|-----------------|
| 91                   | B210<br>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           |
| <b>455</b>           |                    |       |      |                         |              |  |  |                 |   |          |       |                 |
| <b>Assembly Area</b> |                    |       |      |                         |              |  |  |                 |   |          |       |                 |
| 92                   | Auditorium         | 1     |      | Assembly Area           | N/A          |    | Number of seats<br>Number of designated wheelchair spaces<br>Designated aisle seats < 5% | 700<br>7<br>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.<br><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.<br><b>Note:</b> 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<br>Minimum # wheelchair spaces not provided       | 0<br>-          | When the bleachers are renovated or replaced, provide at least the required number of compliant wheelchair seating spaces.<br><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        | -     | -               |
| <b>Locker Room</b>   |                    |       |      |                         |              |  |  |                 |   |          |       |                 |
| 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           |
|                      |                    |       |      |                         |              |  |  |                 |   |          |       | <b>260</b>      |

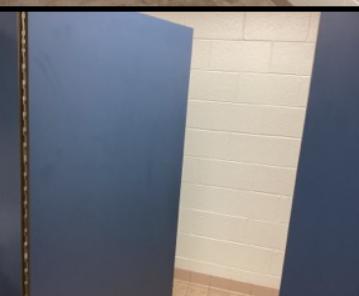
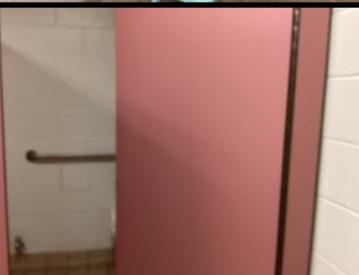
| ID                                | Location                  | Floor | Room | Element                   | Type    | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price      | Cost Estimation |
|-----------------------------------|---------------------------|-------|------|---------------------------|---------|--|---|-----------------|--|----------|------------|-----------------|
| 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           |
| 260                               |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| <b>Laboratory</b>                 |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| 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           |
| 1                                 |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| <b>Picnic Tables</b>              |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| 98                                | Courtyard                 | 1     |      | Picnic Tables             | N/A     |  | Number of seating spaces at picnic tables<br>At least 5% accessible spaces not provided | 4 -             | Ensure that at least 5% (minimum one) of picnic tables are accessible.   | 1        | 1400       | \$1400          |
| 1400                              |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| <b>Kitchens and Kitchenettes</b>  |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| 99                                | Special Education Kitchen | 1     | A111 | Kitchens and Kitchenettes | N/A     |  | Knee/toe clearance not provided at sink<br>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          |
| 4022                              |                           |       |      |                           |         |  |   |                 |  |          |            |                 |
| <b>Toilet &amp; Bathing Rooms</b> |                           |       |      |                           |         |  |   |                 |  |          |            |                 |

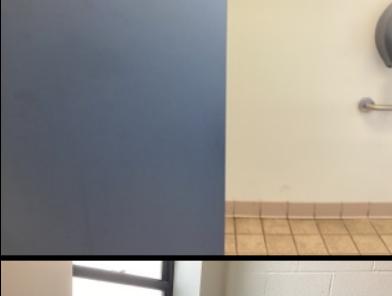
| ID              | Location   | Floor | Room | Element  | Type | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price       | Cost Estimation           |
|-----------------|--|-------|------|----------|------|--|---|-----------------|---|----------|-------------|---------------------------|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

| 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          |
| 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          |
| 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          |
| 108 | Nurse's Office Single-User Toilet Room              | 1     | A129 | Lavatory | N/A  |  | Clear floor space not provided at lavatory<br>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.)<br>Lower mirror so that the bottom surface is at 40" max. above the finished floor. | 1        | 500<br>333 | \$833           |
| 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           |

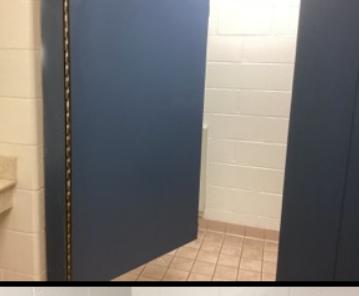
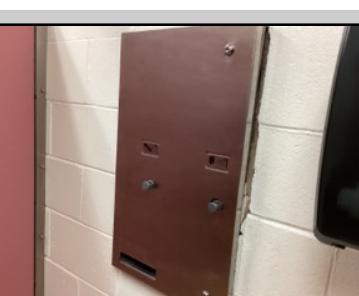
| ID                        | Location  | Floor | Room | Element            | Type                   | Photo  | Issues   | Current Measure | Recommendations   | Quantity           | Price                       | Cost Estimation |
|---------------------------|---|-------|------|--------------------|------------------------|--|--|-----------------|---|--------------------|-----------------------------|-----------------|
| <b>Single-User Toilet</b> |   |       |      |                    |                        |  |  |                 |   |                    |                             |                 |
| 110                       | Girls' Locker Room<br>Women's Single-User Toilet      | G     |      | Single-User Toilet | N/A                    |    | Clearance at toilet < 60" clear width<br>Toilet paper dispenser is not compliant | -<br>-          | Remove furniture to ensure that there is 60" wide min. clear floor space at the toilet.<br>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<br><br><b>500</b> | \$500           |
| 111                       | Girls' Locker Room<br>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<br><br><b>75</b>         | \$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<br><br><b>500</b>       | \$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<br><br><b>500</b>       | \$500           |
| <b>Toilet Compartment</b> |   |       |      |                    |                        |  |  |                 |   |                    |                             |                 |
| 114                       | Women's Multi-User Toilet Room                        | G     |      | Toilet Compartment | Accessible Compartment |  | Door has noncompliant hardware<br>Door pull not provided                         | -<br>-          | 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<br><br><b>91</b> | 91<br><br><b>91</b>         | \$91            |

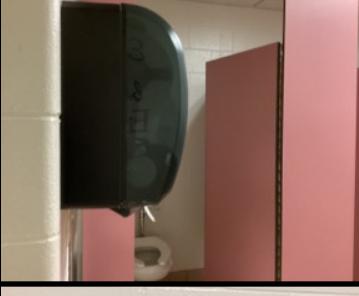
| ID  | Location                                  | Floor | Room | Element            | Type                   | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price    | Cost Estimation |
|-----|---|-------|------|--------------------|------------------------|--|--|-----------------|--|----------|----------|-----------------|
| 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           |
|     |   |       |      |                    |                        |  |  |                 |  |          | 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           |
|     |   |       |      |                    |                        |  |  |                 |  |          | 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            |
|     |   |       |      |                    |                        |  |  |                 |  |          | 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           |
|     |   |       |      |                    |                        |  |  |                 |  |          | 500      |                 |
| 119 | Girls' Locker Room Multi-User Toilet Room | G     |      | Toilet Compartment | Accessible Compartment |  | Door has malfunctioning self-closing hinge<br>Door pull not provided | -<br>-          | Repair hinge.<br>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            |
|     |   |       |      |                    |                        |  |  |                 |  |          | 91       |                 |

| 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<br>Door pull not provided | -<br>-          | Repair hinge.<br>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<br>Door pull not provided                   | -<br>-          | Reverse swing at door and replace keeper.<br>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      |                 |

| 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<br>Clearance at toilet < 72" clear depth (MAAB) | -<br>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.<br>Provide a wheelchair accessible compartment that is 60" wide and 72" deep. | 1        | 500<br>8037<br><br><b>8537</b> | \$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<br><br><b>500</b>          | \$500           |
| 127 | Men's Multi-User Toilet Room by Auditorium          | 1     |      | Toilet Compartment | Accessible Compartment |   | Door has malfunctioning self-closing hinge<br>Door pull not provided                | -<br>-          | Repair hinge.<br>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<br><br><b>70</b>      | \$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<br>Door pull not provided                | -<br>-          | Repair hinge.<br>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<br><br><b>182</b>     | \$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<br>Noncompliant toilet paper dispenser     | 28.5"<br>-      | Locate grab bars between 33"- 36" above the finished floor.<br>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<br>500<br><br><b>1792</b>  | \$1792          |

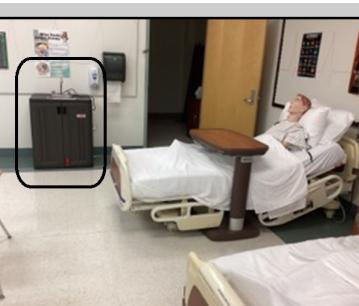
| ID  | Location                                  | Floor | Room | Element            | Type                   | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price                              | Cost Estimation |
|-----|---|-------|------|--------------------|------------------------|--|---|-----------------|--|----------|------------------------------------|-----------------|
| 130 | Men's Multi-User Project Success          | 1     |      | Toilet Compartment | Accessible Compartment |    | Door has incorrect swing<br>Noncompliant toilet paper dispenser<br>Door pull not provided | -<br>-<br>=     | Reverse swing at door and replace keeper.<br>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.<br>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<br>500<br>91<br><br><b>924</b> | \$924           |
| 131 | Women's Multi-User Project Success        | 1     |      | Toilet Compartment | Accessible Compartment |    | Door has incorrect swing<br>Noncompliant toilet paper dispenser<br>Door pull not provided | -<br>-<br>-     | Reverse swing at door and replace keeper.<br>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.<br>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<br>500<br>91<br><br><b>924</b> | \$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<br><br><b>3676</b>            | \$3676          |
| 133 | Men's and Women's Multi-User Toilet Room  | 2     |      | Toilet Compartment | Accessible Compartment |  | Door has incorrect swing<br>Door pull not provided  | -<br>-          | Reverse swing at door and replace keeper.<br>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<br>91<br><br><b>182</b>      | \$182           |
| 134 | Women's Multi-User Toilet Room by Stair C | 2     |      | Toilet Compartment | Accessible Compartment |  | Door has incorrect swing<br>Door pull not provided  | -               | Reverse swing at door and replace keeper.<br>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<br>Door pull not provided | -<br>-          | Repair hinge.<br>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.<br>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.<br>Repair toilet seat.  | 1        | 750      | \$750           |
|                   |   |       |      |                    |                        |  |  |                 |   |          | 750      |                 |
| <b>Dispensers</b> |   |       |      |                    |                        |  |  |                 |   |          |          |                 |
| 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      |                 |

| 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           |
|     |  |       |      |            |                       |  |                                       |                 |  |          | 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           |
|     |  |       |      |            |                       |  |                                       |                 |  |          | 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          |
|     |  |       |      |            |                       |  |                                       |                 |  |          | 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           |
|     |  |       |      |            |                       |  |                                       |                 |  |          | 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          |
|     |  |       |      |            |                       |  |                                       |                 |  |          | 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           |
| <b>398</b>                |   |       |      |                    |                       |  |   |                 |  |          |             |                 |
| <b>Shower Compartment</b> |   |       |      |                    |                       |  |   |                 |  |          |             |                 |
| 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           |
| <b>829</b>                |   |       |      |                    |                       |  |   |                 |  |          |             |                 |
| 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          |
| <b>3535</b>               |   |       |      |                    |                       |  |   |                 |  |          |             |                 |
| 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           |
| <b>829</b>                |   |       |      |                    |                       |  |   |                 |  |          |             |                 |
| 154                       | Boys' Locker Room Shower                | G     | D14  | Shower Compartment | Transfer Type         |  | Seat not provided (transfer compartment)<br>Controls not located opposite of seat (transfer type) | -<br>-          | Provide a folding seat.<br>Relocate controls on the wall opposite the seat.  | 1        | 780<br>3535 | \$4315          |
| <b>4315</b>               |   |       |      |                    |                       |  |   |                 |  |          |             |                 |
| <b>Additional Access</b>  |   |       |      |                    |                       |  |   |                 |  |          |             |                 |

| ID                        | Location        | Floor | Room | Element            | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------------------|-----------------|-------|------|--------------------|------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Drinking Fountains</b> |                 |       |      |                    |      |  |  |                 |  |          |       |                 |
| 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<br>Knee or toe clearance not provided | -<br>-          | Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.<br>Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.<br><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<br>Knee or toe clearance not provided | -<br>-          | Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.<br>Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.<br><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            |
| <b>Sink</b>               |                 |       |      |                    |      |  |  |                 |  |          |       |                 |
| 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            |

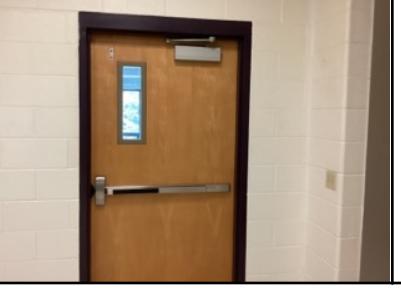
| ID  | Location      | Floor | Room | Element | Type | Photo | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----|---------------|-------|------|---------|------|-------|--|-----------------|---|----------|-------|-----------------|
| 160 | Music by B107 | 1     |      | Sink    |      |       | Toe and knee clearances not provided<br>Rim or counter > 34" | -<br>36"        | Ensure there is a 27" min. knee clearance positioned for a forward approach.<br>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<br>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.<br>Provide an accessible route to practice areas.<br>(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 |
|-------------------|--|-------|------|-------------------|------|--|--------|-----------------|--|----------|-------|-----------------|
| Pottery Wheel     |  |       |      |                   |      |  |        |                 |  |          |       |                 |
| 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

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## 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\***

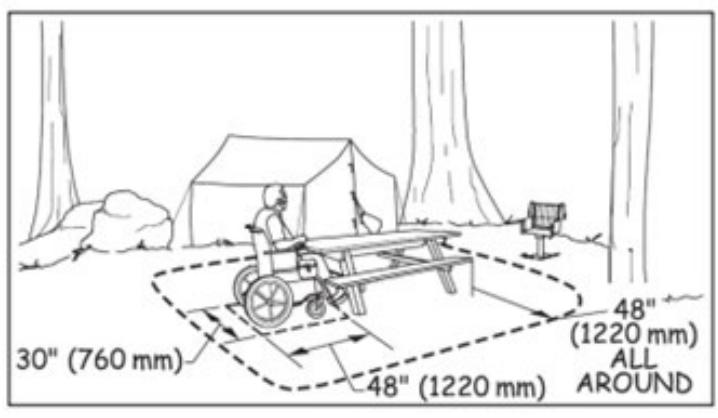
**\*Note:** Costs are not provided for the renovation of exterior areas or for the renovation of stairs.

### **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.

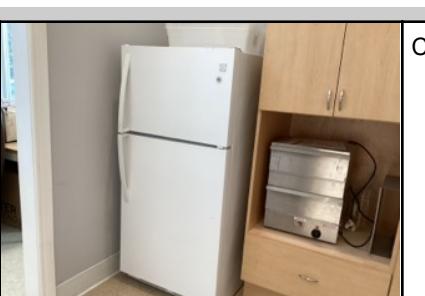
- Recommend visual contrast strips on all interior and exterior stairs.
- Although it is not required because all of the toilet rooms in Carbuncle Beach House are accessible, recommend providing designation signs with the International Symbol of Accessibility (ISA) at both the two (2) single-user toilet 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.



| ID                                      | Location                         | Floor | Room | Element                          | Type | Photo  | Issues   | Current Measure     | Recommendations   | Quantity | Price | Cost Estimation |
|---|----------------------------------|-------|------|----------------------------------|------|--|--|---------------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                                  |       |      |                                  |      |  |  |                     |   |          |       |                 |
| <b>Exterior Access Route</b>            |                                  |       |      |                                  |      |  |  |                     |   |          |       |                 |
| 1                                       | Path From Parking to Pond        | Ext.  |      | Exterior Access Route            | N/A  |    | Running slope > 1:20 (5.00%)<br>Accessible route not provided  | 9.6%<br>-           | 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           |
| <b>Off-Street Parking Lot or Garage</b> |                                  |       |      |                                  |      |  |  |                     |   |          |       |                 |
| 2                                       | Parking by Main Entrance         | Ext.  |      | Off-Street Parking Lot or Garage | N/A  |   | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Sign bottom < 60" above finished grade | 45<br>2<br>1<br>58" | Locate sign with the bottom of the sign 60" above the ground.   | 1        | Labor | Labor           |
| <b>Exterior Ramp</b>                    |                                  |       |      |                                  |      |  |  |                     |   |          |       |                 |
| 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        | -     | -               |
| <b>Exterior Stair</b>                   |                                  |       |      |                                  |      |  |  |                     |   |          |       |                 |
| 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        | -     | -               |
| <b>Access to Goods and Services</b>     |                                  |       |      |                                  |      |  |  |                     |   |          |       |                 |

| ID                     | Location   | Floor | Room | Element         | Type | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price                        | Cost Estimation |
|------------------------|--|-------|------|-----------------|------|--|--|-----------------|---|----------|------------------------------|-----------------|
| <b>Means of Egress</b> |  |       |      |                 |      |  |  |                 |   |          |                              |                 |
| 5                      | South Egress to Exterior Stairs                  | 1     |      | Means of Egress | N/A  |    | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250<br><br><b>500</b>        | \$500           |
| 6                      | North Egress to Ramp and Parking                 | 1     |      | Means of Egress | N/A  |    | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$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<br><br><b>250</b>        | \$250           |
| 8                      | Lifeguard Room Southeast Egress                  | B     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Directional sign to accessible emergency exit not provided | -<br>-          | 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.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.  | 2        | 250<br><br><b>500</b>        | \$500           |
| 9                      | South Side Egress From Basement to Ramp and Pond | B     |      | Means of Egress | N/A  |  | Tactile exit sign not provided<br>Illuminated ISA symbol not provided (MAAB)                 | -<br>-          | 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.<br>When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA). | 1        | 250<br>200<br><br><b>450</b> | \$450           |

| ID                                | Location                            | Floor | Room | Element                   | Type          | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------------------------|-------------------------------------|-------|------|---------------------------|---------------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Interior Access Route</b>      |                                     |       |      |                           |               |  |  |                 |  |          |       |                 |
| 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         |
| <b>Signage</b>                    |                                     |       |      |                           |               |  |  |                 |  |          |       |                 |
| 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           |
| <b>Picnic Tables</b>              |                                     |       |      |                           |               |  |  |                 |  |          |       |                 |
| 12                                | Splash Pad Picnic Table             | Ext.  |      | Picnic Tables             | N/A           |  | Surface not stable, firm and slip-resistant<br>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        | -     | -               |
| <b>Kitchens and Kitchenettes</b>  |                                     |       |      |                           |               |  |  |                 |  |          |       |                 |
| 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           |
| <b>Toilet &amp; Bathing Rooms</b> |                                     |       |      |                           |               |  |  |                 |  |          |       |                 |

| ID                        | Location                        | Floor | Room | Element            | Type                   | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------------------|---------------------------------|-------|------|--------------------|------------------------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Lavatory</b>           |                                 |       |      |                    |                        |  |  |                 |  |          |       |                 |
| 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   |                 |
| <b>Toilet Compartment</b> |                                 |       |      |                    |                        |  |  |                 |  |          |       |                 |
| 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   |                 |

| ID                         | Location                        | Floor | Room | Element             | Type | Photo  | Issues                                   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------------------|---------------------------------|-------|------|---------------------|------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Urinal</b>              |                                 |       |      |                     |      |  |  |                 |  |          |       |                 |
| 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          |
| <b>Portable Toilet</b>     |                                 |       |      |                     |      |  |  |                 |  |          |       |                 |
| 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          |
| <b>Baby Changing Table</b> |                                 |       |      |                     |      |  |  |                 |  |          |       |                 |
| 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        | -     | -               |

| 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        | -                             | -               |
| <b>Additional Access</b>    |                                |       |      |                     |      |  |  |                 |   |          |                               |                 |
| <b>Sink</b>                 |                                |       |      |                     |      |  |  |                 |   |          |                               |                 |
| 25                          | Kitchenette                    | 1     |      | Sink                | N/A  |   | Toe and knee clearances not provided<br>Exposed plumbing underneath sink<br>Dispenser not within reach range                                       | 25" - 54"       | Ensure there is a 27" min. knee clearance positioned for a forward approach.<br>Insulate or otherwise configure pipes at sink.<br>Ensure there is a 27" min. knee clearance positioned for a forward approach.<br>When kitchen is renovated, relocate dispenser 48" max. above the finished floor or ground.  | 1        | 2192 150<br><br><b>2342</b>   | \$2342          |
| 26                          | Crafts Room                    | B     |      | Sink                | N/A  |  | Toe and knee clearances not provided<br>Rim or counter > 34"   | - 36"           | Relocate stored items to ensure there is a 27" min. knee clearance positioned for a forward approach.<br>Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.  | 1        | Labor 4022<br><br><b>4022</b> | \$4022          |
| <b>Play and Sport Areas</b> |                                |       |      |                     |      |  |  |                 |   |          |                               |                 |
| <b>Play Areas</b>           |                                |       |      |                     |      |  |  |                 |   |          |                               |                 |
| 27                          | Playground                     | Ext.  |      | Play Areas          | N/A  |  | Accessible route not provided to playground<br>Accessible route not provided around playground<br>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.<br>Provide a compliant impact-attenuating surface to and around the play components.<br>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        | -                             | -               |

| ID                      | Location                                  | Floor | Room | Element          | Type      | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-------------------------|---|-------|------|------------------|-----------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Court</b>            |   |       |      |                  |           |  |   |                 |   |          |       |                 |
| 28                      | Gaga Ball                                 | Ext.  |      | Court            | Gaga Ball |    | Court is not connected to an accessible route | -<br>-          | 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        | -     | -               |
| <b>Best Practice</b>    |   |       |      |                  |           |  |   |                 |   |          |       |                 |
| <b>Beach</b>            |   |       |      |                  |           |  |   |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Designation Sign</b> |   |       |      |                  |           |  |   |                 |   |          |       |                 |
| 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        | -     | -               |

| ID             | Location                             | Floor | Room | Element | Type | Photo   | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------|--------------------------------------|-------|------|---------|------|---|--------|-----------------|--|----------|-------|-----------------|
| <b>Parking</b> |                                      |       |      |         |      |   |        |                 |  |          |       |                 |
| 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           |
| <b>Stair</b>   |                                      |       |      |         |      |   |        |                 |  |          |       |                 |
| 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

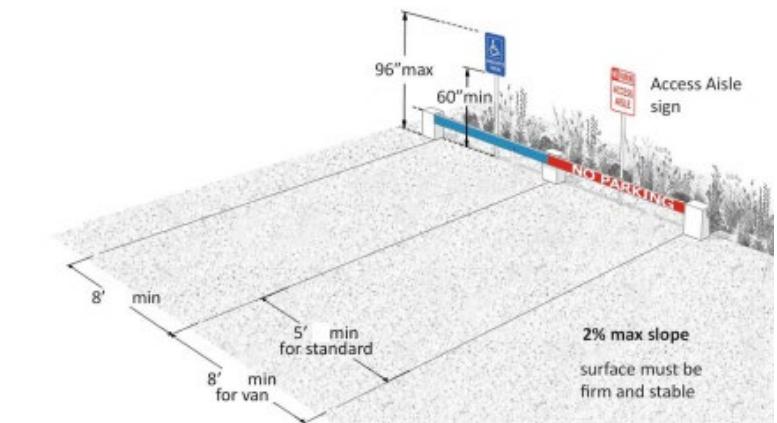
**Total: \$10,200\***

**\*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 |
|---|----------------------------------|-------|------|----------------------------------|----------|--|---|-----------------------------|--|----------|-----------------------|-----------------|
| <b>Approach and Entrance</b>            |                                  |       |      |                                  |          |  |   |                             |  |          |                       |                 |
| <b>Exterior Access Route</b>            |                                  |       |      |                                  |          |  |   |                             |  |          |                       |                 |
| 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%).<br>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        | -                     | -               |
| <b>Off-Street Parking Lot or Garage</b> |                                  |       |      |                                  |          |  |   |                             |  |          |                       |                 |
| 2                                       | Parking at Park Entry            | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |   | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle not provided<br>Sign with the International Symbol of Acc. not provided<br>Sign does not have the designation "Van Accessible" | 5<br>-<br>-<br>-<br>-<br>-  | Provide one van accessible parking space 96" wide min. with a marked access aisle 96" wide min.<br>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.<br>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<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle not provided<br>Sign with the International Symbol of Acc. not provided<br>Sign does not have the designation "Van Accessible" | 20<br>-<br>-<br>-<br>-<br>- | Provide one van accessible parking space 96" wide min. with a marked access aisle 96" wide min.<br>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.<br>Add the designation "Van Accessible" to the sign located at the van accessible space. | 1        | 500                   | \$500           |
| <b>Toilet &amp; Bathing Rooms</b>       |                                  |       |      |                                  |          |  |   |                             |  |          |                       |                 |
| <b>Portable Toilet</b>                  |                                  |       |      |                                  |          |  |   |                             |  |          |                       |                 |
| 4                                       | Portable Toilet by Tennis Courts | Ext.  |      | Portable Toilet                  | N/A      |  | Not located on an accessible route<br>Accessible portable toilets not provided  | -<br>-                      | Locate portable toilet on an accessible route.<br>Ensure that at least 5% of portable toilets (with a minimum of one) are accessible in each area where portable toilets are provided.   | 1        | -<br>4600<br><br>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)<br>60" by 72" clear space not provided | -<br>60"        | Relocate the hand sanitizer dispenser so that it is not mounted over the grab bar.<br>Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet (MAAB). | 1        | -<br>4600<br><br><b>4600</b> | \$4600          |

**Play and Sport Areas**
**Field**

|   |   |      |  |       |          |  |   |             |  |   |   |   |
|---|---|------|--|-------|----------|--|---|-------------|--|---|---|---|
| 6 | North Baseball Field by Parking                     | Ext. |  | Field | Baseball |    | Accessible spaces not provided at sidelines seating<br>Not connected to an accessible-route<br>No accessible route to all areas of sport activity | -<br>-<br>- | Provide a 36" x 60" stable, firm and slip resistant clear floor space at sidelines seating.<br>Provide an accessible route to sideline seating and to the boundary of sport activity at the baseball field.<br>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<br>Not connected to an accessible-route  | -<br>2"     | Provide a 36" x 48" clear floor space at team seating.<br>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<br>Not connected to an accessible-route<br>No accessible route to all areas of sport activity | -<br>-<br>- | Provide a 36" x 60" stable, firm and slip resistant clear floor space at sidelines seating.<br>Provide an accessible route to sideline seating and to the boundary of sport activity at the baseball field.<br>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 |
|--------------|-------------------|-------|------|---------|------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Court</b> |                   |       |      |         |            |  |  |                 |   |          |       |                 |
| 10           | Volleyball Courts | Ext.  |      | Court   | Volleyball |  | Not connected to accessible route<br>No accessible route between all areas of sport activity |                 | Provide an accessible route to the boundary of sport activity at the volleyball courts.<br>Install an accessible route between all areas of sport activity. | 1        | -     | -               |
| 11           | Tennis Courts     | Ext.  |      | Court   | Tennis     |  | Not connected to accessible route<br>No accessible route between all areas of sport activity |                 | Provide an accessible route to the boundary of sport activity at the tennis courts.<br>Install an accessible route between all areas of sport activity.     | 1        | -     | -               |

# Joslin Park



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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\***

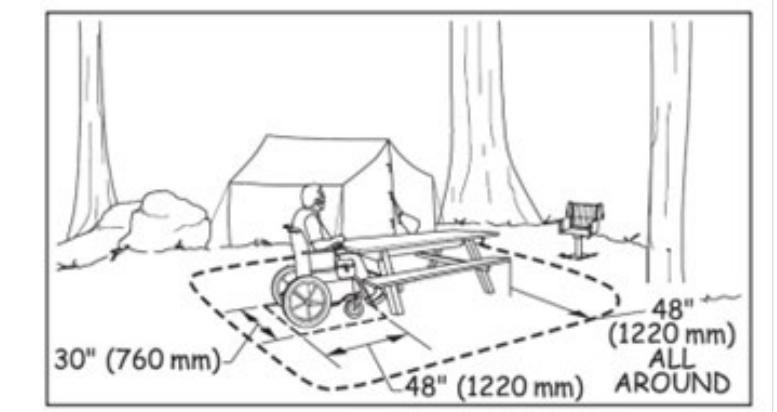
**\*Note:** Costs are not provided for exterior issues such as the provision of accessible routes or for the modification of stairs.

## 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.

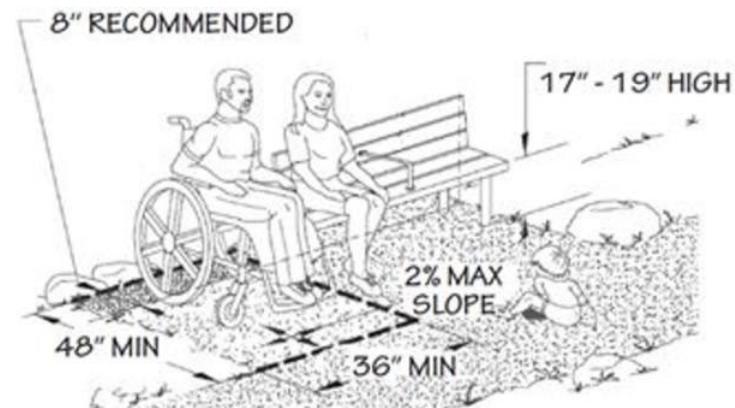
**Figure 1:** Shows a stable, firm and slip-resistant surface around an accessible picnic table to allow a person in a wheeled mobility device to maneuver around the picnic table.



- 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 |
|---|--------------------------|-------|------|----------------------------------|----------|--|---|------------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                          |       |      |                                  |          |  |   |                  |  |          |       |                 |
| <b>Exterior Access Route</b>            |                          |       |      |                                  |          |  |   |                  |  |          |       |                 |
| 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        | -     | -               |
| <b>Off-Street Parking Lot or Garage</b> |                          |       |      |                                  |          |  |   |                  |  |          |       |                 |
| 3                                       | Parking                  | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |  | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Sign does not have the designation "Van Accessible" | 3<br>1<br>1<br>- | Add the designation "Van Accessible" to the sign located at the van accessible space.  | 1        | 500   | \$500           |
| <b>Access to Goods and Services</b>     |                          |       |      |                                  |          |  |   |                  |  |          |       |                 |
| <b>Ramps</b>                            |                          |       |      |                                  |          |  |   |                  |  |          |       |                 |
| 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 |
|-----------------------------------|------------------------|-------|------|---------------|----------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Stairways</b>                  |                        |       |      |               |          |  |   |                 |   |          |       |                 |
| 5                                 | Bandstand Stairs       | Ext.  |      | Stairways     | Exterior |    | Handrails do not extend 12" from stairs<br>Handrails have noncompliant cross section<br>Handrails not continuous where required | -<br>3"<br>-    | Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.<br>Bottom: Ensure that the handrail extends at least 12" plus the width of one tread beyond the bottom riser.<br>Provide handrails with a 1 1/4" - 2" circular cross section.<br>Provide continuous handrails. | 2        | -     | -               |
| <b>Picnic Tables</b>              |                        |       |      |               |          |  |   |                 |   |          |       |                 |
| 6                                 | Picnic Tables          | Ext.  |      | Picnic Tables | N/A      |   | Number of seating spaces at picnic tables<br>Number of accessible seating spaces<br>Picnic table not on an accessible route     | 2<br>1<br>-     | Ensure that the picnic table is connected to an accessible route.   | 1        | -     | -               |
| <b>Benches</b>                    |                        |       |      |               |          |  |   |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Bike Racks</b>                 |                        |       |      |               |          |  |   |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Toilet &amp; Bathing Rooms</b> |                        |       |      |               |          |  |   |                 |   |          |       |                 |

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

# Ruel Field



## Town of Oxford ADA Transition Plan

July 2024



Institute for Human Centered Design

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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\***

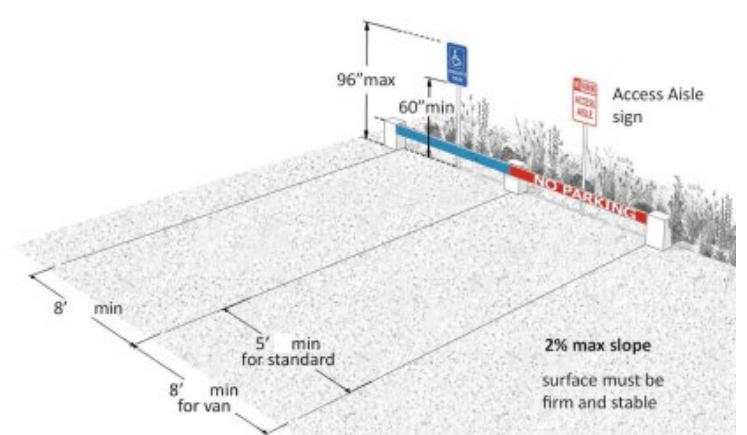
**\*Note:** Costs are not provided for the renovation of exterior areas or for the renovation of stairs.

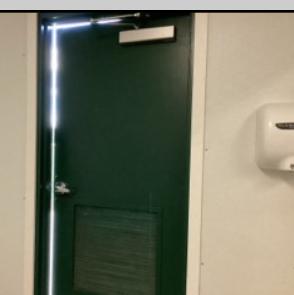
## Best Practice and Inclusive Design

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 |
|---|----------------------|-------|------|----------------------------------|-------------|--|---|-----------------------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                      |       |      |                                  |             |  |   |                             |  |          |       |                 |
| <b>Exterior Access Route</b>            |                      |       |      |                                  |             |  |   |                             |  |          |       |                 |
| 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        | -     | -               |
| <b>Off-Street Parking Lot or Garage</b> |                      |       |      |                                  |             |  |   |                             |  |          |       |                 |
| 3                                       | Parking              | Ext.  |      | Off-Street Parking Lot or Garage | N/A         |  | Total # of parking<br>Total # of designated car accessible parking spaces<br>Total # of designated van accessible spaces<br>Access aisle not provided<br>Sign with the International Symbol of Acc. not provided<br>Sign does not have the designation "Van Accessible" | 50<br>-<br>-<br>-<br>-<br>- | 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.<br>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        | -     | -               |
| <b>Access to Goods and Services</b>     |                      |       |      |                                  |             |  |   |                             |  |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b>     |                      |       |      |                                  |             |  |   |                             |  |          |       |                 |
| 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 |
|-------------------------------------|--|-------|------|------------------------------|------------------------|--|---|-----------------|--|----------|----------|-----------------|
| <b>Service Counter</b>              |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| 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                                |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| <b>Operable Parts / Reach Range</b> |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| 6                                   | Exterior Light Control Switch North of Parking by Basketball Court | Ext.  |      | Operable Parts / Reach Range | N/A                    |    | Element not on an accessible route<br>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        | -        | -               |
|                                     |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| <b>Toilet &amp; Bathing Rooms</b>   |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| <b>Overall Access</b>               |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| 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        | -        | -               |
|                                     |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| <b>Toilet Compartment</b>           |  |       |      |                              |                        |  |   |                 |  |          |          |                 |
| 8                                   | Men's Toilet Room  | 1     |      | Toilet Compartment           | Accessible Compartment |  | Noncompliant toilet paper dispenser<br>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                                |  |       |      |                              |                        |  |   |                 |  |          |          |                 |

| 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<br>Clearance at toilet < 60" clear width<br>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.<br>Provide a wheelchair accessible compartment that is 60" wide min. (Relocate trash container under rear grab bar to side wall.)<br>Relocate toilet so the centerline is 18" from the side wall. | 1        | 500<br>500<br>3676 | \$4676<br><br><b>4676</b> |
| 10                         | Men's and Women's Toilet Rooms | 1     |      | Toilet Compartment  | Accessible Compartment |    | Door has malfunctioning self-closing hinge<br>Door pull not provided   | -               | Repair hinge.<br>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<br><br><b>182</b>   |
| <b>Dispensers</b>          |                                |       |      |                     |                        |  |  |                 |   |          |                    |                           |
| 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<br><br><b>398</b>   |
| <b>Portable Toilet</b>     |                                |       |      |                     |                        |  |  |                 |   |          |                    |                           |
| 12                         | Portable Toilet                | Ext.  |      | Portable Toilet     | N/A                    |  | Not located on an accessible route<br>Accessible portable toilets not provided                               |                 | Locate portable toilet on an accessible route.<br>Ensure that at least 5% of portable toilets (with a minimum of one) are accessible.   | 1        | 4600               | \$4600<br><br><b>4600</b> |
| <b>Baby Changing Table</b> |                                |       |      |                     |                        |  |  |                 |   |          |                    |                           |
| 13                         | Men's Toilet Room              | 1     |      | Baby Changing Table | N/A                    |  | Operable part > 48" high<br>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.<br>Repair table so that it does not require greater than 5 lbs. of force to operate.   | 1        | -                  | -                         |

| 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<br>Accessible spaces not provided at sidelines seating<br>Not connected to an accessible-route<br>No accessible route to all areas of sport activity |  | Provide a 36" x 48" clear floor space at team seating.<br>Provide a 36" x 60" clear floor space at sidelines seating.<br>Provide an accessible route to the boundary of sport activity at the softball field.<br>Install an accessible route between all areas of sports activity. | 1 | - | - |
| 16 | West Soccer Fields   | Ext. |  | Field | Soccer   |  | Not connected to an accessible-route<br>No accessible route to all areas of sport activity  |  | Provide an accessible route to the boundary of sport activity at the soccer fields.<br>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<br>Accessible spaces not provided at sidelines seating<br>Not connected to an accessible-route<br>No accessible route to all areas of sport activity |  | Provide a 36" x 48" clear floor space at team seating.<br>Provide a 36" x 60" clear floor space at sidelines seating.<br>Provide an accessible route to the boundary of sport activity at the field.<br>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<br>Accessible spaces not provided at sidelines seating<br>Not connected to an accessible-route<br>No accessible route to all areas of sport activity |  | Provide a 36" x 48" clear floor space at team seating.<br>Provide a 36" x 60" clear floor space at sidelines seating.<br>Provide an accessible route to the boundary of sport activity at the field.<br>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 |
|----------------------------|--------------------------------|-------|------|---------------------|------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Court</b>               |                                |       |      |                     |            |  |  |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Golf Facilities</b>     |                                |       |      |                     |            |  |  |                 |   |          |       |                 |
| 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        | -     | -               |
| <b>Best Practice</b>       |                                |       |      |                     |            |  |  |                 |   |          |       |                 |
| <b>Designation Signage</b> |                                |       |      |                     |            |  |  |                 |   |          |       |                 |
| 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 |
|----------------|-----------------------------------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| <b>Walkway</b> |                                   |       |      |         |      |  |        |                 |  |          |       |                 |
| 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        | -     | -               |