Arapahoe Surface Lot



Town of West Hartford

ADA Self-Evaluation and Transition Plan

June 2026

Institute for Human Centered Design

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

Background

Year renovated: 2025

The Arapahoe Surface Lot is located at the corner of Arapahoe and LaSalle Roads, with Arapahoe Road running along the north side of the lot, and LaSalle Road running along the east side of the lot. Amenities present on the day of the survey included one (1) electric vehicle (EV) charging station with a charging bay and a parking pay station.

Note: On the day of the survey the parking lot was undergoing renovation, so the renovated striping and spacing could not be surveyed. However, the IHCD team was told by construction workers that the number of parking spaces would not change, so that when the renovation is complete, there will be sixty-two (62) parking spaces in the lot including one (1) electrical vehicle (EV) charging station. The IHCD team was also told that a new type of parking pay station will be installed, and that a limited number of motorcycle parking spaces will be provided.

Key Accessibility Issues

Parking

Accessibility issues include a lack of two (2) compliant car accessible parking spaces, each with a sign with the International Symbol of Accessibility (ISA) and a marked access aisle, and a lack of one (1) compliant van accessible parking space with a marked access aisle, a sign with the International Symbol of Accessibility (ISA) and the designation “Van Accessible”. There is also a lack of one (1) accessible electric vehicle (EV) charging station with a marked access aisle, and an accessible route to the charging bay.

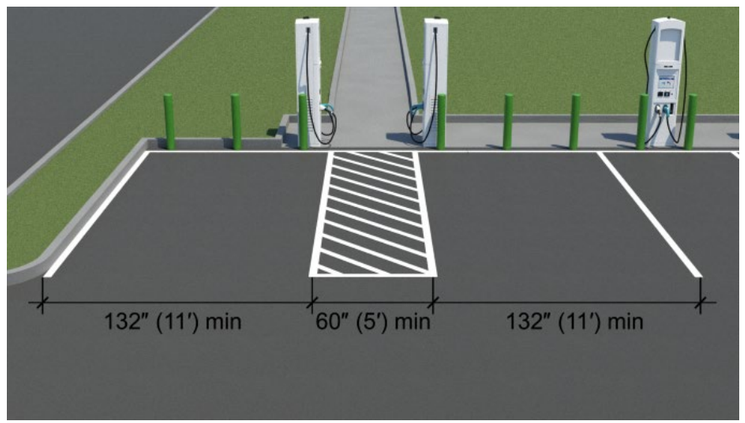
The IHCD team was told that the parking pay station would be replaced with a newer model once the parking lot renovation is complete. Ensure that the new parking pay station is on an accessible route and that the controls are within reach range with a maximum height no greater than 48" above the ground. The IHCD team also noticed that the screen on the existing pay station lacked sufficient brightness to be easily readable in daylight conditions.

Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as IHCD team has not been able to ascertain consistently accurate pricing information for most issues. Pricing is also not provided for best practice recommendations as those recommendations are not required.

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.

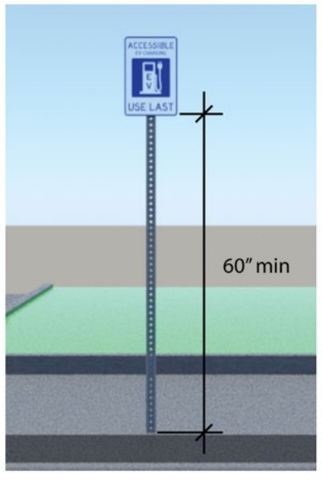
- Recommend referencing the following image from the U.S. Access Board, which shows one way to design accessible electric vehicle (EV) charging stations. Access aisles should not be blocked or obscured by curbs, wheel stops, bollards, or charging cable slack, and floor or ground surfaces of vehicle charging spaces and access aisles should not have changes in level or slopes that exceed 1:48. Additional information is available at the following website address: https://www.access-board.gov/tad/ev/.



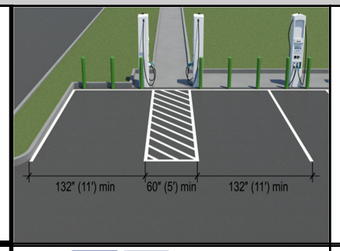
- As shown in the following images, the U.S. Access Board has provided several examples of signs that it recommends for

use at accessible electric vehicle (EV) charging stations. The U.S. Access Board further recommends that if a sign is provided, it be positioned 60" min. above the ground measured to the bottom of the sign. Additional information is available at the following website address: https://www.access-board.gov/tad/ev/.





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Electric Vehicle Charging Station and Parking Pay Station	Ext.		Off-Street Parking Lot or Garage	N/A		5% of EV charging stations not accessible (2022) . EV space access aisle < 60" wide (2022)	- -	If an electric vehicle (EV) charging station is provided in the renovated lot, provide not less than 5 percent but at least one electric vehicle charging station that is at least 132" wide. Ensure an adjoining access aisle that is at least 60" wide is provided.	1	-	-
2	Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Sign with the International Symbol of Acc. not provided Sign lacks the designation "Van Accessible" . Car space is not 120" wide (2018)	62 - -	When resurfacing is complete, provide two compliant car accessible parking spaces each 10' wide min. with a marked access aisle that is 5' wide min. and a van accessible parking space and marked access aisle each 8' wide min. Provide a sign with the International Symbol of Accessibility (ISA) at each accessible space. Add the designation "Van Accessible" to the sign located at the van accessible space. **Note:** Cost	4	825 **3300**	$1K - $5K
Access to Goods and Services												
Operable Parts / Reach Range												
3	Electric Vehicle Charging Bay	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route	-	Ensure the electric vehicle charging bay is located on a stable, firm and slip resistant accessible route.	1	-	-
4	Parking Pay Station	Ext.		Operable Parts / Reach Range	N/A				**Note:** IHCD team was told that the parking pay station would be replaced once the parking lot renovation is complete. Ensure that the new parking pay station is on an accessible route and that the controls have a maximum height of 48" above the ground. **Note:** IHCD team noticed that the screen on the existing pay station lacked sufficient brightness to be easily readable in daylight conditions.	1	-	-
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Electric Vehicle Charging Station											
5	Parking Lot	Ext.		Electric Vehicle Charging Station	N/A				A design recommended by the U.S. Access Board, for electric vehicle (EV) charging stations. Additional information is available at the following website address: https://www.access-board.gov/tad/ev/.	1	-	-
6	Parking Lot	Ext.		Electric Vehicle Charging Station	N/A				The U.S. Access Board recommends that if a sign is provided at an electric vehicle (EV) charging station, that it be mounted 60" min. above the ground measured to the bottom of the sign. Additional information is available at the following website address: https://www.access-board.gov/tad/ev/.	1	-	-

Fairview Cemetery



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Background

Year Built: 1914, 1960, 2014 Year Renovated: 2014

The Fairview Cemetery is located at 200 Whitman Avenue. Members of the public may drive through the cemetery to reach the cemetery sections they need. There is also a cemetery office where members of the public can purchase burial lots.

The cemetery office and chapel are located in a two-story building. The main accessible entrance is on the south side of the building, and vertical access is provided by one (1) staircase. The office is located on the first floor and the chapel is located on the second floor.

Areas surveyed include the office, parking, and cemetery sections.

Note: The IHCD team was informed that the chapel is no longer in use and there are no plans to renovate the building for future public use. Therefore, it was not included in the survey.

Key Accessibility Issues

Parking
Accessibility issues include a lack of a van accessible parking space, access aisles and parking spaces with excessive slopes, and an access aisle that is narrower than allowed.

Doors and Doorways
Accessibility issues include doors that lack maneuvering clearance and a door with a threshold that is higher than allowed.

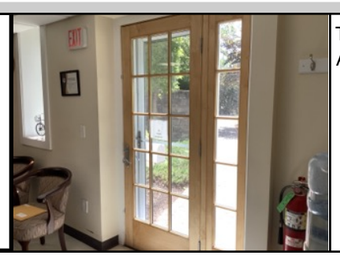
Signage
Accessibility issues include a lack of tactile egress signage (with raised characters and braille) located at the emergency exits and a lack of signage with the International Symbol of Accessibility (ISA) at the accessible exit.

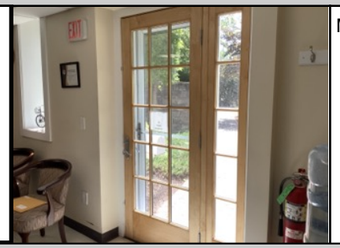
Toilet Rooms
Accessibility issues include a flush control that is not located on the open/transfer side, a toilet that has a centerline located farther from the side wall than allowed, an emergency pull cord that does not extend to 12 inches high above the finished floor, and a side grab bar that is closer to the rear wall than allowed. Additionally, a paper towel dispenser acts as a protruding object.

Additional Accessibility Issues

- A lack of an accessible service counter in the office.
- A lack of an accessible route to water spigots and trash cans.
- Water spigots have hardware that requires tight grasping, pinching, or twisting of the wrist.
- A lack of an accessible route to a bench.

Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as the IHCD team has not been able to ascertain consistently accurate pricing information for most issues.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Approach and Entrance											
	Off-Street Parking Lot or Garage											
1	Office Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Running or cross slope at space > 1:48 (2.08%) Access aisle is not 96" wide at van space Running or cross slope at access aisle > 1:48 (2.08%)	4 5%, 3.1% 53” 4.3%, 2.2%	Reduce running and cross slopes to be no steeper than 1:48 (2.08%). Provide a marked access aisle that is 96" wide.	1	-	-
2	Parking Near Chapel	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign with the International Symbol of Acc. not provided Sign lacks the designation "Van Accessible"	5 0 0 - - -	Provide a van accessible parking space that is 16' in width, including 8' of cross hatch. Provide a sign 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. (Cost is provided for signage.)	1	825 825 **1650**	$1K - $5K
	Entrance											
3	Office Entrance	Ext.		Entrance	Main Entrance		Maneuvering clearance is not provided Threshold > 1/2" high	4” 1”	Relocate the mailbox to maintain the required 18" min. maneuvering clearance at the pull-side of the door. Alter threshold to be 1/2" high max. (Cost is provided for renovating the threshold.)	1	1650 **1650**	$1K - $5K
	Access to Goods and Services											
	Means of Egress											
4	Office Egress	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided on the latch side of the right door 48” min. - 60” max. above the finished floor. Ensure that exit doors at the level of exit discharge that lead directly to accessible exits are marked by the International Symbol of Accessibility, which must be not less than 6" high and incorporated into the required exit sign or located directly adjacent to it.	1	413 413 **826**	$500 - $1K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Doors & Gates											
5	Office Egress	Ext.		Doors & Gates	Other		Maneuvering clearance not provided at recess > 8”	8.5"	Install an automatic door opener.	1	9900 **9900**	$5K - $10K
	Service Counter											
6	Office - Reception	1		Service Counter	N/A		Counter > 36" high	44”	Provide a counter that is 36" max. above the ground or finished floor.	1	1888 **1888**	$1K - $5K
	Operable Parts / Reach Range											
7	Near Cemetery Entrance	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route Not compliant	- -	Ensure the water spigot is located on an accessible route. Ensure operable parts do not require more than 5 pounds of force to operate. Recommendation applies to all water spigots with a similar issue.	1	-	-
8	Near Section 11	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route Not compliant	- -	Ensure the water spigot is located on an accessible route. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Ensure operable parts do not require more than 5 pounds of force to operate. Recommendation applies to all water spigots with a similar issue.	1	-	-
9	Section 14	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route	-	Ensure the trash can is located on an accessible route. Recommendation applies to all trash cans with a similar issue.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Toilet & Bathing Rooms											
	Single-User Toilet											
10	Office - All-Gender Single-User Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Centerline < 16" or > 18" Side grab bar < 54" from back wall	- 21.25” 48.75”	Relocate the flush control to the open side. Relocate toilet so that the centerline is 16" min. - 18" max. from the side wall. Relocate the side wall grab bar to ensure it is located 12" max. from the rear wall and extending 54" min. from the rear wall.	1	1650 6066 825 **8541**	$5K - $10K
11	Office - All-Gender Single-User Toilet Room	1		Single-User Toilet	N/A		. Emergency system does not extend to 12" high (2006)	-	Ensure the alarm pull switch is not tied to ensure the pull cord extends to within 12" of the floor. Recommendation applies to all toilet rooms.	1	Labor	Labor
	Dispensers											
12	Office - All-Gender Single-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9”	Relocate the dispenser out of the circulation path or provide a fixed trash dispenser underneath the dispenser.	1	825 **825**	$500 - $1K
	Recreation Areas											
	Bench (Exterior)											
13	Section 9A	Ext.		Bench (Exterior)	N/A		No accessible route to one bench in area	-	Relocate one bench to an accessible route. Recommendation applies to all non-memorial benches with a similar issue.	1	-	-

Isham Garage



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Background

Year Built: 2007

The Isham Garage is located at 77 Isham Road. Amenities in the garage include accessible parking spaces, electric vehicle (EV) charging stations, and a parking office.

The facility is four (4) stories and contains 453 parking spaces. There is an accessible entrance on Isham Road, and one on Dinah Road. Additionally, there is an inaccessible exit from the east stair. Vertical access is provided by two (2) staircases and one (1) elevator.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include routes with excessive running and cross slopes, and excessive surface openings.

Curb Ramps
Accessibility issues include transitions that are not flush and excessive running slopes.

Parking
Accessibility issues include access aisles that are narrower than allowed, signs that are mounted too low, and signs that lack the designation “Van Accessible” at van accessible parking spaces.

Note: On the day of survey, the IHCD team observed some issues with the EV charging station and spaces. IHCD provided guidance to Town staff and returned to the site to see that the Town had followed the guidance.

Ramps
Accessibility issues include excessive running slopes, an excessive cross slope, a landing with an excessive slope, and a transition not maintained in operable working condition.

Doors and Doorways
The key accessibility issue is a lack of maneuvering clearance at all east stair entrances due to an excessive running slope.

Stairways
The key accessibility issue is handrails that lack extensions.

Signage
Accessibility issues include a lack of tactile signage (with raised characters and braille) at the emergency exits, and a lack of compliant stairway signs.

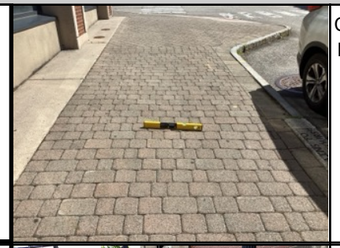
Interior Access Route
Accessibility issues include limited vertical clearance at the base of stairs.

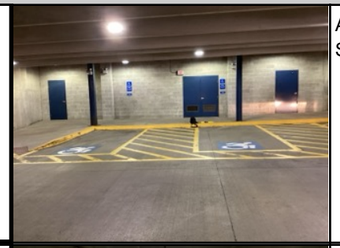
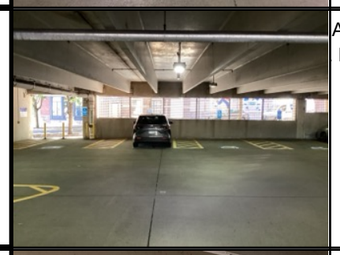
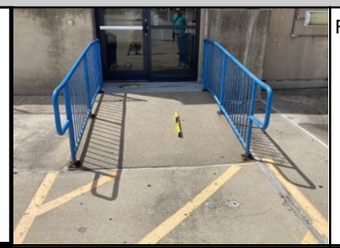
Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as the IHCD team has not been able to ascertain consistently accurate pricing information for most exterior issues. Pricing is also not provided for best practice recommendations as those recommendations are not required.

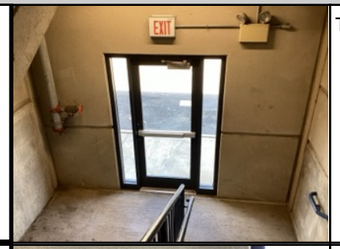
Best Practice and Inclusive Design

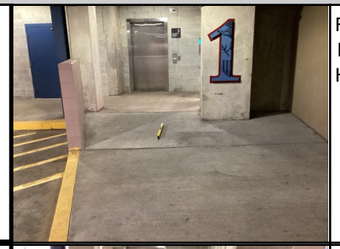
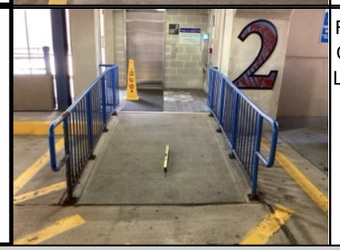
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- At the pay stations, recommend replacing screens with a brighter, higher contrast option.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Approach and Entrance											
	Exterior Access Route											
1	Along Isham Road, Library Side	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%) Running slope > 1:20 (5.00%)	5.5% 6.4%	Reduce cross slope to be no steeper than 1:48 (2.08%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
2	Outside Garage on Isham Road	Ext.		Exterior Access Route	Sidewalk		Surface openings > 1/2"	3”	Ensure that the surface opening is no greater than 1/2" max.	1	-	-
	Curb Ramp											
3	By Accessible Parking	1		Curb Ramp	Diagonal		Running slope is > 1:12 (8.33%)	12.6%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
4	Isham Road Entrance (Both Sides)	Ext.		Curb Ramp	Blended Transition		Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush	11.1% -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level.	2	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Off-Street Parking Lot or Garage											
5	Accessible Parking	1		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 96" wide at van space Sign bottom < 60" above finished grade	93", 90" 48”	At each space, provide a marked access aisle that is 96" wide. Locate sign with the bottom of the sign 60" above the ground.	1	-	-
6	Accessible Parking South	1		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 60" wide at car space Running or cross slope at access aisle > 1:48 (2.08%)	55"-57" 2.5%	Provide a marked access aisle that is at least 60" wide at the three spaces to the left in the photo. Reduce running or cross slope to be no steeper than 1:48 (2.08%) at the leftmost access aisle.	1	-	-
7	Accessible Parking Near Elevator	2		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 60" wide at car space Sign lacks the designation "Van Accessible"	52”, 55" -	Ensure that marked access aisles at each car accessible parking space are at least 60" wide. Add the designation "Van Accessible" to the sign located at the van accessible space. (Cost estimate is for the signage.)	1	825 **825**	$500 - $1K
	Exterior Ramp											
8	West Stair Exit	R		Exterior Ramp	N/A		Running slope > 1:12 (8.33%)	13.9%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
9	West Stair Exit	R		Exterior Ramp	N/A		Not maintained in operable working condition	-	Ensure the ramp is maintained in operable working condition.	1	-	-
	Access to Goods and Services											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Means of Egress											
10	East Stair	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” min. - 60” max. above the finished floor located on the latch side of the door. Recommendation applies to all exits with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	413 **413**	$1 - $500
11	West Stair	R		Means of Egress	N/A		Stairway sign not compliant	-	Ensure stairway signs meet tactile and visual requirements and are located 48" min. - 60" max. above the finished floor. Recommendation applies to all stairway signs with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	413 **413**	$1 - $500
	Interior Access Route											
12	By Escalators	2		Interior Access Route	N/A		Mat not securely attached	-	Secure mat.	1	Labor	Labor
13	East Stair	G		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	67”	Provide a cane-detectable barrier underneath stair.	1	1584 **1584**	$1K - $5K
	Doors & Gates											
14	East Stair	2		Doors & Gates	Emergency Egress		Maneuvering clearance at door > 1:48 (2.08%)	9.5%	Provide an automatic door opener. Recommendation applies to all east stair doors with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	9900 **9900**	$5K - $10K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Ramps											
15	Route to Parking Office	1		Ramps	Interior		Running slope >1:12 (8.33%) Edge protection < 4" high Handrails not provided	- - - -	Reduce the running slope to be no steeper than 1:12 (8.33%). If after renovation, the change in level is greater than 6" and the slope is steeper than 1:20 (5%): 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. Provide handrails on both sides.	1	-	-
16	Elevator	2		Ramps	Interior		Running slope >1:12 (8.33%) Cross slope > 1:48 (2.08%) Landing has a slope > 1:48 (2.08%)	11.1% 2.1% 4%	Reduce the running slope to be no steeper than 1:12 (8.33%). Reduce cross slope to be no steeper than 1:48 (2.08%). Alter so that the slope in all directions is no greater than 1:48 (2.08%).	1	-	-
	Stairways											
17	West Stair	3		Stairways	Egress		Handrails do not extend 12" from stairs	-	Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Handrails must return to a wall, guard or the floor. **Note:** In alterations, full handrail extensions are not required where they would project into circulation paths and pose a hazard. Recommendation applies to all stairs with a similar issue.	1	-	-
	Best Practice											
	Operable Parts / Reach Range											
18	Pay Stations	1		Operable Parts / Reach Range	Equipment				Recommend replacing screens with a brighter, higher contrast option.	1	-	-

Memorial Parking Garage



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Background

Year Built: 2007

The Memorial Parking Garage is located at 75 Memorial Road. The Parking Garage provides hourly and daily parking available for residents and visitors to the Town of West Hartford.

The Memorial Parking Garage is a three-story garage with a basement and roof level. The main accessible entrance is on the west side of the connector to 65 Memorial Road. Additionally, there is one (1) accessible entry/exits on the first floor on the north side, and three (3) inaccessible entry/exits on the first floor on the north and east sides. The building floors are connected by one (1) interior elevator and two (2) sets of egress stairs.

Areas surveyed include parking, stairways, the elevator and curb ramps.

Key Accessibility Issues

Exterior Routes
Accessibility issues include routes with excessive changes in level. Additionally, curb ramps have excessive slopes, flares with excessive slopes, and a lack of a level landing at the top of one (1) curb ramp.

Parking
Accessibility issues include access aisles that are narrower than allowed and identification signage with the International Symbol of Accessibility (ISA) located lower than the minimum height allowed.

Signage
Accessibility issues include a lack of tactile egress signage (with raised characters and braille) located at the emergency exits, a sign at an entry door is not located on the latch side of the door and lacks clear floor space at the sign, and a sign is not maintained in operable working condition. There is also a lack of signage with a 6” International Symbol of Accessibility (ISA) at a first-floor egress door, and a lack of a directional sign with the International Symbol of Accessibility (ISA) at the inaccessible exits/entrances directing visitors to the nearest accessible exit/entrance.

Additional Accessibility Issues

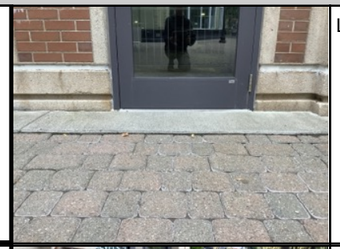
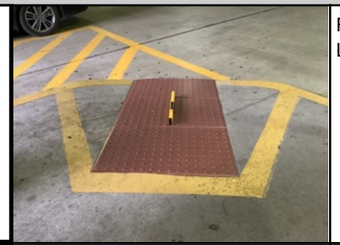
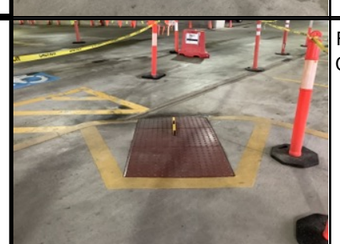
- A door lacks maneuvering clearance.

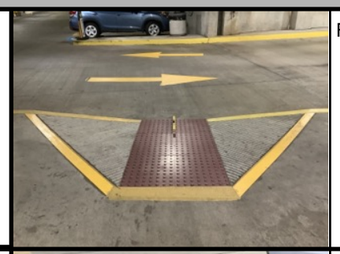
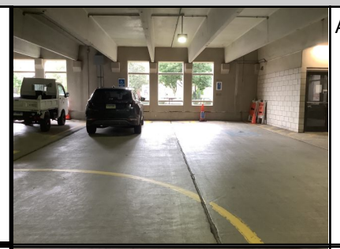
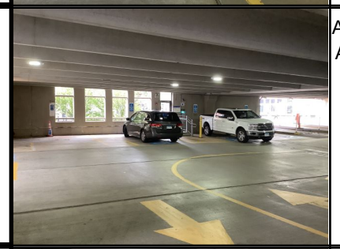
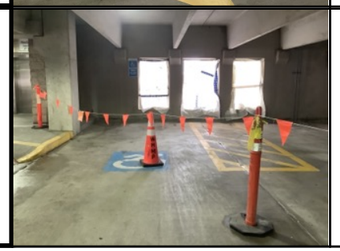
Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as IHCD team has not been able to ascertain consistently accurate pricing information for most issues. Pricing is also not provided for best practice recommendations as those recommendations are not required.

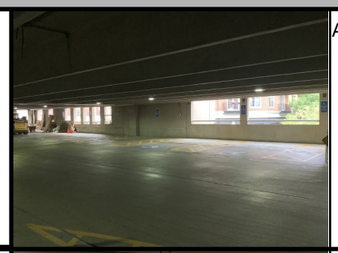
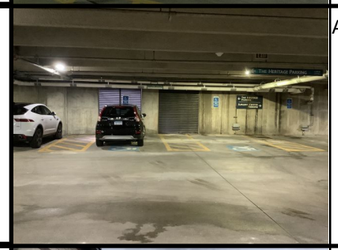
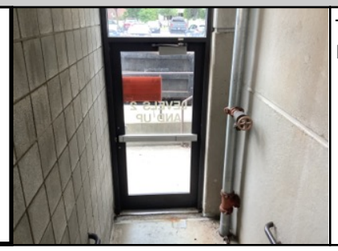
Best Practice and Inclusive Design

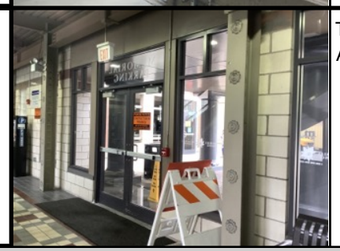
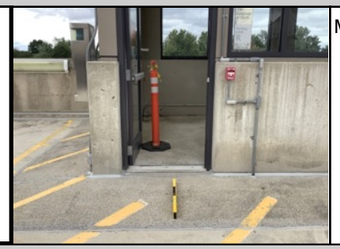
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

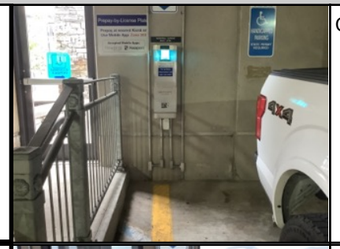
- At all parking identification signs, recommend updating the parking sign with the phrase "Accessible Parking" instead of "Handicapped Parking".
- At all doors with text on glass, recommend providing a solid background behind the text, and providing printing in the correct standard readable direction when the sign is viewed from both sides.
- At all stairs, recommend providing a contrasting strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent.

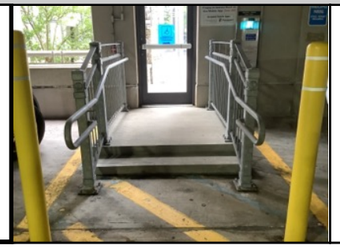
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Approach and Entrance											
	Exterior Access Route											
1	Entrance Near Elevators	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	.75”	Alter change in level to be 1/4" high max.	1	-	-
2	Stairs to South Stair Entrance	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	.75”	Alter change in level to be 1/4" high max.	1	-	-
	Curb Ramp											
3	Near Elevator	1		Curb Ramp	Diagonal		Running slope is > 1:12 (8.33%) Landing not provided at top of curb ramp	9.7% 3.4%	Reduce running slope to be no steeper than 1:12 (8.33%). Provide a level landing with a slope not greater than than 1:50 (2.00%) at the top of the curb ramp.	1	-	-
4	Near Elevator	2		Curb Ramp	Diagonal		Curb ramp flares > 1:12 (8.33%) (if no landing)	19.3%	Reduce slope at curb ramp flares to be no steeper than 1:12 (8.33%).	1	-	-
5	Near Elevator	3		Curb Ramp	Diagonal		Running slope is > 1:12 (8.33%) Curb ramp flares > 1:10 (10%)	12.8% 18.7%, 20.2%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce slope at curb ramp flares to be no steeper than 1:10 (10%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Near Elevator	B		Curb Ramp	Perpendicular		Running slope is > 1:12 (8.33%)	10.6%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
7	Near Elevator	Ext.		Curb Ramp	Diagonal		Running slope is > 1:12 (8.33%) Curb ramp flares > 1:10 (10%)	9.7% 22.4%, 22.5%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce slope at curb ramp flares to be no steeper than 1:10 (10%).	1	-	-
	Off-Street Parking Lot or Garage											
8	Parking Level 1	1		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 96" wide at van space	90”	Provide a marked access aisle that is 96" wide.	1	-	-
9	Parking Level 1	1		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 60" wide at car space Access aisle is not 96" wide at van space	55" 91"	Provide a marked access aisle that is at least 60" wide. Provide a marked access aisle that is 96" wide.	1	-	-
10	Parking Level 2	2		Off-Street Parking Lot or Garage	Visitor				**Note:** parking spaces were blocked off due to active construction on the day of survey and were unable to be surveyed. Note applies to blocked parking spaces on Level 3.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Parking Level 2	2		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 60" wide at car space	54"	Provide a marked access aisle that is at least 60" wide. There are 5 access aisles that are all too narrow.	5	-	-
12	Parking Level B	B		Off-Street Parking Lot or Garage	Visitor		Access aisle is not 60" wide at car space	56”	Provide a marked access aisle that is at least 60" wide.	5	-	-
13	Roof Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign bottom < 60" above finished grade	54.75”	Locate sign with the bottom of the sign 60" above the ground.	1	-	-
	Entrance											
14	Entrance to South Stairs	Ext.		Entrance	Other		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance. Ensure the directional sign contains the International Symbol of Accessibility (ISA).	2	743 **1486**	$1K - $5K
	Access to Goods and Services											
	Means of Egress											
15	Egress From South Stairs	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible 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” min. - 60” max. above the finished floor located on the latch side of the door. Provide a directional sign with the International Symbol of Accessibility (ISA) indicating the location of the nearest accessible emergency exit.	2	413 413 **1652**	$1K - $5K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Egress Near Elevator	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” min. - 60” max. above the finished floor located on the latch side of the door.	1	413 **413**	$1 - $500
17	Egress Near Kiosks	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48” min. - 60” max. above the finished floor on the latch side of the door. Ensure that exit doors at the level of exit discharge that lead directly to accessible paths of exit discharge are marked by the International Symbol of Accessibility. 6" min. high and	1	413 413 **826**	$500 - $1K
	Doors & Gates											
18	South Stairs	Ext.		Doors & Gates	Other		Maneuvering clearance at door > 1:48 (2.08%)	8.3%	Provide an automatic door opener and relocate the movable bollard	1	9900 **9900**	$5K - $10K
	Signage											
19	Elevator	B		Signage	Designation		Designation sign is incorrect	-	Provide cabin controls with the correct and consistent floor designation. Currently, cabin controls designate floor "B" as "LL" while the sign outside the elevator uses the designation "B".	1	-	-
20	North Stair	Ext.		Signage	Egress		Location of tactile sign not compliant Signage lacks 18" by 18" clear floor space Not maintained in operable working condition	- -	Locate sign alongside the door on the latch side. Replace sign as the sign is faded and the text no longer contrasts with the background. Provide a clear floor space of 18" min. by 18" min. centered on the tactile characters.	1	413 **413**	$1 - $500

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Operable Parts / Reach Range											
21	Emergency Light	1		Operable Parts / Reach Range	Equipment		Clear floor space is not provided	-	Relocate the emergency phone outside of the parking space to provide a 30" min. by 48" min. clear floor space.	1	-	-
22	Near South Stairs	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route	7.9%	Ensure the emergency light is located on an accessible route. (The clear floor space at the emergency phone should have a slope that is no more than 1:48 (2.08%) in all directions.)	1	-	-
	Best Practice											
	Off-Street Parking Lot or Garage											
23	Parking Level B	B		Off-Street Parking Lot or Garage	Visitor			-	Recommend updating the parking sign with the phrase "Accessible Parking" instead of "Handicapped Parking". Recommendation applies to all parking identification signs.	1	-	-
	Text on Glass											
24	Entrance	Ext.		Text on Glass	N/A			-	Recommend providing a solid background behind the text on the glass surface, and providing printing in the correct standard readable direction when the sign is viewed from both sides. Recommendation applies to all doors with text on the glass.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Visual Contrast											
25	Egress	1		Visual Contrast	N/A			-	Recommend providing a contrasting strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. Recommendation applies to all stairs.	1	-	-

Noah Webster House



Town of West Hartford

ADA Transition Plan

June 2026

Institute for Human Centered Design

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

Background

Year Built: 1748 Year Renovated: 2000

The Noah Webster House is located at 227 South Main Street. Amenities include the historical home, a gift shop, a lecture space, a gallery, an event hall, and an educational space.

The facility is a two-story building that is on the National Register of Historic Places. The first floor is split level. A largely accessible entrance is provided on the north side of the building within the visitor reception center. Additional exits are located on the first floor. Vertical access is provided by three (3) staircases and one (1) interior ramp.

Note: No public programs are provided on the second floor of the Noah Webster House visitor reception center and therefore was not included in the survey.

Note: Only one (1) staircase, within the historical home, is open to the public.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include routes with excessive level changes and routes that are not maintained in operable working condition.

Parking
Accessibility issues include a lack of a compliant van accessible parking space and a lack of compliant signage.

Exterior Ramp
Accessibility issues include ramps with a narrower clear width than allowed, and a lack of handrails.

Exterior Stairs
Accessibility issues include a lack of compliant handrails and a stair with noncompliant riser heights.

Doors and Doorways
Accessibility issues include doors that lack adequate clear width and a door with a threshold that is higher than allowed.

Note: Alterations to historic properties must comply to the maximum extent feasible. Where the State Historic Preservation Officer or Advisory Council on Historic Preservation determines that compliance with the requirements for accessible routes, entrances, or toilet facilities would threaten or destroy the historic significance of the building or facility, the exceptions for alterations to qualified historic buildings or facilities for that element is permitted to apply.

Interior Ramps
The key accessibility issue is that handrails do not extend 12” min. past the top and bottom of the ramp.

Signage
Accessibility issues include a lack of tactile signage (with raised characters and braille) at the emergency exits, designation signage that is located higher than allowed, signs with obstructed clear floor space, and a lack of signage with the International Symbol of Accessibility (ISA) at the accessible exits and toilet room.

Assembly Area
Accessibility issues include a lack of an assistive listening system in the video room.

Note: If audible communication is integral to the use of the space, an assistive listening system shall be provided as shall a sign with the International Symbol of Access for Hearing Loss.

Toilet Rooms
Accessibility issues include a toilet that has a centerline located farther from the side wall than allowed, a side grab bar that is closer to the back wall than allowed, and a flush control that is not on the open side. Additionally, the lavatory rim and mirror are higher than allowed.

Additional Accessibility Issues

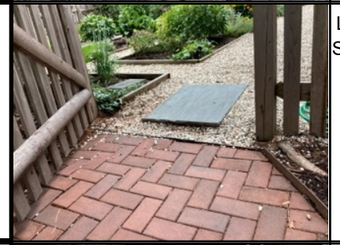
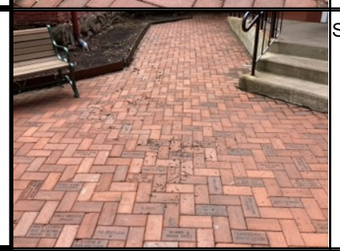
- A lack of clear floor space provided at the sink in the event hall.
- A lack of an accessible route to a bench in the garden.

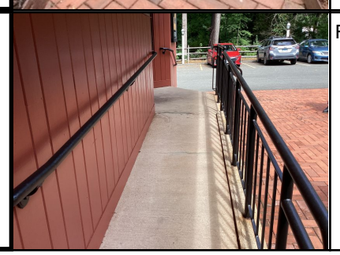
Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as the IHCD team has not been able to ascertain consistently accurate pricing information for most exterior issues. Pricing is also not provided for best practice recommendations as those recommendations are not required.

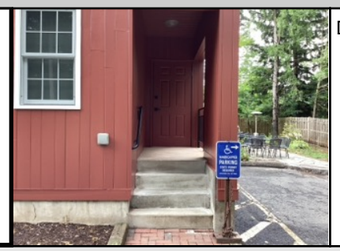
Best Practice and Inclusive Design

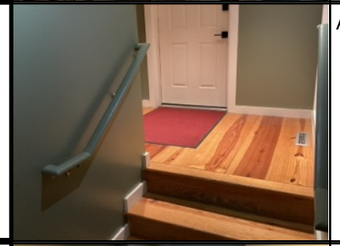
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

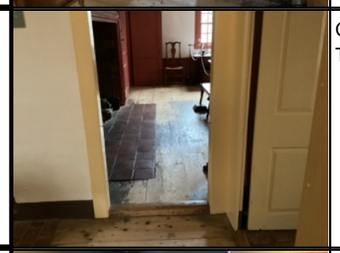
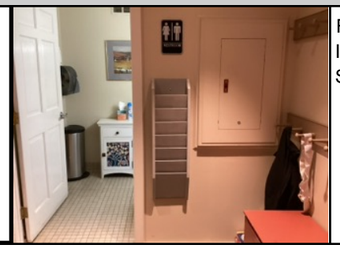
- Recommend providing an adjustable height podium with knee and toe clearance in the event hall.
- Currently, visitors park across the street to access the building. Recommend providing a crosswalk with ladder-style striping between the parking lot and the building. Recommend repairing the road surface in this area.
- Recommend locating van accessible parking space, access aisle, and signage at the front of the lot, or adjacent to a crosswalk which connects to the accessible route to the building.
- Recommend providing a contrasting color strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. Recommendation applies to all stairs.

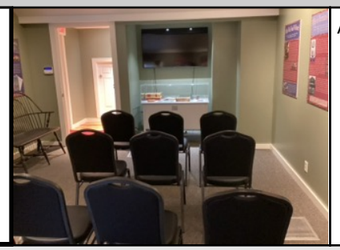
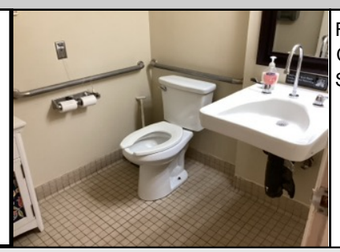
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Approach and Entrance											
	Exterior Access Route											
1	Entrance	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure that the sign is located on an accessible route.	1	-	-
2	From Parking to Backyard	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	7”	Alter change in level to be 1/4" high max.	1	-	-
3	Garden	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Surface is not stable, firm, and slip-resistant	1” -	Alter change in level to be 1/4" high max. Repair surface so that it is firm, stable and slip-resistant.	1	-	-
4	Visitor Reception Center Entrance	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant	-	Ensure the walkway is clear of debris. Staff mentioned complaints about this issue.	1	Labor	Labor
5	Visitor Reception Center Ramp	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	2”	Alter change in level to be 1/4" high max.	1	-	-

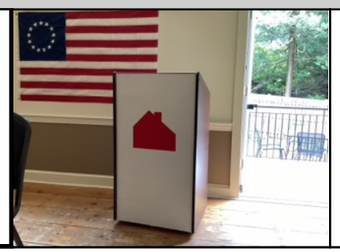
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Off-Street Parking Lot or Garage											
6	Accessible Parking Space	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Running or cross slope at space > 1:48 (2.08%) Access aisle not compliant Access aisle is not 96" wide at van space	9 - - 2.4% - -	Provide a compliant van accessible parking space that is 8' wide min. with a marked access aisle that is 8' wide min. Provide a sign with the International Symbol of Accessibility (ISA) at each space. Add the designation "Van Accessible" to the sign located at the van accessible space. Reduce running or cross slope to be no steeper than 1:48 (2.08%).	1	-	-
7	Accessible Parking Space	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign lacks the designation "Van Accessible" Sign bottom < 60" above finished grade	- 32”	Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign at the forward end of the space with the bottom of the sign 60" above the ground.	1	825 **825**	$500 - $1K
	Exterior Ramp											
8	Back Ramp	Ext.		Exterior Ramp	N/A		Ramp clear width between handrails < 48" wide	34.5”	Widen ramp so that the clear width between the handrails is 48" min.	1	-	-
9	Ramp to Garden	Ext.		Exterior Ramp	N/A		Handrails are not provided	-	Provide handrails on both sides and compliant landings at the top and the bottom of the ramp.	1	-	-
10	Visitor Reception Center Entrance	Ext.		Exterior Ramp	N/A		Ramp clear width between handrails < 48" wide	33”	Widen ramp so that the clear width between the handrails is 48" min.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Exterior Stair											
11		Ext.		Exterior Stair			Risers < 4" or > 7" high	8"	Further study will be needed to determine whether it is technically feasible to bring the stair risers into full compliance with the ADA Standards and ANSI A117.1.	1	Labor	Labor
12	Back Stair	Ext.		Exterior Stair	N/A		Handrail not provided on both sides	-	Provide a handrail on each side.	1	-	-
13	Side Entrance	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Handrail not provided on both sides Risers < 4" or > 7" high	- - 8”	Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on each side.	1	-	-
14	Visitor Reception Center Entrance	Ext.		Exterior Stair	N/A		Handrail height < 34" or > 38"	33"	Alter so the handrails are 34" min. - 38" max. high above the finished floor or ground.	1	-	-
	Entrance											
15	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. Ensure the directional sign contains the International Symbol of Accessibility (ISA)	1	743 **743**	$500 - $1K
	Access to Goods and Services											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Means of Egress											
16	Event Hall	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48” min. - 60” max. above the finished floor located on the latch side of the door. Ensure that exit doors at the level of exit discharge that lead directly to accessible paths of exit discharge are marked by the International Symbol of Accessibility. Such symbol must be not less than 6" high and	1	413 **413**	$1 - $500
	Interior Access Route											
17	Gift Shop Sign	1		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	77"	Relocate signage 80" or higher above the finished floor to provide vertical clearance.	1	Labor	Labor
18	Lecture Space	1		Interior Access Route	N/A		Accessible route not provided	- -	Currently an accessible route is provided on the exterior to this room only. However, if an inaccessible route is provided within the building, an accessible route should also be provided inside. Further study will be needed to determine whether it is technically feasible to provide an accessible route to this room within the historic building. The renovation must not destroy or threaten the building's historic significance.	1	-	-
19	To Historical Home, Dining Room	1		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	73”	Further study will be needed to determine whether it is technically feasible to bring the vertical clearance into full compliance with the Standards. Consider adding signage that says, "Low Headroom" or "Low Ceiling".	1	-	-
20	Bedrooms	2		Interior Access Route	N/A		Accessible vertical route not provided	-	Currently, there is no accessible route provided to access the second floor of the historical home. Ensure alternate programming (such as photographs, videos, and room information) is provided about this room in an accessible location.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Doors & Gates											
21	Historical Rooms	1		Doors & Gates	Circulation		Clear width at door < 32"	22”	Ensure alternate programming (such as photographs, videos, and room information) is provided about this room in an accessible location.	1	-	-
22	Historical Rooms	1		Doors & Gates	Circulation		Clear width at door < 32" Threshold > 1/2" high	29” 3”	Ensure alternate programming (such as photographs, videos, and room information) is provided about this room in an accessible location.	1	-	-
23	To Historical Home	1		Doors & Gates	Circulation		Clear width at door < 32"	31.5”	If possible, install offset hinges to ensure that the door has a clear width of 32" min.	1	4789 **4789**	$1K - $5K
	Ramps											
24	Ramp Near Gift Shop	1		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.	1	-	-
	Signage											
25	Accessible Toilet Room	1		Signage	Designation		Raised characters < 48" or > 60" above ground International Symbol of Acc. not provided Signage lacks 18" by 18" clear floor space	61” - -	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. Replace the sign with a sign containing the International Symbol of Accessibility (ISA). Relocate magazine holder to provide a clear floor space of 18" min. by 18" min. centered on the tactile characters.	1	413 **413**	$1 - $500

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Dining or Work Surfaces											
26	Backyard	Ext.		Dining or Work Surfaces	Dining Surface		Knee and toe clearance < 17" or > 25" deep	6”	Provide at least one dining surface with knee clearance that is between 17" min. and 25" max. deep.	1	1815 **1815**	$1K - $5K
	Assembly Area											
27	Video Room	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	2604 **2604**	$1K - $5K
	Toilet & Bathing Rooms											
	Lavatory											
28	Accessible Toilet Room	1		Lavatory	N/A		Lavatory rim or counter > 34" high Mirror above lavatory w/reflective surface > 40"	35” 42”	Provide at least one lavatory with the rim no higher than 34" max. above the finished floor. Lower mirror so that the bottom of the reflecting surface is at 40" max. above the finished floor. **Note:** This toilet room has since been renovated post survey with guidance from the IHCD Team.	1	5106 825 **5931**	$5K - $10K
	Single-User Toilet											
29	Accessible Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Centerline < 16" or > 18" Side grab bar < 54" from back wall	- 21” 44”	Relocate the flush control to the open side. Relocate toilet so that the centerline is 16" min. - 18" max. from the side wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall. **Note:** This toilet room has since been renovated post survey with guidance from the IHCD Team.	1	1650 6066 1238 **8954**	$5K - $10K
	Additional Access											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Sinks											
30	Near Event Hall	1		Sinks	N/A		Clear floor space not provided at sink Toe and knee clearances not provided	44” -	Provide a 30" min. by 48" min. clear floor space positioned for a forward approach. Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	2475 **2475**	$1K - $5K
	Recreation Areas											
	Bench (Exterior)											
31	Garden	Ext.		Bench (Exterior)	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area.	1	-	-
	Overall Review											
32	Historical Entrance	Ext.						-	**Note:** Historic entrance is no longer in use.	1	-	-
	Best Practice											
	Assembly Area											
33	Event Hall	1		Assembly Area	Lecture Hall				Recommend providing an adjustable height podium with knee and toe clearance.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Exterior Access Route											
34	Entrance	Ext.		Exterior Access Route	Exterior				Currently, visitors park across the street to access the building. Recommend providing crosswalk with ladder-style striping. Recommend repairing road surface.	1	-	-
	Off Street Parking Lot or Garage											
35	Parking Lot	Ext.		Off Street Parking Lot or Garage	Visitor				Recommend locating van accessible parking space, access aisle, and signage at the front of the lot, as shown, or adjacent to a crosswalk, which connects to the accessible route to the building.	1	-	-
	Stairways											
36	Visitor Reception Center Entrance	Ext.		Stairways	Exterior				Recommend providing a contrasting color strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. Recommendation applies to all stairs.	1	-	-

Police and Fire Departments



Town of West Hartford

ADA Transition Plan

June 2026

Institute for Human Centered Design

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

Background

Year Built: 1910 Year Renovated: 2008

The West Hartford Police and Fire Departments are located at 103 and 95 Raymond Road. Amenities in the Police Department include the lobby, fingerprinting room, interview rooms, lecture and training hall, offices, detainment area, containment cells, booking area, and toilet rooms. Amenities in the Fire Department include the lobby, offices, conference room, and toilet room.

The facility is a two-story building. There is one (1) accessible main entrance for the Police Department on the southeast side, and one (1) accessible main entrance for the Fire Department on the northeast side. Vertical access is provided by three (3) staircases and one (1) elevator.

Note: No public programs are provided on the second floor of the police station; therefore, it was not included in the survey.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include routes with excessive running and cross slopes, and excessive level changes.

Curb Ramps
Accessibility issues include transitions that are not flush, a lack of compliant detectable warnings, and excessive running slopes.

Parking Lot
Accessibility issues include an access aisle with an excessive cross slope and a lack of signage at the van accessible parking space with the designation “Van Accessible”.

Exterior Ramp
Accessibility issues include an excessive running slope and the ramp not being maintained in operable working condition.

Doors and Doorways
The key accessibility issue is an entrance door that lacks maneuvering clearance due to excessive slope.

Stairways
The key accessibility issue is noncompliant handrails at the egress stairs.

Signage
Accessibility issues include a lack of tactile signage (with raised characters and braille) at the emergency exits, a lack of floor level designation signage in stairwells, a lack of clear floor space at designation signage, and a lack of signage with the International Symbol of Accessibility (ISA) at accessible exits.

Assembly Areas
The key accessibility issue is the lack of assistive listening systems in assembly areas.

Note: If audible communication is integral to the use of the space, an assistive listening system shall be provided as shall a sign with the International Symbol of Access for Hearing Loss.

Detention Facilities
The key accessibility issue is that the decontamination room, accessible female holding cell, and accessible male holding cell lack ligature-resistant grab bars on the side wall.

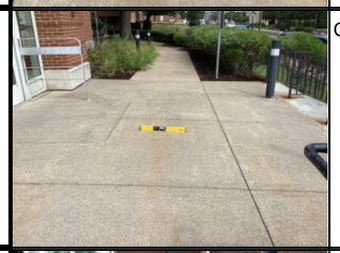
Toilet and Bathing Rooms
Accessibility issues include a lack of clear width at a toilet, dispensers that act as protruding objects, dispensers that are over 48” high, obstructed rear grab bars, side grab bars that are over 36” high, and vertical grab bars that are over 41” high.

Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as the IHCD team has not been able to ascertain consistently accurate pricing information for most exterior issues. Pricing is also not provided for best practice recommendations as those recommendations are not required.

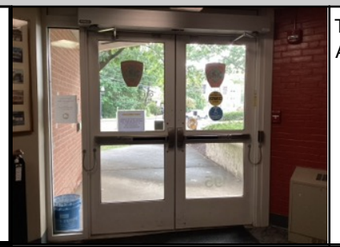
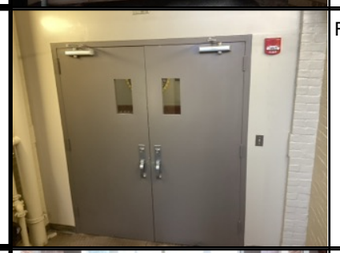
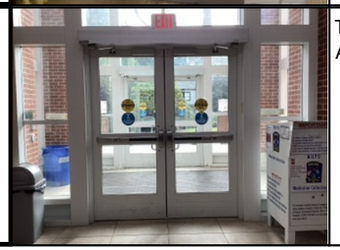
Best Practice and Inclusive Design

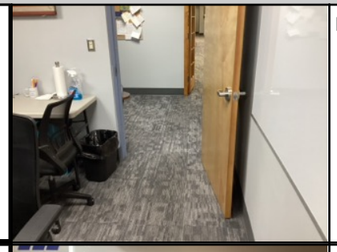
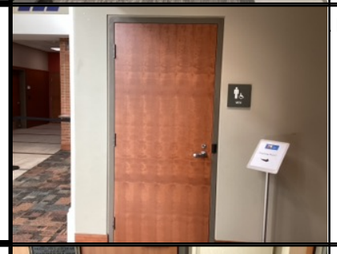
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

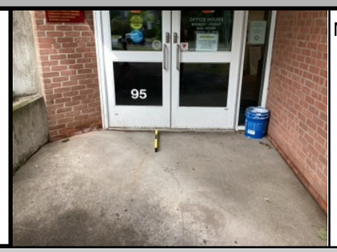
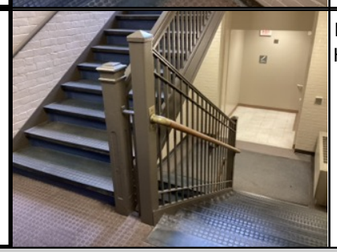
- On the street near the Fire Department entrance, recommend providing an additional on-street accessible parking space.
- In the Police Department training room, recommend providing an adjustable height podium with knee and toe clearance.
- At the Police Department entrance, currently the automatic door push is not easily identifiable. Recommend installing a 6" ISA push button or painting the current push button blue.
- At the Police Department entrance stairs, recommend providing a contrasting color strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. This recommendation applies to all stairs lacking contrast.
- At the weigh station in the Police Department, recommend providing a scale accessible to wheelchair users.
- Currently, the entrance to the Fire Department is obscured from view. Recommend providing directional signage from the parking lot to the Fire Department entrance.
- Recommend providing wayfinding signage to the Fire Department entrance from the on-street parking.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Near Police Department Stairway	Ext.		Exterior Access Route	19		Cross slope > 1:48 (2.08%)	8.8%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
2	Outside Main Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	5.6%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
3	Route From Fire Department to Police Department	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	1”	Alter change in level to be 1/4" high max.	1	-	-
4	Route From Police Department to Fire Department	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	2.5%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
5	Route From Police Department to Fire Department	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	3.8%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Route From Street to Fire Department	Ext.		Exterior Access Route	Sidewalk		Running slope > 1:20 (5.00%)	6.8%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
	Curb Ramp											
7	From Town Hall to Police Department	Ext.		Curb Ramp	N/A		Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush Detectable warning does not contrast	8.6% - -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level. Ensure that the detectable warning surface contrasts visually with the adjacent walking surfaces, either light-on-dark or dark-on-light.	1	-	-
8	Police Department Curb Ramp	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	-	-
9	Street Parking Near Fire Department	Ext.		Curb Ramp	Perpendicular		Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush Landing not provided at top of curb ramp Detectable warning is not in operable condition	9.3% - 6.5% -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level. Provide landing at top of curb ramp or reconfigure ramp to provide curb ramp flares no steeper than 1:12 (8.33%). Ensure that the detectable warning is maintained in operable working condition.	1	-	-
	Off-Street Parking Lot or Garage											
10	Accessible Parking	Ext		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Running or cross slope at access aisle > 1:48 (2.08%) Sign lacks the designation "Van Accessible"	20 1 1 4.0% -	Reduce running or cross slope to be no steeper than 1:48 (2.08%). Add the designation "Van Accessible" to the sign located at the van accessible space. Cost is for signage.	1	825	825

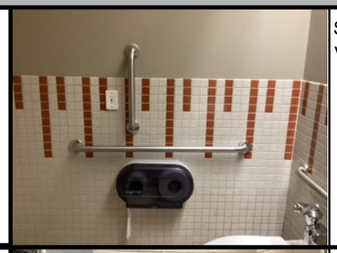
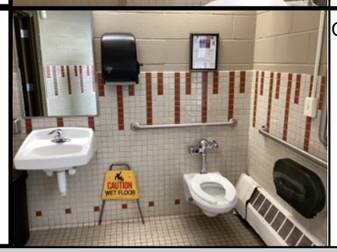
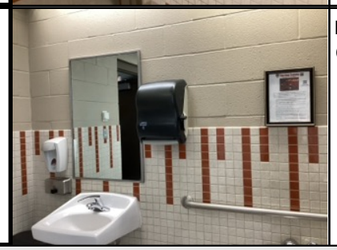
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Exterior Ramp											
11	Police Department Ramp (Top)	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%) Not maintained in operable working condition	8.7% -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure the ramp is maintained in operable working condition. Ensure that vegetation is trimmed.	1	-	-
	Access to Goods and Services											
	Means of Egress											
12	Fire Department Lobby	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door on the right side. Mount the sign between 48” min. - 60” max. above the finished floor located on the right side. The sign must contain the International Symbol of Accessibility no less than 6" high on the sign or mounted adjacent to it. Recommendation applies to all egress with a similar issue.	2	413 **826**	$500 - $1K
13	Police Department - Stair 3	1		Means of Egress	N/A		Floor level designation not provided	-	Provide a floor level designation sign. Ensure floor level designation sign meets tactile and visual requirements and are located 48" min. - 60" max. above the finished floor.	1	413 **413**	$1 - $500
14	Police Department Lobby	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48” min. - 60” max. above the finished floor located on the right side of the rightmost door. Ensure that exit doors at the level of exit discharge that lead directly to accessible paths of exit discharge are marked by a 6" high International Symbol of Accessibility, incorporated into the exit sign or adjacent to it.	2	413 **826**	$500 - $1K

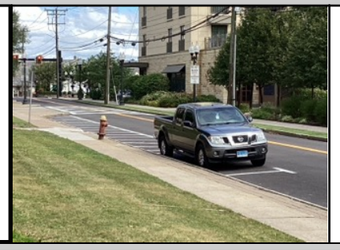
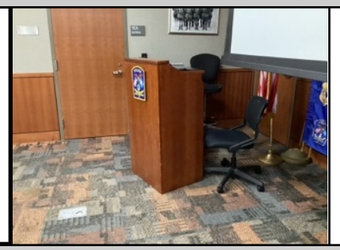
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Police Department Training Room	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48” min. - 60” max. above the finished floor located on the latch side of the door. Ensure that exit doors at the level of exit discharge that lead directly to accessible paths of exit discharge are marked by a 6" high International Symbol of Accessibility, incorporated into the exit sign or adjacent to it.	2	413 **826**	$500 - $1K
	Interior Access Route											
16	Police Department - Near Decontamination Room	1		Interior Access Route	N/A		Obstructed by protruding objects	-	Relocate the hand sanitizer dispenser out of the circulation path. Ensure that maintenance staff is aware every object that they mount in the circulation path that is greater than 4” deep, located higher than 27” above the finished floor and lower than 80” above the finished floor is considered a protruding object.	1	825 **825**	$500 - $1K
	Doors & Gates											
17	Fire Department Conference Room	1		Doors & Gates	Meeting Room		Maneuvering clearance(s) not provided	-	Remove the table so that there is 18" clear on the latch side of the door.	1	Labor	Labor
18	Men's Single-User Toilet Room (Police Department)	1		Doors & Gates	Toilet Room		Door requires > 5 lbs. of force to open	15 lbs.	Adjust closer so door does not require more than 5 pounds of force to open.	1	Labor	Labor
19	Police Department - Interview Room	1		Doors & Gates	Meeting Room		Maneuvering clearance(s) not provided	-	Relocate or remove the bench to ensure that there is 12" min. of maneuvering clearance at the door at times when the door is not propped open.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Fire Department Entrance	Ext.		Doors & Gates	Emergency Egress		Maneuvering clearance at door > 1:48 (2.08%)	3.1%	Provide an automatic door opener.	1	9900 **9900**	$5K - $10K
	Stairways											
21	Police Department - Stair 3	1		Stairways	Egress		Handrails do not extend 12" from stairs	-	Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing.	1	-	-
22	Police Department - Stair 3	1		Stairways	Egress		Handrail height < 34" or > 38" Handrails not continuous where required	32” -	Alter so the handrails are 34"- 38" high above the floor. Provide continuous handrails.	1	-	-
	Signage											
23	Police Department - Interview Room	1		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate bench to provide a clear floor space of 18" min. by 18" min. centered on the tactile characters.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Dining or Work Surfaces											
24	Police Department - Interview Room	1		Dining or Work Surfaces	Work Surface		30" clear width not provided	-	Provide at least 1 accessible work surface with a 30" min. by 48" min. clear floor space.	1	1155 **1155**	$1K - $5K
	Assembly Area											
25	Fire Department Conference Room	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. Cost is for a capacity of 50 or less.	1	2604 **2604**	$1K - $5K
26	Police Department Training Room	1		Assembly Area	Classroom		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. Cost is for a capacity of 50 or less.	1	2604 **2604**	$1K - $5K
	Detention Facilities											
27	Police Department - Decontamination Room	1		Detention Facilities	N/A		Side grab bar < 42" long	-	Provide a ligature-resistant side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall. If it is not feasible to install this grab bar, provide access to a compliant accessible holding cell after the holding cells are renovated.	1	1320 **1320**	$1K - $5K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
28	Police Department - Female Holding Cell	1		Detention Facilities	N/A		Side grab bar < 42" long	-	Provide a ligature-resistant side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall.	1	1320 **1320**	$1K - $5K
29	Police Department - Male Holding Cells	1		Detention Facilities	N/A		Side grab bar < 42" long	-	Provide a ligature-resistant side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall.	1	1320 **1320**	$1K - $5K
	Toilet & Bathing Rooms											
	Lavatory											
30	Single-User Toilet Room (Fire Department)	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	41”	Lower mirror so that the bottom of the reflecting surface is at 40" max. above the finished floor.	1	1320 **1320**	$1K - $5K
	Single-User Toilet											
31	Men's Single-User Toilet Room (Police Department)	1		Single-User Toilet	N/A		Rear grab bar is obstructed	-	Remove pull-down grab bar. Recommendation applies to the women's single-user toilet room in the Police Department.	1	1320 **1320**	$1K - $5K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
32	Men's Single-User Toilet Room (Police Department)	1		Single-User Toilet	N/A		Side or rear grab bar < 33" or > 36" high Vertical grab bar < 39" or > 41" high (2006)	37” 42”	Mount grab bars 33" min. - 36" max. above the finished floor. Mount vertical grab bar between 39" min. - 41" max. above the finished floor. Recommendation applies to the women's single-user toilet room in the Police Department.	2	1320 1320 **5280**	$5K - $10K
33	Single-User Toilet Room (Fire Department)	1		Single-User Toilet	N/A		Clearance at toilet < 60" clear width	-	Relocate the sink to ensure that there is 60" wide min. clear floor space at the toilet.	1	5106 **5106**	$5K - $10K
	Dispensers											
34	Men's Single-User Toilet Room (Police Department)	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	-	Provide a cane-detectable barrier such as a fixed trash can or railing located 27” max. above the finished floor. Ensure that the item doesn't interfere with the maneuvering clearance required in front of the door. Recommendation applies to the women's single-user toilet room in the Police Department.	2	657 **1314**	$1K - $5K
35	Single-User Toilet Room (Fire Department)	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object Controls > 48" high	- 58”	Relocate the paper towel dispenser so the operable part is 48" max. above the finished floor and is out of the circulation path.	1	1320 **1320**	$1K - $5K
	Additional Access											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Drinking Fountain											
36	Police Department Lobby	1		Drinking Fountain	Hi-Lo		Standing fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	1469 **1469**	$1K - $5K
	Best Practice											
	Accessible On-Street Parking											
37	Near Fire Department Entrance	Ext.		Accessible On-Street Parking	N/A				Recommend providing an additional accessible parking space on the street for the Fire Department.	1	-	-
	Assembly Area											
38	Police Department Training Room	1		Assembly Area	Lecture Hall				Recommend providing an adjustable height podium with knee and toe clearance.	1	-	-
	Doors, Doorways, and Gates											
39	Police Department Entrance	Ext.		Doors, Doorways, and Gates	Entrance				Currently, the automatic door push is not easily identifiable. Recommend installing a 6" ISA push button or painting the current push button blue.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Exterior Stair											
40	Police Department Stairway	Ext		Exterior Stair	N/A				Recommend providing a contrasting color strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. This recommendation applies to all stairs lacking contrast.	1	-	-
	Operable Parts / Reach Range											
41	Police Department - Weigh Station	1		Operable Parts / Reach Range	Equipment				Recommend providing a scale accessible to wheelchair users.	1	-	-
	Signage											
42	Police Department Ramp (Bottom)	Ext.		Signage	Directional				Currently, the entrance to the fire department is obscured from view. Recommend providing directional signage from the parking lot to the Fire Department entrance.	1	-	-
43	Street Parking Near Fire Department	Ext.		Signage	Directional				Recommend providing wayfinding signage to the Fire Department entrance.	1	-	-

Public Works and Facilities at Brixton Street



Town of West Hartford

ADA Transition Plan

December 2025

Institute for Human Centered Design

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

Background

Year Built: 1968, 1975, 1997

Public Work and Facilities at Brixton Street is located at 17 Brixton Street. The site contains a one-story building and a transfer station. Town residents visit to purchase permits and use the transfer station. There is one (1) largely accessible main entrance on the northwest side of the public works building.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include routes with excessive running and cross slopes, excessive changes in level, routes that are not maintained in operable working condition, and a lack of an accessible route to the electronics drop-off and paint drop-off at the transfer station. Additionally, a curb ramp has an excessive running slope.

Note: For drop-off areas at the transfer station that are not located on accessible routes or have inaccessible features, the Town should ensure that staff is available to assist visitors who need assistance.

Parking
Accessibility issues include parking spaces and access aisles with excessive slopes, an access aisle that does not adjoin an accessible route, an access aisle that is narrower than allowed, parking identification signage located lower than allowed, and a lack of a compliant van accessible parking space with the designation “Van Accessible”.

Signage
Accessibility issues include a lack of tactile signage (with raised characters and braille) at the emergency exit and a lack of a sign with a 6” International Symbol of Accessibility (ISA) at the accessible exit.

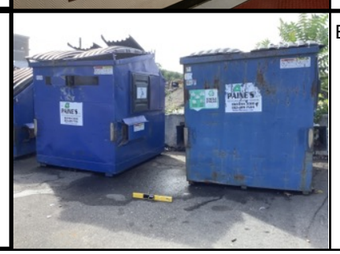
Additional Accessibility Issues

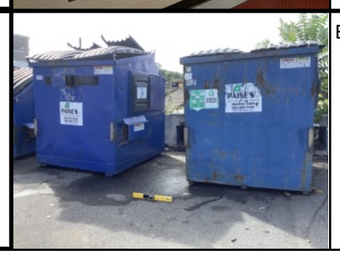
- A door lacks level maneuvering clearance.
- Items such as a doorbell and clothing drop-off controls are located higher than allowed.

Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as IHCD team has not been able to ascertain consistently accurate pricing information for most exterior issues.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Electronics Drop-Off	Ext.		Exterior Access Route	Exterior		Accessible route not provided	7”	Ensure that staff is available to assist visitors who need assistance.	1	-	-
2	Near Parking	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%)	2.7%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
3	Near Parking	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Repair surface to ensure the accessible route is maintained in operable working condition.	1	-	-
4	Path From Parking	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	10.6%	Reduce running slope to be no steeper than 1:20 (5.00%), or provide a compliant ramp with a slope no greater than 1:12 (8.33%).	1	-	-
5	Path From Parking	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	5.3%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Path From Parking	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1”	Alter change in level to be 1/4" high max.	1	-	-
	Curb Ramp											
7	Near Parking	Ext.		Curb Ramp	Perpendicular		Running slope is > 1:12 (8.33%)	9.8%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
	Off-Street Parking Lot or Garage											
8	Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at space > 1:48 (2.08%) Running or cross slope at access aisle > 1:48 (2.08%)	4.4% 3.5%	Reduce running slope to be no steeper than 1:48 (2.08%). If the car accessible space has to be re-striped during re-sloping, ensure that the car space is 15' in width with 5' of cross hatch.	1	-	-
9	Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Access aisle is not 96" wide at van space Access aisle does not adjoin an accessible route Sign lacks the designation "Van Accessible" Sign bottom < 60" above finished grade	48 80” 1” - 45.5”	Provide one van accessible parking space with a marked access aisle that is 96" wide. Alter change in level to be 1/4" high max. to ensure the access aisle adjoins an accessible route. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground. (Cost is provided for signage.)	1	825 **825**	$500 - $1K
	Exterior Ramp											
10	Paint Drop-Off	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%) Not maintained in operable working condition	14.6% -	Ensure that staff is available to assist visitors who need assistance.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Entrance											
11	Main Entrance	Ext.		Entrance	Main Entrance		Maneuvering clearance at door > 1:48 (2.08%)	2.9%	Provide an automatic door opener.	1	9900 **9900**	$5K - $10K
	Access to Goods and Services											
	Means of Egress											
12	Main Egress	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided on the right side of the right door 48” min. - 60” max. above the finished floor. Ensure that exit doors at the level of exit discharge that lead directly to accessible exits are marked by the International Symbol of Accessibility, which must be not less than 6" high and incorporated into the required exit sign or located directly adjacent to it.	1	413 413 **826**	$500 - $1K
	Operable Parts / Reach Range											
13	Lobby	1		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	56.75”	Relocate the doorbell so that controls are no higher than 48" above the finished floor.	1	825 **825**	$500 - $1K
14	Transfer Station	Ext.		Operable Parts / Reach Range	Equipment		Element not on an accessible route	4.1%	Ensure the dumpster is located on an accessible route with slopes no greater than 1:48 (2.08%) or ensure that staff is available to assist visitors who need assistance.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Entrance											
11	Main Entrance	Ext.		Entrance	Main Entrance		Maneuvering clearance at door > 1:48 (2.08%)	2.9%	Provide an automatic door opener.	1	9900 **9900**	$5K - $10K
	Access to Goods and Services											
	Means of Egress											
12	Main Egress	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided on the right side of the right door 48” min. - 60” max. above the finished floor. Ensure that exit doors at the level of exit discharge that lead directly to accessible exits are marked by the International Symbol of Accessibility, which must be not less than 6" high and incorporated into the required exit sign or located directly adjacent to it.	1	413 413 **826**	$500 - $1K
	Operable Parts / Reach Range											
13	Lobby	1		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	56.75”	Relocate the doorbell so that controls are no higher than 48" above the finished floor.	1	825 **825**	$500 - $1K
14	Transfer Station	Ext.		Operable Parts / Reach Range	Equipment		Element not on an accessible route	4.1%	Ensure the dumpster is located on an accessible route with slopes no greater than 1:48 (2.08%) or ensure that staff is available to assist visitors who need assistance.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Transfer Station	Ext.		Operable Parts / Reach Range	Equipment		Reach < 15" or > 48"(forward/side approach)	60”	Ensure that staff is available to assist visitors who need assistance.	1	-	-
16	Transfer Station	Ext.		Operable Parts / Reach Range	Equipment		Element not on an accessible route Reach < 15" or > 48"(forward/side approach)	7.5% 72”	Ensure the dumpster is located on an accessible route with slopes no greater than 1:48 (2.08%) or ensure that staff is available to assist visitors who need assistance. Ensure that staff is available to assist visitors who need assistance.	1	-	-

Town Hall



Town of West Hartford

ADA Self-Evaluation and Transition Plan

June 2026

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: 1924 Years Renovated: 1990, 2006/2007, 2013, 2019, 2024

West Hartford Town Hall is located at 50 South Main Street. A parking lot is provided on the east and south side of the building. An additional parking circle is provided on the north side.

Town hall is a four-story building with an accessible main entrance on the southeast side. There are three (3) additional accessible entry/exits on the first floor; two (2) on the southeast side and one (1) on the north side. Additionally, there are five (5) inaccessible entry/exits on the first floor; two (2) on the west side, one (1) on the southwest side, one (1) on the north side, and one (1) on the southeast side. The building floors are connected by two (2) interior elevators and five (5) sets of egress stairs.

Areas surveyed include all Town Hall departments open to the public, the auditorium, the food pantry, the men's and women's toilet rooms, two (2) all-gender single-user toilet rooms, parking, stairways, the elevator and curb ramps.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include routes with excessive running and cross slopes, excessive level changes, routes that are not maintained in operable working condition, routes that do not prevent the accumulation of water, and a lack of an accessible route to a seating area and bike racks. Additionally, curb ramps have excessive running and cross slopes, flares have excessive slopes, and detectable warnings are not maintained in operable working condition.

Parking Lot
Accessibility issues include a lack of a car accessible parking space, accessible parking spaces and access aisles with excessive slopes, and a lack of the designation "Van Accessible" at the van spaces.

Exterior and Interior Stairs
Accessibility issues include a stair that is not maintained in operable working condition and a lack of compliant handrails.

Doors and Doorways
Accessibility issues include doors that lack maneuvering clearance, doors that are narrower than allowed, doors with hardware that requires tight grasping, pinching, or twisting of the wrist, thresholds that are higher than allowed, and doors that require an excessive opening force.

Signage
Accessibility issues include a lack of tactile signage (with raised characters and braille) at the emergency exits, a lack of designation signs with raised characters and braille, signs not located on the latch side of the door, a lack of hoistway signs on both elevator jambs, a lack of a tactile star on the elevator hoistway sign at the main entry level, a lack of a directional sign with the International Symbol of Accessibility (ISA) at the inaccessible exits/entrances pointing visitors to the nearest accessible exit/entrance, and a lack of signage with the International Symbol of Accessibility (ISA) at the accessible exits/entrances.

Assembly Areas
Accessibility issues include a lack of an accessible route to the stage, and a lack of assistive listening systems.

Note: If audible communication is integral to the use of the space, an assistive listening system must be provided. In addition, a sign with the International Symbol of Access for Hearing Loss indicating its availability is required when an assistive listening system is present.

Kitchens
Accessibility issues include a sink that lacks toe and knee clearance, a sink that is located higher than allowed, an oven that has controls not located at the front, and a microwave that is located higher than allowed.

Toilet and Bathing Rooms

Accessibility issues include a lack of audible and visual alarms, a lack of wheelchair accessible toilet compartments, wheelchair compartments that are narrower than allowed, flush controls that are not located on the open/transfer side, toilets that have a centerline located farther from the side wall than allowed, a lack of rear grab bars, side grab bars located closer to the rear wall than allowed, and urinals are located higher than allowed. Additionally, lavatories lack wrapped plumbing to prevent contact and tampon dispensers have hardware that requires tight grasping, pinching, or twisting of the wrist.

Drinking Fountains

Accessibility issues include a lack of a drinking fountain for standing users on Floors 1 and 4, standing height drinking fountains that lack cane-detectable barrier skirts, and drinking fountains for seated users that lack knee and toe clearance.

Additional Accessibility Issues

- A lack of accessible service counters in several locations.
- Items such as coat hooks and shelves are located higher than allowed.
- A lack of accessible work surfaces in several offices.
- A lack of an accessible picnic table located on an accessible route.
- Interior routes are not maintained in operable working condition, are obstructed by protruding objects, are narrower than allowed, or have an excessive running slope.

Note: Pricing in the survey catalog is not provided for exterior accessibility recommendations as the IHCD team has not been able to ascertain consistently accurate pricing information for most issues. Pricing is also not provided for best practice recommendations as those recommendations are not required.

Best Practice and Inclusive Design

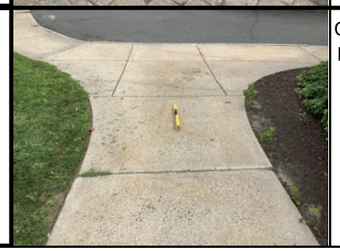
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- At manual bottle fillers, recommend providing automatic bottle fillers when bottle fillers are replaced.
- Recommend ensuring that character size on the sign complies with the Character Height Table 703.5.5 in the 2010 ADA Standards and Table 703.2.4 in ANSI A117.1 on all bulletin board signs.
- Recommend repainting the faded crosswalk on the southeast side of the site.
- Recommend providing a curb ramp on the opposite side of the curb ramp across from the main entrance and a crosswalk between the two (2) curb ramps.
- Where display screens are provided, recommend providing a larger display as needed with larger text that is readily visible to users with low vision.
- At all glass doors and glass walls, recommend providing glass manifestation at two levels, so people with low vision and others are less likely to run into them.
- Recommend increasing the light levels in the elevator lobby on the first floor to at least 10 foot-candles.
- Recommend performing a study of the parking circle in order to look into the feasibility of creating additional parking spaces near the auditorium.
- Where podiums are provided, recommend providing an adjustable height podium with knee and toe clearance.
- Where directories are provided, recommend ensuring the directory is up to date to ensure visitors are able to navigate the building. Avoid using only symbols for the rooms as they can be confusing.
- Recommend providing a Town map that is up to date and reflects the points of interest on the list located below the map.
- At all directional and designation signs, recommend ensuring the sign is up to date to accurately reflect where departments are located.
- In the Employee Services office, recommend providing an overhead sign at the end of the office that reads "Human Resources" to ensure visitors are able to locate the offices.
- Recommend replacing blade signs that only have symbols (and a lack of words), as these are not easy to understand for visitors who are trying to navigate the space.
- Recommend relocating designation signs that are located on the push side of doors with close alongside the door on the latch side. Where there is no wall space at the latch side of a single door or at the right side of double doors, locate sign on the nearest adjacent wall. On the push side of double doors with closers, recommend relocating signs that are mounted on the door to the right side of the right-hand door.
- At all stairs, recommend providing a contrasting strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent.
- Recommend providing a window shade to provide privacy to visitors who are using the coat closet as a changing room during special events.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Parking Circle	3		Exterior Access Route	Sidewalk		Level changes > 1/4"	.75”	Alter change in level to be 1/4" high max. Recommendation also applies to near the ATM, near the seating area on the west side of the building, near the south entrance, near the drop box, near the stairs at the public entrance, and near the door to the ATM.	5	-	-
2	Drop Box	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%) Running slope > 1:20 (5.00%)	2.2% 6.2%	Reduce cross slope to be no steeper than 1:48 (2.08%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
3	Near Loading Dock	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant	-	Repair surface to ensure it is slip-resistant.	1	-	-
4	Near Parking	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	8.7%	Reduce cross slope to be no steeper than 1:48 (2.08%). Recommendation applies to the entire route near the parking on the east side of the building.	1	-	-
5	Near Public Entrance	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the bike racks. Recommendation applies to all bike racks with a similar issue.	1	-	-

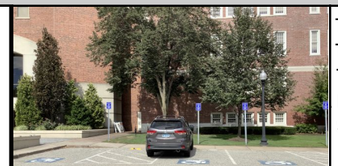
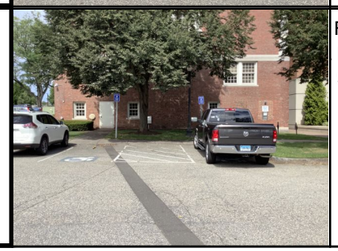
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Near Public Entrance	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant Does not prevent accumulation of water	- -	Repair surface to ensure it is stable, firm, and slip-resistant when wet. Repair surface to ensure water does not accumulate within the accessible route.	1	-	-
7	Near Public Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	7.3%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
8	Near Seating Area	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%)	2.5%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
9	Near South Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	9.1%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
10	Near Transportation and Security, the Public Egress, and Egress Near Residency Office	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	7.3%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Near War Memorial Stone	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%)	5.8%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
12	Near West Auditorium Entrance	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition. Recommendation also applies to the parking circle and the parking on the southeast side of the building.	3	-	-
13	Parking	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	6.2%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
14	Parking Circle	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	3.2%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
15	Parking Circle	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	.5”	Alter change in level to be 1/4" high max.	1	-	-

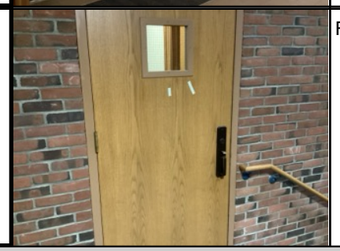
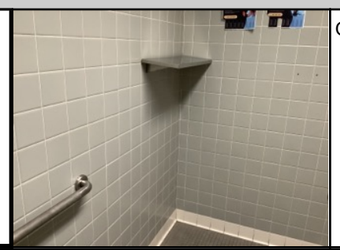
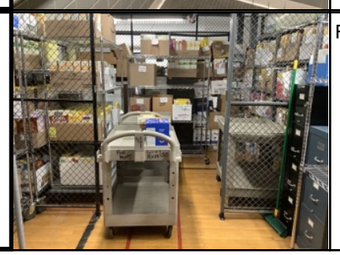
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Seating Area	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the seating area.	1	-	-
17	South Side	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%) Running slope > 1:20 (5.00%)	4.6% 6.4%	Reduce cross slope to be no steeper than 1:48 (2.08%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
18	Southeast Side	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	8.3%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
19	Towards ATM	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	5.6%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
20	Towards Parking Circle	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%) Running slope > 1:20 (5.00%)	3.1% 8.1%	Reduce cross slope to be no steeper than 1:48 (2.08%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-

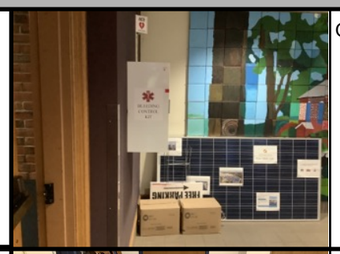
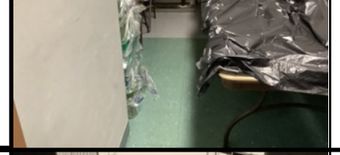
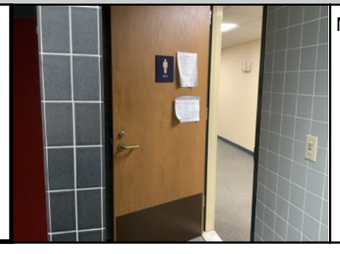
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Towards Public Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:48 (2.08%)	2.8%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
22	Towards South Entrance	Ext.		Exterior Access Route	Exterior		Cross slope > 1:48 (2.08%) Running slope > 1:20 (5.00%)	3.8% 6.5%	Reduce cross slope to be no steeper than 1:48 (2.08%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
23	Towards South Entrance	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	1.5”	Alter change in level to be 1/4" high max.	1	-	-
24	Towards South Main Street	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%)	2.7%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
25	Towards Southwest Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	7.2%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-

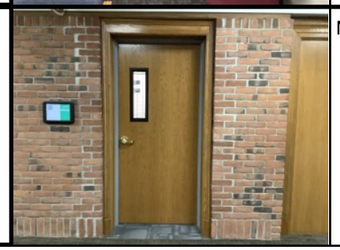
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Towards West Auditorium Entrance	Ext.		Exterior Access Route	Walkway		Cross slope > 1:48 (2.08%)	3.1%	Reduce cross slope to be no steeper than 1:48 (2.08%).	1	-	-
	Curb Ramp											
27	Crosswalk on Southeast Side	Ext.		Curb Ramp	Perpendicular		Cross slope > 1:48 (2.08%) Detectable warning is not in operable condition	4.5% -	Reduce cross slope at curb ramp to be no steeper than 1:48 (2.08%). Ensure that the detectable warning is maintained in operable working condition. Recommendation applies to both curb ramps on the southeast side.	2	-	-
28	Crosswalk on Southeast Side	Ext.		Curb Ramp	Perpendicular		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
29	Near Public Entrance	Ext.		Curb Ramp	Perpendicular		Curb ramp flares > 1:12 (8.33%) (if no landing) Detectable warning is not in operable condition	19.3% -	Reduce slope at curb ramp flares to be no steeper than 1:12 (8.33%). Ensure that the detectable warning is maintained in operable working condition.	1	-	-
30	Near Public Entrance	Ext.		Curb Ramp	N/A		Curb ramp not provided	-	Provide a curb ramp on both sides. Note: On the day of survey, the IHCD team observed that the curb ramp does not connect to an accessible route. Recommend as best practice providing a crosswalk between the curb ramps. Recommendation applies to both curb ramps near the public entrance.	2	-	-

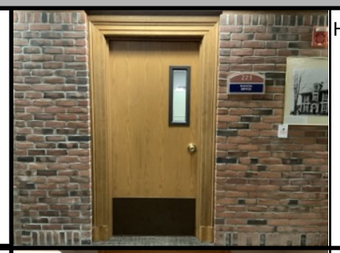
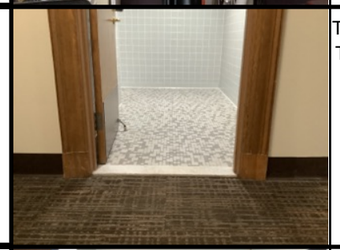
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Near Public Entrance	Ext.		Curb Ramp	Perpendicular		Running slope is > 1:12 (8.33%) Curb ramp flares > 1:12 (8.33%) (if no landing) Cross slope > 1:48 (2.08%) Detectable warning is not in operable condition	11.5% 21.1% 4.7% -	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce slope at curb ramp flares to be no steeper than 1:12 (8.33%). Reduce cross slope at curb ramp to be no steeper than 1:48 (2.08%). Ensure that the detectable warning is maintained in operable working condition.	1	-	-
32	Parking Circle	Ext.		Curb Ramp	Perpendicular		Curb ramp flares > 1:10 (10%)	20.1%	Reduce slope at curb ramp flares to be no steeper than 1:10 (10%).	1	-	-
	Off-Street Parking Lot or Garage											
33	Parking on Northeast Side	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Running or cross slope at access aisle > 1:48 (2.08%) Sign lacks the designation "Van Accessible"	493 6 2 2.4% Cross -	Provide one additional car accessible parking space that is 15' wide, including 5' of cross hatch. Reduce cross slope to be no steeper than 1:48 (2.08%). Add the designation "Van Accessible" to the sign located at the van accessible space. (Cost is provided for signage.)	2	825 **1650**	$1K - $5K
34	Parking on Northeast Side	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at space > 1:48 (2.08%) Running or cross slope at access aisle > 1:48 (2.08%)	4.4% Run 2.3% Cross	Reduce running and cross slopes to be no steeper than 1:48 (2.08%).	1	-	-
35	Parking on Southeast Side	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at space > 1:48 (2.08%) Running or cross slope at access aisle > 1:48 (2.08%) Sign lacks the designation "Van Accessible"	3.4% Run 4% Run -	Reduce running cross slope to be no steeper than 1:48 (2.08%). Add the designation "Van Accessible" to the sign located at the van accessible space. (Cost is provided for signage.)	1	825 **825**	$500 - $1K

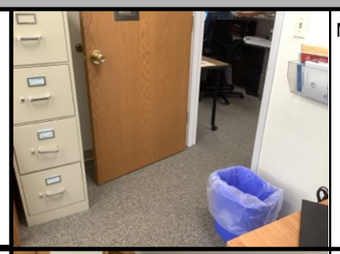
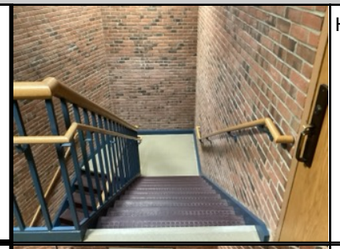
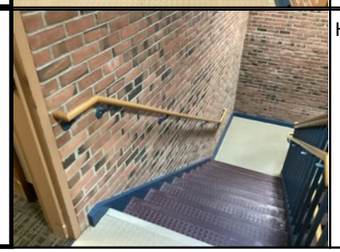
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Exterior Stair											
36	Near Public Entrance	Ext.		Exterior Stair	N/A		Not maintained in operable working condition	-	Repair risers to ensure stairs are maintained in operable working condition.	1	-	-
37	South Entrance, Employees Only	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 sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Recommendation also applies to the west auditorium entrance stairs and the southwest entrance stairs.	3	-	-
	Entrance											
38	ATM Entrance	Ext.		Entrance	Other		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA). Recommendation also applies to the north entrance, the public entrance, and the entrance near transportation and security.	4	743 **2972**	$1K - $5K
39	North Auditorium Entrance	Ext.		Entrance	Other		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance. Ensure the directional sign contains the International Symbol of Accessibility (ISA) Recommendation also applies to the southwest entrance (Stair 3), the entrance to the mayor's office, and the auditorium lobby entrance.	4	743 **2972**	$1K - $5K
	Access to Goods and Services											

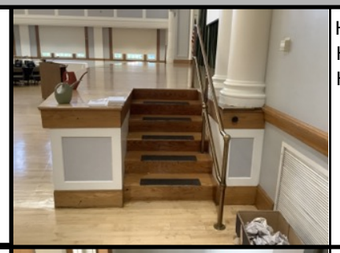
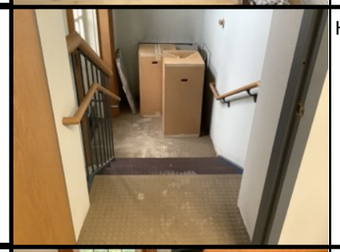
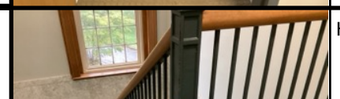
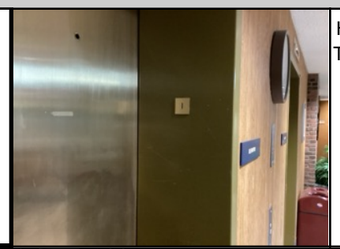
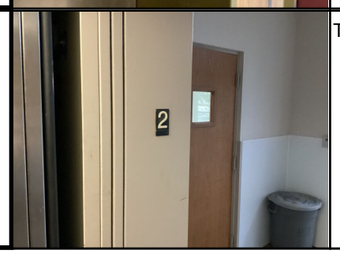
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Means of Egress											
40	Transportation & Security Egresses, Public Egress, Egress Near Residency Office, and North Egress	1		Means of Egress	N/A		Tactile exit sign not provided Accessible exit lacks a sign with a 6" ISA	- -	Ensure that a tactile exit sign with raised characters and braille is provided on the right side of the right door 48” min. - 60” max. above the finished floor. Ensure that exit doors at the level of exit discharge that lead directly to accessible exits are marked by the International Symbol of Accessibility, which must be not less than 6" high and incorporated into the required exit sign or located directly adjacent to it.	5	413 413 **4130**	$1K - $5K
41	Auditorium Lobby Egress, Egress in Mayor's Office, Stair 3 and 4 Egress, Auditorium Stair Egress	3		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible 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” min. - 60” max. above the finished floor located on the latch side of the door. Provide a directional sign with the International Symbol of Accessibility (ISA) indicating the location of the nearest accessible emergency exit.	5	413 413 **4130**	$1K - $5K
42	Stair 1	4		Means of Egress	N/A		Floor level designation not provided	-	Provide a floor level designation sign. Ensure that the floor level designation sign meets tactile and visual requirements and is located 48" min. - 60" max. above the finished floor. Recommendation also applies to Floor 4 of Stairs 2, 3, and 4 and the auditorium stair.	5	413 **2065**	$1K - $5K
	Interior Access Route											
43	All-Gender Single-User Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	8.25"	Relocate the shelf out of the circulation path. Recommendation applies to both all-gender toilet rooms, and the men's and women's toilet rooms on Floors 2 through 4.	8	1320 **10560**	$10K - $50K
44	Food Pantry Storage Area	1		Interior Access Route	N/A		Route < 36" wide	17.5”	Move carts to ensure that a clear width of 36" min. is maintained at the accessible route. Recommendation applies to both food pantry areas.	1	-	-

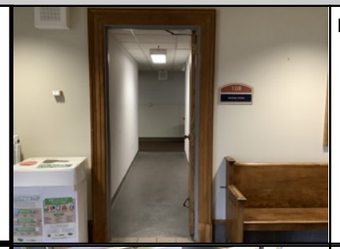
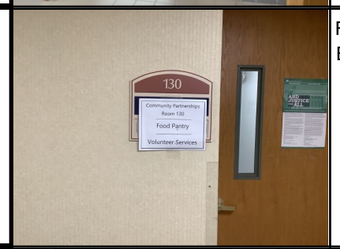
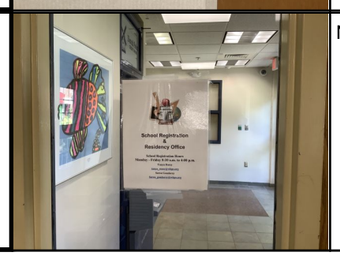
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
45	Near Stair 2	1		Interior Access Route	N/A		Obstructed by protruding objects	12.5”	Provide a cane detectable barrier underneath the defibrillator located 27” max. above the finished floor. Recommendation also applies to a defibrillator near the council chambers on Floor 3.	2	657 **1314**	$1K - $5K
46	Leisure Services	1	128	Interior Access Route	N/A		Not maintained in operable working condition	-	Repair the carpet to ensure it is maintained in operable working condition. Recommendation also applies to the TV studio.	2	-	-
47	Auditorium - Kitchen	3		Interior Access Route	N/A	 	Route < 36" wide	19”	Relocate stored items to ensure that a clear width of 36" min. is maintained at the accessible route. Recommendation also applies to Room 323 and the Town clerk vault.	3	Labor	Labor
48	Town Clerk, Land Records, Vital Statistics - Vault	3	313	Interior Access Route	N/A		Running slope > 1:20 (5.00%)	7.6%	Further study will be needed to determine whether it is technically feasible to bring the route into full compliance with the ADA Standards and ANSI A117.1.	1	-	-
	Doors & Gates											
49	Men’s Single-User Toilet Room	1		Doors & Gates	Toilet Room		Maneuvering clearance(s) not provided	36"	Provide an automatic door opener. Recommendation also applies to the women's toilet room on Floor 1 and Room 422A..	3	9900 **29700**	$10K - $50K

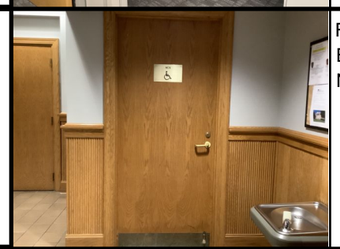
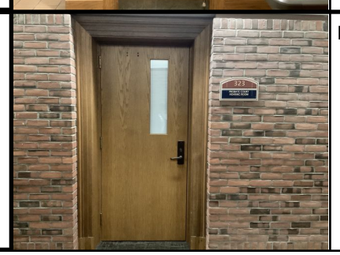
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	Stair 1	1		Doors & Gates	Other		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Recommendation applies to all doors with a similar issue.	1	1650 **1650**	$1K - $5K
51	To Elevator	1		Doors & Gates	Circulation		Maneuvering clearance not provided at recess > 8”	14”	Provide an automatic door opener or ensure the door remains open when the building is in use. (Cost estimate is provided for an automatic door opener.) Recommendation also applies to Room 130.	2	9900 **19800**	$10K - $50K
52	Food Pantry	1	134	Doors & Gates	Other		. Not maintained in operable working condition	-	Relocate stored items to maintain the required 18" min. maneuvering clearance at the pull-side of the door. Recommendation applies to all doors with a similar issue.	1	Labor	Labor
53	Employee Services, Conference Room	2		Doors & Gates	Circulation		If double-leaf door, neither compliant	28.25”	Ensure that at least one of the active leaves is at least 32" min. wide. (Cost estimate is provided for widening a door.)	1	7221 **7221**	$5K - $10K
54	Economic Development	2	214	Doors & Gates	Office		Maneuvering clearance not provided at recess > 8”	10”	Install an automatic door opener or ensure doors remain open during business hours. Recommendation also applies to Rooms 208, 216, 217, 310, 312, 313, 314, 318, 323, 407, 408, 412 414, 416, 418, 419 the auditorium balcony, the adult social services meeting room, and the TV studio.	21	9900 **207900**	$100K - $500K

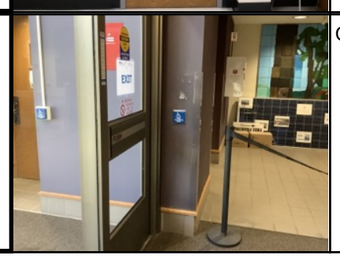
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Financial Services	2	223	Doors & Gates	Office		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Recommendation applies to all doors with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	1238 **1238**	$1K - $5K
56	Auditorium - Men's Multi-User Toilet Room	3		Doors & Gates	Toilet Room		Door requires > 5 lbs. of force to open	15 lbs	Adjust closer so door does not require more than 5 pounds of force to open. Recommendation applies to all interior doors with a similar issue.	1	Labor	Labor
57	TV Studio	3		Doors & Gates	Circulation		Maneuvering clearance not provided at recess > 8”	-	Install an automatic door opener	1	9900 **9900**	$5K - $10K
58	Men’s Multi-User Toilet Room	4		Doors & Gates	Toilet Room		Threshold not beveled Threshold > 1/2" high	- .75”	Bevel the threshold. Alter the threshold to be 1/2" high max. Recommendation applies to the men's and women's toilet rooms on Floors 2 through 4.	6	1650 **9900**	$5K - $10K
59	West Hartford-Bloomfield Health District	4		Doors & Gates	Other		Maneuvering clearance(s) not provided	-	Provide an automatic door opener. Recommendation also applies to the men's and women's toilet rooms on floors 2 through 4.	7	9900 **69300**	$50K - $100K

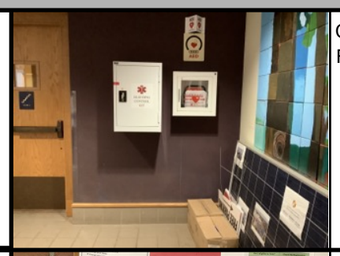
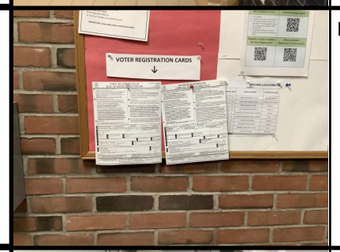
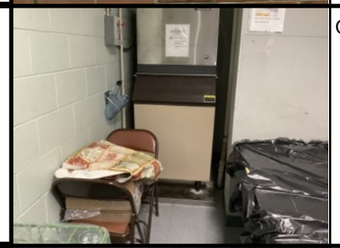
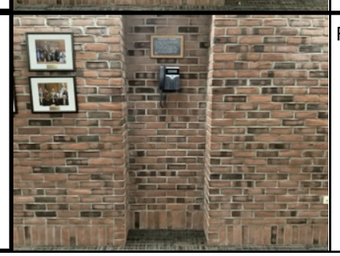
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
60	Continuing and Summer Education Office	4	419	Doors & Gates	Office		Maneuvering clearance(s) not provided	43”	Relocate trash can to maintain the required 18" min. maneuvering clearance at the pull-side of the door. Recommendation applies to all doors with a similar issue.	1	Labor	Labor
61	Foundations Classroom	4	422	Doors & Gates	Classroom		Maneuvering clearance(s) not provided	32”	Relocate stored items to maintain the required 48" min. maneuvering clearance at the push-side of the door.	1	Labor	Labor
	Stairways											
62	Stair 2	1, 2, 3, 4		Stairways	Egress		Handrail height < 34" or > 38"	31.5”	Alter so the handrails are 34"- 38" high above the floor.	1	-	-
63	Stair 4	1, 2, 3, 4		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails not continuous where required	32” - -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide continuous handrails.	1	-	-
64	Stairs 1 and 3	1, 2, 3, 4		Stairways	Egress		Handrail height < 34" or > 38"	32”	Alter so the handrails are 34"- 38" high above the floor.	1	-	-

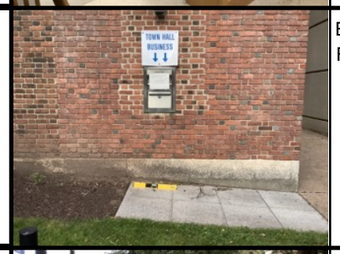
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
65	Auditorium	3		Stairways	Interior		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs	32.25” - 7.5”	Alter so the handrails are 34"- 38" high above the floor. Provide handrail on each side. Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Recommendation applies to both stairs to the stage.	2	-	-
66	Egress in Mayor’s Office	3		Stairways	Egress		Handrail height < 34" or > 38"	29.25”	Alter so the handrails are 34"- 38" high above the floor.	1	-	-
67	Auditorium Stair	4		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight.	1	-	-
	Elevator											
68	Main Elevators	1		Elevator	Interior		Hoistway signs not on both jambs Tactile stars not provided at main entry level	- -	Provide hoistway signs on both sides of jambs. Provide a tactile star on both sides of jambs at main floor. At other floors, provide appropriate number.	2	159 **318**	$1 - $500
69	Auditorium Elevator	2		Elevator	Interior		Tactile stars not provided at main entry level	-	Provide a tactile star on both sides of jambs at main floor. At other floors, provide appropriate number.	2	159 **318**	$1 - $500

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Signage											
70	Employee Only Area	1		Signage	Designation		Designation sign is incorrect	-	Provide a sign with the correct room designation. Currently the sign reads "Hearing Room" when it is now a staff area.	1	413 **413**	$1 - $500
71	Public Entrance	1		Signage	Directional		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background. Recommendation applies to all exterior signs with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	743 **743**	$500 - $1K
72	Revenue and Tax Collection Center	1	109	Signage	Designation		Location of tactile sign not compliant	-	Locate sign alongside the door on the latch side. (The sign can be mounted on a glass surface.) Recommendation applies to all signs with a similar issue.	1	Labor	Labor
73	Community Partnerships, Food Pantry, and Volunteer Services	1	130	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign. Recommendation applies to all signs with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	413 **413**	$1 - $500
74	Residency Office and ATM	1	162	Signage	Informational		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background. Recommendation applies to all interior signs with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	413 **413**	$1 - $500

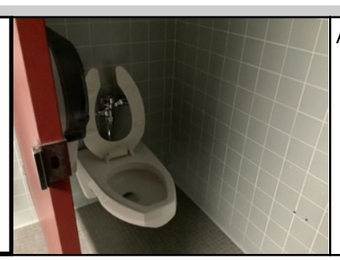
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
75	Men's Multi-User Toilet Room	2		Signage	Designation		Not maintained in operable working condition	-	Replace sign as raised characters have fallen off.	1	413 **413**	$1 - $500
76	Director of Community Development	2	216	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign. Recommendation applies to all signs with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	413 **413**	$1 - $500
77	Employee Services - Conference Room	2	221	Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate trash can to maintain a clear floor space of 18" min. by 18" min. centered on the tactile characters.	1	Labor	Labor
78	Auditorium - Men's Multi-User Toilet Room	3		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Non-glare finish and contrast not provided on sign	- - -	Provide text with raised characters duplicated in braille on the sign. Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	413 **413**	$1 - $500
79	WHCI Office	3		Signage	Designation		Designation sign is incorrect	-	Provide a sign with the correct room designation. Currently the sign reads "Probate Hearing Room" when it is now a WHCI staff office.	1	413 **413**	$1 - $500

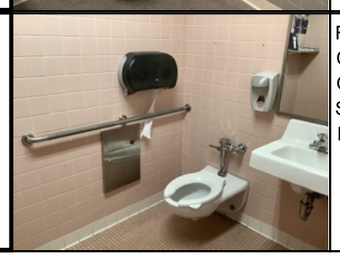
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
80	Foundations Classroom	4	422	Signage	Designation		Raised characters < 48" or > 60" above ground	66.5”	Mount the sign so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor. Recommendation applies to all signs with a similar issue.	1	Labor	Labor
	Service Counter											
81	Reception	1		Service Counter	N/A		Counter > 36" high	48”	Provide a counter that is 36" max. above the finished floor. Recommendation also applies to Rooms 128. 142, 154, 208, 209, 306, 318, 405, 408, 414, 418, 419, and 425.	14	1888 **26432**	$10K - $50K
	Operable Parts / Reach Range											
82	Food Pantry Storage Area	1		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	8.25”, 71”	Relocate food pantry items to be between 15" min. - 48" max. above the finished floor or ensure that the Town can provide assistance to members of the public and volunteers as needed. Recommendation applies to all food pantry shelves.	1	Labor	Labor
83	Lactation Room	1		Operable Parts / Reach Range	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	66”	Provide an additional coat hook located no higher than 48" above the finished floor. Unit cost is provided for one instance of this repetitive item.	1	124 **124**	$1 - $500
84	Main Egress	1		Operable Parts / Reach Range	Equipment		Clear floor space is not provided	8"	Relocate automatic door opener to provide a 30" min. by 48" min. clear floor space away from the swing of the door.	1	1320 **1320**	$1K - $5K

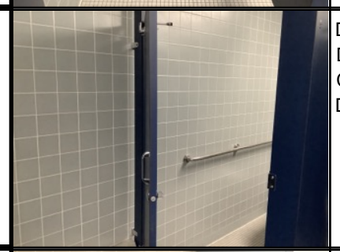
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
85	Near Stair 2	1		Operable Parts / Reach Range	Equipment		Clear floor space is not provided Reach < 15" or > 48"(forward/side approach)	- 56.25, 57.5”	Relocate stored items to maintain a 30" min. by 48" min. clear floor space at the defibrillator Relocate defibrillator and first aid kit so that controls are no higher than 48" max. above the finished floor.	2	825 **1650**	$1K - $5K
86	Near Registrar of Voters	2		Operable Parts / Reach Range	N/A		Not compliant	-	Provide a bin for the voter registration forms that does not require tight grasping, pinching, or twisting of the wrist. Currently the forms are held in place with thumbtacks.	1	-	-
87	Auditorium - Kitchen	3		Operable Parts / Reach Range	Equipment		Clear floor space is not provided	-	Relocate stored items to maintain a 30" min. by 48" min. clear floor space at the ice dispenser.	1	Labor	Labor
88	Near Council Chambers	3		Operable Parts / Reach Range	Equipment		Reach < 15" or > 48"(forward/side approach)	56”	Relocate defibrillator so that controls are no higher than 48" above the finished floor. Recommendation also applies to a defibrillator near the men's toilet room on Floor 4.	2	1320 **2640**	$1K - $5K
89	Near Council Chambers	3		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	61.75”	Relocate phone so that controls are no higher than 48" above the finished floor.	1	1320 **1320**	$1K - $5K

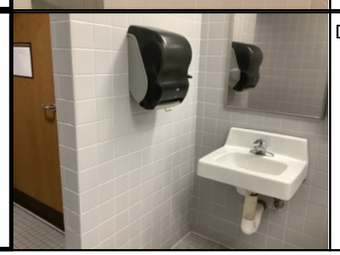
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
90	Town Clerk, Land Records, Vital Statistics - Vault	3		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	69.5”	Ensure that staff is available to assist visitors who need assistance. Recommendation applies to all shelves in the vault.	1	Labor	Labor
91	Adult Social Services	3	306	Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	56.25”	Relocate drop-box so that controls are no higher than 48" above the finished floor.	1	825 **825**	$500 - $1K
92	Drop Box	Ext.		Operable Parts / Reach Range	N/A		Element not on an accessible route Reach < 15" or > 48"(forward/side approach)	6.7% Run, 2.8% Cross 51”	Ensure the drop box is located on an accessible route with slopes no greater than 1:48 (2.08%). When relocated, ensure controls are no higher than 48" min. above the ground.	1	-	-
93	Near Loading Dock	Ext.		Operable Parts / Reach Range	Equipment		Reach < 15" or > 48"(forward/side approach)	50.5”	Ensure that controls are between 15" min. - 48" max. above the ground. The foot control is not an accessible option.	1	-	-
	Dining or Work Surfaces											
94	Revenue and Tax Collection Center	1	109	Dining or Work Surfaces	Work Surface		Knee and toe clearance < 17" or > 25" deep	14.25”	Provide at least one work surface with knee clearance that is between 17" min. and 25" max. deep. Recommendation applies to all work surfaces with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	751 **751**	$500 - $1K

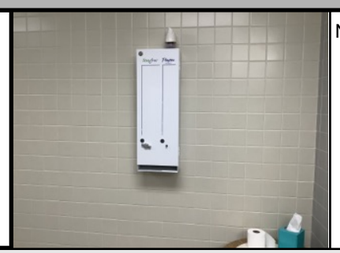
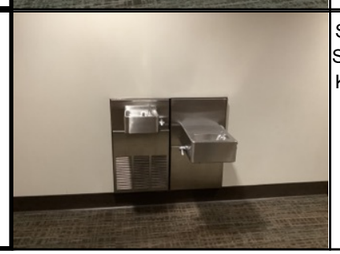
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
95	CDBG Coordinator Office	1	128	Dining or Work Surfaces	Work Surface		Knee and toe clearance < 17" or > 25" deep	-	Provide at least one work surface with knee clearance that is between 17" min. and 25" max. deep. Recommendation applies to all work surfaces with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	751 **751**	$500 - $1K
96	Food Pantry Storage Area	1	130	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25.75”	Provide at least one work surface with 27" min. high knee and toe clearance. Recommendation applies to all work surfaces with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	751 **751**	$500 - $1K
97	Town Clerk, Land Records, Vital Statistics - Vault	3	313	Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	44”	Provide at least one work surface with tops between 28" min. - 34" max. above the floor and 27" min. clear height underneath. Recommendation applies to all work surfaces with a similar issue. Unit cost is provided for one instance of this repetitive item.	1	751 **751**	$500 - $1K
Assembly Area												
98	Auditorium	3		Assembly Area	Auditorium		Accessible route to stage not provided	-	Provide an interior lift to the stage. (Cost estimate is for a lift.)	1	115500 **115500**	$100K - $500K
99	Auditorium	3		Assembly Area	Auditorium		Assistive listening devices not provided	-	Currently, the Town has 2 portable assistive listening devices, provide 16 additional assistive listening devices. **Note:** Cost provided is for a capacity of 600.	1	8125 **8125**	$5K - $10K

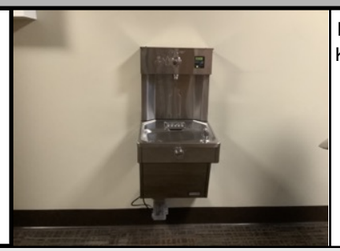
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
100	Town Council Chambers	3	314	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. **Note:** Cost provided is for a capacity of 50.	1	2604 **2604**	$1K - $5K
101	Public Meeting Room	4	400	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. **Note:** Cost provided is for a capacity of 250.	1	6660 **6660**	$5K - $10K
	Kitchens											
102	Auditorium - Kitchen	3		Kitchens	Kitchens		Knee/toe clearance not provided at sink Sink > 34" high	- 36”	Provide a sink with knee and toe clearance positioned for a forward approach. Lower sink to be no higher than 34" positioned for a forward approach.	1	5106 **5106**	$5K - $10K
103	Auditorium - Kitchen	3		Kitchens	Kitchens		Oven controls not on front panel Microwave controls > 48"	- 58”	Provide oven with controls on front panel. Relocate microwave so that controls are 48" max. above the finished floor.	1	3630 Labor **3630**	$1K - $5K
	Toilet & Bathing Rooms											
	Overall Access											
104	Men’s Single-User Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment. Recommendation also applies to the women's toilet room on Floor 1.	2	13262 **26524**	$10K - $50K

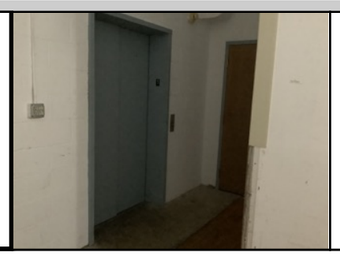
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
105	Men's Multi-User Toilet Room	2		Overall Access	Toilet Room		Audible and visible alarm not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed. Recommendation applies to all toilet rooms.	1	-	-
	Lavatory											
106	All-Gender Single-User Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Recommendation applies to both all-gender single-user toilet rooms on Floor 1, the men's and women's toilet rooms on Floor 1, and the women's toilet room on Floor 2.	6	248 **1488**	$1K - $5K
107	Auditorium - Men's Multi-User Toilet Room	3		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42.75”	Lower mirror at one lavatory so that the bottom surface is at 40" max. above the finished floor. Recommendation also applies to the auditorium women's toilet room.	2	1320 **2640**	$1K - $5K
	Single-User Toilet											
108	All-Gender Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < 16" or > 18" Grab bar not provided Side grab bar < 54" from back wall Dispenser located < 12" above the grab bar	19.75” - 52.5” 6”	Relocate toilet so that the centerline is 16" min. - 18" max. from the side wall. Provide one grab bar on the rear wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall. Relocate toilet paper dispenser 12" above the grab bar and ensure that the operable parts are no higher than 48" above the finished floor.	1	6066 1238 1320 1320 **9944**	$5K - $10K
109	All-Gender Single-User Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Centerline < 16" or > 18" Grab bar not provided Side grab bar < 54" from back wall Dispenser located < 12" above the grab bar	- 19.5” - 52.75" 7.5"	Relocate the flush control to the open side. Relocate toilet so that the centerline is 16" min. - 18" max. from the side wall. Provide a grab bar on the rear wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall. Relocate toilet paper dispenser 12" above the grab bar and ensure that the operable parts are no higher than 48" above the finished floor.	1	1650 6066 1328 1320 1320 **11684**	$10K - $50K

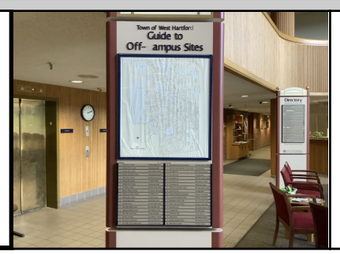
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Toilet Compartment											
110	Men's Multi-User Toilet Room	2		Toilet Compartment	Accessible Compartment		Grab bars not provided Clearance at toilet < 60" clear width Centerline < 16" or > 18" Side grab bar < 54" from back wall	- 41.75" 22" 52.5"	Provide a grab bar on the rear wall and a vertical grab bar. Provide a wheelchair accessible compartment that is 60" wide min. Relocate toilet so the centerline is 16" min. - 18" max. from the side wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall.	1	13262 **13262**	$10K - $50K
111	Women's Multi-User Toilet Room	2		Toilet Compartment	Accessible Compartment		Grab bars not provided Clearance at toilet < 60" clear width Side grab bar < 54" from back wall	- 41.75" 52.5"	Provide a 36" rear grab bar that extends from the toilet 12" min. on one side and 24" min. on the open side. Provide a wheelchair accessible compartment that is 60" wide min. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall, extending 54" min. from the rear wall. Mount an 18" vertical grab bar between 39" min. - 41" max.	1	13262 **13262**	$10K - $50K
112	Women's and Men's Multi-User Toilet Room	2, 3, 4		Toilet Compartment	Accessible Compartment		Door has noncompliant hardware Door has malfunctioning self-closing hinge Coat hook > 48" Door pull not provided	- - 65.5" -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge. Locate the coat hook no higher than 48" above the finished floor. Provide a door pull on each side of the door between 34" min. - 48" max. above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	6	116 124 116 **2136**	$1K - $5K
113	Auditorium - Men's Multi-User Toilet Room	3		Toilet Compartment	Accessible Compartment		Rear grab bar < 36" long Dispenser located < 12" above the grab bar Item located < 12" above the grab bar	24" 3" -	Provide a rear wall grab bar that is 36" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side). Relocate toilet paper dispenser 12" above the grab bar and ensure that the operable parts are no higher than 48". Remove the folding grab bar on the rear wall as it interferes with use of the rear grab bar. Recommendation also applies to the women's auditorium toilet room.	2	1320 825 1320 **6930**	$5K - $10K
114	Auditorium - Men's Multi-User Toilet Room	3		Toilet Compartment	Accessible Compartment		Coat hook > 48" Door pull not provided	60.25" -	Locate the coat hook no higher than 48" above the finished floor. Provide a door pull on each side of the door between 34" min. - 48" max. above the finished floor that does not require tight grasping, pinching or twisting of the wrist. Recommendation also applies to the women's auditorium toilet room.	2	124 116 **480**	$1 - $500

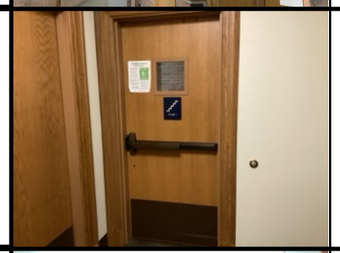
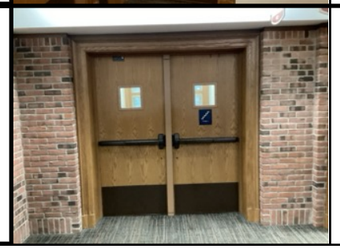
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
115	Men's Multi-User Toilet Room	3, 4		Toilet Compartment	Accessible Compartment		Grab bars not provided Dispenser located < 12" above the grab bar Clearance at toilet < 60" clear width Centerline < 16" or > 18" Side grab bar < 54" from back wall	- 7" 41.75" 22" 52.75"	Relocate toilet paper dispenser 12" above the grab bar. Ensure that operable parts are no higher than 48" max. Provide a wheelchair accessible compartment that is 60" wide min. Locate toilet so the centerline is 16" min. - 18" max. from the side wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall, extending 54" min. from the rear wall. Provide a rear and a vertical grab bar.	2	13262 **26524**	$10K - $50K
116	Women's Multi-User Toilet Room	3, 4		Toilet Compartment	Accessible Compartment		Grab bars not provided Dispenser located < 12" above the grab bar Clearance at toilet < 60" clear width Side grab bar < 54" from back wall	- 7" 41.75" 52.5"	Relocate toilet paper dispenser 12" above the grab bar and ensure that the operable parts are no higher than 48" above the finished floor. Provide a wheelchair accessible compartment that is 60" wide min. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall. Provide compliant rear and vertical grab bars.	2	13262 **26524**	$10K - $50K
	Urinal											
117	Men's Multi-User Toilet Room	2		Urinal	N/A		Rim > 17" high	18.75"	Provide at least one urinal with the rim no higher than 17" above the finished floor. Recommendation also applies to the men's toilet rooms on Floors 3 and 4 and the men's auditorium toilet room.	4	6967 **27868**	$10K - $50K
	Dispensers											
118	All-Gender Single-User Toilet Room	1		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	1650 **1650**	$1K - $5K
119	Auditorium - Women's Multi-User Toilet Room	3		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate the dispenser out of the circulation path.	1	1320 **1320**	$1K - $5K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
120	Auditorium - Women's Multi-User Toilet Room	3		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	1650 **1650**	$1K - $5K
Additional Access												
Drinking Fountain												
121	Near Tax Collector	1		Drinking Fountain	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	6647 **6647**	$5K - $10K
122	Employee Services	2		Drinking Fountain	Low		Knee or toe clearance not provided	22”	Relocate drinking fountain to provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	3347 **3347**	$1K - $5K
123	Near Registrar of Voters	2		Drinking Fountain	Hi-Lo		Standing fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	1469 **1469**	$1K - $5K
124	Near Men’s Toilet Room	3		Drinking Fountain	Hi-Lo		Spout < 38" or > 43" (standing users) Standing fountain does not have cane protection Knee or toe clearance not provided	36.25” - 24”	Relocate drinking fountain for standing users so that the spout is between 38" min. - 43" max. above the finished floor or ground. Provide a cane-detectable barrier skirt under the high unit. Relocate drinking fountain to provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	3347 1469 3347 **8163**	$5K - $10K

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
125	Near Men's Toilet Room	4		Drinking Fountain	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 21.5"	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. (Cost estimate is for a Hi-Lo drinking fountain.)	1	6957 **6957**	$5K - $10K
	Recreation Areas											
	Picnic Table											
126	Near Parking	Ext.		Picnic Table	N/A		Picnic table not on an accessible route Knee and toe clearance < 17" or > 25" deep	- 10.5"	Ensure that the picnic table is connected to an accessible route. Provide at least one picnic table with knee clearance that is 17" min. and 25" max. deep. (Cost estimate is for an accessible picnic table.)	1	2310 **2310**	$1K - $5K
	Best Practice											
	Bottle Filler											
127	Near Men's Toilet Room	2		Bottle Filler	N/A			-	Recommend providing automatic bottle fillers when bottle fillers are replaced. Recommendation applies to all bottle fillers with a similar issue.	1	-	-
	Bulletin Board											
128	Near Town Clerk	3		Bulletin Board	N/A			2/8"	Recommend ensuring that character size on the sign complies with the Character Height Table 703.5.5 in the 2010 ADA Standards and Table 703.2.4 in ANSI A117.1. Recommendation applies to all bulletin boards in Town Hall.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Crosswalk											
129	Crosswalk on Southeast Side	Ext.		Crosswalk	N/A			-	Recommend repainting the faded crosswalk.	1	-	-
	Display											
130	Meeting Room	2	217	Display	N/A			-	Recommend providing a larger display as needed with larger text that is readily visible to users with low vision. Recommendation applies to all rooms with similar displays and the parking validation displays in the auditorium.	1	-	-
	Glass Manifestation											
131	Town Council Clerk, Mayor's Office	3	312	Glass Manifestation	N/A			-	Recommend providing glass manifestation on all clear panels and doors at two levels, so people with low vision and others are less likely to run into them. Recommendation applies to all glass doors and glass walls.	1	-	-
	Lighting											
132	Elevator	1		Lighting	N/A			-	Recommend increasing lighting to at least 10 foot-candles.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Parking											
133	Parking Circle	3		Parking	N/A			-	Recommend performing a study of this area in order to look into the feasibility of creating additional parking spaces near the auditorium.	1	-	-
	Podium											
134	Town Council Chambers	3	314	Podium	N/A			-	Recommend providing an adjustable height podium with knee and toe clearance. Recommendation applies to all podiums with a similar issue.	1	-	-
	Sigange											
135	Lobby	1		Sigange	Directory			-	Recommend ensuring the directory is up to date to ensure visitors are able to navigate the building. Avoid using only symbols for the rooms as they can be confusing. Recommendation applies to all directories in Town Hall.	1	-	-
	Signage											
136	Lobby	1		Signage	Map			-	Recommend providing a Town map that is up to date and reflects the points of interest on the list located below the map.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
137	Near Office 128	1		Signage	Directional			-	Recommend ensuring the sign is up to date to accurately reflect where departments are located. Recommendation applies to all directional and designation signs.	1	-	-
138	Employee Services	2		Signage	Directional			-	Recommend providing an overhead sign at the end of the Employee Services office that reads "Human Resources" to ensure visitors are able to locate the offices.	1	-	-
139	Registrar of Voters	2		Signage	Blade			-	Recommend replacing blade signs that only have symbols (and lack of words), as these are not easy to understand for visitors who are trying to navigate the space. Recommendation applies to all blade signs with a similar issue.	1	-	-
140	Stair 1	4		Signage	Designation			-	Recommend relocating sign alongside the door on the latch side. Where there is no wall space at the latch side of a single door or at the right side of double doors, locate sign on the nearest adjacent wall. Recommendation also applies to Stair 2 on Floor 4.	2	-	-
141	Stair 3	4		Signage	Designation			-	Recommend relocating the sign to the right of the right-hand door.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Visual Contrast											
142	Auditorium	3		Visual Contrast	N/A			-	Recommend providing a contrasting strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. Recommendation applies to all stairs.	1	-	-
	Window Treatment											
143	Auditorium Lobby - Coat Closet	3		Window Treatment	N/A			-	Recommend providing a window shade to provide privacy to visitors who are using the coat closet as a changing room during special events.	1	-	-