



Americans with Disabilities Act Transition Plan

Prepared for:

The City of Troy
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Troy, IL 62294

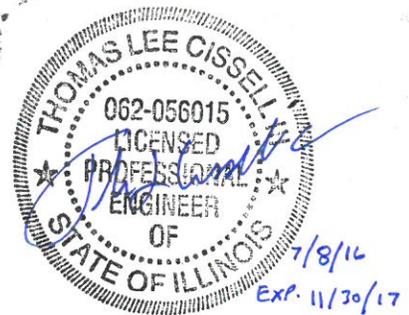
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ADA Inventory:



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EXECUTIVE SUMMARY

The ADA Transition Plan has been prepared pursuant to the Americans with Disabilities Act (ADA), which requires a transition plan to be completed by all public agencies with more than fifty (50) employees. The purpose of this Plan is to document the City of Troy's evaluation of its public facilities and develop reasonable objectives for making those facilities accessible for all people, including those with disabilities. This Plan focuses on Administrative Documents, sidewalks in public right of way, and City owned buildings. The City Administrator is designated as the City's ADA Coordinator, and will serve as the primary point of contact for all issues related to ADA accessibility.

Administrative Documents

All programs and services were evaluated to determine the current level of ADA compliance, specifically the City's website and various City documents. The City's website appears compliant, but there are several proposed changes to City documents to help ensure future construction meets ADA standards. See **Chapter 5** and **Exhibit 3** for additional information.

Sidewalks & Curb Ramps

Since ADA requires self inventory of sidewalks, all City sidewalks were inspected and categorized using the information gathered. The City created a comprehensive GIS database that will be used by the City staff for future planning. If a sidewalk or ramp was found to be non-ADA compliant, correction was categorized into low, medium, or high priority based on physical condition and proximity to pedestrian traffic generators. A missing sidewalk ramp represents the highest barrier to ADA compliance based on physical condition. The highest activity areas are around public facilities, schools, and developed areas along busy streets.

The cost estimate to address the 1st Tier Improvements – Initial Focus ADA deficiencies is \$102,000, the cost to address the 2nd Tier Improvements is \$216,000 and the cost to address the 3rd Tier Improvements deficiencies is \$196,000. Initially, the City has identified \$50,000/ year in funding from the street maintenance fund to correct these sidewalk deficiencies. See **Chapter 6** and **Appendix A** for additional information.

Buildings & Facilities

All City buildings and parking lots where public services are offered were inspected for ADA compliance. Within these buildings, all public spaces (e.g., public restrooms, meeting rooms, lobbies, etc) and employee common areas (e.g., break rooms, employee restrooms, etc.) were evaluated. Private offices and work space where the primary job function requires climbing stairs (e.g., waste water treatment facilities) were not investigated. The improvements were prioritized by building and the end user, with the highest priority given to space where the public travels to perform City business (e.g., the front desk at Building and Zoning). Lower priority is given to employee only space (e.g., the Public Works Building). Cost estimates for each building are summarized below:

The total cost to address the 1st Tier Improvements – Initial Focus ADA deficiencies is \$25,250, the cost to address the 2nd Tier Improvements is \$21,050 and the cost to address the 3rd Tier Improvements deficiencies is \$66,150. Initially, the City has identified \$30,000/ year from the building maintenance fund to address building related ADA deficiencies. See **Chapter 7** and **Appendix B** for additional information.

1.0 REGULATORY REQUIREMENTS

The ADA Transition Plan, (referred to as “the Plan”) documents the City of Troy’s evaluation of existing City owned facilities and develop objectives for making those facilities accessible for all people including those with disabilities. This Plan focuses on City owned buildings and facilities and public sidewalks, including sidewalks and curb ramps located on public rights of way. The Plan has been prepared pursuant to the Americans with Disabilities Act (ADA), which requires a transition plan to be completed by all public agencies with more than fifty (50) employees.

1.1 Americans with Disabilities Act

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a comprehensive civil rights act that prohibits discrimination on the basis of disability. As listed below, the act is divided into five separate titles that cover specific applications: Employment, Public Services (state and local government), Public Accommodations (commercial facilities), Telecommunications and Miscellaneous Provisions. The ADA is meant to compliment the minimum guidelines presented in Section 504 of the Rehabilitation Act of 1973. **This Plan focuses on Title II of the ADA.**

- Title I – Employment: This title is designed to remove barriers that would deny qualified individuals with disabilities access to the same employment opportunities and benefits available to others without disabilities. Employers must reasonably accommodate the disabilities of qualified applicants or employees.
- Title II - Public Services: This title prohibits discrimination by public entities on the basis of disability. The public entity is required to provide access to programs, services and activities provided by the state or local government.
- Title III - Public Accommodations: This title prohibits discrimination on the basis of disability by private entities in places of public accommodation. Examples include hotels, restaurants, golf courses, etc.
- Title IV – Telecommunications: This title requires telephone companies to have developed interstate and intrastate telephone relay services in every state.
- Title V - Miscellaneous Provisions: This title has a variety of provisions relating to the ADA as a whole, including its relationship to other laws and its impact on insurance benefits.

1.2 Definitions

Title II of the ADA addresses discrimination in relation to public services including “public entities”. The ADA definition of a “public entity” includes any state or local government. Title II of the ADA requires that no person shall by reason of such disability be excluded from participation in or denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. Sidewalks and curb ramps are considered a “program” per Title II of the ADA, and therefore must meet the requirements of the Americans with Disabilities Act.

According to Sec. 12102 of the ADA the term “disability” means, with respect to an individual:

- (a) A physical or mental impairment that substantially limits one or more major life activities of such individuals;
- (b) A record of such an impairment; or
- (c) Being regarded as having such impairment.

The ADA does not specifically name all of the impairments that are covered, but describes in detail the conditions that are included or excluded as disabilities under the ADA. An example of an

excluded disability is a transitory impairment; an impairment with an actual or expected duration of 6 months or less.

1.3 ADA Requirements of the City of Troy

The ADA presents specific items that the City of Troy or any “public entity” must perform to achieve compliance. The NCHRP 20-7 (232) – *ADA Transition Plans: A Guide to Best Management Practices* was developed to provide guidance in achieving ADA compliance. This document was used to create this Plan. These steps include:

- Perform a self-evaluation
- Develop a grievance procedure
- Designate an individual to oversee Title II compliance
- Develop a transition plan if structural changes are necessary for achieving program accessibility
- Retain the self-evaluation for three years

The Transition Plan lays out the steps and actions to ensure compliance with the above listed steps and achieving ADA compliance. Achieving ADA compliance will require a long term plan based on funding availability.

Sidewalk Transition Plan Requirements

The Sidewalk Transition Plan must be available for inspection on-line through the City's website as well as at City Hall and is also available in alternative format (e.g. large print, Braille) by request. This Plan identifies physical barriers in public right-of-way under the jurisdiction of the City of Troy. This Plan will serve as a guide to help schedule repairs that have a higher priority and greater impact on the public. **See Appendix A** for the sidewalk and curb ramp inventory

Building & Facility Transition Plan Requirements

The Building & Facility Transition Plan must be available for inspection on-line through the City's website as well as at City Hall and is also available in alternative format (e.g. large print, Braille), by request. This Plan identifies physical barriers at City owned buildings and facilities under the jurisdiction of the City of Troy. This Plan will serve as a guide to help schedule repairs that have a higher priority and greater impact on the public. **See Appendix B** for the inventory of City buildings, facilities and parks.

Administrative Requirements

The City of Troy is responsible for ensuring all-inclusive access for all properties, services, and programs offered by the City. In addition to sidewalks, curb ramps, and City owned buildings and facilities for which additional information is listed below, the City of Troy also maintains a website, several other public utilities including water and wastewater, in addition to other programs and services offered by various City departments. The City of Troy must have a notice to the public stating the public's rights related to City properties, services, and programs offered by the City. Additionally, the City must have a process in which the public can fill a complaint on ADA accessibility.

2.0 STEPS TO A COMPLIANT TRANSITION PLAN

The National Cooperative Highway Research Program (NCHRP) Project Number 20-7 (232) – *ADA Transition Plans: A Guide to Best Management Practices* was used as a basis for the development of this Plan. The following steps were taken to meet the requirements identified in Chapter 2:

2.1 Designating an ADA Coordinator

The City Administrator will serve as the ADA Coordinator and he/ she will be the primary point of contact on all issues related to ADA accessibility within the City of Troy. He/She will also oversee the requirements outlined in the ADA notice to the public and in the grievance procedure. All written requests should be sent to the Assistant to the City Administrator:

DeeAnne Byrne-Scott, Assistant to the Administrator
116 E. Market St.
Troy, IL 62294
Email: assistantadmin@troyil.us
Phone: 618-667-9224 ext. 502

2.2 Providing notice to the public about ADA requirements

The public participation process included specific efforts to include persons with disabilities and the elderly, as well as the outreach groups that represent them. Because of their sensitivity to pedestrian travel, these two groups have specific concerns that differ from the general population. The public participation process also included City officials and the general public. See Chapter 3 for documentation of the City's public outreach effort. A notice to the public about ADA requirements has been developed and approved by the City; it is available at City buildings and on the City's website. A copy of the notice is included in **Exhibit 1**.

2.3 Establishing a grievance procedure

The ADA Coordinator is responsible for ensuring that the grievance procedure is followed and that records are kept for at least three years. A copy of the grievance form is provided in **Exhibit 2**.

2.4 Developing internal design standards, specifications, and details

City owned sidewalks and curb ramps

The City of Troy references the Illinois Department of Transportation standards, specifications, and construction details for compliance with accessibility requirements.

City owned buildings and facilities

The "Building Code of the City of Troy, Illinois" is currently the International Building Code, 2012 edition.

2.5 Assigning personnel for the development of the Plan and collecting data

Oates Associates (OA) was contracted by the City of Troy to inventory the existing facilities including City owned buildings, curb ramps, and sidewalks within City right of way, identify ADA deficiencies, and develop procedures for implementing and scheduling work to provide an ADA compliant system.

The inventory for sidewalks and curb ramps was completed by OA by walking the City's sidewalk system and recording the observed deficiencies on the sidewalks and curb ramps on a block by block basis. This information was recorded using a mobile global positioning satellite (GPS) unit. All of the information collected was stored within a Geographic Information System (GIS) database. The database will be periodically updated as improvements are performed throughout the City.

All City owned buildings and facilities were also evaluated for ADA compliance. OA personnel collected data inside and outside of the buildings and facilities to determine the current compliance of the buildings. A report was prepared for each facility to bring the building into full ADA compliance.

2.6 Approving a schedule and budget for the Plan

By adopting this plan, The City has developed an implementation procedure to identify the sidewalk sections or curb ramp locations that are the most critical. Projects will then be logically grouped together for construction efficiency. The implementation procedure will help guide the City to identify specific projects that will allow the City to maximize the improvements that can be performed within the available budget.

The City of Troy currently provides funding for sidewalk improvements, but does not currently have a dedicated line item in the budget. The City is dedicated to continually improving the pedestrian network within the City, so in the future, it is the City's intent to specifically dedicate \$50,000 annually for sidewalk improvements. The final budget for sidewalk and curb ramp improvements within a given year will be determined by the Council during the development of the fiscal budget. Various state and federal funding sources are also available to fund specific projects throughout the City (e.g., Surface Transportation Program).

The schedule and budget for upgrading buildings and facilities will also be determined by the City Council. Initially, the City plans to dedicate \$30,000 annually for building ADA improvements from the building maintenance fund. In addition, buildings and facilities will be upgraded to meet current ADA compliance during remodeling and major reconstruction projects. Building and Zoning will be responsible for ensuring ADA compliance during these improvements.

2.7 Monitoring the progress on the implementation of the Transition Plan

The City of Troy is responsible for monitoring the progress of the Plan. The Plan will require updating the GIS database as projects are completed and documenting changes to ADA requirements. The City Administrator will be responsible for monitoring the program of the Transition Plan through Building and Zoning who will be responsible for ensuring compliance throughout the City.

3.0 PUBLIC OUTREACH

The ADA states that public entities are required to make available to all applicants, participants, residents, and other interested parties information regarding the formation of the Plan. A primary goal of the Plan was to actively seek input from all interested parties, including those with disabilities and the groups that represent them. The ADA also requires that a copy of the Plan be made available for public review during a citizen review period.

3.1 Public Review and Comment Period

The ADA requires, as part of the development of the Plan, public input throughout the process. The previous sections have detailed the actions taken in the development of the plan. Since the Plan is a multi-year process that is designed to be flexible, it is critical that public involvement and comment continue to be sought through the entire length of the plan. Anyone wishing to comment on the plan can do so in writing or by contacting the City. The Plan was sent out for public comment in April of 2016 and the public comment period was established as 30 days. During this time no comments were received. A copy of the public comment form is included in **Exhibit 4**. Should any resident or visitor have a desire to comment on the Plan the public comment form can be completed at any time and submitted back to the City.

4.0 ADA DESIGN STANDARDS

4.1 Incorporation into City of Troy Standards

See Appendix A.1 for a list of definitions used through the Sidewalk Transition Plan.

The following statutes, codes, guidelines, and standards were used in the development of this plan. Should other new statutes, codes or standards become applicable after the adoption of the plan, such new codes or standards shall be incorporated into this plan if they are more restrictive and/or exceeds the existing standards.

- (a) The Americans with Disabilities Act Accessibility Guidelines (ADAAG), published by the U.S. Architectural and Transportation Compliance Board in July, 1991 (with several revisions through September 2010) is an appendix to Title III of the ADA. The technical standards of the ADAAG also provide a technical definition for accessible elements. **Since the 2010 ADA Standards for Accessible Design are based off the 2004 ADAAG guidelines, the 2010 ADA Standards for Accessible Design was used as the federal guideline for public buildings and facilities.**
- (b) Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), published by the U.S. Architectural and Transportation Barriers Compliance Board on July 26, 2011. These guidelines are currently published for review and comment and will replace the current ADAAG guidelines within the public rights-of-way upon final approval. The guidelines have not been approved by the U.S. Department of Justice, but are currently identified as the best practice for pedestrian accommodations in public right-of-way. Once the PROWAG, in either its present form or a modified version, is adopted by the Department of Justice, the PROWAG will be the federal standards for accessibility compliance on public right-of-way. **Since PROWAG represents the most current guidelines in regard to public right-of-way it was used as the guiding federal standards for the plan.**
- (c) **The design elements, standards and specifications published by the Illinois Department of Transportation are used as the standard construction documents by the City of Troy.** IDOT design elements include the *Bureau of Local Roads and Street Manual Chapter 41*, dated January 2006, highway standards last modified on January 1, 2014 and the *Standard Specifications for Road and Bridge Construction* dated January 1, 2012.
- (d) The *2012 International Building Code (IBC)*, Tenth Printing, published by the International Code Council in June 2011 is the design standards established by the City of Troy for building construction within the City of Troy. **The 2012 IBC was used as a guide when reviewing City buildings and facilities.**
- (e) The *1997 Illinois Accessibility Code*, published by the State of Illinois Capital Development Board and effective as of April 24, 1997. **The 1997 Illinois Accessibility Code was used as a guide when reviewing City buildings and facilities.**

The ADA Codes and Standards described in this section are intended to apply to all construction undertaken within City right-of-way after the final approval and adoption of the Plan. This is meant to include all new construction, both private and public, as well as all construction undertaken as part of the Plan.

All dimensions and numerical requirements contained in these standards and any applicable local, state, and federal codes or statutes are absolute and requirements have been derived taking into account construction practices and constraints, and no dimensional or slope tolerances beyond the stated maximum or minimum are allowed. The person responsible for the construction operations will be responsible for ensuring that all equipment is calibrated properly. For contracted work, the City reserves the right to have any construction that is not built to the standards as listed, removed and reconstructed at no cost to the City.

Pedestrian Facilities

The ADA Design Standards for public rights-of-way within the City of Troy have been developed as a result of a review process to determine the most stringent standards from federal, state, and local guidelines and codes as they relate to various accessibility issues throughout the City. The City of Troy currently references the standard details that have been developed by Illinois Department of Transportation (IDOT). The standards developed to collect data as part of this plan were determined by comparing the IDOT Standards to the standards detailed in the *Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (dated July 2011).

Public Buildings and Facilities

The ADA Design Standards for public buildings and facilities owned or operated by the City of Troy have been developed as a result of the existing codes that have been adopted by the City of Troy and applicable federal standards for construction. The relevant existing codes that have been adopted by the City of Troy are the *2012 International Building Code* and the *1997 Illinois Accessibility Code*. The applicable federal standards were the *2010 Americans with Disabilities Act Accessibility Guidelines (ADAAG)*.

4.2 Implementation of ADA Design & Construction Standards

New Construction/New Alignment

All areas of newly designed and constructed facilities located on City property/right of way shall comply with all applicable ADA standards.

New Construction/Existing Alignment

Each addition on City property/right of way shall comply with all applicable ADA standards except as modified in Section 5.3.3.

Alterations to Existing facilities/Existing Alignment

When existing elements located on City property/right of way are to be altered, each altered element shall comply with all applicable ADA standards including PROWAG, ADAAG and others standards list in Section 5.1 except as modified below:

- (a) Exception: In alterations, where compliance with applicable provisions is technically infeasible, the alterations shall comply with the standards to the maximum extent possible without placing undue burden on the City.
- (b) Exception: When new sidewalk is tying into an existing element that does not meet ADA standards at a project terminus, all sidewalk panels except the sidewalk panel directly adjacent to the existing elements shall comply with all applicable ADA standards. The sidewalk panel from existing to new shall not result in reduced accessibility.

- (c) Prohibited Reduction in Access: An alteration that decreases accessibility for the general public on a public right-of-way, site arrival points to the buildings or other facilities adjacent to the proposed adjustments on public right-of-way or to a room within a building, below the requirements for new construction at the time of the alteration will be prohibited.

Approval Procedures for Exceptions and Technically Infeasible Conditions

The City of Troy requires a written request to the ADA Coordinator for making all determinations of exceptions and technical feasibility. Upon a determination on the status of an exception and technical infeasibility, such determination of the applicable City department shall be final, except that any member of the public can appeal a determination, per the procedures laid out in the City of Troy Grievance Procedures under the Americans with Disabilities Act.

5.0 ADMINISTRATIVE DOCUMENTS

5.1 Inventory Methodology

All programs and services were evaluated to determine the current level of ADA compliance, specifically the City's website and various City documents.

5.2 City's Website

The City owned website, www.troyil.us, must meet the requirements of Section 508 of the Rehabilitation Act of 1973. The City of Troy offers several services through its website, www.troyil.us. The City's website appears compliant based on a cursory review however the website provider should be routinely contacted to perform any necessary updates to meet Section 508 standards.

5.3 City Documents

The City documents were evaluated to determine if any modifications were necessary to either provide a higher level of ADA compliance to employees, citizens, or visitors to the City of Troy. Additional City documents were evaluated to determine if the current design standards for new construction require Developers to construct all proposed improvements to current ADA standards. See **Exhibit 3** for proposed changes to City documents.

5.4 Alterations and Undue Burden

Alterations to programs and services that do not cause an undue burden should occur as soon as feasible. An example of alterations that do not cause an undue burden is relocating a program to a handicap accessible meeting room. If alterations are deemed necessary, the City is not required to undertake action if it would alter the program or would create a hazardous situation, or represent an undue burden to the City.

5.5 Recommendations

The City should adopt the proposed recommendations to various City documents as listed in **Exhibit 3**. The City should ensure that all staff is prepared to fully accommodate individuals with disabilities and provide the services needed. The City shall also provide all employees with reminders about the ADA requirements and any information on changes to ADA law.

6.0 SIDEWALK TRANSITION PLAN

6.1 Inventory Methodology

Self inventory of pedestrian facilities is one of the requirements for any public entity according to the ADA. The City has created a comprehensive GIS database from the inventory information gathered that will be used by the City staff for future planning. All pedestrian facilities within the City were inventoried.

Collection procedures for sidewalk segments, obstructions, and curb ramps were done by walking every block of pedestrian accommodations within the City. Data was obtained through visual inspections and measurements and collected using a mobile GIS data collection unit. The unit had customized forms for OA staff to insert data that they collected related to sidewalks, obstructions, and curb ramps. The staff was trained on the current ADA guidelines and field procedures. The information collected was then analyzed using a scoring system. The scoring was modified as necessary to reflect the goals determined by the City in prioritizing repairs.

6.2 Sidewalk Data Collected

The sidewalk inventory was conducted in segments based on City blocks. A sidewalk segment is considered a continuous length of sidewalk between two termini; with termini points set at either intersecting roadways or at 200' intervals. **See Appendix A.2** for the sidewalk data measurements collected.

6.3 Obstruction Data Collected

An obstruction is any permanent or temporary condition that affects that ability of a pedestrian to travel along a pedestrian access route. Obstructions were recorded where encountered along the sidewalk section. There could be several obstruction shots taken within a sidewalk segment. **See Appendix A.3** for the obstruction data to be collected.

6.4 Curb Ramp Data Collected

Because there are comprehensive ADA requirements specifically for curb ramps detailed measurements were taken at each curb ramp. **See Appendix A.4** for the curb ramp data collected.

6.5 Scoring and Ranking

A criteria system was developed to prioritize the ADA compliance by both physical condition and proximity to pedestrian traffic generators. Location is a factor because the *Department of Justice Title II Technical Assistance Manual* points to the fact that a public entity's programs related to sidewalk and curb ramps may be prioritized with respect to the location of a particular sidewalk or curb ramp.

Impedance Score

To evaluate physical condition, a scoring system was developed to assist the staff in prioritizing the severity of sidewalk segments and curb ramps. Each component of the ADA compliance criteria that was gathered during the sidewalk and curb ramp inventory was assigned a score based on overall impedance and the severity of obstructions within the route. Impedance includes overall elements that affect travel like slope and surface condition. Obstructions are point obstacles like poles or vertical displacements that also impact the functionality of sidewalk and curb ramps. Obstructions located within a curb ramp are included in the Curb Ramp Impedance

Score. For the sidewalk score, a separate Sidewalk Obstruction Score was determined for sidewalk segments to account for the possibility of multiple obstructions being present along one given sidewalk segment.

The scoring system equations are:

Sidewalk Segments (Between 1 AND 50)

$$\text{Sidewalk Score} = (\text{Sidewalk Impedance Score} + \text{Sidewalk Obstruction Score})$$

Curb Ramps (Between 1 AND 50)

$$\text{Curb Ramp Score} = \text{Curb Ramp Impedance Score}$$

After the scores were calculated, each location was categorized into a grouping of sidewalks with similar physical deficiency levels. The five groups are (1) no curb/sidewalk present, (2) high impedance, (3) medium impedance, (4) low impedance, and (5) no major impedance observed.

See **Appendix A** for a detailed description of the scoring of sidewalks, curb ramps, and traffic generators within the City.

Activity Factor

The proximity to traffic generators was evaluated after the physical sidewalk condition was determined. The goal of this scoring system is to assign the highest priority to a sidewalk segment that is the most likely to have a high amount of pedestrian traffic. The activity factor takes into account these traffic generators and predicts the likelihood of pedestrian usage based on **seven** different categories. For this plan, government facilities, parks, and arterial and collector routes are considered the highest priority locations. The Activity Factor sums the activity scores and divides by the maximum number of available activity scores. That number is then added to 1 to get the Activity Factor (See Equation below). An Activity Factor with a lower number represents a greater potential for pedestrian traffic.

Activity Factor (Between 1 AND 2)

$$\text{Activity Factor} = 1 + (\text{Sum of Activity Points} / \text{Maximum Number of Activity Points})$$

After the activity factors were calculated, each location was categorized three groupings with similar pedestrian activity levels. The three groups are (1) high activity, (2) medium activity, and (3) low activity. A high priority activity factor represents a segment that is within a close proximity to all pedestrian traffic generators. While a low priority activity factor represents a segment that is not near any of the pedestrian traffic generators

See **Appendix A.6** for the traffic generators used as part of the Pedestrian Facility Report and the point values attached based on the proximity to the various traffic generators.

6.6 Prioritization

Because City funding is limited this is a multi-year program, so the City has developed a matrix using the Impedance Score and Activity Factor to prioritize improvements. The City will initially focus on high priority deficiencies located in areas with high levels of pedestrian traffic as shown in red. Once these areas have been addressed, the City's next focus will be on high priority deficiencies in areas with medium levels of pedestrian traffic as shown in orange. The third focus will be on medium deficiencies in areas with high levels of pedestrian traffic as shown in yellow. The remaining work - as shown in green - will be addressed in the out years of this Plan or in conjunction with other improvements.

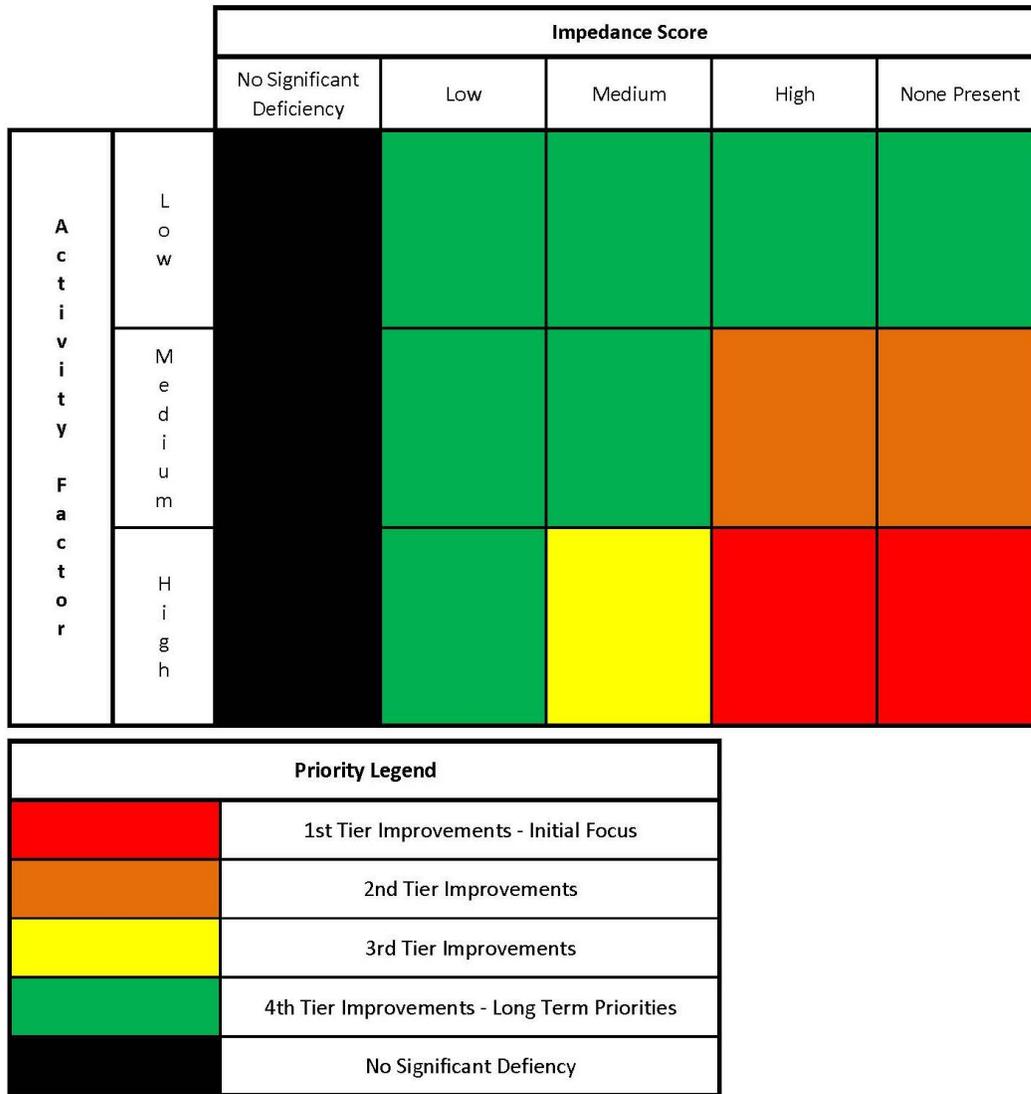


Figure 1: Sidewalk and Curb Ramp Improvement Priorities

6.7 Cost Estimating

Opinion of Probable Cost – Public Right of Way

1 st Tier Improvements - Initial Focus					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
No Ramp / High Activity Factor	3	\$6,000			
High Impedance / High Activity Factor	10	\$26,000	High Impedance / High Activity Factor	9	\$70,000
<i>Cost of Improvements</i>		\$32,000	<i>Cost of Improvements</i>		\$70,000
Total Cost of 1st Tier Improvements:					\$102,000

2 nd Tier Improvements					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
No Ramp / Medium Activity Factor	40	\$108,000			
High Impedance / Medium Activity Factor	24	\$50,000	High Impedance / Medium Activity Factor	11	\$58,000
<i>Cost of Improvements</i>		\$158,000	<i>Cost of Improvements</i>		\$58,000
Total Cost of 2nd Tier Improvements:					\$216,000

3 rd Tier Improvements					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
Medium Impedance / High Activity Factor	27	\$62,000	Medium Impedance / High Activity Factor	13	\$134,000
<i>Cost of Improvements</i>		\$62,000	<i>Cost of Improvements</i>		\$134,000
Total Cost of 3rd Tier Improvements:					\$196,000

4 th Tier Improvements – Long-Term Priorities					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
No Ramp / Low Activity Factor	131	\$478,000	No Sidewalk / Low Activity Factor	9	\$200,000
High Impedance / Low Activity Factor	3	\$8,000	High Impedance / Low Activity Factor	14	\$157,000
Medium Impedance / Medium Activity Factor	33	\$76,000	Medium Impedance / Medium Activity Factor	28	\$251,000
Medium Impedance / Low Activity Factor	12	\$46,000	Medium Impedance / Low Activity Factor	51	\$1,046,000
Low Impedance / High Activity Factor	50	\$112,000	Low Impedance / High Activity Factor	63	\$456,000
Low Impedance / Medium Activity Factor	34	\$80,000	Low Impedance / Medium Activity Factor	84	\$635,000
Low Impedance / Low Activity Factor	53	\$194,000	Low Impedance / Low Activity Factor	586	\$7,503,000
<i>Cost of Improvements</i>		<i>\$994,000</i>	<i>Cost of Improvements</i>		<i>\$10,248,000</i>
Total Cost of 4th Tier Improvements – Long Term Improvements:					\$11,242,000

Figure 2: Estimate of Probable Cost

Note 1: The subdivisions Wendell Creek Estates, Stonebriar, and Shadow Wood are located outside of the city limits of the City of Troy but have annexation agreements with the City. These subdivisions do not currently have curb ramps and the City of Troy should ensure that compliant curb ramps are constructed prior to annexation into the City and the City of Troy taking over the right of way. The current cost estimate for the construction of curb ramps within the subdivisions is \$96,000.

Note 2: Cost estimates are based on correcting ADA deficiencies. Additional improvements may be desired but the cost of this work is not included in these estimates.

6.8 Potential Funding Sources/Programming

City of Troy Budget

The City of Troy’s Budget includes a street maintenance fund that could be used to help fund the sidewalk transition plan. This program is an annual fund to perform scheduled maintenance within the City of Troy. Included in this funding source are general and emergency road repairs in addition to sidewalk replacement and repairs. While the budget does not include a specific set aside for sidewalk improvements, sidewalk improvements are included within this fund.

In the future a dedicated funding source could be set aside within the City’s budget so that sidewalk improvement projects are consistently funded.

Local / Federal / State Programs

There are several local, state and federal funding sources available to assist municipalities with capital improvement projects. Most of these programs are competitive and have individual restrictions that must be reviewed for compliance with the proposed project. Below are descriptions of a few funding sources that may be applicable to the implementation of the Plan.

This is not an all-encompassing list of the available federal programs. Funding sources should be monitored and sought as situations arise to complete the goals and objectives of the City and the Plan.

- (a) Surface Transportation Plan (STP): The STP program provides flexible funding for local agencies to improve public roads and bridges, transit capital projects, and improvements to transit terminals and facilities. "Transportation enhancements" including historic preservation, alternative non-motorized transportation, and landscaping are also funded using STP funds. STP funds can be used for wide variety improvements including road improvements with accompanying pedestrian accommodations as well as new construction and reconstruction of sidewalk and curb ramps. The East West Gateway Council of Governments currently administers STP funds for the St. Louis Metropolitan area.
- (b) Congestion Mitigation and Air Quality Improvement Program (CMAQ): The CMAQ program provides funds to help mitigate congestion and improve air quality. CMAQ projects commonly include intersection improvements and reconstruction. Pedestrian accommodations including accessible pedestrian signals can be included with CMAQ projects to improve pedestrian safety at the intersection. The East West Gateway Council of Governments currently administers CMAQ funds for the St. Louis Metropolitan area.
- (c) Transportation Alternatives Program (TAP): The Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill combined together multiple funding sources that fund pedestrian projects including Safe Routes to Schools (SRTS) and Recreational Trails Program (RTP). Money is still allocated for projects that were previously under these funding sources through the Transportation Alternative Program (TAP). The East West Gateway Council of Governments currently administers TAP funds for the St. Louis Metropolitan area.
- (d) Illinois Trails Grant Program: The Illinois Trails Grant Program is administered by the Illinois Department of Natural Resources and provides funding for the construction of multi-use paths.
- (e) Illinois Transportation Enhancement Program (ITEP): ITEP provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of our transportation infrastructure. ITEP is designed to promote and develop alternative transportation options, including bike and pedestrian travel, along with streetscape beautification. The funds are administered by the Illinois Department of Transportation and are awarded competitively, and any local or state government with taxing authority is eligible to apply.
- (f) Bike Path Grant Matching Funds: If the City receives a grant through the IL Trails Grant Program or for a bike grant through ITEP funding the City can get matching funds from the Metro East Parks and Recreation District to pay for 50% of the local match.

- (g) Illinois Department of Commerce & Economic Opportunity (DCEO): DCEO grants are provided to specific local governments by members of the General Assembly and the Governor for specific purposes to bolster the State's economy, promote a clean environment, and improve the overall quality of life throughout the State of Illinois. Past grants have been used by municipalities to construct multi-use paths and other pedestrian improvements.
- (h) Motor Fuel Tax (MFT): MFT funds are funds generated from tax applied to the sale of motor fuel in the State of Illinois. MFT funds are distributed annually to municipalities based on an equation generated by the state. MFT funds can be used for a variety of operations including the construction of sidewalks and curb ramps.
- (i) Member Initiative: Member Initiative funds are funds that state representatives and senators can appropriate for various projects within their district including ADA improvements.

Private Developers

Private development can have a direct impact on the adjacent public right-of-way. A City ordinance could be developed requiring Developers, as a condition of the approval of a project, to construct or improve pedestrian accommodations directly adjacent to the private development. On larger projects that may include the construction of new intersections with traffic signals, the developer could be required to include pedestrian accommodations including but not limited to curb ramps, marked crosswalks, pedestrian signals, and accessible pedestrian devices.

6.9 Monitoring of Sidewalk Transition Plan

The majority of construction projects include pedestrian accommodations in some form or another. All curb ramps and sidewalks constructed on City-owned right-of-way or future right-of-way should be inspected by the City prior to acceptance. New sidewalk should be logged into the GIS system using the same mobile GIS that was utilized in the original catalog. If the construction replaces an existing sidewalk or curb ramp, the new data should be stored over the existing data to provide an up-to-date look at the status of the Transition Plan. If the project includes an expansion to the existing pedestrian network, the data should be added to the existing GIS system.

6.10 Recommendations

The following recommendations are proposed to increase ADA accessibility within the City and ensure future construction of public right of way is constructed to meet ADA standards:

- (a) Dedicate a specific funding source for ADA improvements on public right of way.
- (b) Actively seek grants with matching funds for future improvements.
- (c) Enact changes to the City Ordinances as detailed in Exhibit 3.
- (d) Inspect all sidewalk and curb ramps prior to the City taking over maintenance responsibilities.
- (e) Keep the ADA Transition Plan current by inventorying new ramps and sidewalk segments.
- (f) Keep assigned City staff educated on current ADA requirements.
- (g) Consider when sidewalks located on common ground or other non-developed subdivision lots will be constructed.

7.0 CITY BUILDING AND FACILITIES TRANSITION PLAN

7.1 Inventory Methodology

The self inventory of the City owned buildings and facilities is one of the requirements for any public entity according to the ADA. An individual ADA Transition Evaluation was prepared for each building or facility to document ADA deficiencies. A qualified architect inspected each building for compliance. The inventory checklist that was used is the *ADA Checklist for Readily Achievable Barrier Removal*, which was developed for the New England ADA Center, a project by the Institute for Human Centered Design and the ADA National Network. A copy of the checklist can be found in Appendix B.2.

All buildings owned by the City where services are offered to the public were inspected for ADA compliance. All public spaces where the public travels to conduct City business were investigated including parking lots, ingress and egress locations, meeting rooms, public toilet rooms, drinking fountains and other public areas. Additionally community areas used by municipal employees were evaluated for ADA compliance including break rooms, employee only toilet rooms, and kitchen facilities. Private offices and work space where the primary job function requires climbing stairs (e.g., waste water treatment facilities) were not investigated as part of this report.

7.2 Data Collected

The City building and facilities documented were:

- (1) City Hall
- (2) Building and Zoning Building
- (3) Waste Water Treatment Plant
- (4) Public Works Building

7.3 Prioritization

Improvements to buildings and facilities will be prioritized in two ways. The first set of priorities will follow the *ADA Checklist for Readily Achievable Barrier Removal* (obtainable at www.adachecklist.org). The second set of priorities was developed on a building by building basis based on the amount of public usage.

Prioritization: ADA Checklist for Readily Achievable Barrier Removal

The checklist follows the four priorities in the Department of Justice ADA Title III regulations. These priorities are equally applicable to state and local government facilities.

The regulation suggests that a public entities first priority should be to enable individuals with disabilities to physically enter its facility. This priority on “getting through the door” recognizes that providing physical access to a facility from public sidewalks, public transportation, or parking is generally preferable to any alternative arrangements in terms of both business efficiency and the dignity of individuals with disabilities.

The next priority is for measures that provide access to area where goods and services are made available to the public. For example, in City Hall individuals with disabilities should be given access not only to assistance at the front desk, but access to all facilities that the public has access to.

The third priority should be providing access to toilet rooms, if toilet rooms are provided for use by customers or clients.

The fourth priority is to remove any remaining barriers to using the public entities facilities (e.g., lowering telephones, providing access to office space, etc).

Prioritization: Usage

A higher priority was placed on buildings and spaces within the building that the public frequently utilizes. The priority of City buildings and facilities are:

- (1) City Hall
- (2) Building and Zoning Building
- (3) Waste Water Treatment Plant
- (4) Public Works Building

ADA upgrades will generally follow this priority list but may vary based on planned upgrades to various buildings including but not limited to restorations, renovations, and construction of new City buildings and facilities. Additionally, a specific building should be prioritized if alterations are necessary to accommodate a disabled employee whose work functions take place in any City building.

7.4 Cost Estimating & Summary of Results

Programmatic level cost estimates were developed based on the 2012 RS Means Building Construction Cost Data published by Reed Construction Data. The cost estimate for each City owned building and facility can be found in Appendix B.1.

The total cost of ADA improvements proposed in public spaces within public facilities is \$46,300. The total cost of ADA improvements proposed in employee spaces at City owned facilities is \$124,900 for a total cost of \$171,200 as shown in the following tables.

Opinion of Probable Cost – Facilities

1st Tier Improvements – Initial Focus	
City Hall: Priority 1 - Approach & Entrance	\$16,450.00
Building & Zoning Building: Priority 1 – Approach & Entrance	\$8,800.00
Total Cost of 1st Tier Improvements – Initial Focus:	\$25,250.00

2nd Tier Improvements	
City Hall: Priority 2 – Access to Goods & Services Public Areas	\$13,200.00
City Hall: Priority 3– Toilet Rooms Public Areas	\$2,250.00
City Hall: Priority 4 – Additional Access Public Areas	\$3,600.00
Building & Zoning Building: Priority 2 – Access to Goods & Services Public Areas	\$2,000.00
Total Cost of 2nd Tier Improvements:	\$21,050.00

3rd Tier Improvements	
City Hall: Priority 2 – Access to Goods & Services Employee Areas	\$18,300.00
City Hall: Priority 3 – Toilet Rooms Employee Areas	\$39,750.00
City Hall: Priority 4 – Additional Access Employee Areas	\$8,100.00
Total Cost of 3rd Tier Improvements:	\$66,150.00

4th Tier Improvements – Long Term Improvements	
Building & Zoning Building: Priority 2 – Access to Goods & Services Employee Areas	\$4,300.00
Building & Zoning Building: Priority 3 – Toilet Rooms Employee Areas	\$7,500.00
Waste Water Treatment Plant: Priority 1 – Approach & Entrance	\$6,800.00
Waste Water Treatment Plant: Priority 3 – Toilet Rooms	\$11,250.00
Waste Water Treatment Plant: Priority 4 – Additional Access	\$4,800.00
Public Works Building: Priority 1 – Approach & Entrance	\$3,650.00
Public Works Building: Priority 2 – Access to Goods & Services	\$2,150.00
Public Works Building: Priority 3 – Toilet Rooms	\$16,100.00
Public Works Building: Priority 4 – Additional Access	\$2,200.00
Total Cost of 4th Tier Improvements – Long Term Improvements:	\$58,750.00

Note 2: Cost estimates are based on correcting ADA deficiencies. Additional improvements may be desired but the cost of this work is not included in these estimates.

7.5 Potential Funding Sources / Programming

The City of Troy currently budgets general maintenance for each building through the various department budgets. Initially, the City plans to set aside about \$30,000 annually from these funding sources for ADA improvements.

Local / Federal / State Programs

This is not an all-encompassing list of the available federal programs. Funding sources should be monitored and sought as situations arise to complete the goals and objectives of the City and the Plan.

- (a) Illinois Department of Commerce & Economic Opportunity (DCEO): DCEO grants are provided to specific local governments by members of the General Assembly and the Governor for specific purposes to bolster the State's economy, promote a clean environment, and improve the overall quality of life throughout the State of Illinois. Past grants have been used by municipalities to construct pedestrian improvements and upgrade facilities.
- (b) Member Initiative: Member Initiative funds are funds that state representatives and senators can appropriate for various projects within their district including ADA improvements.

7.6 Monitoring of Buildings and Facilities Transition Plan

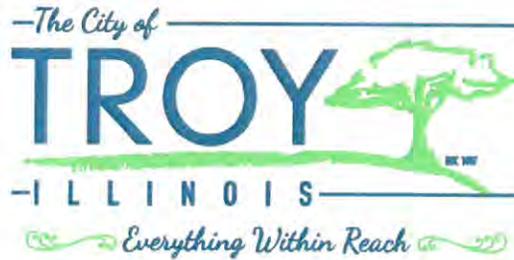
The design and construction of all future City-owned building construction or renovation should be reviewed and overseen by the ADA Coordinator, City Engineer, or Building and Zoning Department to help ensure ADA compliance.

7.7 Recommendations

The following recommendations are proposed to increase ADA accessibility within the City and ensure future improvements to City owned buildings are constructed to meet ADA standards:

- (a) Dedicate a specific funding source for building related ADA improvements.
- (b) Enact changes to the City Ordinances as detailed in Exhibit 3.
- (c) Actively seek grants with matching funds for future improvements.
- (d) Coordinate ADA improvements with future building improvement studies and projects.
- (e) Keep the ADA Transition Plan current by documenting ADA improvements within City owned buildings.
- (f) Keep assigned City staff educated on current ADA requirements.

EXHIBIT 1
NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT



City of Troy, Illinois Notice Under the Americans With Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Troy will not discriminate against qualified individuals on the basis of disability in its services, programs, or activities.

Employment: The City of Troy does not discriminate on the basis of disability in its hiring or employment practices and complies with the regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City of Troy will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Troy's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modification of Policies and Procedures: The City of Troy will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in the City of Troy offices, even when pets are generally prohibited.

Anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Troy, should contact DeeAnne Byrne-Scott, Assistant to the Administrator, (618) 667-4009, assistantadmin@troyil.us as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Troy to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Troy is not accessible to persons with disabilities should be directed to DeeAnne Byrne-Scott, Assistant to the Administrator, (618) 667-4009, assistantadmin@troyil.us.

The City of Troy will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policies, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

EXHIBIT 2
ADA GRIEVANCE FORM

Engage your community - connect to news, events and information you care about. [View more information...](#)

[Sign In](#)



Events

FY Budget - Finances

Code of Ordinances

Chamber of Commerce

Comprehensive Plan

Staff Directory / Contact Us

- ONLINE PAYMENTS
- REPORT A CONCERN
- NOTIFY ME
- AGENDAS & MINUTES
- FAQs

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American Disabilities Act Grievance Form

[Sign in to Save Progress](#)

Mail or fax this form to:

ADA Coordinator
DeeAnne Byrne-Scott
City of Troy
116 E. Market St.
Troy, IL 62294
Fx: 618-667-4009

Today's Date

First Name

Last Name

Address1

Address2

City

State

Zip

Phone Number

Alternate Contact Person (Name, Address, and Telephone Number)

Agency alleged to have denied access:

Engage your community - connect to news, events and information you care about. [View more information...](#)
City of Troy Administration Office
116 E. Market St.
Troy, IL 62294

Sign In

My disability is:

[Empty text box for disability description]

This problem is:

Temporary Permanent

I am seeking access to the City of Troy which I haven't been able to enter because I need an accommodation:

[Empty text box for access details]

The accommodation I seek:

[Empty text box for accommodation request]

Please describe the particular way in which you believe you have been denied the benefits of any services, program or activity or have otherwise been subjected to discrimination. Please specify dates, times, and places of incidents and name and/or positions of agency employees involved. If any, as well as names, addresses, and telephone numbers of any eyewitnesses to any such incident. Attach additional pages if necessary. Include a description of the way in which you feel access may be had to the benefits described above, or the way in which accommodation could be provided to allow access.

[Empty text box for detailed description]

Mail or fax this form to:

ADA Coordinator
DeeAnne Byrne-Scott
City of Troy
116 E. Market St.
Troy, IL 62294
Fx: 618-667-4009

Print Only

116 E. Market St.
Troy, IL 62294
Ph: 618-667-9924

EXHIBIT 3
MEMORANDUM ON REVIEW OF CITY DOCUMENTS FOR ADA INCLUSION



MEMORANDUM

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www.oatesassociates.com

Date: 7/7/2016
Time: 10:00 AM

Project #: 15050

To: Jeff Soland, City Administrator, City of Troy
From: Tom Cissell
Subject: Review of City Documents for ADA inclusion

Mr. Soland,

The following documents were reviewed as part of the ADA Transition Plan being prepared for the City of Troy by Oates Associates, Inc. The documents were reviewed for ADA inclusion and this memorandum will serve as a summary of our findings in addition to recommendations to the various City documents. The documents reviewed and all other permits and applications offered by the City of Troy should be available in alternative formats (e.g. large print and Braille) at the request of citizens. The following documents were reviewed for ADA inclusion:

- 1.) Notice Under the Americans with Disabilities Act
- 2.) ADA Grievance Form
- 3.) City of Troy Website
- 4.) Troy Comprehensive Plan
- 5.) Code of Ordinances
- 6.) City of Troy Personnel Policy Manual
- 7.) Required Inspections
- 8.) Commercial Building Permit
- 9.) Commercial Remodel Permit
- 10.) One and Two-Family Building Permit Application
- 11.) Residential Building Permit
- 12.) Residential Remodel Permit

Notice Under the Americans with Disabilities Act

The City of Troy should adopt the attached Notice Under the Americans with Disabilities Act and place the notice at all locations with public information is displayed. Additionally the notice should be placed on the City's website.

ADA Grievance Form

No suggested changes.

City of Troy Website

The website appears generally ADA compliant.



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Comprehensive Plan

No suggested changes.

Code of Ordinances City of Troy, IL

The following changes are suggested to the Code of Ordinances:

Chapter 92.005 Obstructions – It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley, sidewalk or other public way, except as may be specifically authorized by this code, other ordinance or by the Director of Public Works. Any obstructions authorized to remain in the sidewalk shall not limit the usable width of the sidewalk to below four feet in width.

Chapter 92.008 Display of Wares, Advertisements Limited – It shall be unlawful for any person to use any street, sidewalk or other public place for the display of goods or other merchandise for sale or to write or mark any signs or advertisements on any pavements without first obtaining a permit from the city. Any displays shall not limit the usable width of the sidewalk to below four feet in width. Permits may be obtained from the City Clerk and shall be limited to two 2-day sales annually for each business.

Chapter 92.010 Dangerous, Overhanging Trees or Shrubs – (A) Any tree or shrub which overhangs any sidewalk, street or other public place in the city in such a way as to impede or interfere with traffic or travel on the public place shall be trimmed by the owner of the abutting premises on which the trees or shrubs grow so that the obstruction shall cease. A tree or shrub shall be trimmed when the tree or shrub is less than 80 inches above the sidewalk surface, extends more than 4 inches into the pedestrian access route more than 27 inches above the ground, or limits the clear width of the sidewalk to less than 4 feet in width.

(B) Any limb of a tree which has become likely to fall on or across any public way or place shall be removed by the owner of the premises on which the tree or shrub grows or stands.

Chapter 92.011 Encroachments within Public Rights-Of-Way **Permissible Encroachment** – Any existing awning, marquee, advertising sign or similar overhanging structure supported from a building immediately adjacent to the limits of the platted street where there is a sidewalk extending to the building line and which does not impair the free and safe flow of traffic on the highway, the permissive retention of overhanging signs is not to be construed as being applicable to those signs supported from poles constructed outside the project right-of-way line and not confined by adjacent buildings. The permissible encroachment shall be a minimum of 80 inches above the sidewalk or meet the standards of the Sign Regulations in Chapter 155 of the Code of Ordinances whichever is more stringent.

Chapter 92.055 Excavation Generally (D) *Temporary Sidewalks* – If any sidewalk is blocked by any excavation or tunnel work in the city, a temporary sidewalk shall be constructed or



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provided which shall be safe for travel and convenient for users. The temporary sidewalk shall be a minimum width of four feet.

Chapter 92.089 Grade Surfaces – No driveway shall be so constructed or graded as to leave a step, sharp depression or other obstruction on the sidewalk. The grade shall be as nearly as possible the same as that of the adjoining sidewalk. It shall be unlawful to have the surface finish of any driveway where the same crosses the sidewalk constructed of such materials as to render it slippery or hazardous to pedestrians, or to have the grade of that portion vary from the grade of the sidewalk or be other than level. The grade of the driveway that is part of the Pedestrian Access Route, the extension of the sidewalk through the driveway, shall have a maximum cross slope of 2%.

Chapter 92.090 Specifications – Driveways across sidewalks shall be constructed in compliance with the most recent ADA specifications and specifications adopted by the City Council.

Chapter 130.01 Barbed Wire and Electrically Charged Fences – It shall be unlawful to maintain or construct any fence composed in whole or in part of barbed wire or with any similar materials designed to cause injury to person or with any wire charged with electrical current except to protect industrial property, in which case the barbed wire must be at least 80 inches above the sidewalk and extend inward toward the property it is designed to protect.

Chapter 153.065 Designing Sidewalks – The subdivider/developer shall be required to construct sidewalks at no cost to the city along both sides of every new or improved street. No variation from this requirement shall be granted unless the City Council, having considered an advisory report from the Planning Commission, determines that, in the area in question, topographical conditions make the installation of sidewalk impractical. The City reserves the right to have any construction that is not built to standards shall be removed and reconstructed to meet standards at no cost to the City.

Chapter 153.065 Designing Sidewalks – Part A (3) – Expansion joints of three-fourths-inch pre-molded joint filler shall be placed at driveway crossings, at both ends of the sidewalk, at the back of the curb when the sidewalk abuts, at drainage structures, and in the event of excessively long runs, as determined by the City Engineer.

Chapter 153.065 Designing Sidewalks – Part A (4) - No sidewalk should be constructed at a grade steeper than 5% unless the sidewalk is adjacent to a street that has a grade of steeper than 8%, adjacent to steps and/or ramps, or as approved by the City Engineer.

Chapter 153.065 Designing Sidewalks – Part A (6) - Curbs shall be cut and sidewalks ramped at all intersections and driveways so as to enhance the mobility of disabled individuals and comply with accessibility rules and regulations. Two (2) perpendicular ramps or a blended transition shall be constructed at each quadrant of the intersection except where exceptions



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are provided by the City Engineer. The curb ramps shall be constructed to meet the applicable Highway Standards prepared by the Illinois Department of Transportation.

Chapter 153.065 Designing Sidewalks – Part A (7) – All sidewalks and ramps on public right-of-way shall be constructed in conformance with the latest edition of the Public Rights-of-Way Accessibility Guidelines (PROWAG).

Chapter 153.065 Designing Sidewalks – Part A (8) - All ramps at intersections and other hazardous vehicular ways shall have detectable warning features in accordance with R305 of the Public Rights-of-way Accessibility Guidelines (PROWAG). Detectable warnings shall consist of a surface of truncated domes aligned in a square or triangular pattern. The domes shall be configured in accordance with R305. Detectable warning surfaces shall extend 24 inches in the direction of travel and the full width of the walking surface of the curb ramp, landing or blended transition. Detectable warning surfaces shall contrast visually with adjacent walking surfaces either light on dark, or dark on light. The detectable warning surfaces shall be RED throughout the entirety of the City except Old Town Troy which is zoned “C-4” and along South Main Street where the detectable warning panels shall be BLACK, unless otherwise approved by the City Engineer.

Chapter 153.065 Designing Sidewalks – Part A (9) – All curb ramps shall be constructed with the construction of street pavement and concrete curbs.

Chapter 153.065 Designing Sidewalks – Part A (10) – Sidewalk that is located adjacent to common ground that will not be used for future development shall be constructed with the construction of street pavement and concrete curbs.

Chapter 153.065 Designing Sidewalks – Part A (11) – After the purchase of a lot within a subdivision where future sidewalk improvements are shown, the property owner shall have one (1) calendar year to complete the construction of sidewalk for the entirety of the lot.

Chapter 153.065 Designing Sidewalks – Part B - In residential areas sidewalk shall be a minimum of five feet in width.

Chapter 153.065 Designing Sidewalks – Part B (1) – The sidewalks shall be located 4 feet (48 inches) behind the curb along street including behind the curb around the radii of cul-de-sacs and curves.



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City of Troy Personnel Policy Manual

The following changes are suggested to the Personnel Policy Manual:

2.0 Personnel Policy – 2.2- To obtain the best people available for this purpose regardless of race, religion, color, sex, age, national origin, physical or mental disability and to help them develop to their highest level of ability.

14.0 Harassment and/or Discrimination – The City also prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment, for assisting another employee in doing so, or for participating in an investigation of a discrimination or harassment complaint.

Required Inspections

The following changes are suggested to the Required Inspections:

Other Inspections and Requirements Add to the fifth “*” - The portion of the driveway through which the city sidewalk passes shall have a maximum cross slope of 2%.

Commercial Building Permit

The following changes are suggested to the Commercial Building Permit:

Part 5 – Permit Requirements – Compliance with the latest adopted edition of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for all work except work to take place on public right-of-way which shall comply with the Public Rights of Way Accessibility Guidelines (PROWAG).

Commercial Remodel Permit

The following changes are suggested to the Commercial Remodel Permit:

Part 5 – Permit Requirements – Compliance with the latest adopted edition of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for all work except work to take place on public right-of-way which shall comply with the Public Rights of Way Accessibility Guidelines (PROWAG).



MEMORANDUM

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One and Two-Family Building Permit Application

The following changes are suggested to the One and Two-Family Building Permit Application:

Part 5 – Permit Requirements – Compliance with the latest adopted edition of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for all work except work to take place on public right-of-way which shall comply with the Public Rights of Way Accessibility Guidelines (PROWAG).

Residential Building Permit

The following changes are suggested to the Residential Building Permit:

Part 5 – Permit Requirements – Compliance with the latest adopted edition of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for all work except work to take place on public right-of-way which shall comply with the Public Rights of Way Accessibility Guidelines (PROWAG).

Residential Remodel Permit

The following changes are suggested to the Residential Remodel Permit:

Part 5 – Permit Requirements – Compliance with the latest adopted edition of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for all work except work to take place on public right-of-way which shall comply with the Public Rights of Way Accessibility Guidelines (PROWAG).

EXHIBIT 4
PUBLIC INVOLVEMENT

**ADA Transition Plan
Troy, IL
COMMENT FORM**

We encourage you to express your comments and views on the proposed ADA Transition Plan. We are providing this form so that your comments can be considered prior to finalizing the Plan. You may email this form to Dee Anne Byrne-Scott, Assistant to the Administrator at assistantadmin@troyil.us, or print this form front-and-back and mail it to her at the address provided on the back of this form. Your comments should be mailed within 30 days of the start of the comment period to provide timely consideration.

We appreciate your participation. If you would like to provide additional information, please submit your comments on additional pages.

Please print

Name: _____

Address: _____

City: _____ Zip Code: _____

Telephone Number: _____

Please check appropriate box(es)

- Homeowner in Troy
- Business Owner in Troy
- Interested party outside of Troy
- Affiliated with _____ (organized group name)

My comments are:

(Fold on dotted line)

Place Stamp Here

Ms. Dee Anne Byrne-Scott
Assistant to the Administrator
116 E. Market Street
Troy, IL 62294

(Fold on dotted line)

(Staple or tape)

APPENDIX A
SIDEWALK TRANSITION PLAN DATA COLLECTION

A.1 Definitions

The following list of definitions used throughout the entirety of this Appendix:

Accessible Pedestrian Signal (APS, or Audible Pedestrian Signal): A mounted device that communicates information to pedestrians in both visual and non-visual formats (i.e. audible tones and vibrotactile surfaces) related to the pedestrian walk phase.

Clear Width: The effective width of a sidewalk or curb ramp, the actual distance that a pedestrian has to navigate an obstacle as opposed to the full width of a sidewalk or curb ramp section.

Condition: A subjective analysis of the existing usability of a sidewalk or curb ramp based on cracking, spalling, or other visual deficiencies.

Cross Slope: The slope that is perpendicular to the direction of pedestrian travel.

Crosswalk: The part of a roadway at an intersection that is utilized by pedestrian to get from one side of the roadway to another. If the path is not marked, the crosswalk is represented by an extension of the lateral lines of the sidewalk to the sidewalk on the opposite side of the roadway.

Crosswalk Alignment: If the crosswalk is marked, where the markings direct the pedestrian towards.

Curb: A vertical or rolled transition that serves as a separation between the roadway or gutter and the sidewalk or green space.

Curb Line: A line at the face of the curb that marks the transition from the roadway or gutter to a sidewalk or green space.

Curb Ramp: A short ramp cutting through a curb that provides access between the sidewalk and the adjacent surface.

Curb Type: The transition provided between the roadway or gutter and the sidewalk or green space (i.e. vertical, rolled, etc.)

Detectable Warning Panel: A standardized surface feature built in or applied to walking surfaces or other elements to warn visually impaired people of hazards on a circulation path.

Diagonal Curb Ramp: A singular ramp that can be either perpendicular or parallel that is diagonal to the pedestrian user's path of travel as well as oncoming vehicular traffic.

Driveway: Pavement that provides access for a motorized vehicle to access a single parcel of private property.

Driveway Slope thru Sidewalk: The cross slope of a sidewalk segment at a location where the driveway crosses the sidewalk.

Encroachment: An obstruction that limits the clear width of a sidewalk or curb ramp that is not fixed (i.e. parked vehicles, tree limbs, or bushes).

Flangeway Gaps: The gap provided at railroad tracks to allow a train's wheel flange to clear the adjacent pavement.

Flare Slope: The sloped sides of a perpendicular or parallel curb ramp where a pedestrian circulation path crosses the curb ramp.

Flush Transition: The transition between a curb ramp and either a landing at the top of a curb ramp or the gutter pan at the bottom of the curb ramp.

Grade Break: The intersection of two surfaces at different grades (slopes).

Green Space: The portion of the public right-of-way, usually grass, located between the sidewalk and the curb line or edge of roadway.

Impedance: A characteristic of a sidewalk or curb ramp that inhibits accessibility for pedestrian access.

Island: A raised or painted area that is located outside the vehicular path that is provided to separate pedestrians and direct traffic movements, and which may also serve as a refuge for pedestrians.

Landing: The sidewalk panel located at the top of a curb ramp.

Landing Slope: The slope of the landing measured both directions, cross and running slope.

Marked Crosswalk: Any portion of a roadway at the intersection or elsewhere that is distinctly indicated for the express use of a pedestrian crossing often marked by painted lines.

Obstruction: A permanent obstruction (i.e. utility pole or fire hydrant) that limits the clear width of a sidewalk or curb ramp.

Parallel Curb Ramp: A system of two ramps that run parallel to existing curb lines to a lower landing that matches the elevation of the adjacent street.

Pedestrian Circulation Path: The predominant path that a pedestrian can be reasonably expected to utilize to travel from one destination to another (i.e. sidewalk).

Perpendicular Curb Ramp: A system of two ramps with the main slope perpendicular to the curb line that directs traffic perpendicular to vehicular traffic.

Public Right-of-Way: Land or property that is owned by a public entity and usually is acquired or devoted to transportation and/or pedestrian purposes.

Ramp Type: The design of ramp used to connect the pedestrian circulation path to the adjacent roadway (e.g., perpendicular curb ramp, diagonal curb ramp, or parallel curb ramp.)

Running Slope: The slope that is parallel to the direction of pedestrian travel.

Sidewalk: Any pedestrian accommodation that is located between the curb line or edge of roadway and the adjacent property line.

Street Furniture: Permanent or moveable elements in the public right-of-way such as benches and garbage cans that are intended for use by pedestrians.

Surface: The existing material the sidewalk is constructed of (i.e. concrete, asphalt, brick).

Technical Infeasibility: An alteration to an existing element that has little likelihood of being accomplished due to existing constraints that cannot be overcome without placing an undue burden on the City.

Undue Burden: A requirement that can be achieved only at a significant difficulty or expense to the City or other property owner.

Vertical Displacement: A vertical difference of greater than ¼" along the pedestrian circulation path that can result in a trip hazard.

Walk Interval: The phase of a pedestrian traffic signal during which a pedestrian is to begin crossing a roadway.

A.2 Sidewalk Data Collected

At each end of the sidewalk segment the following measurements and data were collected:

- (a) Surface: The type of surface present; including an option for no sidewalk.
- (b) Curb Type: Identify whether or not a curb is present, and if present the type of curb (vertical or rolled).
- (c) Green Space: Identify whether or not a green space is present, and if present, note the distance between the curb line and sidewalk.
- (d) Condition
- (e) Sidewalk Width
- (f) Cross Slope
- (g) Running Slope: The running slope of the sidewalk and whether the running slope varies from the running slope of the adjacent roadway.

A.3 Obstruction Data Collected

The following measurements and data were recorded as obstructions where encountered along the sidewalk section:

- (a) Fixed Obstruction: Indicates the type of obstruction (e.g. utility poles, inlets, sidewalk grating, or manholes).
- (b) Encroachments: Indicates the type of obstruction (e.g. tree limbs, parked vehicles, or shrubbery).
- (c) Vertical Displacement: Indicates abrupt grade changes between two adjacent sidewalk panels.
- (d) Driveway Slope thru Sidewalk: Indicates driveway cross slopes greater than 2% is present.
- (e) Obstruction Width: The width of the sidewalk at the obstruction (used where there are a large number of similar obstructions to group together).
- (f) Obstruction Length: The length of the sidewalk at the obstruction (used where there are a large number of similar obstructions to group together).
- (g) Clear Width: Indicates width at any fixed obstruction or encroachment that is less than 4 feet.

A.4 Curb Ramp Data Collected

The following measurements and data were recorded at each curb ramp:

- (a) Ramp Type: The type of curb ramp present, including an option for no ramp present
- (b) Surface: The type of surface present, including an option for no surface present.
- (c) Condition
- (d) Gutter Slope: The slope of the gutter pan parallel to the direction of travel.
- (e) Detectable Warning Panels: The type of detectable warning panel present, including an option for no detectable warning panel.
- (f) Running Slope
- (g) Cross Slope
- (h) Flare Slope: The slope of the flares when the curb ramp is in the pedestrian circulation path, including an option for flare slopes outside of pedestrian circulation path.
- (i) Ramp Width: The width of the ramp at its narrowest location.

- (j) Ramp Length: The length of the ramp at the midpoint of the curb ramp.
- (k) Vertical Displacements: Indicates the vertical displacement between the ramp and the landing or the ramp and the curb.
- (l) Landing: The dimensions of the sidewalk panel located at the top of the curb ramp.
- (m) Landing Slope
- (n) Fixed Obstruction: Permanent objects within the curb ramp that limits the curb ramp width to less than 4 feet (e.g., utility poles or manholes).
- (o) Encroachment: Temporary objects within the curb ramp that limits the curb ramp width to less than 4 feet (e.g., tree limbs or parking conflicts).

A.5 Crosswalk Data Collected

The following measurements and data were recorded at each crosswalk:

- (a) Cross Slope of Crosswalk: The slope inside the crosswalk perpendicular to the direction of travel.
- (b) Condition of Crosswalk: The condition of the roadway through the crosswalk (e.g, whether there is rutting of “birdbaths” within the limits of the crosswalk)

A.6 Activity Scores

The following activity scores were included in the Activity Factor equation based on a sidewalk segments or curb ramps proximity to the traffic generators listed below:

- (a) Schools: The Triad School District does not offer bus service for any student that resides within identified walk zones. Accessible sidewalks and curb ramps not only provide safe access to students who currently travel to school, but encourage more parents and students to travel to school by foot. The schools included are St. Paul Lutheran, Silver Creek Elementary, CA Henning Elementary, and Triad High School. This activity score is assigned based on a radial distance to these destinations.

Proximity to Schools	Point Value
Within the walk zone and < 1/10 mile	0
Within the walk zone and between 1/10 mile and ¼ mile	4
Within the walk zone and between ¼ mile and ½ mile	7
Outside the walk zone or > ¼ mile	10

- (b) Parks: There are two parks, Tri-Township Park, in the City of Troy that offers a variety of services, programs, and facilities including playgrounds, ball fields, a skate park, and Petting Zoo. Meadow Drive Park is a neighborhood park located in the northern section of the City. The City is committed to providing access to all residents, including those with disabilities, to all the services that City parks offer. This activity score is assigned based on a radial distance to these destinations.

Proximity to Parks	Point Value
< ¼ mile	0
¼ mile – ½ mile	5
> ½ mile	10

- (c) Government Buildings: Government buildings including City Hall, the library, Post office, and the fire and police stations provide a wide area of essential services and programs to residents within the City. The ADA emphasizes the importance of “walkways serving local government offices and facilities” as government buildings are a critical element of the civic experience. This activity score is assigned based on the radial distance to these buildings.

Proximity to Government Buildings	Point Value
< ¼ mile	0
¼ mile – ½ mile	5
> ½ mile	10

- (d) MCT Bus Stops/ Trails: The Madison County Transit System provides dependable, accessible transportation to locations in Troy and throughout Madison County as well as providing service to downtown St. Louis and Metro’s light-rail train system. MCT service also provides connections to Metro Bus and St. Clair County Transit District (SCCTD) Routes. This transportation is especially important to the elderly and people with disabilities that rely on the bus system to get to work and be active members of the community. This activity score is based on its proximity to MCT bus stops. Additionally Madison County Transit operates a series of trails that provide recreational opportunities allow with connecting the communities throughout Madison County.

Proximity to MCT Bus Stops Trails	Point Value
< ¼ mile	0
¼ mile – ½ mile	3
> ½ mile	5

- (e) High Density Housing: Multi-family housing units has a high density of population leading to a higher probability of pedestrian activity adjacent to multi-family housing units. High density housing units are senior and 55 and over facilities and lots zoned as R-3 per the City’s zoning map. This activity score is assigned based on the radial distance to these services.

Proximity to High Density Housing	Point Value
< ¼ mile	0
¼ mile – ½ mile	3
> ½ mile	5

- (f) Traffic Generators: Traffic generators including employment centers and retail centers within the City. Removing the physical barriers to these traffic generators allows all residents to fully participate in all aspects of civic life. The Traffic Generators in Troy are along IL-162 and the 4-0 Quick Stop area near the intersection of US 40 and S Main St. This activity score is assigned based on the radial distance to the traffic generators.

Proximity to Traffic Generators	Point Value
< ¼ mile	0
¼ mile – ½ mile	3
> ½ mile	5

(g) Street Classification: Arterial and collector routes serve as the major thoroughfares through the City of Troy providing access to many destinations within the City such as shopping centers, employment centers, hospitals, and government offices. Arterial and collector routes typically have higher and faster vehicular traffic than residential streets due to the connectivity they provide. Residential streets typically have a higher pedestrian traffic but are safer for pedestrians because they only provide access within a specific neighborhood and therefore have slower motor vehicle traffic.

The Principal Arterials are:

- IL-162
- US 40

The Minor Arterials are:

- Formosa Rd. from US 40 to Collinsville Rd
- Collinsville Rd
- Main St
- O'Fallon Troy Rd

The Major Collectors are:

- Spring Valley Rd
- E. Center St from Main St. to N. Dewey St
- Staunton Rd
- N. Dewey St./ Lower Marine Rd
- Schmalz Rd
- Schlaefer Rd
- Bethany Dr
- Frontage Rd
- Collinsville Rd from W Center St. to IL-162
- Old Troy Rd.

The Minor Collectors are:

- Smith Blvd
- Formosa Rd. from IL- 162 to Bouse Rd
- Bouse Rd.

This activity score is given to sidewalk located along the stated routes based on street classification.

Street Classification	Point Value
Principal Arterial	0
Minor Arterial	0
Major Collector	5
Minor Collector	5
Local/Residential	15

A.7 Impedance Score

A.7.1 Sidewalk Impedance Score

The following 4 criteria were collected at each sidewalk segment. The point values for each unique deficiency is listed below and used in the equation list in Section 6.7.1. The lower the point value the greater the impact on pedestrian traffic.

- (a) Surface: Surface is the existing wearing material of the sidewalk. When sidewalk is not present, pedestrians are forced to either travel in the travel lanes of the adjacent roadway or walk in the grass. This can lead to hazardous pedestrian motor vehicle interactions as well as uneven walking surfaces. When no surface is present it is almost impossible for someone with a mobility disability to safely travel.

Surface	Point Value
No Surface Present	1
Concrete	For Information Only
Brick	For Information Only
Wood	For Information Only
Other	For Information Only

- (b) Sidewalk Width: Narrow sidewalks limit the mobility of pedestrian on the pedestrian circulation path. This can lead to a dangerous passing especially when wheelchairs or walkers are involved. Sidewalk width requirements vary based on the presence of a green space between the roadway and the sidewalk so point values were assigned based on the clearance between the sidewalk and the adjacent roadway.

Sidewalk Width (with Green space)	Point Value
< 4'	1
4' - 5'	9
5' - 6'	9
>6'	9

Sidewalk Width (w/o Green space)	Point Value
< 4'	1
4' - 5'	3
5' - 6'	6
>6'	9

- (c) Cross Slope: Cross slope is the slope measured perpendicular to the direction of travel. A cross slope of greater than 2% can make it difficult for wheelchairs to maintain lateral balance especially in downhill conditions.

Cross Slope	Point Value
> 5%	1
3% - 5%	3
2% - 3%	5
<2%	8

- (d) Running Slope: The running slope of a sidewalk is the slope parallel to the direction of travel. According to PROWAG standards the running slope can match the running slope of the adjacent roadway, however if the sidewalk running slope does not match the adjacent roadway running slope the slope can be a maximum of 5%. A steep running slope can cause wheelchairs to become unstable and difficult to control.

Running Slope	Point Value
>5%	1
<5%	3
Running slope matches road grade	3

A.7.2 Sidewalk Obstruction Score

The following 3 criteria were assigned to each obstruction observed in the field to describe the limiting factor of the various obstructions. The point values for each unique deficiency is listed below and used in the equation list in Section 6.7.2. The higher the point value the greater the impact on pedestrian traffic.

- (a) Vertical Displacement: Vertical displacements are the abrupt grade changes between two adjacent sidewalk panels. These changes are often caused by sidewalk settling and tree roots. Vertical Displacements are tripping hazards and especially dangerous to those in wheelchairs, walkers, and the elderly.

Vertical Displacement	Point Value
>1"	10
1/2" - 1"	6
1/4" - 1/2"	3

- (b) Driveway Slope thru Sidewalk: While the cross slope of a sidewalk segment may meet the standards of ADA compliance at the endpoints, often where a driveway crosses a sidewalk the cross slope of the sidewalk follows the driveway slope. A cross slope of greater than 2% can make it difficult for wheelchairs to maintain lateral balance and sudden changes in cross slope may be difficult for the elderly and the visual disabled.

Driveway Cross Slope	Point Value
>8%	10
5% - 8%	7
3% - 5%	4
2% - 3%	1

- (c) **Clear Width:** The clear width is the width of sidewalk surface available for a pedestrian to navigate around an obstacle. The obstacle could be anything from a utility pole and traffic sign to overgrown shrubbery. Although a sidewalk width can meet the minimum ADA standards, if a section of the segment does not meet the minimum width requirement the whole segment is effectively not accessible to a pedestrian specifically those in wheelchairs.

Clear Width	Point Value
<4'	10
>/= 4'	0

A.7.3 Curb Ramp Impedance Score

The following 10 criteria were collected at each curb ramp. The point values for each unique deficiency is listed below and used in the equation list in Section 5.7.3. The lower the point value the greater the impact on pedestrian traffic.

- (a) **Curb Ramp Type:** When a sidewalk intersects with a curb and curb cut should be provided per ADA regulations. When a curb cut is not provided to provide access from the sidewalk to the adjacent roadway corridor pedestrians are discriminated against, this is considered the highest priority for improvements. The Curb Ramp Score will vary between 1 and 2 and if no curb ramp is present none of the subsequent deficiencies will be taken into account with the scoring.

Curb Ramp Type	Point Value
No Ramp Present	1
All Other Ramp Types	0

- (b) **Fixed Obstructions:** Fixed obstructions range from utility poles and fire hydrants to wide street signs and low-hanging braches. Fixed Obstructions can limit the clear width of a curb ramp as well as being hazardous to visually impaired pedestrians. A clear width of less than 4' is considered hazardous. Other fixed obstructions including vertical displacement and broken sidewalks that do not limit the curb ramp to a clear width of less than 4 feet are classified under other deficiencies within the Curb Ramp Impedance Score. The Curb Ramp Score will vary from 3 to 6, and if a fixed obstruction is present none of the subsequent deficiencies will be taken into account with the scoring.

Fixed Obstructions	Point Value
Present – Fixed Obstruction	3
Present – Encroachment	3

- (c) **Running Slope:** The running slope is the slope parallel to the direction of travel. On a curb ramp the running slope is the slope between the edge of pavement and the top of the curb ramp. A steep running slope can cause a wheelchair to lose control or cause the wheels to get stuck at the bottom of the ramp due to the gradient change.

Running Slope	Point Value
>15%	1
12% - 15%	2
8% - 12%	5
<8%	8

- (d) Cross Slope: The cross slope is the slope perpendicular to the direction of travel. On a curb ramp a steep cross slope can cause the user to lose balance.

Cross Slope	Point Value
>5%	1
3% - 5%	2
2% - 3%	5
<2%	8

- (e) Flared Slope: The flare slope is the slope between the curb ramp and the sidewalk panel or green space besides the curb ramp. If this slope is in the pedestrian circulation path the slope must be less than 10%. Slopes greater than 10% can be a challenge to navigate and can lead to loss of balance. It is possible for the flared slope of a curb ramp to be outside the pedestrian circulation path and therefore the slopes are of no consequence.

Flared Slopes	Point Value
> 10%	1
</= 10%	3
Outside of Pedestrian Circulation Path	3

- (f) Curb Ramp Width: Narrow curb ramps limit the mobility of pedestrians and can lead to a dangerous passing especially when wheelchairs or walkers are involved.

Curb Ramp Width	Point Value
<4'	1
4' - 6'	4
6' - 8'	4
>8'	4

- (g) Gutter Slope: A steep gutter slope leads to a sharp transition from the curb ramp to the pavement. This can lead to wheelchair and walker wheels catching as well as a generally uncomfortable walking situation.

Gutter Slope	Point Value
>8%	1
5% - 8%	3
<5%	6

- (h) Detectable Warning Panels: Detectable warning panels inform the visually impaired that they are approaching a dangerous condition and hazard is warranted. On perpendicular and parallel curb ramps they also guide the visually impaired as to the direction of the opposing curb ramp across the roadway.

Detectable Warning Panels	Point Value
Not Present	1
Not Compliant	3
Truncated Domes	5

- (i) Vertical Displacements: The transition between the curb ramp and gutter pan and the curb ramp and the landing needs to be flush due to the potential for tripping hazards. Due to the steep slopes common on curb ramps it is more likely that the pedestrian can lose his/her balance and fall.

Vertical Displacements	Point Value
> 1"	1
1/2" – 1"	3
1/4" – 1/2"	6
< 1/4"	9

- (j) Landing Dimensions: The landing at the top of a diagonal or perpendicular curb ramp provides a safe location for a pedestrian to change direction. The landing at the bottom of the curb ramp provides protection for the pedestrian from motorists.

Landing (Top or Bottom)	Point Value
>/= 4' in each direction	4
< 4' in each direction	1

- (k) Landing Slopes: The slopes at the top landing need to meet ADA requirements in both directions due to the large number of turning movements. Steep slopes in either direction could cause a wheelchair to lose balance and affect the stability of all pedestrian especially the elderly.

Top Landing Slope	Point Value
> 2% in either direction	1
</= 2% in either direction	3

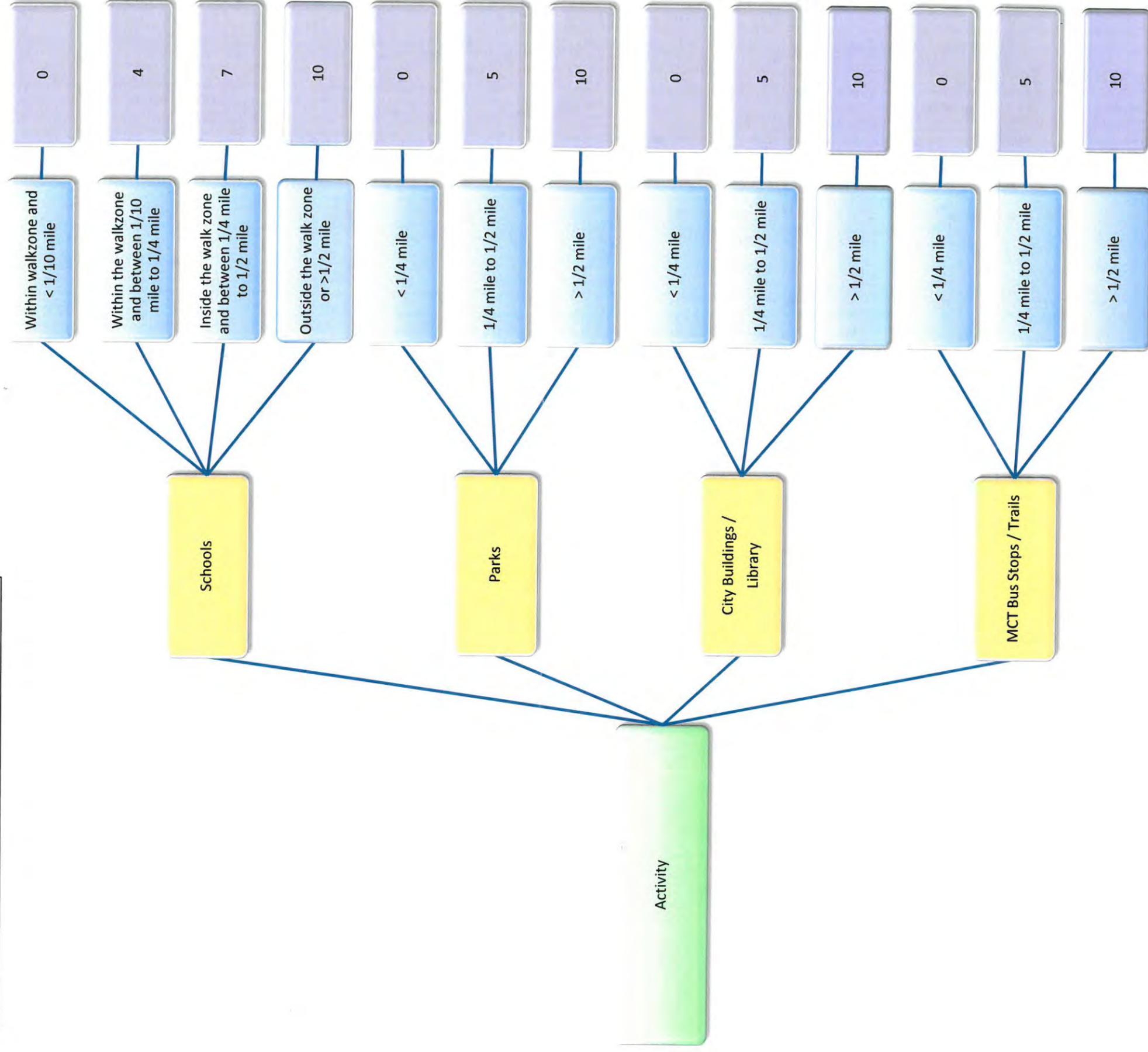
APPENDIX A.8
DATA COLLECTION MATRICES

ACTIVITY SCORE FLOW CHART (SHEET 1)

Multiplication Factor between 1 and 2

The following is a graphical representation of the activity score to be applied as a multiplication factor to the curb ramp or sidewalk score as part of the transition plan. The nodes directly right of "Activity" (i.e. Schools, Parks, seniors, etc.) represents the various pedestrian generating activities. The data to the right of the various pedestrian generating activities (i.e. < ¼ mile, ¼ mile to ½ mile, etc.) represents the distance between the various sidewalk segments or curb ramps from the activity. The data to the right of the buffer distances represents the point value that will be assigned based on the segment or ramp distance from the various activities. These points add up to a maximum of sixty points. The activity scores for a given segment or ramp will be divided by the maximum points (sixty) and added to the number 1. The lower the Activity Factor the closer the proximity to pedestrian generators. The Activity Factor will then be multiplied by the curb ramp or sidewalk score to get a maximum score of one hundred points.

$$\text{Activity Score Equation} = \frac{1 + \text{[Activity Score Value]}}{\text{[Highest Possible Activity Score]}}$$

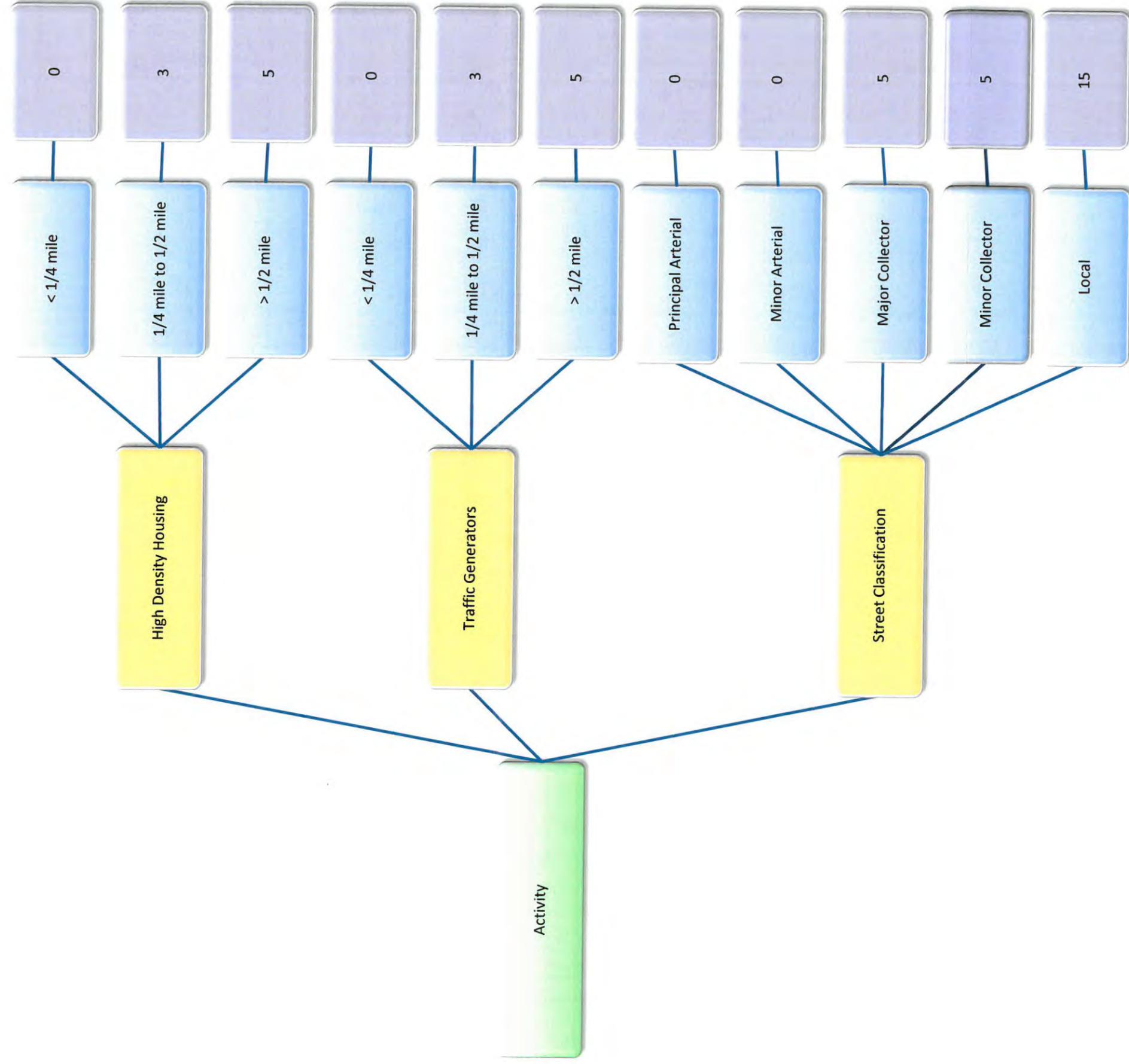


ACTIVITY SCORE FLOW CHART (SHEET 2)

Multiplication Factor between 1 and 2

The following is a graphical representation of the activity score to be applied as a multiplication factor to the curb ramp or sidewalk score as part of the transition plan. The nodes directly right of "Activity" (i.e. Schools, Parks, seniors, etc.) represents the various pedestrian generating activities. The data to the right of the various pedestrian generating activities (i.e. < ¼ mile, ¼ mile to ½ mile, ½ mile to ¾ mile, etc.) represents the distance between the various sidewalk segments or curbs from the activity. The data to the right of the buffer distances represents the point value that will be assigned based on the segment or ramp distance from the various activities. These points add up to a maximum of sixty points. The activity scores for a given segment or ramp will be divided by the maximum points (sixty) and added to the number 1. The lower the Activity Factor the closer the proximity to pedestrian generators. The Activity Factor will then be multiplied by the curb ramp or sidewalk score to get a maximum score of one hundred points.

$$\text{Activity Score Equation} = \left[1 + \frac{\text{[Activity Score Value]}}{\text{[Highest Possible Activity Score]}} \right]$$

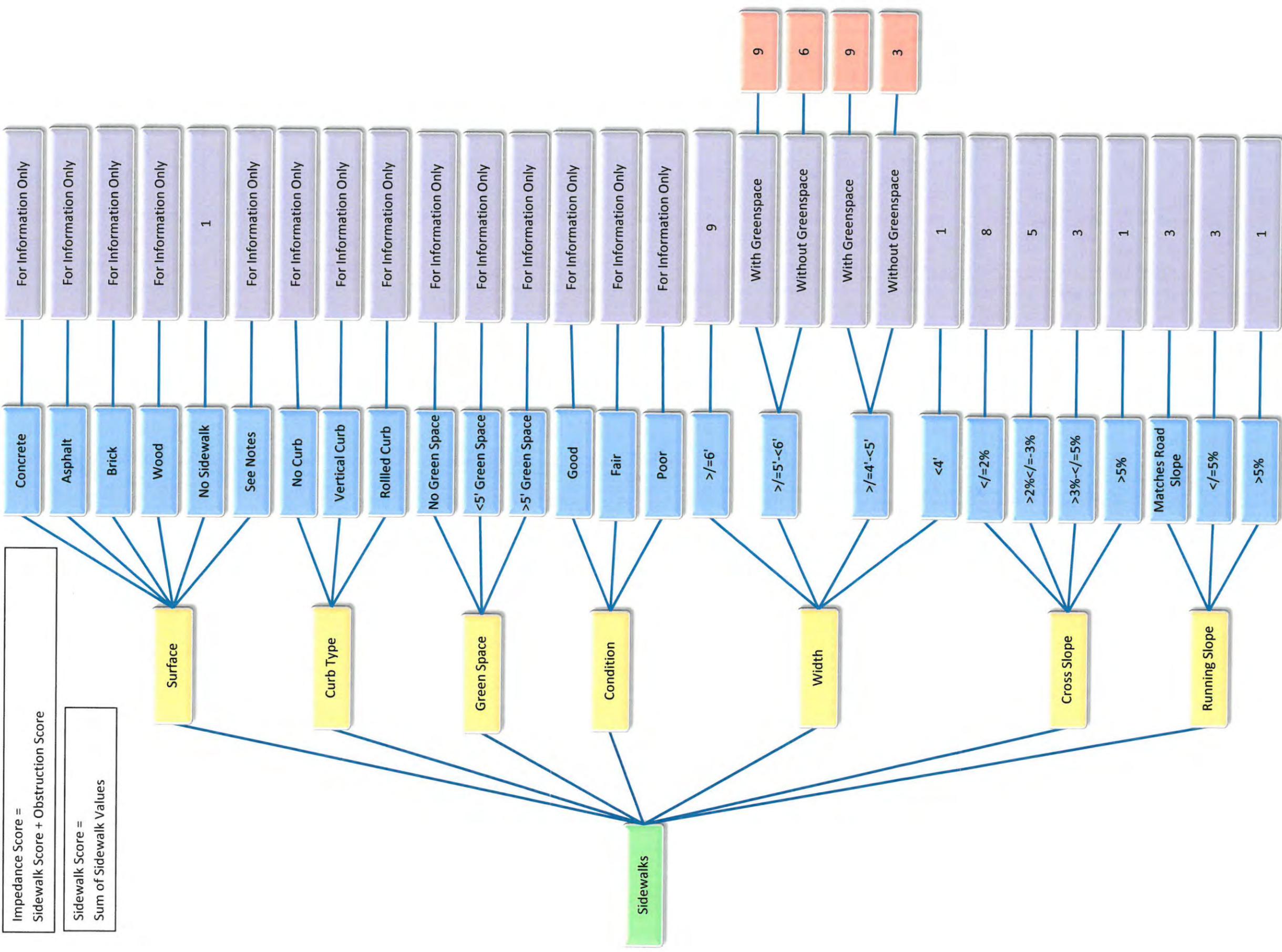


SIDEWALK DATA SCORING FLOW CHART

Max Score 20 points (Sidewalk Present)

Score 1 point (No Sidewalk Present)

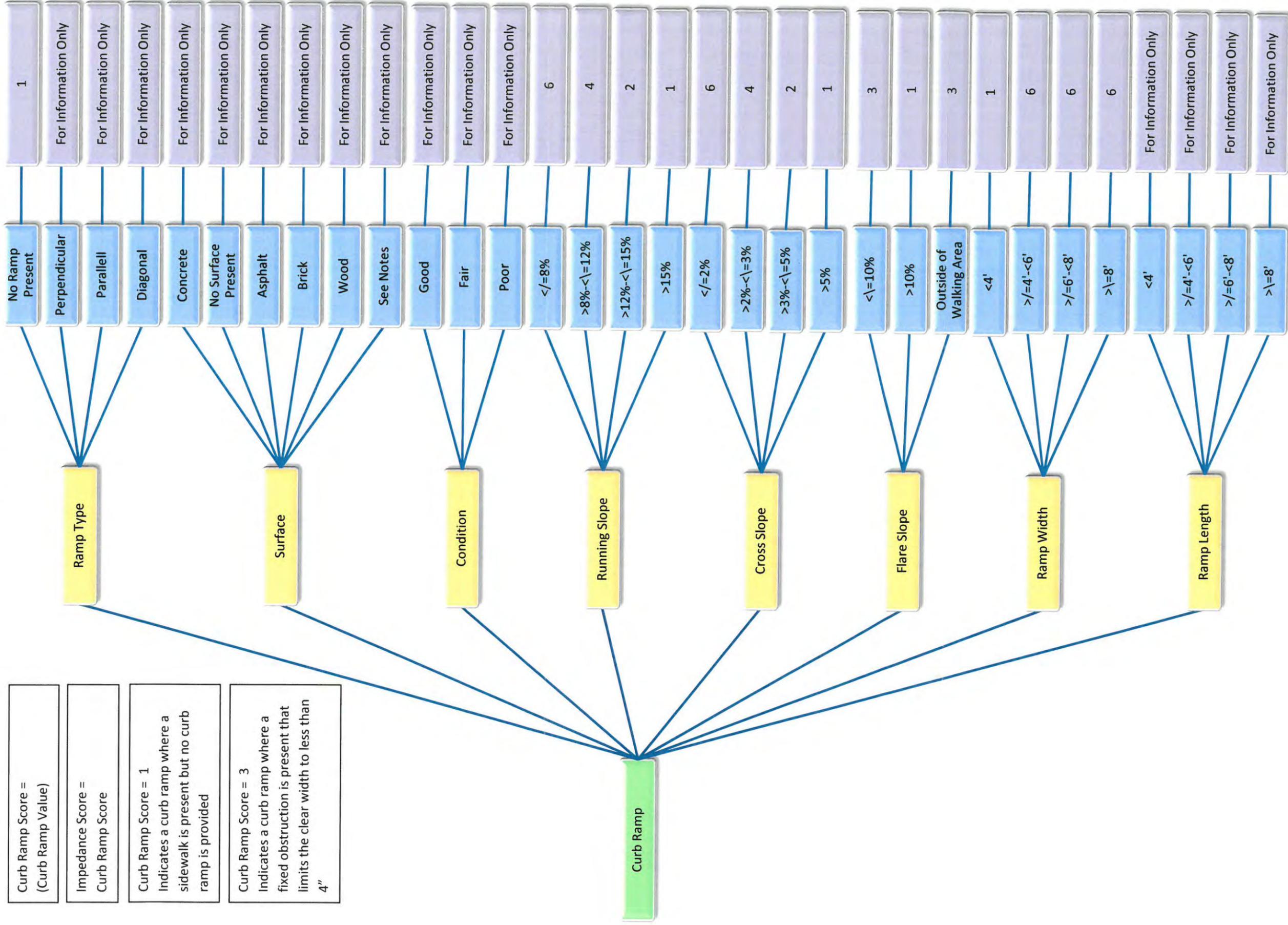
The following is a graphical representation of the sidewalk data to be collected as part of the transition plan. The main node at the left side of the chart "Sidewalks" represents the feature class for which the data is being collected. The nodes directly right of "Sidewalks" (i.e. Surface, Curb Type, etc.) represents the attributes that will be collected. The data on the far right is the point value assigned for the various deficiencies along the sidewalk. The maximum point value for the sidewalk data was twenty points. The maximum value of twenty points represents a sidewalk with no deficiencies. This value will be added to the obstruction score and multiplied by the activity score to get a total point value for a sidewalk segment.



CURB RAMP DATA SCORING FLOW CHART (SHEET 1)

Max Score 50 points

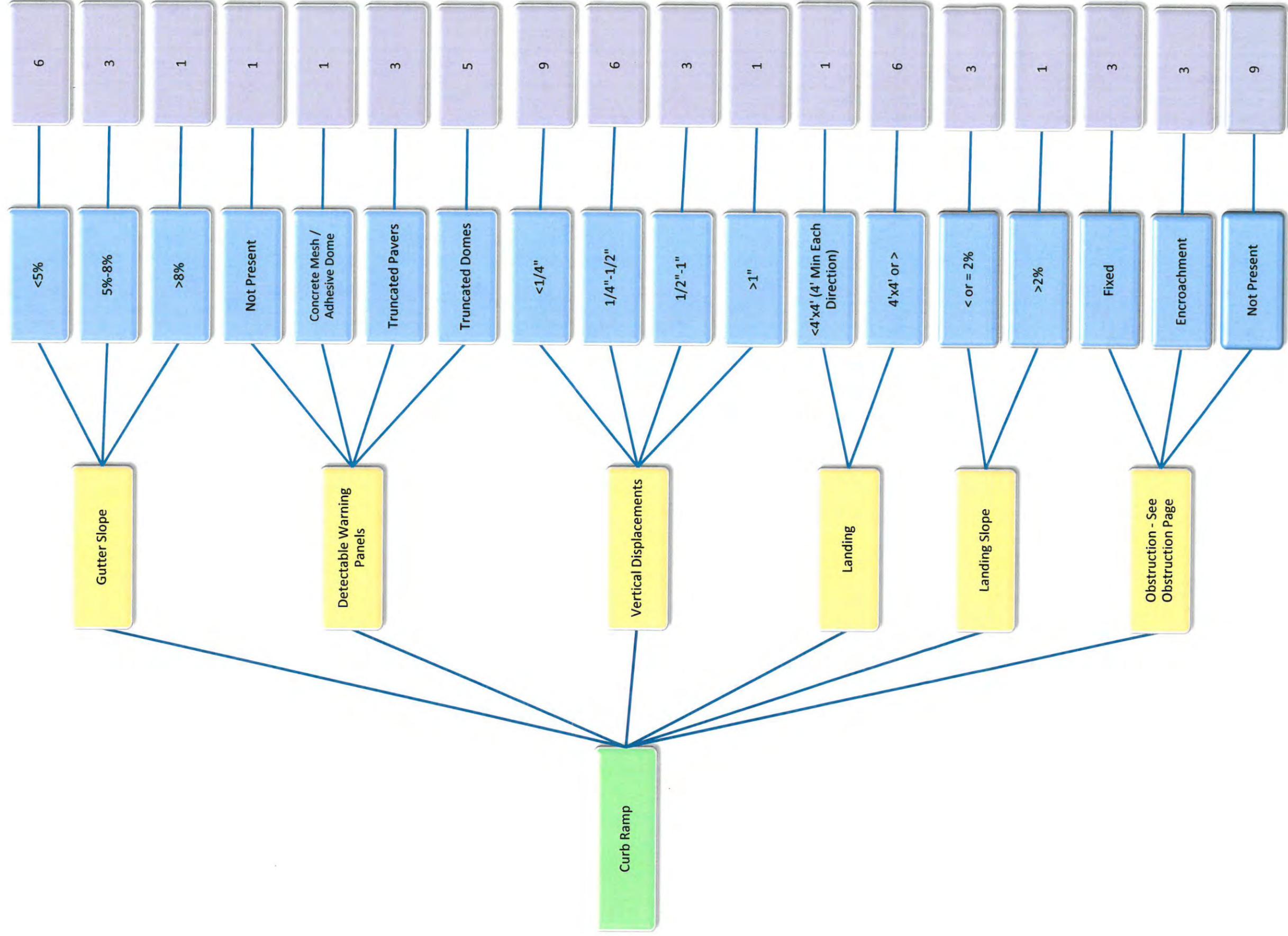
This is the first sheet of curb ramp data. Curb ramps were divided into 2 sheets to provide clarity. The following is a graphical representation of the curb ramp data to be collected as part of the transition plan. The main node at the left side of the chart "Curb Ramps" represents the feature for which the data is being collected. The nodes directly right of "Curb Ramps" (i.e. Surface, Condition, etc.) represents the attributes that will be collected. The data right of the attribute nodes (i.e. Concrete, Asphalt, etc.) represents the various options that will be presented to the field crew via drop down menu. The data at the far right represent the point value that will be assigned to the various deficiencies; if the curb ramp does not have a curb ramp present then a score of 1 will be assigned. If an obstruction is present a score value of 3 points will be assigned. A surface of "no surface present" represents that no sidewalk is present at the curb ramp and forty-nine points will be deducted from the score. The max score of fifty points represents a curb ramp that has no deficiencies.



- Curb Ramp Score = (Curb Ramp Value)
- Impedance Score = Curb Ramp Score
- Curb Ramp Score = 1
Indicates a curb ramp where a sidewalk is present but no curb ramp is provided
- Curb Ramp Score = 3
Indicates a curb ramp where a fixed obstruction is present that limits the clear width to less than 4"

CURB RAMP DATA SCORING FLOW CHART (SHEET 2)

This is the first sheet of curb ramp data. Curb ramps were divided into 2 sheets to provide clarity. The following is a graphical representation of the curb ramp data to be collected as part of the transition plan. The main node at the left side of the chart "Curb Ramps" represents the feature for which the data is being collected. The nodes directly right of "Curb Ramps" (i.e. Surface, Condition, etc.) represents the attributes that will be collected. The data right of the attribute nodes (i.e. Concrete, Asphalt, etc.) represents the various options that will be presented to the field crew via drop down menu. The data at the far right represent the point value that will be assigned to the various deficiencies; if the curb ramp does not have a curb ramp present then a score of 1 will be assigned. If an obstruction is present a score value of 3 points will be assigned. A surface of "no surface present" represents that no sidewalk is present at the curb ramp and forty-nine points will be deducted from the score. The max score of fifty points represents a curb ramp that has no deficiencies.



APPENDIX A.9
SUMMARY OF SIDEWALK AND CURB RAMP FINDINGS

1. MAP ORGANIZATION

A grid system was laid out over the extent of the city. Twenty grids detail all the pedestrian facilities in the City. If a section of the City is not covered by a grid, then there are no pedestrian facilities present in that area. A map showing the layout of these grids can be found under the title "Reference Map" in Appendix A.9.

In general, the grids were laid out in relative rows and columns over the city. In order to better display the information, this pattern was broken in places, and some grids may overlap. The numbering scheme is from north to south and from west to east.

2. MAP SYMBOLOGY

Each grid map is accompanied by a legend as shown below. A score was assigned to each segment of sidewalk and to each curb ramp in the City. The scoring system is detailed in Appendix A of the ADA Transition Plan. The red dot, indicating no curb ramp, only appears at locations where pedestrian facilities are present, but there is no curb ramp. The scoring system is meant to yield higher numbers to those pedestrian facilities that are least encumbered by ADA violations and lower numbers to those pedestrian facilities that more severely in violation of the ADA. For instance, a segment of sidewalk that scores a 15 has many obstructions and should be addressed before a segment scoring a 45, which has few obstructions. That being said, a 45 is not a perfect score, and the segment should still be considered to be in violation of the ADA, but less severely so by the parameters established for the purpose of this plan. The legend shows the categories of scoring and the colors associated with each category (See Figure 1).

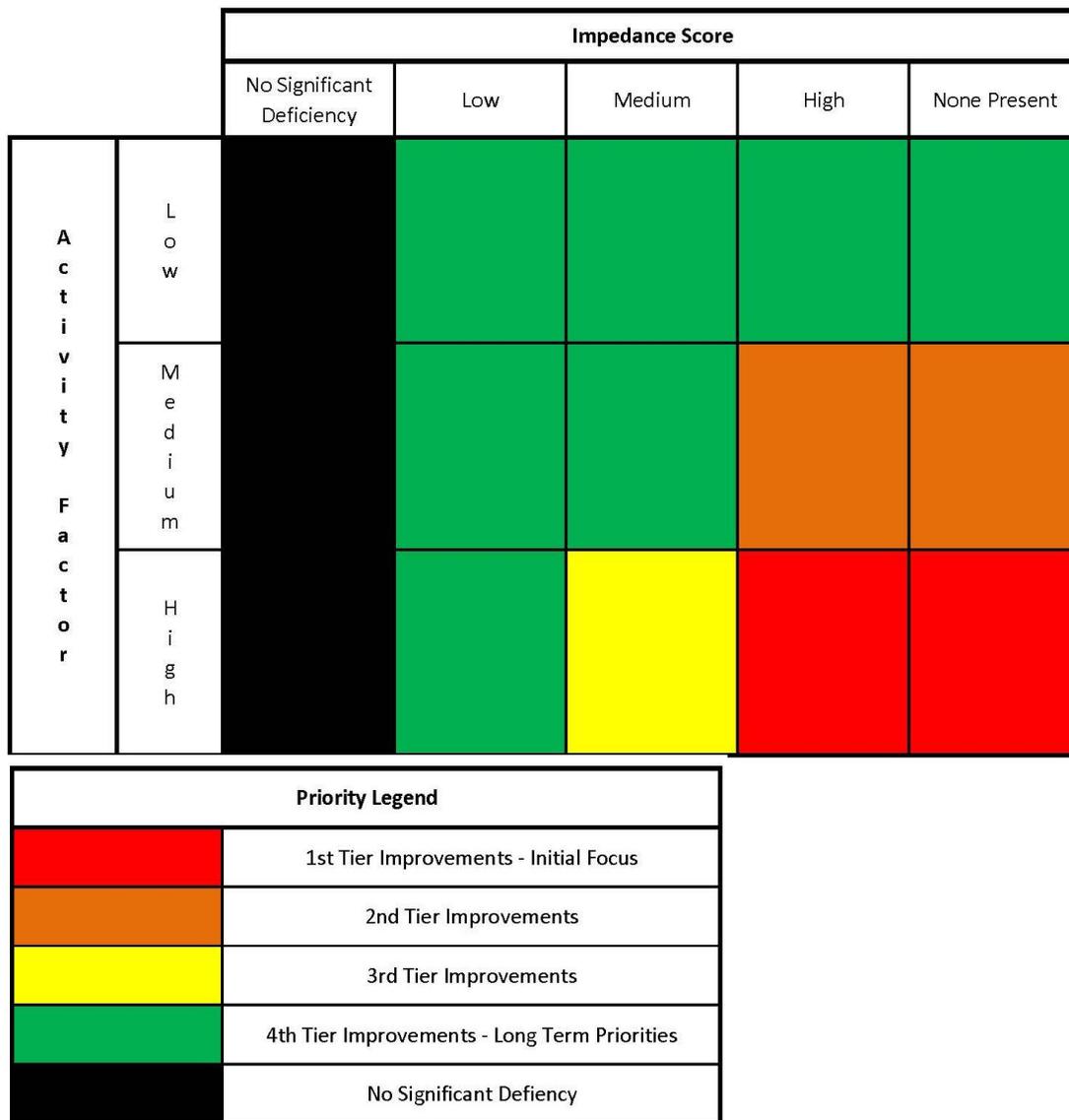


Figure 1: Color coded scoring legend

3. COST ESTIMATING

A cost estimate of upgrading each curb ramp and sidewalk segment to full ADA compliance was developed for each component. The cost estimate was calculated using an algorithm in ArcGIS that took into account all the defects with a given segment or curb ramp.

Curb Ramps

The curb ramp impedance score is detailed in Appendix 1.7.3 of the ADA Transition plan. This score accounts for all the obstructions that may impede a disabled pedestrian. It was found that, though these obstructions may be repaired individually, at a certain point it becomes more cost effective to replace the curb ramp entirely. This threshold was established to be an impedance score of 30, and all curb ramps scoring lower than this threshold were considered to require full

removal and replacement as well. Additionally, curb ramps that included fixed obstructions (such as broken sidewalk) were deemed to require full removal and replacement.

Once all the curb ramps to be replaced were established, a cost was assigned to each. For perpendicular ramps, a cost of \$2,000 was assumed. For parallel ramps, a cost of \$2,500 was assumed. For Diagonal Ramps, a cost of \$4,000 was assumed for constructing two perpendicular ramps at each quadrant. It should be noted that throughout much of the city's sidewalk network, there are two curb ramps per intersection quadrant. If the curb ramp was impeded by an improperly placed utility pedestal, water valve, manhole, or other utility box, the cost of repair was assumed to be \$1,000. This cost was added to the cost of the curb ramp regardless of the compliance of the ramp. Although some ramps may be able to be modified to fix minor problems, such as a vertical displacement of between $\frac{1}{4}$ " and $\frac{1}{2}$ " that may be ground down, for the purpose of this plan it was assumed that any issue of non-compliance will result in the complete removal and replacement of a curb ramp.

Sidewalk Segments

For the sidewalk segments, the cost was determined by the surface material, whether or not curb was present, and the number and severity of the obstructions impeding a segment. If no sidewalk was present and curb was present, the cost of adding sidewalk was assumed to be \$50 per linear foot. A complete cost for adding sidewalk where no sidewalk is currently present was not included in this report. The city is not required to construct new sidewalk, but if it chooses to add sidewalk in locations the City should investigate these sidewalk additions on a case-by-case basis to determine an accurate cost estimate.

In cases where sidewalk was already present, a cost for repairing each obstruction was determined.

- Utility pole relocation was assumed to cost \$4,000.
- Utility pedestal was assumed to cost \$1,000.
- Mast arm relocation was assumed to cost \$10,000.
- A vertical displacement between $\frac{1}{4}$ inch and one inch was assumed to cost \$200
- If the vertical displacement exceeded one inch was assumed to cost \$1,000
- A vertical displacement of $\frac{1}{4}$ inch to one inch at inlets was assumed to cost \$300
- A vertical displacement of greater than one inch at inlets was assumed to be \$1,000
- Broken sidewalk was assumed to cost \$50 per linear foot,
- A driveway slope between 2% and 3% was assumed to cost \$3,000
- A driveway slope between 3% and 5% was assumed to cost \$4,000
- A driveway slope between 5% and 8% was assumed to cost \$5,000
- A driveway slope of greater than 8% was assumed to cost \$10,000
- Unsatisfactory flare slope was assumed to cost \$500
- Water valves, manholes, and other utility boxes impeding the walkway were assumed to cost \$200
- If any of these obstructions has a length associated with it, the cost was assumed to be the cost of replacing the sidewalk: \$50 per linear foot.

Once each obstruction had a cost assigned to it, the costs were summed per sidewalk segment. If the cost exceeded the cost of replacing the sidewalk (at \$50 per linear foot), then the final cost assigned was that of replacing the sidewalk. If the cost was less than replacement of the sidewalk, the final cost was given as the cost of repairing each obstruction individually. The sidewalk was also deemed necessary of replacement if the segment's cross slope was in excess of 2%.

Cost Summary

After tabulating costs for each sidewalk segment and curb ramp, the total cost for bringing all the segments or curb ramps within a scoring category into complete ADA compliance was determined. The table below details these costs (See Figure 2).

1 st Tier Improvements - Initial Focus					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
No Ramp / High Activity Factor	3	\$6,000			
High Impedance / High Activity Factor	10	\$26,000	High Impedance / High Activity Factor	9	\$70,000
<i>Cost of Improvements</i>		\$32,000	<i>Cost of Improvements</i>		\$70,000
Total Cost of 1st Tier Improvements:					\$102,000

2 nd Tier Improvements					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
No Ramp / Medium Activity Factor	40	\$108,000			
High Impedance / Medium Activity Factor	24	\$50,000	High Impedance / Medium Activity Factor	11	\$58,000
<i>Cost of Improvements</i>		\$158,000	<i>Cost of Improvements</i>		\$58,000
Total Cost of 2nd Tier Improvements:					\$216,000

3 rd Tier Improvements					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
Medium Impedance / High Activity Factor	27	\$62,000	Medium Impedance / High Activity Factor	13	\$134,000
<i>Cost of Improvements</i>		\$62,000	<i>Cost of Improvements</i>		\$134,000
Total Cost of 3rd Tier Improvements:					\$196,000

4 th Tier Improvements – Long-Term Priorities					
Scoring Category	Number of Ramps in Category	Cost of Repairs	Scoring Category	Cost of Repairs	Number of Segments in Category
Curb Ramps			Sidewalk Segments		
No Ramp / Low Activity Factor	131	\$478,000	No Sidewalk / Low Activity Factor	9	\$200,000
High Impedance / Low Activity Factor	3	\$8,000	High Impedance / Low Activity Factor	14	\$157,000
Medium Impedance / Medium Activity Factor	33	\$76,000	Medium Impedance / Medium Activity Factor	28	\$251,000
Medium Impedance / Low Activity Factor	12	\$46,000	Medium Impedance / Low Activity Factor	51	\$1,046,000
Low Impedance / High Activity Factor	50	\$112,000	Low Impedance / High Activity Factor	63	\$456,000
Low Impedance / Medium Activity Factor	34	\$80,000	Low Impedance / Medium Activity Factor	84	\$635,000
Low Impedance / Low Activity Factor	53	\$194,000	Low Impedance / Low Activity Factor	586	\$7,503,000
<i>Cost of Improvements</i>		<i>\$994,000</i>	<i>Cost of Improvements</i>		<i>\$10,248,000</i>
Total Cost of 4th Tier Improvements – Long Term Improvements:					\$11,242,000

Figure 2: Estimate of Probable Cost

Note 1: The subdivisions Wendell Creek Estates, Stonebriar, and Shadow Wood are located outside of the city limits of the City of Troy but have annexation agreements with the City. These subdivisions do not currently have curb ramps and the City of Troy should ensure that compliant curb ramps are constructed prior to annexation into the City and the City of Troy taking over the right of way. The current cost estimate for the construction of curb ramps within the subdivisions is \$96,000.

Note 2: Cost estimates are based on correcting ADA deficiencies. Additional improvements may be desired but the cost of this work is not included in these estimates.

4. DOWNTOWN PARKING

Parking is allowed along the streets of Troy except where signed. The majority of this parking is unmarked parallel parking adjacent to the travel lanes. Businesses and multi-unit housing complexes are responsible for their own parking, including handicap parking, with the exception of Old Town Troy. The general boundaries of Old Town Troy for the purpose of evaluating on-street parking were between Dewey Street and Border Street and from Center Street to Padin Street (See Figure 4). The majority of businesses located within Old Town Troy are serviced by on-street parking with little to no off street parking available in this section of the City. The requirements of

accessible parking space were derived based on the table, Figure 41-6C (See Figure 3), located in the Illinois Department of Transportation’s “Bureau of Local Roads and Streets Manual”.

Total Number of Marked or Metered Parking Spaces on the Block Perimeter	Minimum Required Number of Accessible Parking Space
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 and over	4 percent of total

Figure 3: Number of Accessible Spaces



Figure 4: Limits of Parking Study

The number of accessible spaces required per block was determined by counting the number of marked spaces of the entirety of the block perimeter. The location of the accessible parking spaces should be based on the private development located within the block. For example, if one leg of a block was commercial development and the remaining three legs of the block were

residential development the accessible spaces should go near the commercial development. In general accessible parallel parking spaces should be located in the adjacent space to an existing curb ramp. The location of accessible parking spaces will be based on two requirements; the slopes must be less than 2% in all directions, and a ramp will need to be constructed to provide access from the accessible parking space to the pedestrian access route. The final location of the accessible parking spaces should be based on field observations and surveys.

Block Number	Boundaries	Number of Marked of Metered Spaces	Minimum Required Accessible Spaces	Comment
1	Between Border and Main and between Clay and Market	15	1	All businesses located in this block provide off-street ADA parking
2	Between Main and Hickory and between Clay and Market	21	1	City Hall has ADA parking within this block
3	Between Border and Main and between Market and Center	16	1	Provide ADA parking space along South Main Street
4	Between Main and Hickory and between Market and Center	18	1	Provide ADA parking space along South Main Street
5	Between Hickory and Ash and between Market and Center	7	1	Provide ADA parking space along IL Rte 162 (Market Street)
6	Between Washington and Main and between Market and Prospect	12	1	Tri-Township Public Library has ADA parking within this block
7	Between Main and Hickory and between Market and High	12	1	Spencer Park has ADA parking within this block

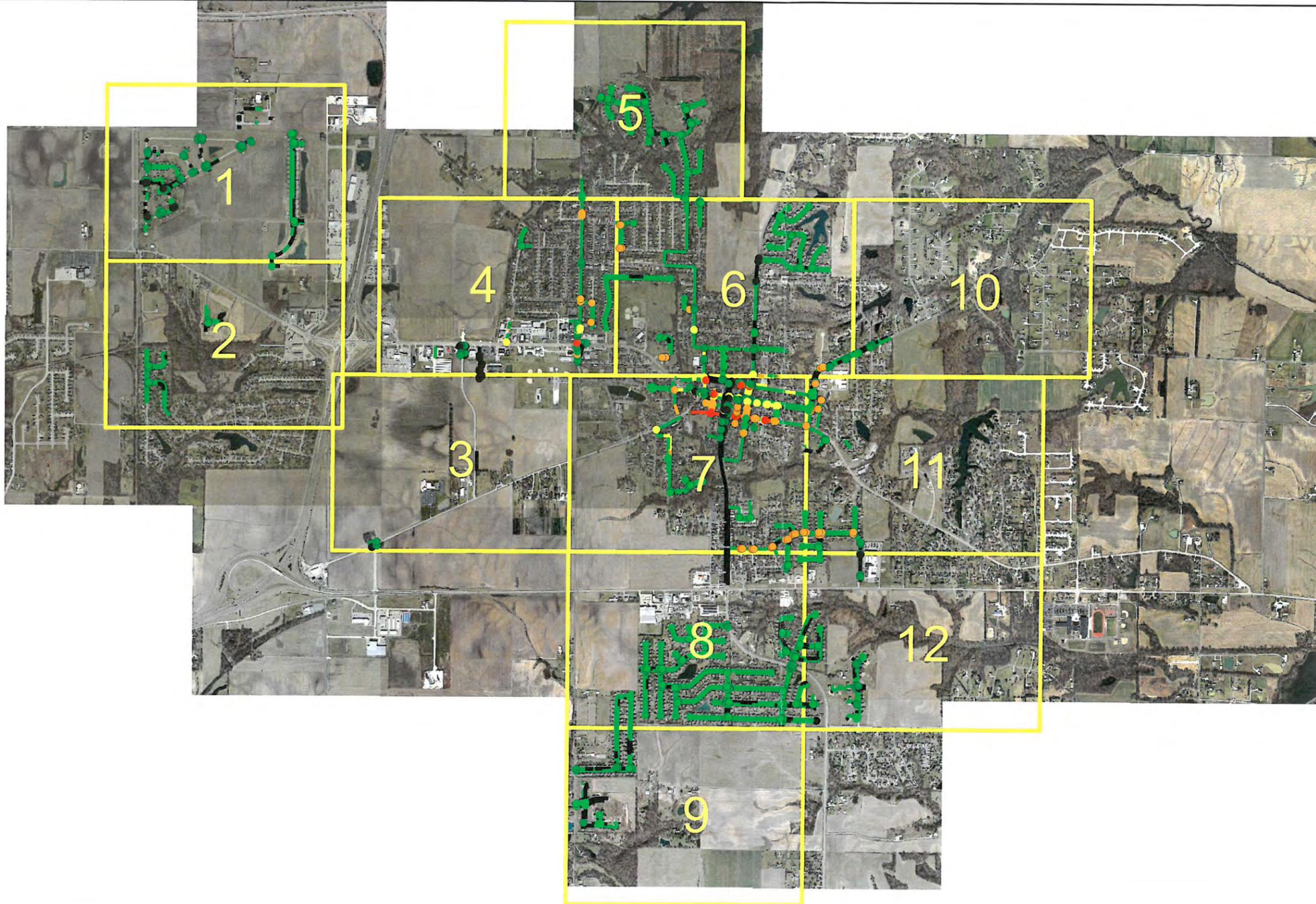
Figure 5: Downtown Parking Analysis

APPENDIX A.10
AERIAL EXHIBITS FOR SIDEWALK SEGMENTS AND CURB RAMPS

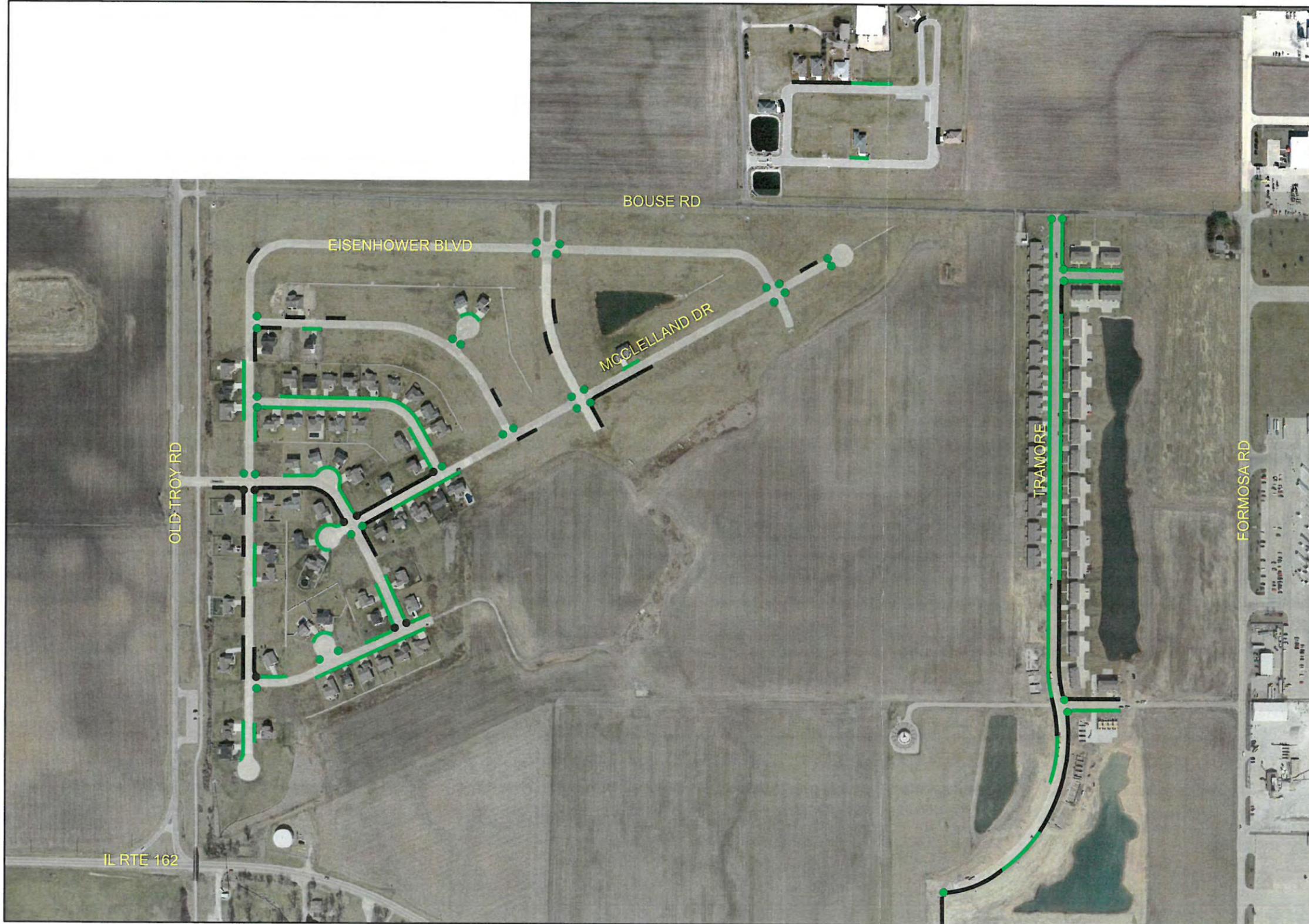
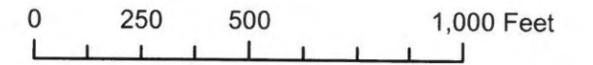


0 1,300 2,600 5,200 Feet

ADA TRANSITION PLAN REFERENCE MAP



ADA TRANSITION PLAN GRID 1



Sidewalk / Curb Ramp Priorities

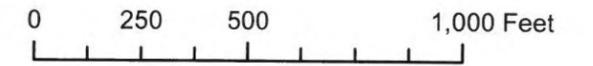
Curb Ramp Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 2



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

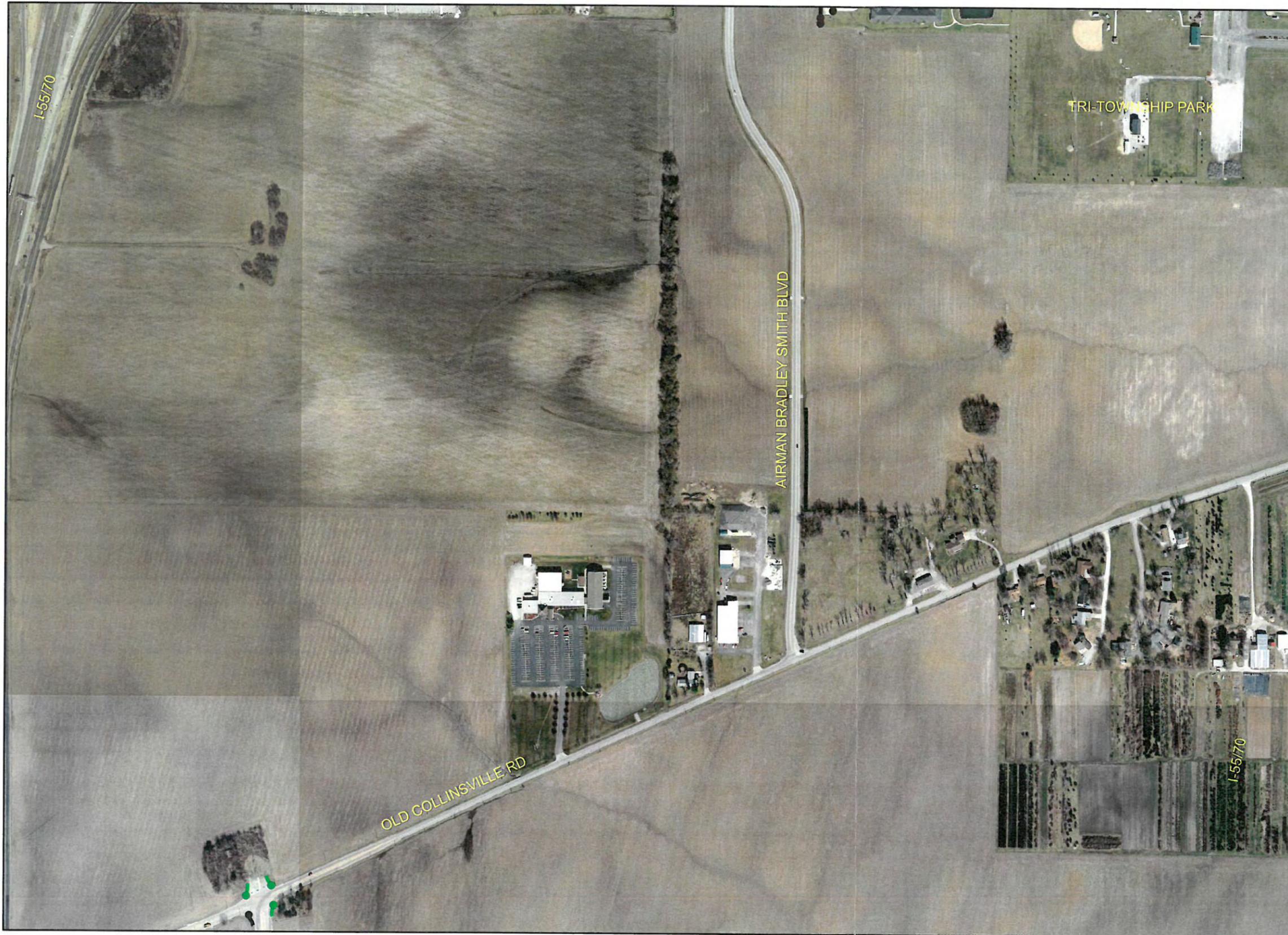
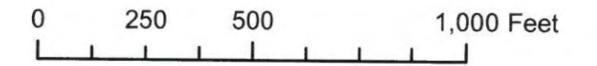
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 3



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

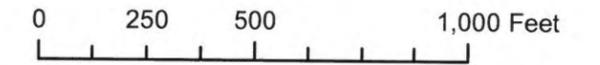
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 4



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

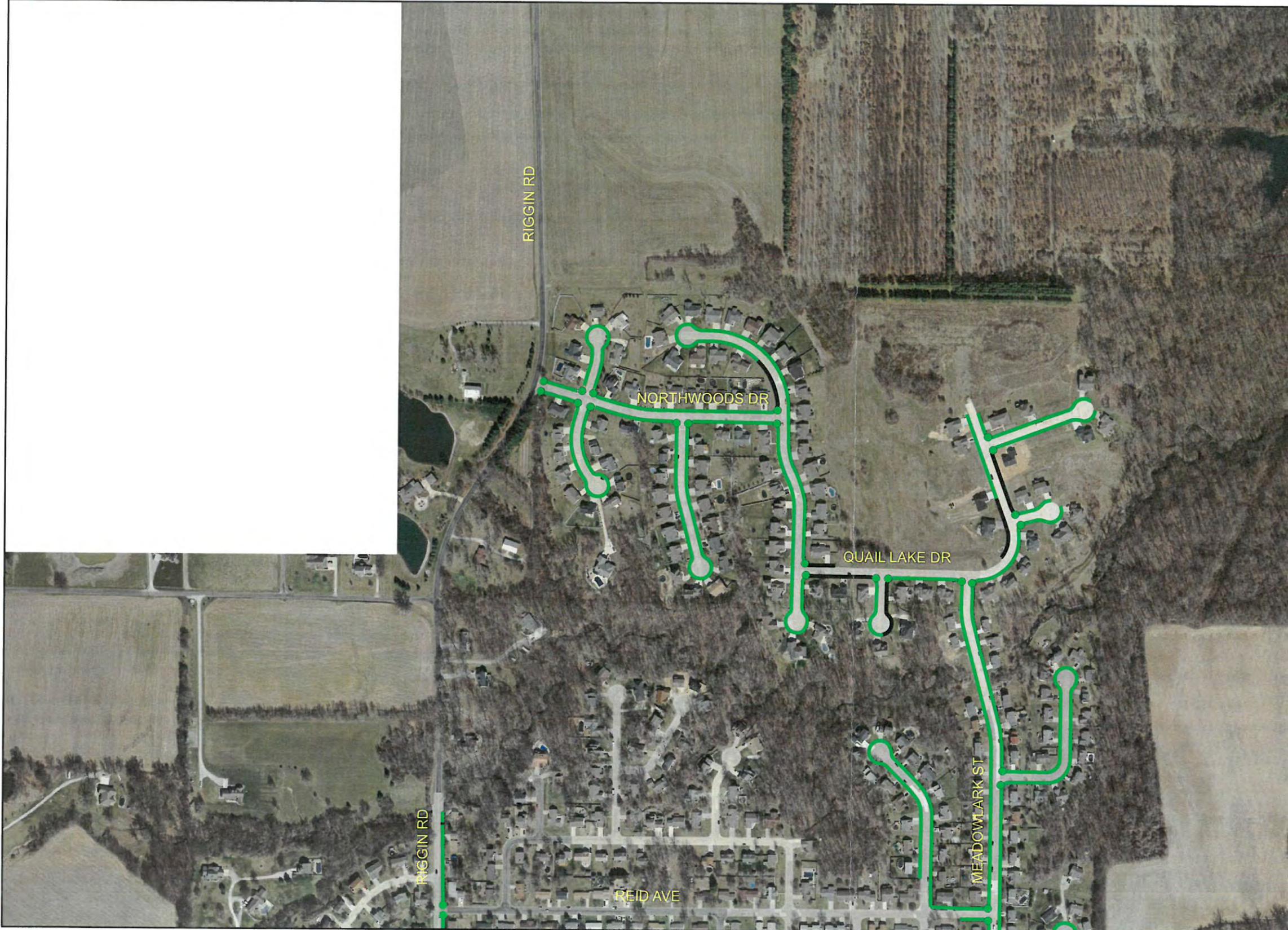
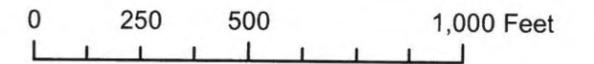
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 5



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

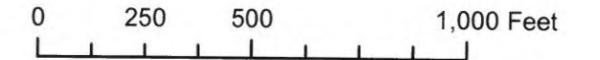
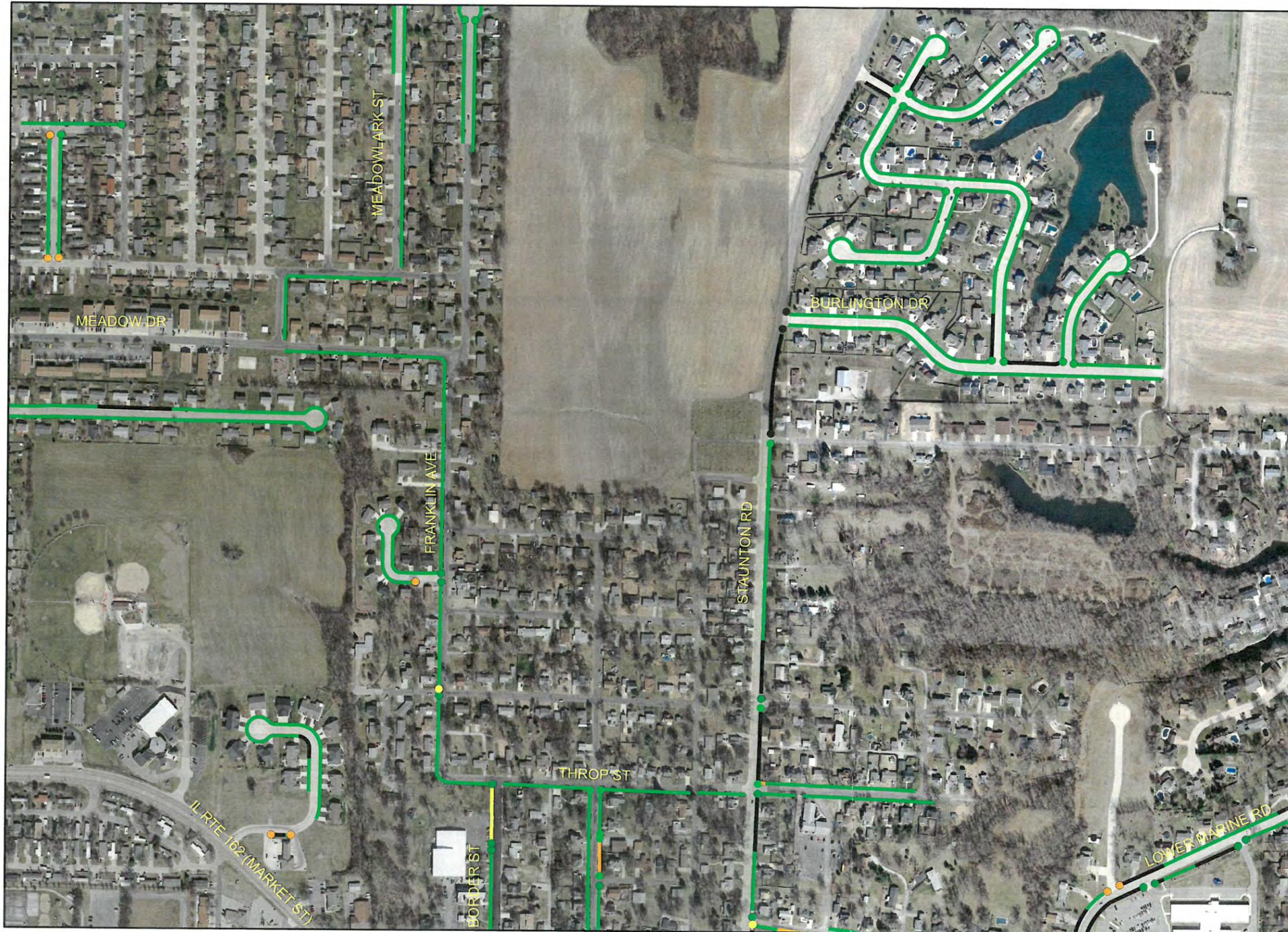
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 6



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

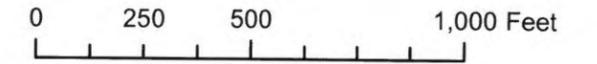
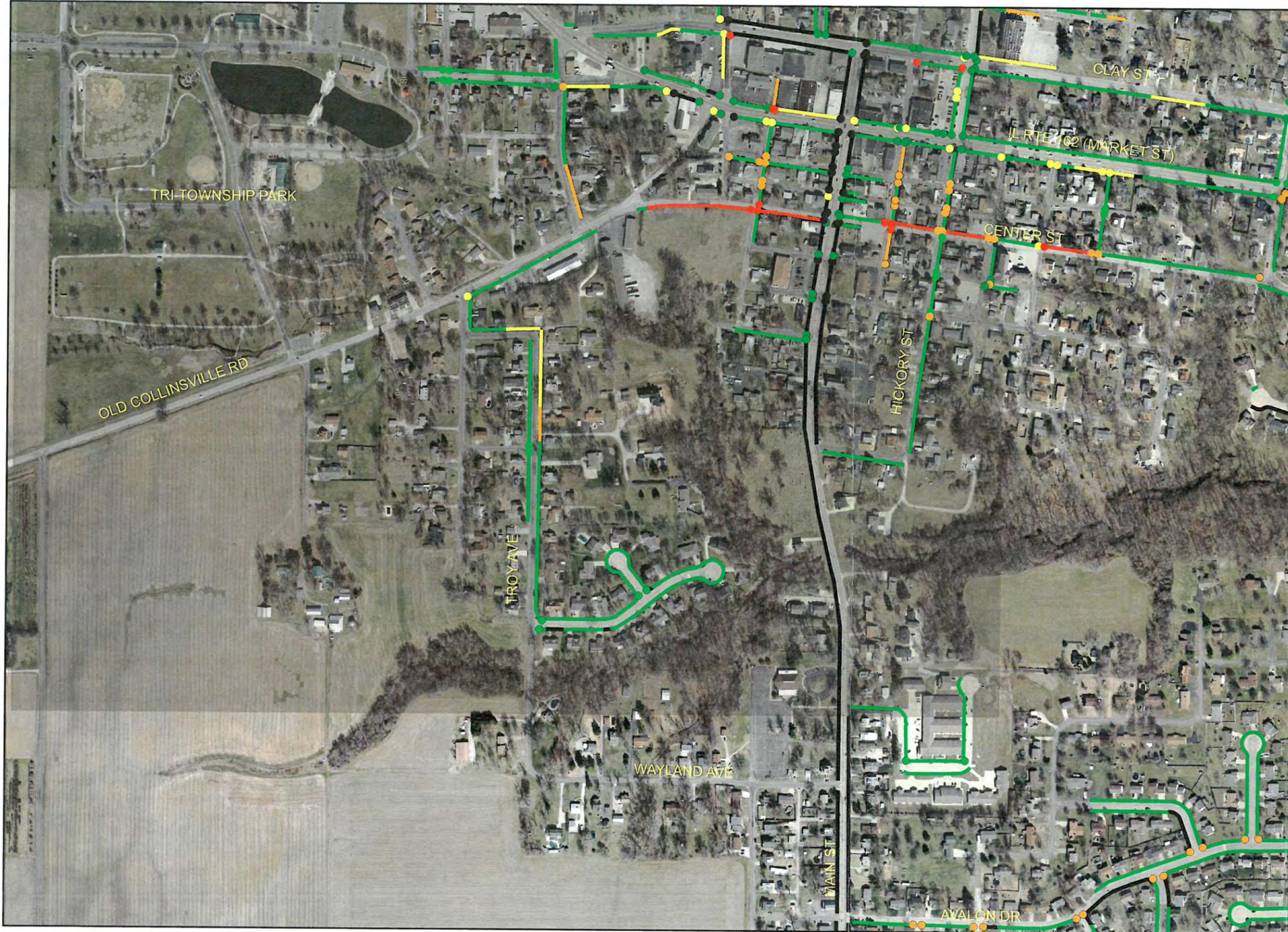
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 7



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

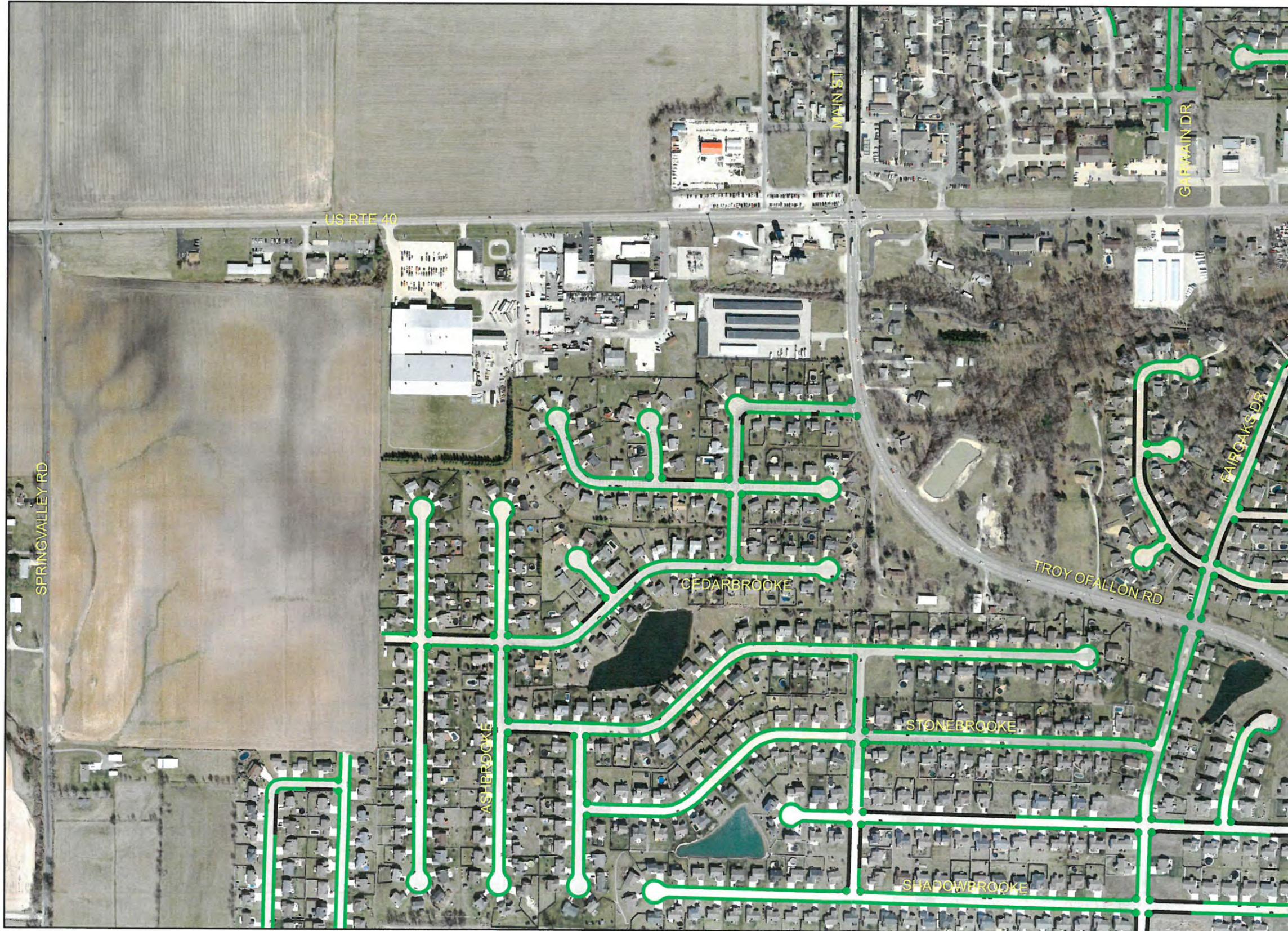
Sidewalk Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 8



0 250 500 1,000 Feet

Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

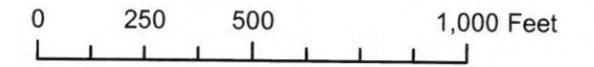
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 9



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

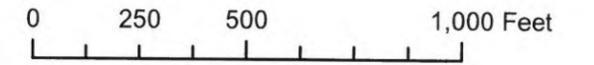
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 10



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

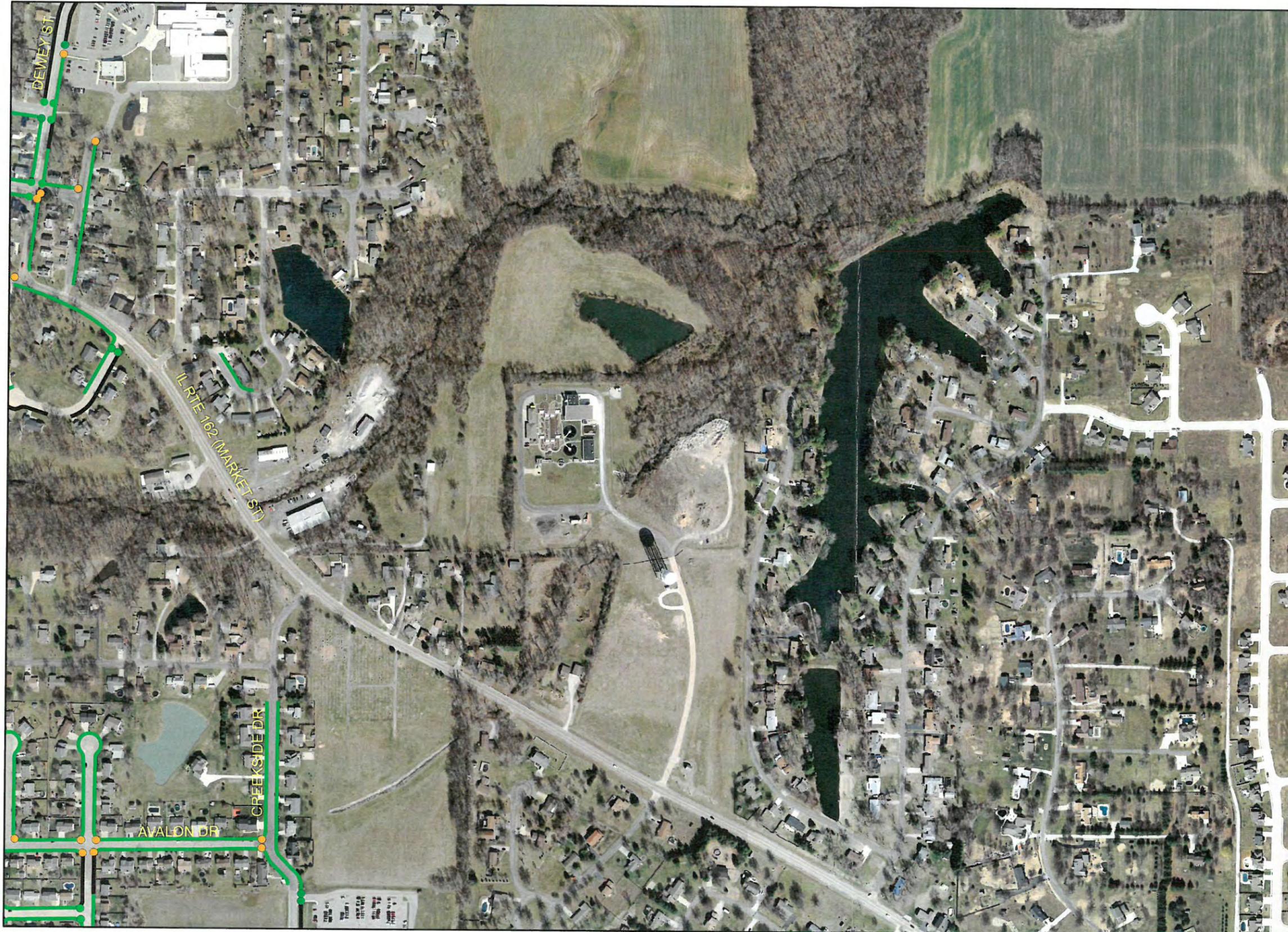
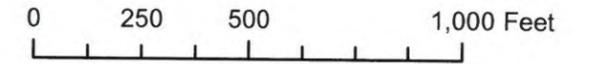
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 11



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

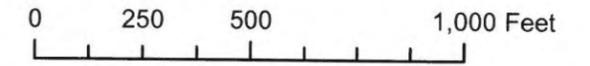
- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

ADA TRANSITION PLAN GRID 12



Sidewalk / Curb Ramp Priorities

Curb Ramp Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

Sidewalk Priority

Priority

- 1st Tier Priority
- 2nd Tier Priority
- 3rd Tier Priority
- 4th Tier Priority
- No Significant Deficiency

APPENDIX B.1
BUILDING FACILITY REPORTS

Oates Associates performed a building evaluation for compliance with the 2010 ADAAG, based on a checklist provided by the Institute for Human Centered Design (www.devihcdesign.org, www.adachecklist.org). The improvements were divided into public ADA improvements, Priority 1.1, 2.1, 3.1, and 4.1, and employee ADA improvements, Priority 1.2, 2.2, 3.2, and 4.2. Improvements to public areas should be prioritized above employee ADA improvements unless an employee requires reasonable modifications at which point all ADA improvements should be prioritized regardless of public building. The following items were found to be noncompliant (for exact dimensions, sizing and location see checklist):

Priority 1.1: Approach and Entrance:

1.2 - 1.12: Parking

- 1.8

Noncompliance: Slope of accessible aisles greater than 1:48

Solution: The existing parking lot slopes exceed the maximum allowable grades of 1:48 however, US Access Board Technical Bulletin #6 allows for this work to be completed when the parking lot is reconstructed.

Cost: \$0

CROSS SLOPE EXCEEDS
2%



- 1.9& 1.18

Noncompliance: The cross slope along the accessible route is greater than 1:48.

Solution: Replace sidewalk by the door, 5' x 22', and replace sidewalk along E. Market St., 8' x 75'.

Cost: \$10,000

CROSS SLOPE EXCEEDS
2%



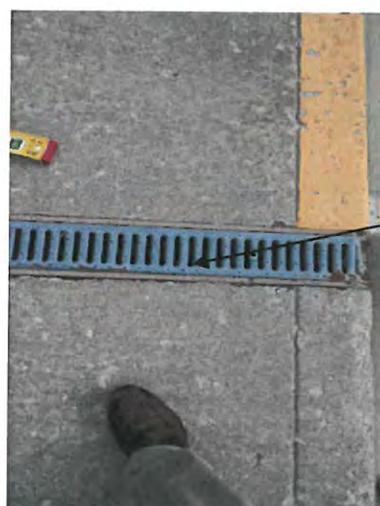
- 1.11
Noncompliance: No “Van Accessible” signed spaces.
Solution: Add one new “Van Accessible” sign
Cost: \$100



ADD A VAN ACCESSIBLE
PLACARD BELOW THE
ADA PARKING SIGN

1.13 - 1.18: Exterior Accessible Route

- 1.16
Noncompliance: The long dimensions of the grates are parallel to the dominant direction of travel.
Solution: Remove and replace the grate with a perforated grate or a grate where the long dimension is perpendicular to the direction of travel.
Cost: \$200



REPLACE TRENCH DRAIN
WITH PERFORATED SLOTS
IN OPPOSITE DIRECTION

1.19 - 1.24: Curb Ramps

- 1.19

Noncompliance: No curb ramp for accessible route.

Solution: Depress sidewalk to serve as ramp.

Cost: \$6,000



DEPRESS SIDEWALK AT
ADA PARKING SPACES

1.37- 1.49: Entrance

- 1.39

Noncompliance: No sign indicating location of nearest accessible entrance.

Solution: Add sign at the main entrance.

Cost: \$100



ADD SIGN DIRECTING
PEDESTRIANS TO ADA
ENTRANCE

- 1.49
Noncompliance: Edges of mat are tripping hazards.
Solution: Tape down edges of mat.
Cost: \$50

TAPE DOWN
EDGES OF MATS



Priority 2.1: Access to Goods and Services:

Police Station

2.40 - 2.46: Interior Doors (non-toilet room)

- 2.41
Noncompliance: The door from booking/holding does not have 18" clear on the strike side.
Solution: Provide an automatic door operator.
Cost: \$6,000
- 2.41
Noncompliance: The maneuvering clearance for the door from the lobby to the police department is obstructed by the service counter.
Solution: Relocate, modify or eliminate service counter.
Cost: \$2,400

PROVIDE 60" DEEP
MANEUVERING
CLEARANCE EXTENDING
18" BEYOND DOOR LATCH



City Hall

2.40 - 2.46: Interior Doors (non-toilet room)

- 2.41

Noncompliance: The maneuvering clearance for the door at public works is obstructed by the service counter.

Solution: Modify service counter.

Cost: \$600



SHORTEN COUNTERTOP
TO BE A MINIMUM OF
18" FROM DOOR

2.76 - 2.80: Sales & Service Counters

- 2.76

Noncompliance: The public works, administration and city clerk counters are more than 36" above the floor.

Solution: Alter countertops, walls and windows to provide at least a 36" wide section of countertop no more than 36" high at each counter.

Cost: \$3,000



PROVIDE MIN. 36"
WIDE COUNTERTOP NO
HIGHER THAN 36"

- Other

Noncompliance: The top surface of the main lobby stair handrail is less than 34" above the floor.

Solution: Modify or replace handrails.

Cost: \$1,200



Priority 2.2: Access to Goods and Services:

Police Station

2.2 - 2.9: Interior Accessible Route

• 2.2

Noncompliance: Booking, holding, storage room, evidence, men's locker and mechanical room are not on an accessible route due to the stairs.

Solution: Construct a ramp and reconfigure doors and walls at break room and mechanical room.

Cost: \$3,600

CONSTRUCT RAMP



- 2.8
Noncompliance: Lockbox in booking by the exterior door protrudes more than 4" from wall.
Solution: Relocate lockbox
Cost: \$50

RELOCATE LOCKBOX



- Other (ADA 232.2.1 & 807.2)
Noncompliance: An accessible holding cell is not provided. A turning space is not provided within the cell, the water closet and sink do not comply.
Solution: Remove water closet and sink from one holding cell and provide access to an accessible restroom.
Cost: \$300 (costs to provide accessible restroom are covered in Priority 3)



ADEQUATE TURNING SPACE NOT PROVIDED

REMOVE NON-COMPLIANT WATER CLOSET AND SINK



- 2.45 & 2.46

Noncompliance: Various doors (approximately 12) in the police department more than 5lbs max to open and the door closes from 90 deg. to 12 deg. in less than 5 seconds.

Solution: Adjust / replace closers.

Cost: \$1,500

2.76 - 2.80: Sales & Service Counters

- 2.76

Noncompliance: The booking counter is more than 36" above the floor.

Solution: Modify countertop to provide at least a 36" wide section of countertop no more than 36" high.

Cost: \$1,400

MODIFY COUNTER



City Hall

2.40 - 2.46: Interior Doors (non-toilet room)

- 2.41

Noncompliance: The maneuvering clearance for the door out of the city clerk's office is obstructed by the furniture.

Solution: Move furniture.

Cost: \$0

- 2.41

Noncompliance: The maneuvering clearance for the door into the training room is not 18" beyond the latch side and the floor slopes exceeds 1:48.

Solution: Provide an automatic door operator.

Cost: \$6,000

PROVIDE DOOR OPERATOR



- 2.41

Noncompliance: The maneuvering clearance at the door into the plan room is not 18" beyond the latch side.

Solution: Change swing of door.

Cost: \$250

- 2.41

Noncompliance: The maneuvering clearance at the door to the storage room off the training room does not extend 18" beyond the latch side.

Solution: Change swing of door.

Cost: \$250

CHANGE SWING OF DOOR

PROVIDE RAMP, LANDING
AND HANDRAILS



- 2.42
Noncompliance: The vault and storage room doors (off training room) have a step at the threshold.
Solution: Provide ramps with handrails and landings/level maneuvering clearance at top.
Cost: \$4,500

PROVIDE RAMP, LANDING
AND HANDRAILS



- 2.43
Noncompliance: The doors into the training room and adjacent mechanical room have knob hardware.
Solution: Replace locksets with compliant lever hardware.
Cost: \$450

Priority 3.1: Toilet Rooms:

Public Restrooms

- 3.5: Signs

Noncompliance: Gumball machine is in clear floor space for women's restroom sign.

Solution: Move gumball machine.

Cost: \$0



3.6 - 3.15: Entrance

- 3.11 & 3.12

Noncompliance: The doors to the men's and women's restrooms exceed 5 lbs of force to open and close between 90 deg. and 12 deg. in less than 5 seconds.

Solution: Adjust/replace closers.

Cost: \$400

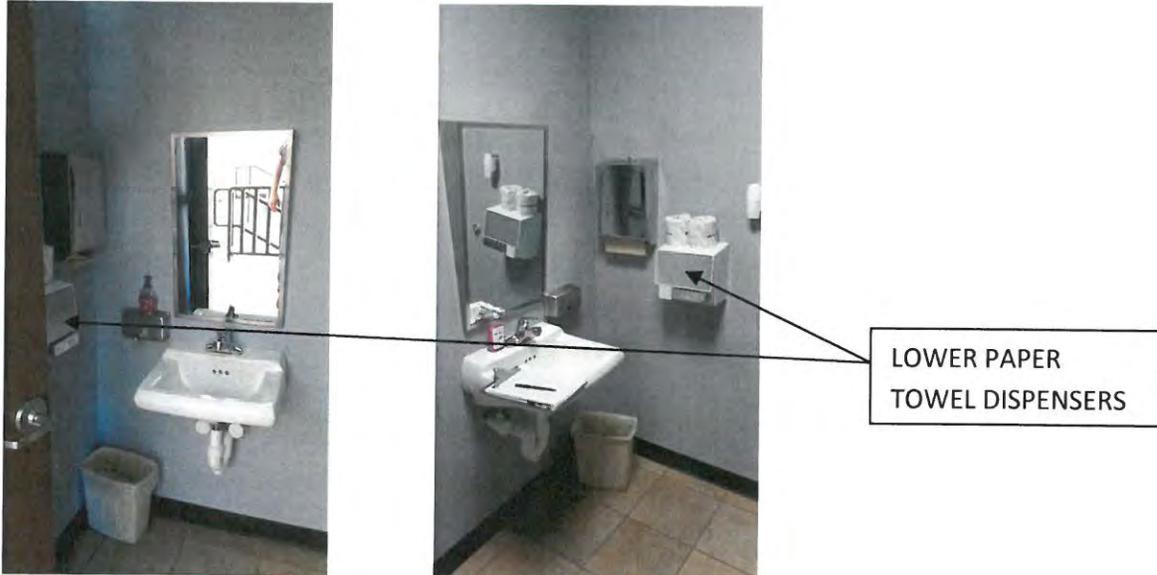
3.16 - 3.50: In the Toilet Room, etc.

- 3.29

Noncompliance: The operable parts of the paper towel dispensers are higher than 48" above the floor.

Solution: Remove and reinstall the paper towel dispensers so that operable parts are less than 48" above the floor.

Cost: \$150



- 3.30

Noncompliance: The women's water closet is more than 18" from the side wall (19").

Solution: Fur out wall so that water closet is between 16" and 18" from side wall.

Cost: \$500



- 3.31
Noncompliance: The women's lavatory is within the clear floor space for the water closet.
Solution: Remove and reinstall lavatory and mirror.
Cost: \$400

MOVE LAVATORY
AND MIRROR TO
THE RIGHT



- 3.33
Noncompliance: Grab bars are more than 36" to the top of the gripping surface.
Solution: Reinstall grab bars so that top is between 33" and 36".
Cost: \$200
- 3.37
Noncompliance: The flush valve handles in both restrooms are not on the open side.
Solution: Remove and reinstall flush valves with handles on the open side away from the wall.
Cost: \$600



REINSTALL FLUSH
VALVES

LOWER GRAB BARS

Priority 3.2: Toilet Rooms:

Police Station Locker Rooms

- 3.5: Signs

Noncompliance: Compliant, tactile signs identifying the locker rooms are not provided.

Solution: Install compliant signage.

Cost: \$150

3.6 - 3.15: Entrance

- 3.9

Noncompliance: The door to the locker room has knob hardware.

Solution: Replace with compliant lever hardware.

Cost: \$250

- 3.12

Noncompliance: The door to the locker room closes between 90 deg. and 12 deg. in less than 5 seconds.

Solution: Replace closer.

Cost: \$250

3.16 - 3.50: In the Toilet Room, etc.

Noncompliance: There are multiple violations in the locker rooms. These include, but are not limited to, 3.26 pipes below the lavatory are not insulated, 3.29 paper towel dispensers are mounted too high, 3.30 water closets are too far from the wall, 3.31 adequate clear floor space at the water closets is not provided, 3.33 & 3.34 grab bars are not provided, 3.41 clear width of stall doors is less than 32" and showers are non-compliant.

Solution: Renovate the locker rooms.

Cost: \$25,000



Dispatch Restroom

- 3.5: Signs

Noncompliance: Compliant, tactile sign identifying the restroom is not provided.

Solution: Install compliant sign.

Cost: \$50

3.6 - 3.15: Entrance

- 3.7

Noncompliance: The clear floor space for the door is obstructed by lockers inside the room and furniture outside the room.

Solution: Relocate lockers and furniture.

Cost: \$100

MOVE LOCKERS TO
ADJACENT WALL



3.16 - 3.50: In the Toilet Room, etc.

- 3.29

Noncompliance: The operable parts of the paper towel dispenser are higher than 48" above the floor.

Solution: Remove and reinstall the paper towel dispenser so that operable parts are less than 48" above the floor.

Cost: \$50

LOWER PAPER
TOWEL DISPENSER



- 3.31

Noncompliance: The lavatory is within the clear floor space for the water closet.

Solution: Remove and reinstall lavatory and mirror.

Cost: \$400



- 3.33

Noncompliance: The side grab bar does not extend at least 54" from the back wall.

Solution: Remove and reinstall grab bar.

Cost: \$50



- 3.34

Noncompliance: The rear grab bar is interrupted by the flush valve.

Solution: Remove and reinstall flush valve below grab bar and install new grab bar.

Cost: \$600

Interview Restrooms

- 3.2

Noncompliance: The interview restrooms are non-compliant and a sign is not provided giving directions to accessible restrooms.

Solution: Provide compliant signage giving directions to accessible restroom.

Cost: \$200



Administration Area Restrooms

- 3.5: Signs

Noncompliance: Compliant, tactile signs identifying the rest rooms are not provided.

Solution: Install compliant signage.

Cost: \$150

3.6 - 3.50: Entrance and In the Toilet Room, etc.

Noncompliance: There are multiple violations in the restrooms. These include, but are not limited to, 3.7 inadequate maneuvering clearance for doors, 3.17 no turning space, 3.19 mirror too high, 3.21 – 3.25 non-compliant lavatories, 3.28 & 3.29 soap and paper towel dispensers are mounted too high, 3.30 water closets are too far from the wall, 3.31 adequate clear floor space at the water closets is not provided, 3.33 & 3.34 compliant grab bars are not provided, 3.37 flush control in women’s room on the wrong side.

Solution: Renovate the restrooms.

Cost: \$12,500



Priority 4.1: Additional Access:

4.1 - 4.9: Drinking Fountains

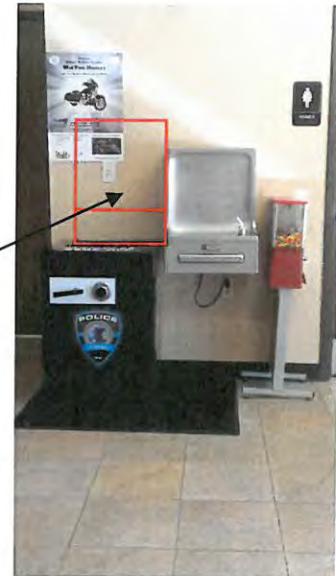
- 4.8

Noncompliance: A drinking fountain with a spout between 38" and 43" is not provided for standing persons.

Solution: Add drinking fountain for standing persons.

Cost: \$1,800

MOVE DROP BOX & LIGHT SWITCH AND INSTALL NEW DRINKING FOUNTAIN



- Other

Noncompliance: The countertop in the council chamber is higher than 34" above the floor.

Solution: Replace lower cabinets at sink and reinstall sink.

Cost: \$1,800

MODIFY CABINETS TO LOWER SINK TO BE 34" ABOVE THE FLOOR



Priority 4.2: Additional Access:

- Other

Noncompliance: Police department break room countertop is higher than 34" above the floor.

Solution: Replace lower cabinets at sink and reinstall sink.

Cost: \$1,800

MODIFY CABINETS TO
LOWER SINK TO BE 34"
ABOVE THE FLOOR



Other

Noncompliance: The small kitchenette near the training room is inaccessible.

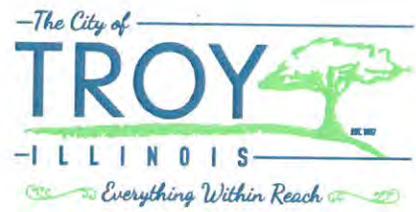
Solution: Provide accessible, compliant kitchenette in another location (possibly within training room).

Cost: \$6,300





ADA Transition Evaluation
 City of Troy
 City Hall



Estimated Total Costs	
Priority 1.1: Total Cost	\$16,450.00
Priority 2.1: Total Cost	\$13,200.00
Priority 3.1: Total Cost	\$2,250.00
Priority 4.1: Total Cost	\$3,600.00
Total Cost of Public ADA Improvements:	\$35,500.00
Priority 1.2: Total Cost	\$0.00
Priority 2.2: Total Cost	\$18,300.00
Priority 3.2: Total Cost	\$39,750.00
Priority 4.2: Total Cost	\$8,100.00
Total Cost of Employee ADA Improvements:	\$66,150.00
Total Cost of all Improvements:	\$101,650.00

* Where multiple solutions are given, the total cost in the table above includes the most economical solution.

Oates Associates performed a building evaluation for compliance with the 2010 ADAAG, based on a checklist provided by the Institute for Human Centered Design (www.devihcdesign.org, www.adachecklist.org). The improvements were divided into public ADA improvements, Priority 1.1, 2.1, 3.1, and 4.1, and employee ADA improvements, Priority 1.2, 2.2, 3.2, and 4.2. Improvements to public areas should be prioritized above employee ADA improvements unless an employee requires reasonable modifications at which point all ADA improvements should be prioritized regardless of public building. The following items were found to be noncompliant (for exact dimensions, sizing and location see checklist):

Priority 1.1: Approach and Entrance:

1.2 - 1.24: Parking & Curb Ramps

- 1.2

Noncompliance: No accessible parking spots designated in the parking lot.

Solution: Add accessible parking space by restriping. Add one accessible parking space closest to the Building and Zoning Building. The parking space should be van accessible.

Cost: \$500



- 1.10 (see picture 1.2)

Noncompliance: No sign identifying accessible parking spots.

Solution: Add one van accessible parking sign behind the back of sidewalk.

Cost: \$300

- 1.19

Noncompliance: No curb ramp where accessible route crosses curb.

Solution: Install 6'x 16' curb ramp.

Cost: \$4,000



CURB RAMP

1.25 - 1.36: Ramps

- 1.35

Noncompliance: Bottom handrail does not extend min of 12" beyond ramp.

Solution: Extend the bottom handrail.

Cost: \$500



EXTEND 12"
BEYOND RAMP

- 1.36

Noncompliance: No curb or barrier to prevent passage of 4-inch diameter sphere.

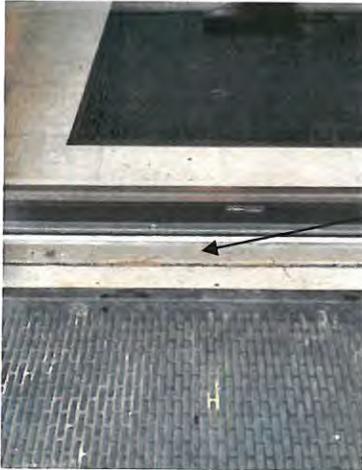
Solution: Add a lower bottom rail to existing hand rail.

Cost: \$2,000



INSTALL LOWER HANDRAIL OR
EDGE PROTECTION MAXIMUM
4" FROM SURFACE

1.37 - 1.49: Entrance



THRESHOLD EXCEEDS
VERTICAL DISPLACEMENT

- 1.43

Noncompliance: Threshold is greater than ¼ inch and not beveled.

Solution: Replace existing threshold with new compliant threshold.

Cost: \$250

- 1.46

Noncompliance: Door closer allows the door to close from 90 degrees to 12 degrees in less than 5 seconds.

Solution: Add a new closer.

Cost: \$400

- 1.49 (see picture 1.46)

Noncompliance: Edges of mat are not securely attached and are a tripping hazard.

Solution: Tape down mat edges.

Cost: \$100

- Other

Noncompliance: Bottom 10 inches of door is not smooth on push side.

Solution: Add kick plate and cap top edge.

Cost: \$250

ADD KICK PLATE



- Other

Noncompliance: Light fixture by entry projects more than 4" into the circulation path.

Solution: Replace light fixture.

Cost: \$500

REPLACE LIGHT
FIXTURE



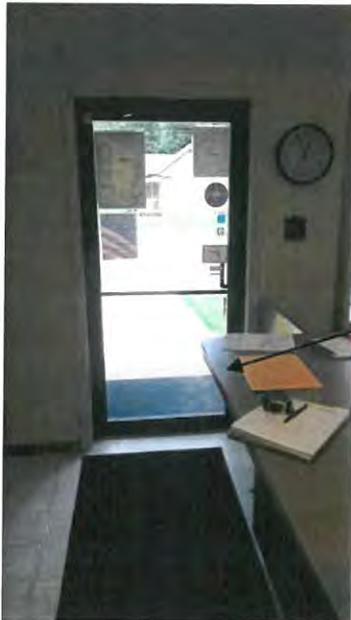
Priority 2.1: Access to Goods and Services:

- 2.41

Noncompliance: The interior side of the entry/exit door does not have the required maneuvering clearance.

Solution: Relocate, replace or modify counter to provide required maneuvering clearance of 60" deep and 18" beyond the latch (see also 2.76 below).

Cost: \$2,000



SHORTEN COUNTER TO
PROVIDE 60" DEEP
MANEUVERING
CLEARANCE EXTENDING
18" BEYOND DOOR LATCH

2.76 - 2.80: Sales and Service Counters

- 2.76

Noncompliance: The top of the counter is 39 1/2" above the floor.

Solution: Provide a 36" minimum wide section of the counter that is 36" above the floor.

Cost: None, included in item 2.41 above.



PROVIDE MIN. 36"
WIDE COUNTERTOP NO
HIGHER THAN 36"

- Other

Noncompliance: The back door is noncompliant: clear width is less than 32", there is a step at the door and the stair handrails are not compliant.

Solution: Not required to be accessible. The front entry provides accessible entry and means of egress.

Cost: N/A



Priority 2.2: Access to Goods and Services:

2.40 - 2.46: Doors

- 2.40

Noncompliance: The doors to the two offices do not provide a minimum of 32" clear.

Solution: Remove doors and stops from frames.

Cost: \$300

- 2.41

Noncompliance: The door to the front office does not have the required maneuvering clearance.

Solution: Remove door and stops from frame.

Cost: Included in item above

2.50 - 2.51: Controls - light switches, thermostats, emergency / alarm boxes, etc.

- 2.50

Noncompliance: Light switches throughout are approximately 53" above the floor.

Solution: Lower light switches to be no more than 48" above the floor (approx. 6).

Cost: \$3,000

- Other

Noncompliance: The stairs to the basement are noncompliant: risers are too high, treads are too narrow, risers are open, handrail not on both sides.

Solution: Provide compliant handrails on both sides of stairs. Close risers. It is not technically feasible to correct the tread and riser dimensions and also meet the building code requirements.

Cost: \$1,000



Priority 3.2: Toilet Rooms:

Noncompliance: 3.6: The door is less than 32” clear, 3.7: Maneuvering clearance is not provided at the door, 3.9: Door has knob hardware, 3.17: Turning space is not provided, 3.19: Mirror is too high, 3.21-3.26: Lavatory is noncompliant, 3.29: Paper towel dispenser is too high, 3.30: Water closet is too close to wall, 3.31: Clear floor space is not provided at water closet, 3.32: Height of water closet is too low, 3.32-3.34, No grab bars provided, 3.35: Flush control is on wrong side, 3.38: Toilet paper dispenser is beside toilet.

Solution: Reconfigure toilet room by demolishing bathtub and closets in restroom and adjacent office, widening hallway and installing compliant door, water closet, grab bars, lavatory, mirror and accessories.

Cost: \$7,500



Estimated Total Costs	
Priority 1.1: Total Cost	\$8,800.00
Priority 2.1: Total Cost	\$2,000.00
Priority 3.1: Total Cost	\$0.00
Total Cost of Public ADA Improvements:	\$10,800.00
Priority 1.2: Total Cost	\$0.00
Priority 2.2: Total Cost	\$4,300.00
Priority 3.2: Total Cost	\$7,500.00
Total Cost of Employee ADA Improvements:	\$11,800.00
Total Cost of all Improvements:	\$22,600.00

* Where multiple solutions are given, the total cost in the table above includes the most economical solution.

Oates Associates performed a building evaluation for compliance with the 2010 ADAAG, based on a checklist provided by the Institute for Human Centered Design (www.devihcdesign.org , www.adachecklist.org). The improvements were divided into public ADA improvements, Priority 1.1, 2.1, 3.1, and 4.1, and employee ADA improvements, Priority 1.2, 2.2, 3.2, and 4.2. Improvements to public areas should be prioritized above employee ADA improvements unless an employee requires reasonable modifications at which point all ADA improvements should be prioritized regardless of public building. The following items were found to be noncompliant (for exact dimensions, sizing and location see checklist):

Priority 1.2: Approach and Entrance:

1.2 - 1.12: Parking

- 1.2-1.12

Noncompliance: No accessible parking spaces.

Solution: Stripe spaces and add signs.

Cost: \$1000



RESTRIPE EXISTING
PARKING SPACES FOR
VAN ACCESSIBLE SPACE

1.13 - 1.18: Exterior Accessible Route

- 1.17

Noncompliance: Running slope is steeper than 1:20.

Solution: Remove and replace existing concrete sidewalk in front of Waste Water Treatment Plant approximately 4' x 60'.

Cost: \$3,600



RUNNING SLOPE
EXCEEDS 1:50

1.37 - 1.49: Entrance

- 1.42

Noncompliance: Running slope is steeper than 1:20.

Solution: Remove and replace existing landing in front of Waste Water Treatment Plant approximately 12' x 7'. Reconstructing the existing landing will require reconstructing the existing sidewalk in front of the Waste Water Treatment Plant (see 1.17).

Cost: \$1,200



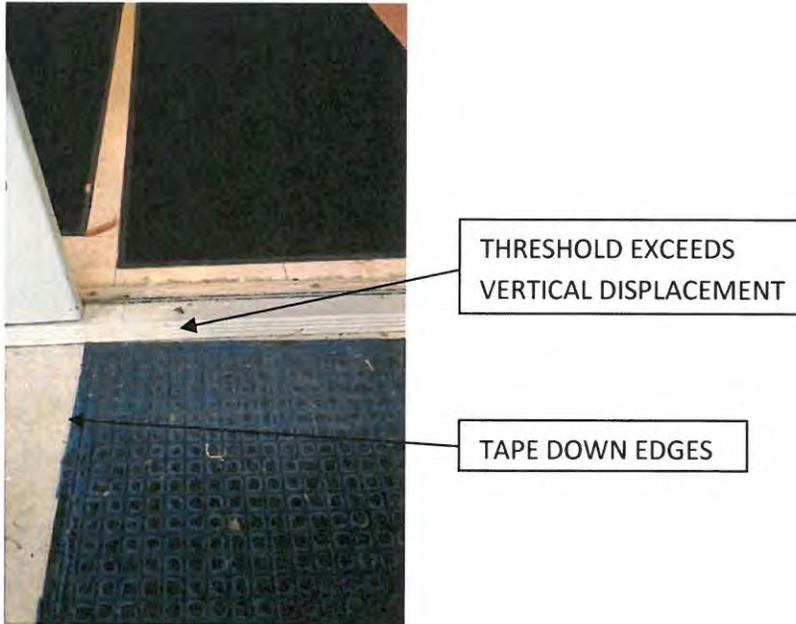
LANDING SLOPES
EXCEEDS 2% IN
ALL DIRECTIONS

- 1.43

Noncompliance: Threshold is greater than ¼ inch and not beveled.

Solution: Replace with a new threshold that is compliant.

Cost: \$500



- 1.46

Noncompliance: Takes less than 5 seconds to close the door from 90 degrees to 12 degrees.

Solution: Put a new closer on the door.

Cost: \$400

- 1.49 (see picture 1.43)

Noncompliance: Edges of mat are a tripping hazard.

Solution: Tape down edges of the mat.

Cost: \$100



ADA Transition Evaluation
City of Troy
Waste Water Treatment Building



Priority 2.2: Access to Goods and Services:

Noncompliance: None

Priority 3.2: Toilet Rooms:

3.6 - 3.50: Entrance and In the Toilet Room, etc.

Noncompliance: There are multiple violations in the restroom. These include, but are not limited to, 3.19 mirror too high, 3.21 – 3.25 non-compliant lavatory (no knee and toe clearance), 3.31 urinal is within the clear floor space for the water closet, 3.33 & 3.34 compliant grab bars are not provided and the shower is non-compliant.

Solution: Renovate the restroom.

Cost: \$11,250



Priority 4.2: Additional Access:

4.1 - 4.9: Drinking Fountains

- 4.1

Noncompliance: The drinking fountain does not have the required knee clearance of 27".

Solution: Reinstall drinking fountain at compliant height.

Cost: \$600

- 4.8

Noncompliance: A drinking fountain with a spout between 38" and 43" is not provided for standing persons.

Solution: Add drinking fountain for standing persons.

Cost: \$1,800



- Other

Noncompliance: Break room countertop is higher than 34" above the floor.

Solution: Replace lower cabinets at sink and reinstall sink.

Cost: \$1,200

- Other

Noncompliance: The refrigerator in the break room is not compliant.

Solution: Provide compliant refrigerator.

Cost: \$1,200



MODIFY CABINETS TO
LOWER SINK TO BE 34"
ABOVE THE FLOOR

Estimated Total Costs	
Priority 1.1: Total Cost	\$0.00
Priority 2.1: Total Cost	\$0.00
Priority 3.1: Total Cost	\$0.00
Priority 4.1: Total Cost	\$0.00
Total Cost of Public ADA Improvements:	\$0.00
Priority 1.2: Total Cost	\$6,800.00
Priority 2.2: Total Cost	\$0.00
Priority 3.2: Total Cost	\$11,250.00
Priority 4.2: Total Cost	\$4,800.00
Total Cost of Employee ADA Improvements:	\$22,850.00
Total Cost of all Improvements:	\$22,850.00

* Where multiple solutions are given, the total cost in the table above includes the most economical solution.

Oates Associates performed a building evaluation for compliance with the 2010 ADAAG, based on a checklist provided by the Institute for Human Centered Design (www.devihcdesign.org, www.adachecklist.org). The improvements were divided into public ADA improvements, Priority 1.1, 2.1, 3.1, and 4.1, and employee ADA improvements, Priority 1.2, 2.2, 3.2, and 4.2. Improvements to public areas should be prioritized above employee ADA improvements unless an employee requires reasonable modifications at which point all ADA improvements should be prioritized regardless of public building. The following items were found to be noncompliant (for exact dimensions, sizing and location see checklist):

Priority 1.2: Approach and Entrance:

1.2 - 1.12: Parking

• 1.1-1.12

Noncompliance: No accessible parking spaces

Solution: Stripe spaces and add signs.

Cost: \$1,000



ADD ADA PARKING
SPACE NEAREST TO
ENTRANCE

1.13 - 1.18: Exterior Accessible Route

• 1.13-1.18; 1.37

Noncompliance: No accessible route from accessible parking.

Solution: Pour a concrete sidewalk of 5'x 25'.

Cost: \$2,000



ADD 6' WIDE CONCRETE SIDEWALK
DIRECTLY ADJACENT TO BUILDING FROM
PARKING SPACES TO MAIN ENTRANCE

1.37 - 1.49: Entrance

- 1.43

Noncompliance: Threshold is greater than ¼ inch and not beveled.

Solution: Replace existing threshold with new compliant threshold. Pour concrete sidewalk to match existing doorway height.

Cost: \$250

- 1.46

Noncompliance: Door closer allows the door to close from 90 degrees to 12 degrees in less than 5 seconds.

Solution: Add a new closer.

Cost: \$400



POUR NEW CONCRETE SIDEWALK
TO MATCH EXISTING DOORWAY

Priority 2.2: Access to Goods and Services:

2.2 – 2.9: Interior Accessible Route

- 2.2

Exemption: The storage mezzanines are not required to be on an accessible route because they are less than 1000 square feet and the circulation path is defined by permanently installed construction.

2.40 - 2.46: Interior Doors (non-toilet room)

- 2.41

Noncompliance: The pull side of the office door does not have 18" clear on the latch side.

Solution: Move furniture.

Cost: \$0

PROVIDE 60" DEEP
MANEUVERING
CLEARANCE EXTENDING
18" BEYOND DOOR LATCH



- 2.41

Noncompliance: The pull side of the storage room door does not have 18" clear on the latch side.

Solution: Move furniture and cabinets.

Cost: \$150

PROVIDE 60" DEEP
MANEUVERING
CLEARANCE EXTENDING
18" BEYOND DOOR LATCH



- 2.42

Noncompliance: The thresholds at the break room door and workshop door exceed 1/4" in height and are not beveled.

Solution: Replace thresholds with compliant thresholds.

Cost: \$500



- 2.43

Noncompliance: The interior doors and the workshop exterior door have knob hardware.

Solution: Replace hardware with compliant lever hardware (6 total).

Cost: \$1,500



Priority 3.2: Toilet Rooms:

- 3.5: Signs

Noncompliance: Compliant, tactile sign identifying the locker room is not provided.

Solution: Install compliant signage.

Cost: \$100

3.6 - 3.15: Entrance

- 3.7

Noncompliance: The door to the locker room does not have the required maneuvering space on the push side for a door with a latch and a closer.

Solution: Replace knob hardware with compliant push/pull hardware (no latching).

Cost: \$250



- 3.9

Noncompliance: The door to the locker room has knob hardware.

Solution: Replace hardware with compliant lever hardware.

Cost: \$0, included in item 3.7 above.

- 3.12

Noncompliance: The door to the locker room closes between 90 deg. and 12 deg. in less than 5 seconds.

Solution: Replace closer.

Cost: \$250

3.16 - 3.50: In the Toilet Room, etc.

Noncompliance: There are multiple violations in the locker room. These include, but are not limited to, 3.19 mirror too high, 3.24 no knee clearance at lavatory, 3.26 pipes beneath lavatory not insulated, 3.29 paper towel dispenser mounted too high, 3.31 urinal is within clear floor space for the water closet, 3.32 water closet height is too low, 3.33 & 3.34 compliant grab bars are not provided, 3.37 flush control is on the wrong side.

Solution: Renovate the locker room.

Cost: \$15,500



Priority 4.2: Additional Access:

- Other

Noncompliance: Break room countertop is higher than 34" above the floor and sink does not have knee clearance for a front approach. Front approach is only required because of cooktop/range.

Solution: Replace lower cabinets at sink and reinstall sink.

Cost: \$1,200



MODIFY CABINETS TO LOWER SINK TO BE 34" ABOVE THE FLOOR

- Other

Noncompliance: Oven controls are not within accessible reach ranges.

Solution: Replace oven with compliant oven.

Cost: \$1,000

Estimated Total Costs	
Priority 1.1: Total Cost	\$0.00
Priority 2.1: Total Cost	\$0.00
Priority 3.1: Total Cost	\$0.00
Priority 4.1: Total Cost	\$0.00
Total Cost of Public ADA Improvements:	\$0.00
Priority 1.2: Total Cost	\$3,650.00
Priority 2.2: Total Cost	\$2,150.00
Priority 3.2: Total Cost	\$16,100.00
Priority 4.2: Total Cost	\$2,200.00
Total Cost of Employee ADA Improvements:	\$24,100.00
Total Cost:	\$24,100.00

* Where multiple solutions are given, the total cost in the table above includes the most economical solution.

APPENDIX B.2
ADA CHECKLIST for READILY ACHIEVABLE BARRIER REMOVAL

ADA Checklist for Readily Achievable Barrier Removal

Priority 1 – Approach & Entrance



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



Institute for Human Centered Design
www.HumanCenteredDesign.org

November 2011



ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

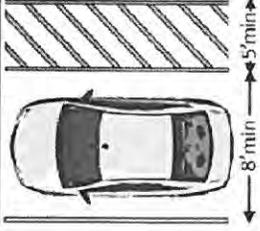
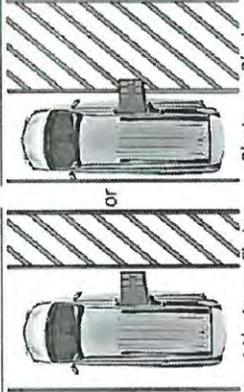
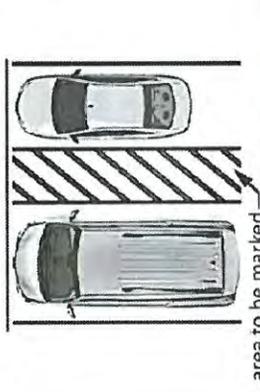
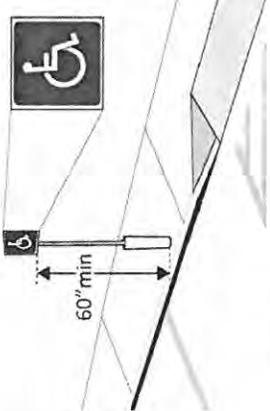
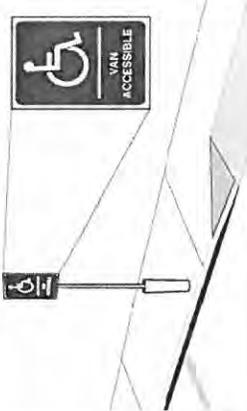
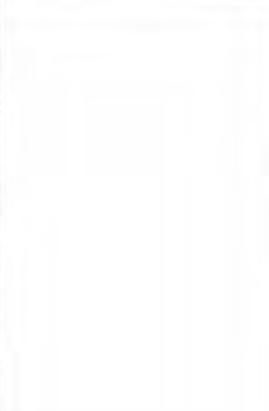
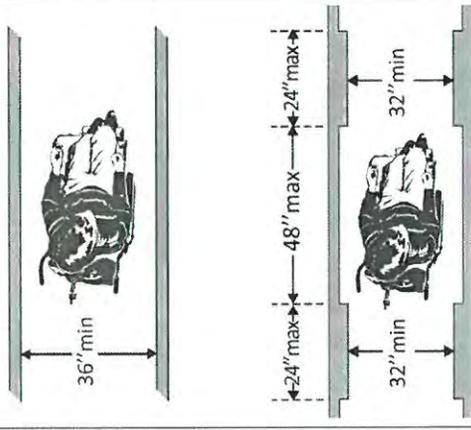
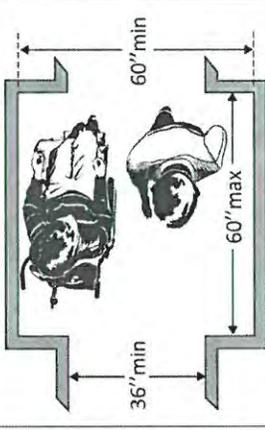
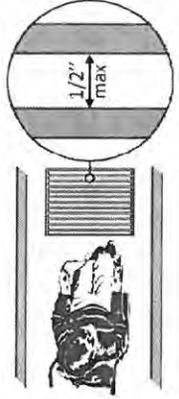
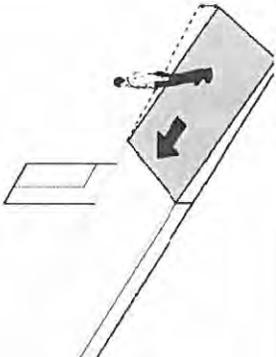
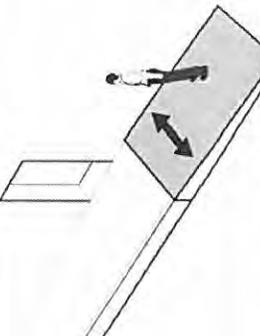
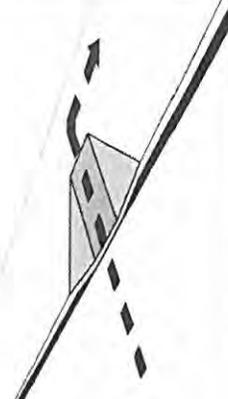
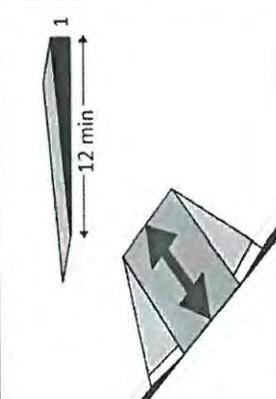
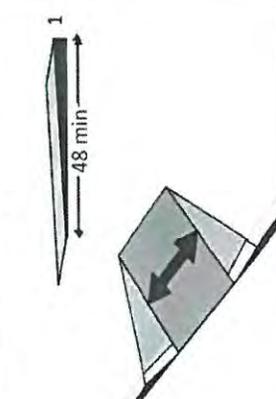
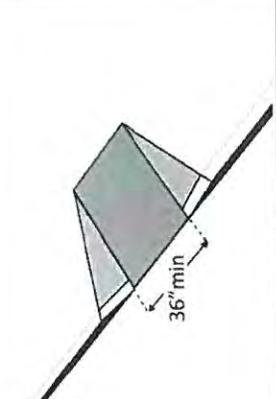
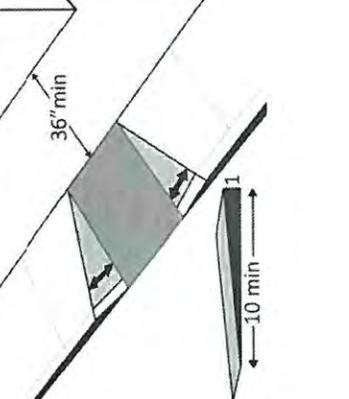
Priority 1 – Approach & Entrance		Comments	Possible Solutions												
1.1	Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, location of route:	<ul style="list-style-type: none"> • Add a ramp • Regrade to 1:20 maximum slope • Add a lift if site constraints prevent other solutions Photo #:												
Parking (2010 Standards – 208 & 502) Note: Accessible parking spaces should be identified by size, access aisle and signage.															
1.2	If parking is provided for the public, are an adequate number of accessible spaces provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No Total #: Accessible #:	<table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Reconfigure by repainting lines • • Photo #:	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2	
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
1.3	Of the accessible spaces, is at least one a van accessible space?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> * If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines Photo #:												
1.4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	 <ul style="list-style-type: none"> • Reconfigure by repainting lines Two spaces can share an access aisle (check state requirements; some states, such as Connecticut, require an access aisle for												

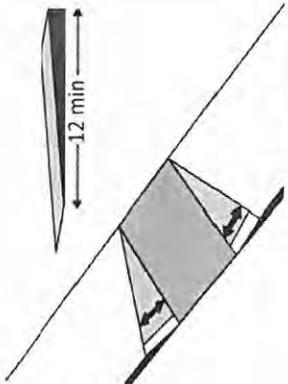
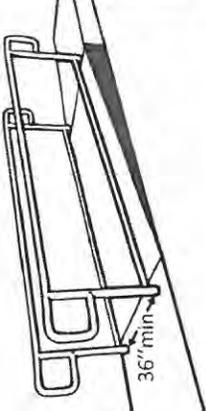
			Photo #:	each space)
<p>1.5 Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • •
<p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • •
<p>1.7 Are the access aisles marked so as to discourage parking in them?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Mark access aisles • • <p>The marking method and color may be addressed by state/local requirements</p>
<p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade surface • •

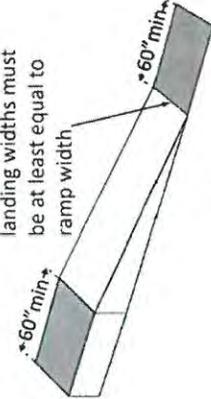
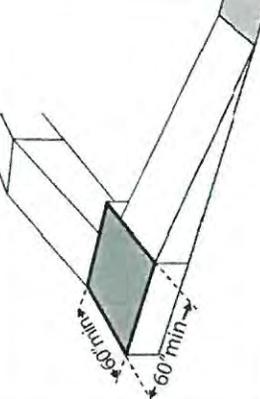
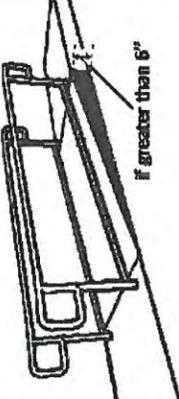
<p>1.9 Do the access aisles adjoin an accessible route?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route • Relocate accessible space •
<p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • • <p>The International Symbol of Accessibility is not required on the ground by the 2010 Standards</p>
<p>1.11 Are there signs reading "van accessible" at van accessible spaces?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • •
<p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure spaces • • <p>If parking lot serves multiple entrances, accessible parking should be dispersed</p>

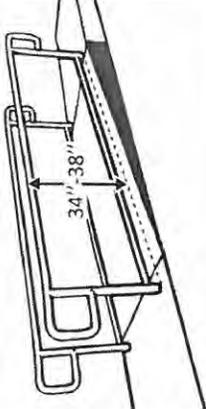
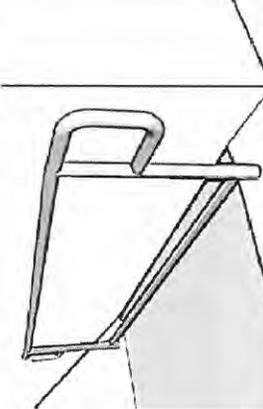
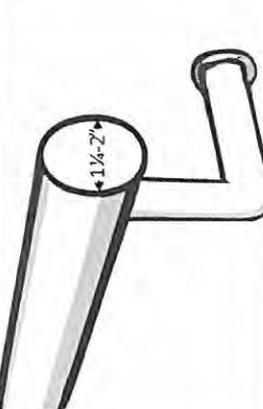
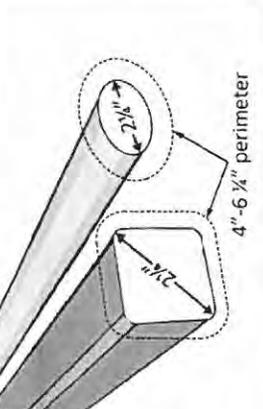
Exterior Accessible Route (2010 Standards – Ch.4)				
<p>1.13 Is the route stable, firm and slip-resistant?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Repair uneven paving • Fill small bumps and breaks with patches • Replace gravel with asphalt or other surface
<p>1.14 Is the route at least 36 inches wide?</p> <p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change or move landscaping, furnishings or other items • Widen route •
<p>1.15 If the route is greater than 200 feet in length and no less than 60 inches wide, is there a passing space no less than 60 x 60 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •

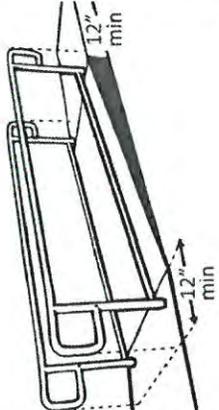
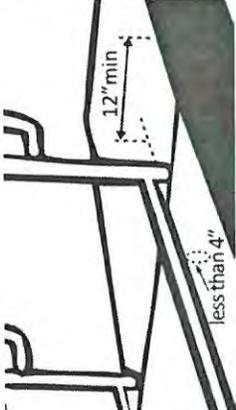
<p>1.16 If there are grates or openings on the route, are the openings no larger than ½ inches to the dominant direction of travel? Is the long dimension perpendicular to the dominant direction of travel?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or move grate •
<p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:20 max. • If steeper than 1:20 and no steeper than 1:12, treat as a ramp and add other features such as edge protection and handrails •
<p>1.18 Is the cross slope no steeper than 1:48?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:48 max. • •
<p>Curb Ramps (2010 Standards – 406)</p>				
<p>1.19 If the accessible route crosses a curb, is there a curb ramp?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install curb ramp • •

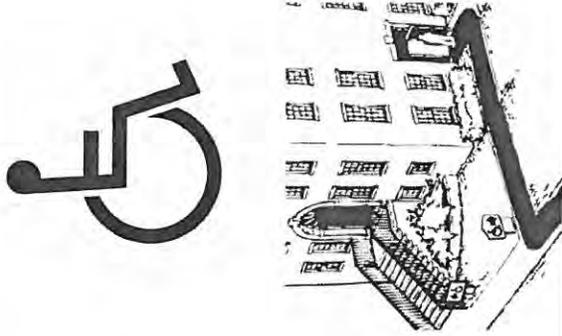
<p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade curb ramp • •
<p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade curb ramp • •
<p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen curb ramp • •
<p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • Add ramp flares •

<p>at least 10 inches of flare run?</p> <p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add ramp flares • Regrade flares •
<p>Ramps (2010 Standards – 405 & 505) Note: if any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.</p>				
<p>1.25 If there is a ramp (other than curb ramps), is it at least 36 inches wide? If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>1.26 Is the surface stable, firm and slip resistant?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Resurface ramp • •
<p>1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter or relocate ramp • Lengthen ramp to decrease slope •

<p>1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p>			<p>Photo #:</p>	
<p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add handrails • • <p>Curb ramps are not required to have handrails</p>

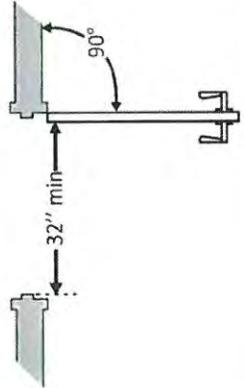
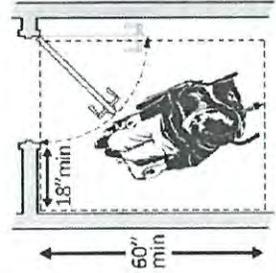
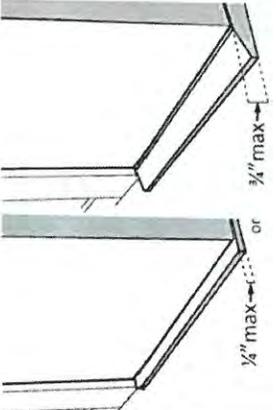
<p>1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • •
<p>1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? Is the bottom of the handrail gripping surface obstructed for no more than 20 percent of its length?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • •
<p>1.33 If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>1.34 If the handrail gripping surface is non-circular, is it no less than 4 inches and no greater than 6 1/2 inches in perimeter and no more than 2 1/4 inches in cross section?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •

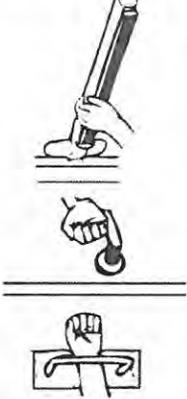
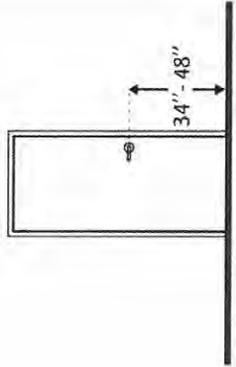
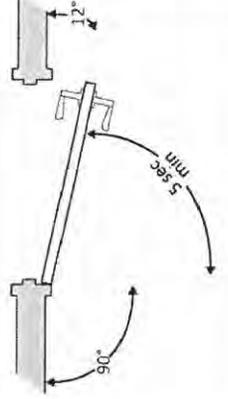
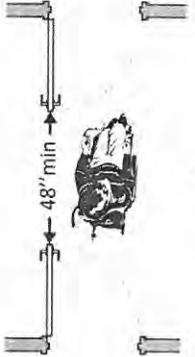
<p>1.35 Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Add extensions • Reconfigure handrails •
<p>1.36 To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width •
<p>Entrance (2010 Standards – 404)</p>			
<p>1.37 Is the main entrance accessible?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>Photo #:</p> <ul style="list-style-type: none"> • Redesign to make it accessible • •

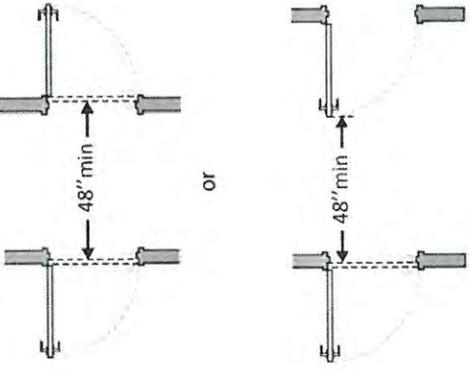
<p>1.38 If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance</p> <p>Photo #:</p>
<p>1.39 Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route</p> <p>Photo #:</p>
<p>1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Install sign • •</p> <p>Photo #:</p>

Priority 1 – Approach & Entrance

ADA Checklist for Readily Achievable Barrier Removal

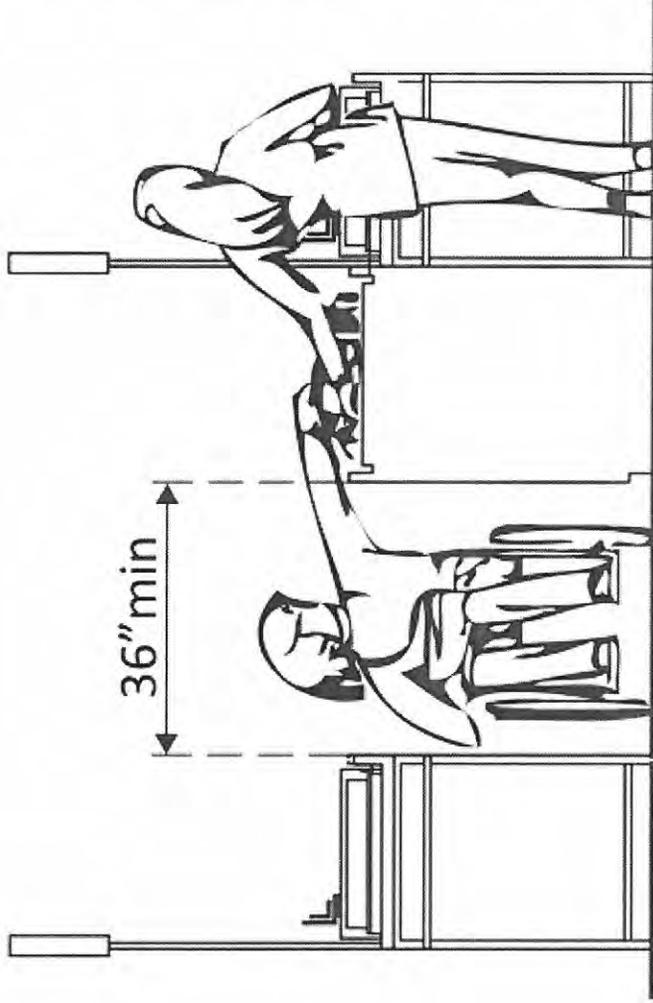
<p>1.41 Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door • Install offset hinges •
<p>1.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>See 2010 Standards 404.2.4 for maneuvering on the push side of the door and side approaches to the pull side of the door</p> <ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener
<p>1.43 Is the door threshold edge no more than ¼ inch high?</p> <p>Or</p> <p>No more than ¾ inch high if slope is beveled no steeper than 1:2?</p> <p>Note: The first ¼ inch of the threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •

<p>1.44 Is the door equipped with hardware, including locks, that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
<p>1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change hardware height • •
<p>1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust closer • •
<p>1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove inner door • Change door swing •

			<p>Photo #:</p>	
<p>1.48 If provided at the building entrance, are carpets or mats no higher than 1/2 inch thick?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or remove mats • •
<p>1.49 Are edges of carpets or mats securely attached to minimize tripping hazards?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Secure carpeting or mats at edges • •

ADA Checklist for Readily Achievable Barrier Removal

Priority 2 – Access to Goods & Services



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.



Institute for Human Centered Design
www.HumanCenteredDesign.org

November 2011



ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

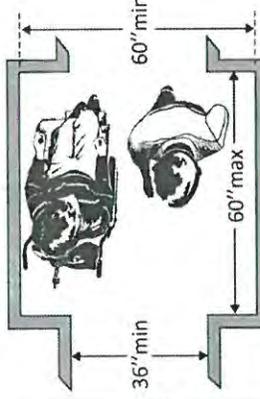
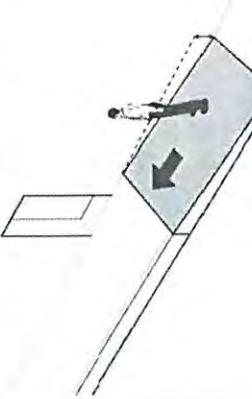
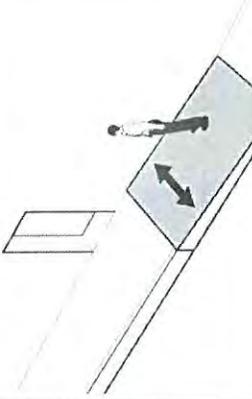
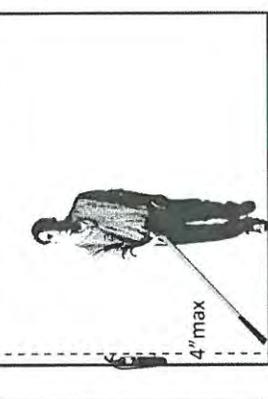
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 2 – Access to Goods & Services		Comments	Possible Solutions
2.1	Does the accessible entrance provide direct access to the main floor, lobby and elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Create accessible route • •
Interior Accessible Route (2010 Standards – Ch.4)			
2.2	Are all public spaces on at least one accessible route? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Create accessible route • •
2.3	Is the route stable, firm and slip-resistant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Repair uneven surfaces • •
2.4	Is the route at least 36 inches wide? Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.		<ul style="list-style-type: none"> • Widen route • •

Priority 2 – Access to Goods & Services

ADA Checklist for Readily Achievable Barrier Removal

<p>2.5 If the route is greater than 200 feet in length and no less than 36 inches wide, is there a passing space no less than 60 x 60 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Widen route for passing space
<p>2.6 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Regrade If steeper than 1:20 and no steeper than 1:12, treat as ramp and add other features such as edge protection and handrails
<p>2.7 Is the cross slope no steeper than 1:48?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Regrade
<p>2.8 Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Remove object Add tactile warning such as permanent planter or partial walls

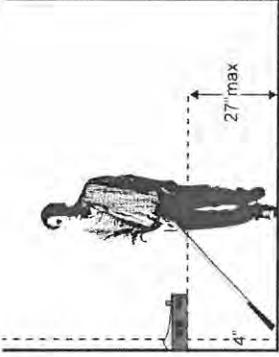
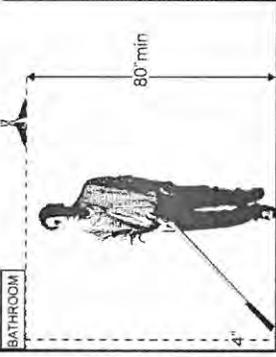
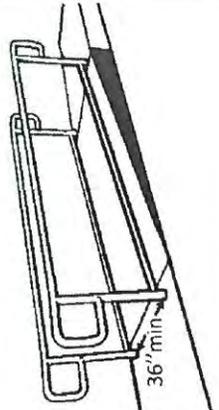
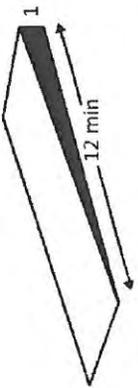
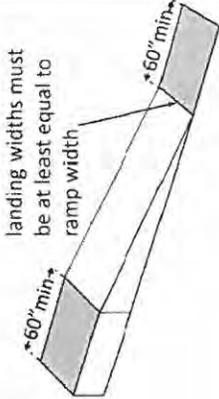
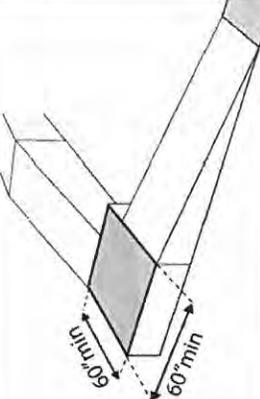
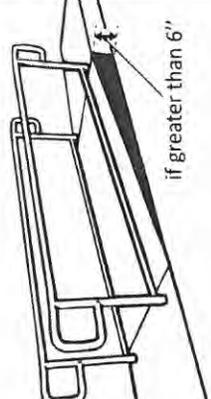
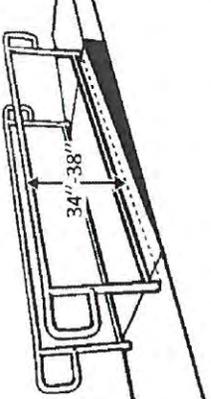
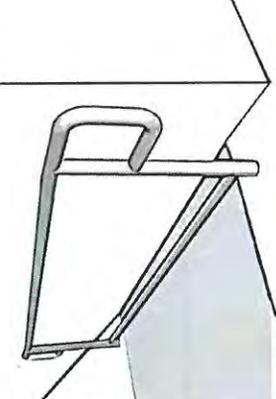
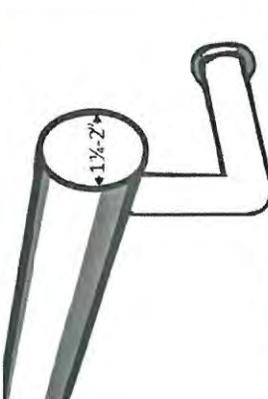
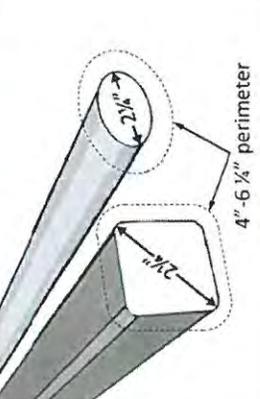
<p>Or</p> <p>Is the bottom leading edge at 80 inches or higher above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Or</p> 	<p>Photo #:</p>	<p>*Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless a facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or government facility</p> <ul style="list-style-type: none"> • Install if necessary
<p>2.9 Are there elevators or platform lifts to all public stories?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

			Photo #:	• Offer goods and services on an accessible story •
Ramps (2010 Standards 404 & 505)				
<p>2.10 If there is a ramp, is it at least 36 inches wide? If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>2.11 Is the surface stable, firm and slip resistant?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change surface • •
<p>2.12 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lengthen ramp to decrease slope • Reconfigure ramp to include switchbacks • Relocate ramp •

<p>2.13 Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Relocate ramp •
<p>2.14 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Increase landing size • •
<p>2.15 If the ramp has a rise higher than 6 inches are there handrails on both sides?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Add handrails • •

<p>2.16 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust handrail height
<p>2.17 Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the handrail gripping surface obstructed by no more than 20%?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:20 max • If steeper than 1:20 and no steeper than 1:12, treat as a ramp and add other features such as edge protection and handrails
<p>2.18 If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails
<p>2.19 If the handrail gripping surface is non-circular, is it no less than 4 inches and no greater than 6 ½ inches in perimeter and no more than 2 ¼ inches in cross section?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails

Priority 2 – Access to Goods & Services

ADA Checklist for Readily Achievable Barrier Removal

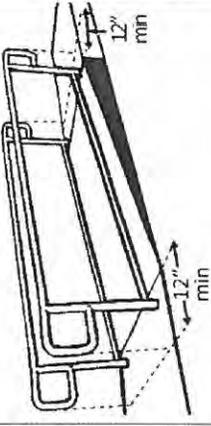
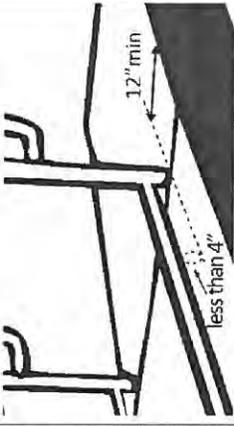
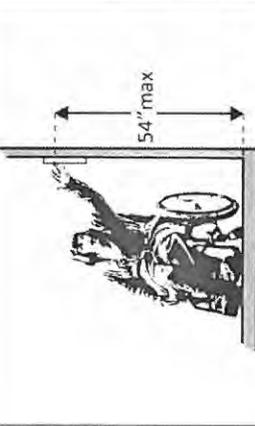
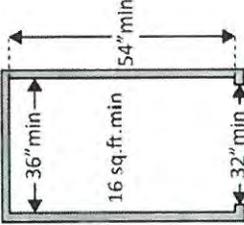
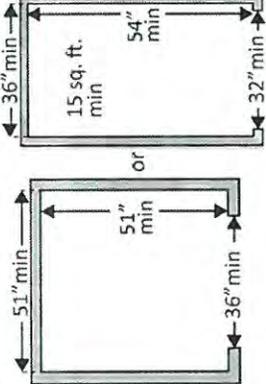
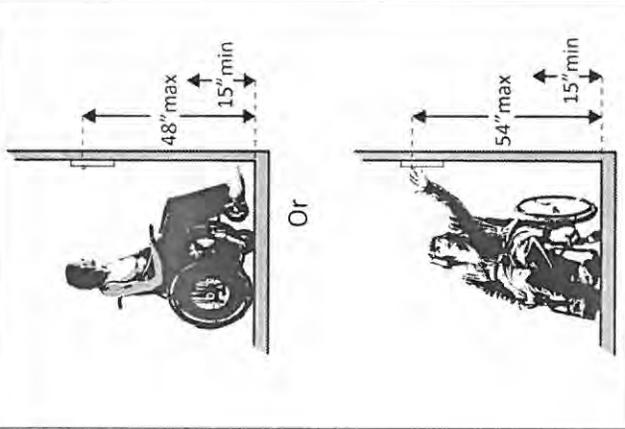
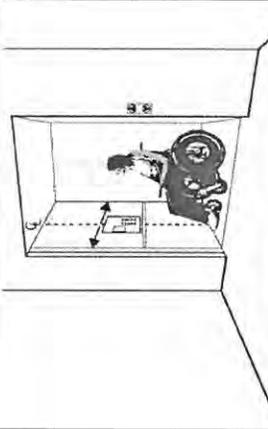
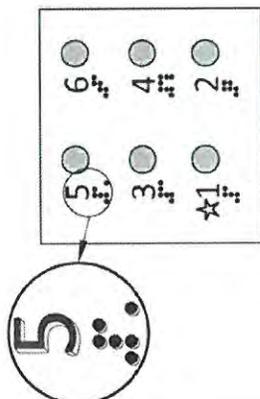
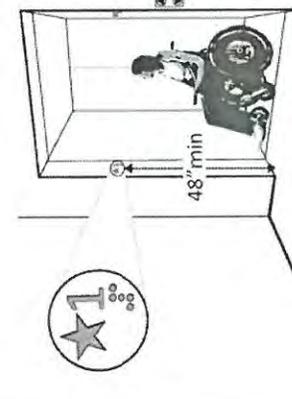
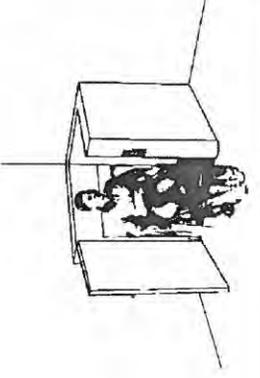
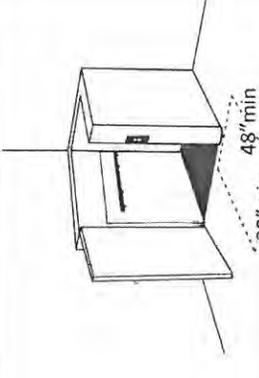
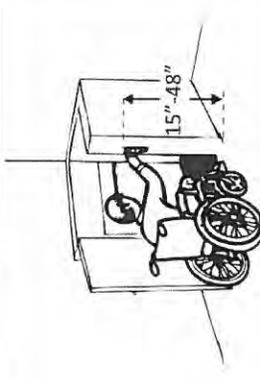
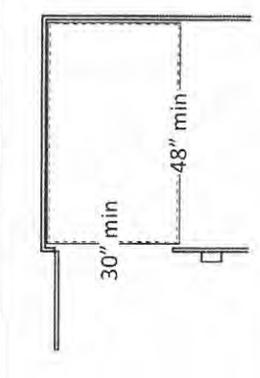
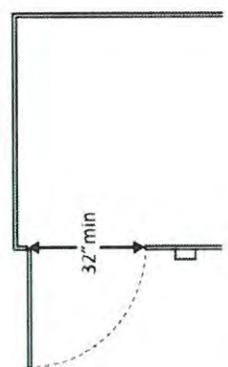
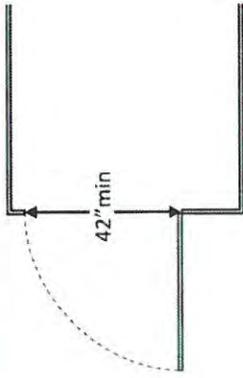
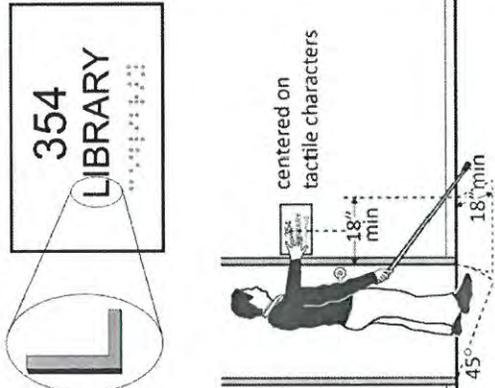
<p>2.20 Does the handrail: Extend at least 12 inches beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Alter handrails • • If a 12" extension would be hazardous (in circulation path), it is not required</p> <p>Photo #:</p>	
<p>2.21 To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>• Add curb • Add barrier • Extend ramp width • •</p> <p>Photo #:</p>	
<p>Elevators – Full Size & LULA (limited use, limited application) (2010 Standards – 407 & 408) Note: LULA elevators are often used in alterations.</p>				
<p>2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>• Change call button height • •</p> <p>Photo #:</p>	
<p>2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>* If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically</p> <p>Photo #:</p>	

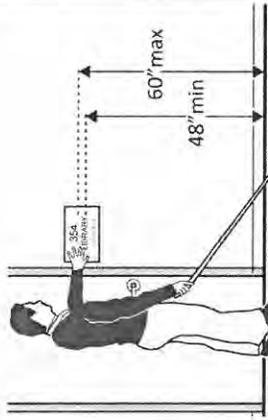
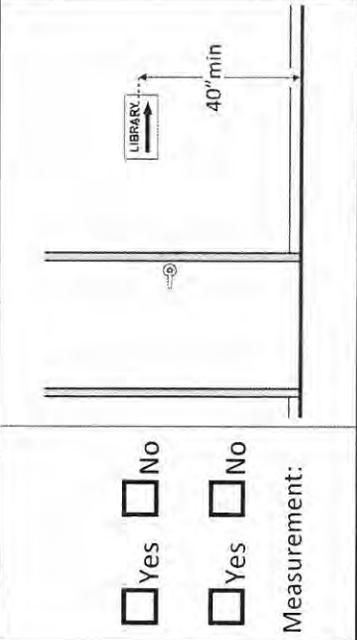
			Photo #:	<ul style="list-style-type: none"> • Install opener
<p>2.24 If there is a LULA elevator with a swinging door:</p> <p>Is the door power- operated?</p> <p>Does the door remain open for at least 20 seconds when activated?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Time:</p>		Photo #:	<ul style="list-style-type: none"> • Add power operated door • Adjust opening time
<p>2.25 If there is a full size elevator:</p> <p>Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area?</p> <p>Is the door opening width at least 32 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		Photo #:	<ul style="list-style-type: none"> • Replace elevator
<p>2.26 If there is a LULA elevator, is the interior:</p> <p>At least 51 x 51 inches with a door opening width of at least 36 inches?</p> <p>Or</p> <p>At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		Photo #:	<ul style="list-style-type: none"> • Replace elevator

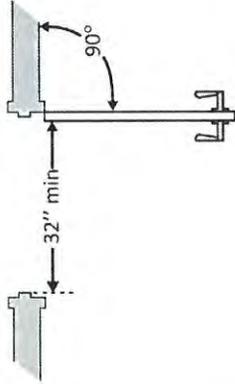
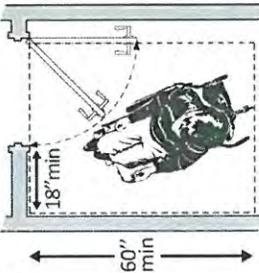
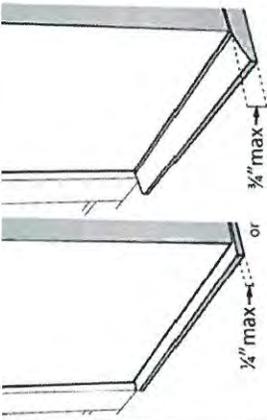
<p>area and a door opening width of at least 32 inches?</p>			Photo #:	
<p>2.27 If there is a full size or LULA elevator, are the in-car controls:</p> <p>No less than 15 inches and no greater 48 inches above the floor?</p> <p>Or</p> <p>Up to 54 inches above the floor for a parallel approach?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		Photo #:	<ul style="list-style-type: none"> • Change control height • •
<p>2.28 If there is a LULA elevator, are the in-car controls centered on a side wall?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		Photo #:	<ul style="list-style-type: none"> • Reconfigure controls • •

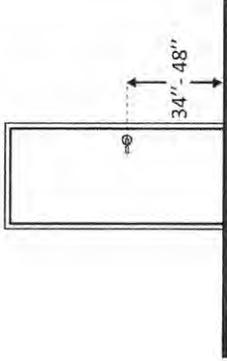
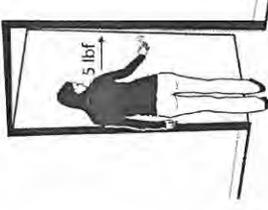
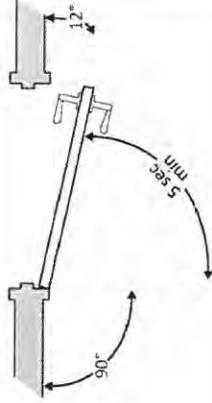
<p>2.29 If there is a full size or LULA elevator:</p> <p>Are the car control buttons designated with raised characters?</p> <p>Are the car control buttons designated with Braille?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add raised characters • Add Braille •
<p>2.30 If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible signals • •
<p>2.31 If there is a full size or LULA elevator:</p> <p>Is there a sign on both door jambs at every floor identifying the floor?</p> <p>Is there a tactile star on both jambs at the main entry level?</p> <p>Do text characters contrast with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • Change sign height • • <p>* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p>

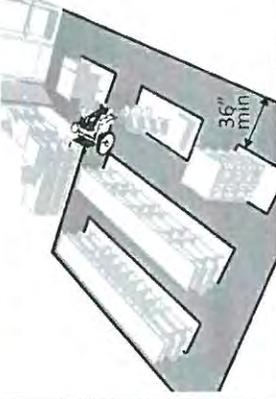
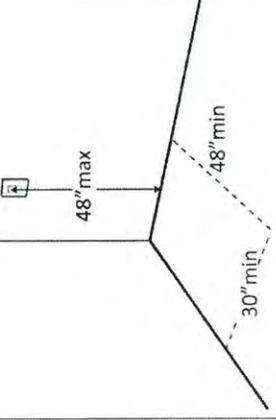
Platform Lifts (2010 Standards – 410)				
<p>2.32 If a lift is provided, can it be used without assistance from others?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure so independently operable • •
<p>2.33 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •
<p>2.34 Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control height • •
<p>2.35 Is there a clear floor space at least 30 inches wide by at least 48 inches long inside the lift?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace lift • •

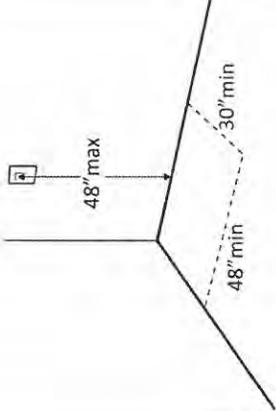
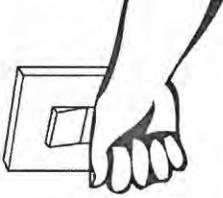
<p>2.36 If there is an end door, is the clear opening width at least 32 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door width • •
<p>2.37 If there is a side door, is the clear opening width at least 42 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door width • •
<p>Signs (2010 Standards – 703) Note: “Tactile characters” are read using touch, i.e. raised characters and Braille.</p>				
<p>2.38 If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs:</p> <p>Do text characters contrast with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted: On the wall on the latch side of the door?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install tactile sign • Relocate sign •

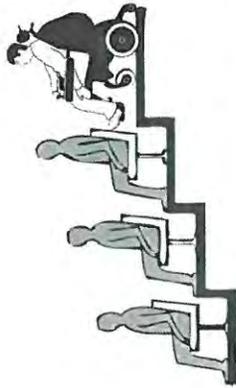
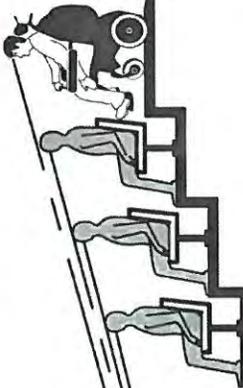
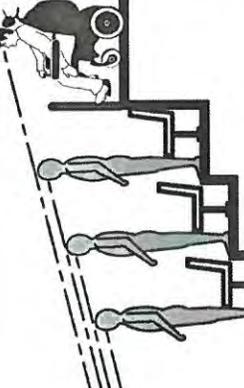
<p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p> <p>With clear floor space beyond the arc of the door swing and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?*</p> <p>So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? *</p> <p>Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>*If constructed before 3/15/2010 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required</p> <p>*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required</p>	<p>Photo #:</p>
<p>2.39 If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> 	<p>Photo #:</p> <ul style="list-style-type: none"> • Install signs with contrasting characters • Change sign height • Raised characters and Braille are not required 	<p>Photo #:</p>

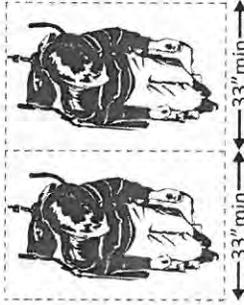
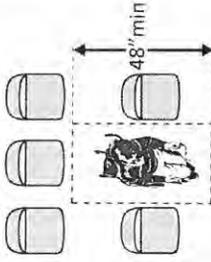
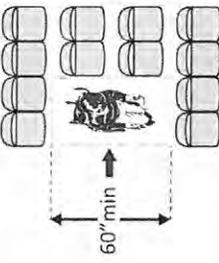
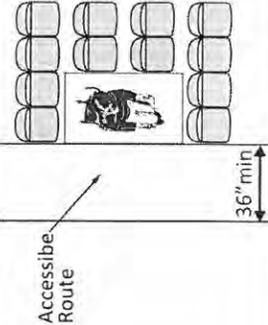
Interior Doors – to classrooms, medical exam rooms, conference rooms, etc. (2010 Standards – 404)	
<p>2.40 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p>Photo #:</p> <ul style="list-style-type: none"> • Install offset hinges • Alter the doorway •
<p>2.41 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p>Photo #:</p> <ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener <p>See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p>
<p>2.42 Is the door threshold edge no more than ¼ inch high?</p> <p>Or</p> <p>No more than ¾ inch high if slope is beveled no steeper than 1:2?</p> <p>Note: The first ¼ inch of the threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p>Photo #:</p> <ul style="list-style-type: none"> • Remove or replace threshold • •

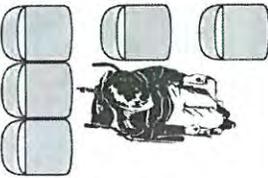
<p>2.43 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching and twisting of the wrist?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener
<p>2.44 Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Change hardware height
<p>2.45 Can the door be opened easily (5 pounds maximum force)?</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have a pressure gauge or fish scale you will need to judge whether the door is easy to open.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
<p>2.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust closer

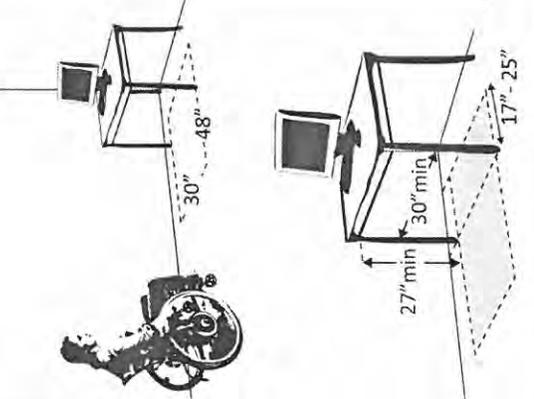
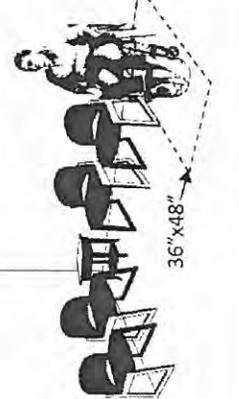
Rooms and Spaces – stores, supermarkets, libraries, etc. (2010 Standards – 302, 304, & 402)	
<p>2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <div style="text-align: center;">  <p>36" min</p> </div> <p style="text-align: right;">Photo #:</p>
<p>2.48 Are floor surfaces stable, firm and slip resistant?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="text-align: right;">Photo #:</p>
<p>2.49 If there is carpet:</p> <p>Is it no higher than 1/2 inch?</p> <p>Is it securely attached along the edges?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <div style="text-align: center;">  <p>1/2" max</p> </div> <p style="text-align: right;">Photo #:</p>
Controls – light switches, security and intercom systems, emergency/alarm boxes, etc. (2010 Standards – 309)	
<p>2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?</p> <p>Are the operable parts no higher than 48 inches above the floor?*</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <div style="text-align: center;">  <p>48" max</p> <p>48" min</p> <p>30" min</p> </div> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <p style="text-align: right;">Photo #:</p>
<ul style="list-style-type: none"> • Rearrange goods, equipment and furniture • • 	
<ul style="list-style-type: none"> • Change floor surface • • 	
<ul style="list-style-type: none"> • Replace carpet • • 	
<ul style="list-style-type: none"> • Change height of control • • <p>*If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor</p>	

			Photo #:													
<p>2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Photo #:	<ul style="list-style-type: none"> • Replace control • • 												
<p>Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc. (2010 Standards – 221 & 802)</p>																
<p>2.52 Are an adequate number of wheelchair spaces provided?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #: Wheelchair #:</p>	<table border="1"> <thead> <tr> <th># of Seats</th> <th>Wheelchair Spaces</th> </tr> </thead> <tbody> <tr> <td>4 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 150</td> <td>4</td> </tr> <tr> <td>151 - 300</td> <td>5</td> </tr> <tr> <td>300+ see 2010 Standards 221.2.1.</td> <td></td> </tr> </tbody> </table>	# of Seats	Wheelchair Spaces	4 - 25	1	26 - 50	2	51 - 150	4	151 - 300	5	300+ see 2010 Standards 221.2.1.		Photo #:	<ul style="list-style-type: none"> • Reconfigure to add wheelchair spaces • •
# of Seats	Wheelchair Spaces															
4 - 25	1															
26 - 50	2															
51 - 150	4															
151 - 300	5															
300+ see 2010 Standards 221.2.1.																

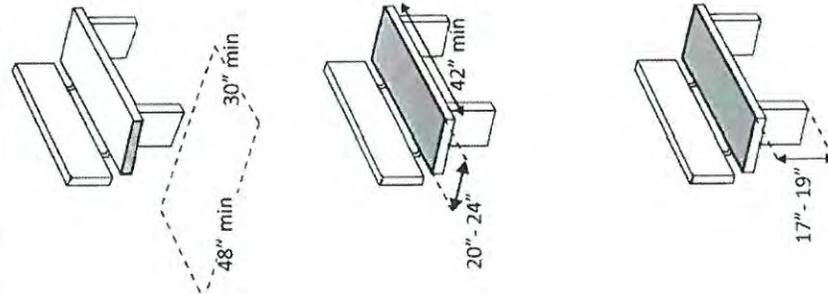
<p>2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to disperse wheelchair spaces • •
<p>2.54 Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • •
<p>2.55 Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • •
<p>2.56 If there is a single wheelchair space, is it at least 36 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •

<p>2.57 If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter spaces • •
<p>2.58 If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.59 If the wheelchair space can only be entered from the side, is it at least 60 inches deep?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.60 Do wheelchair spaces adjoin, but not overlap, accessible routes?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter spaces • •

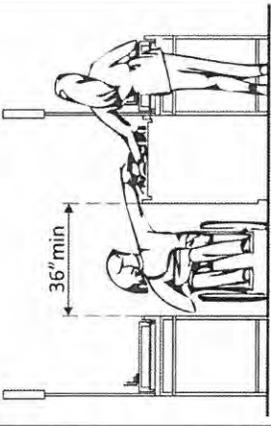
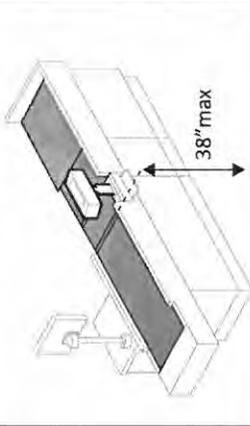
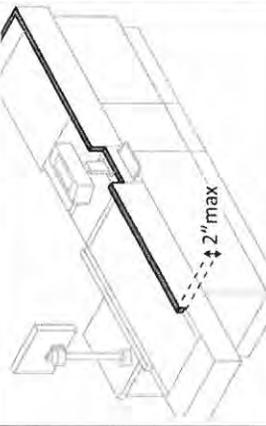
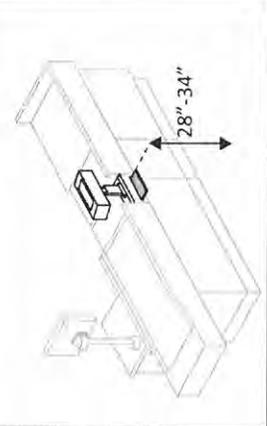
<p>2.61 Is there at least one companion seat for each wheelchair space?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add companion seats • •
<p>2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter seating • •
<p>2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add equivalent seating • •
<p>Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.) (2010 Standards – 226 & 902)</p>				
<p>2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #: Wheelchair #:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter to provide accessible spaces • •
<p>2.65 Is there a route at least 36 inches wide to accessible seating?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route • •

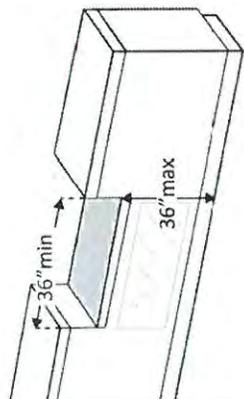
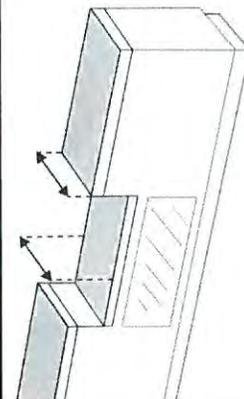
<p>2.66 At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Alter surface height
<p>2.67 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Alter table or work surface Add accessible table or work surface
<p>Seating: General – reception areas, waiting rooms, etc. (2010 Standards – 801)</p>				
<p>2.68 Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Move furniture and equipment to provide space

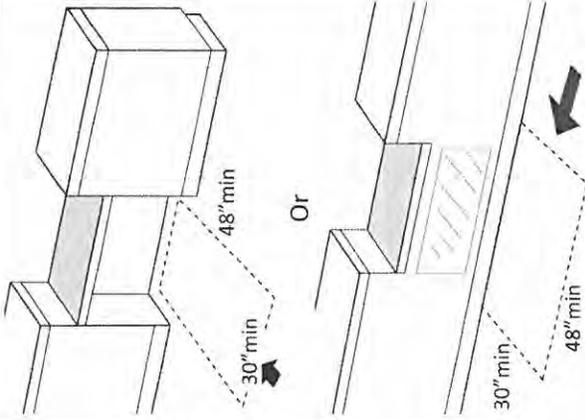
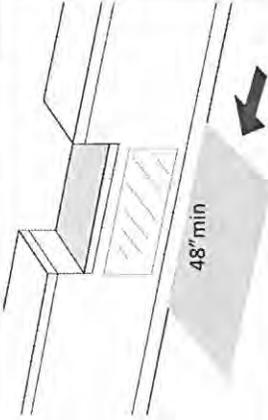
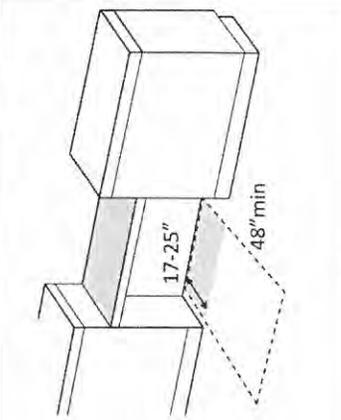
Benches – In locker rooms, dressing rooms, fitting rooms (2010 Standards – 803 & 903)

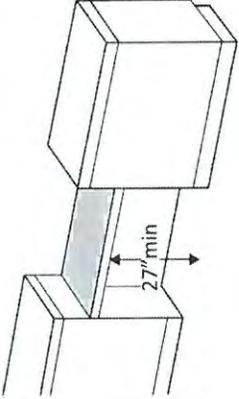
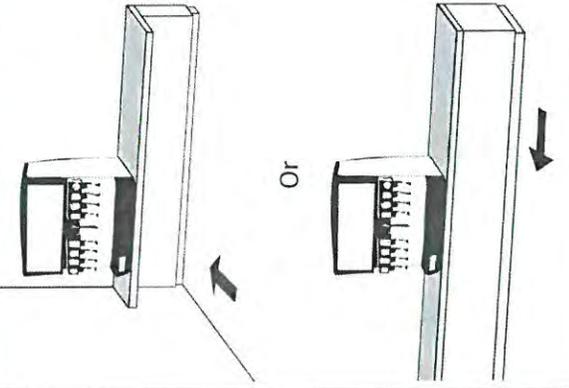
<p>2.69 In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			<ul style="list-style-type: none"> • Add bench • •
<p>2.70 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?</p> <p>Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?</p> <p>Does the bench have back support or is it affixed to a wall?</p> <p>Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move bench • Replace bench • Affix bench to wall • •

Check-Out Aisles – supermarkets, large retail stores, etc. (2010 Standards – 904)

<p>2.71 Is the aisle at least 36 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen aisle • •
<p>2.72 Is the counter surface of at least one aisle no higher than 38 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower counter • •
<p>2.73 Is the top of the counter edge protection no higher than 2 inches above the counter surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower edge protection • •
<p>2.74 If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter check writing surface • •

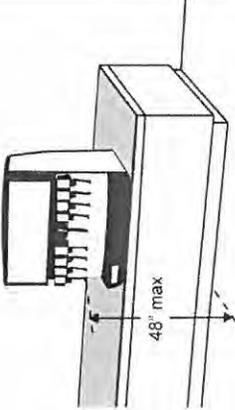
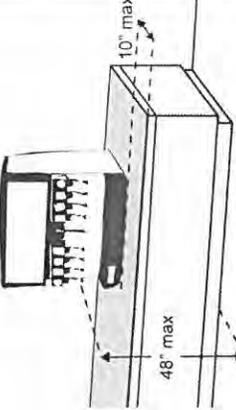
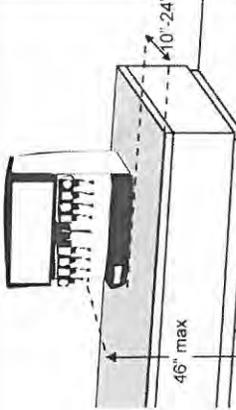
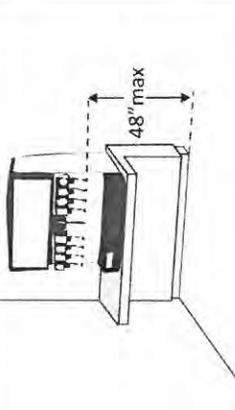
<p>2.75 If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add sign • •
<p>Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc. (2010 Standards – 904)</p>				
<p>2.76 Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower section of counter • Lengthen section of counter •
<p>2.77 Does the accessible portion of the counter extend the same depth as the counter top?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter accessible portion • •

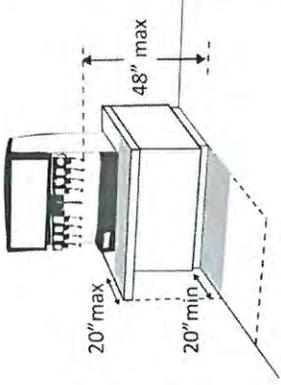
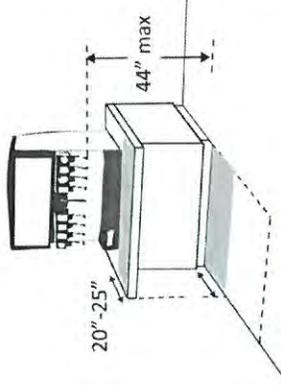
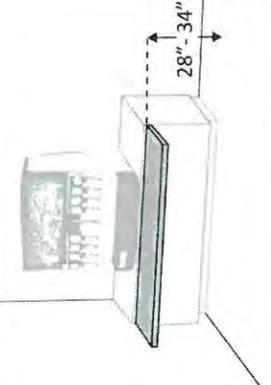
<p>2.78 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Parallel Measurement: <input type="checkbox"/> Forward Measurement: </p>	 <p>30" min 48" min Or 30" min 48" min</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide a parallel or forward approach • •
<p>2.79 For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>	 <p>48" min</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • If a parallel approach is not possible, a forward approach is required • •
<p>2.80 For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	 <p>17-25" 48" min</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee clearance • •

<p>bottom of the counter?</p>	<p>Measurement:</p>		<p>Photo #:</p>	
<p>Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc. (2010 Standards – 904)</p>				
<p>2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Forward <input type="checkbox"/> Parallel </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide approach • •

Priority 2 – Access to Goods & Services

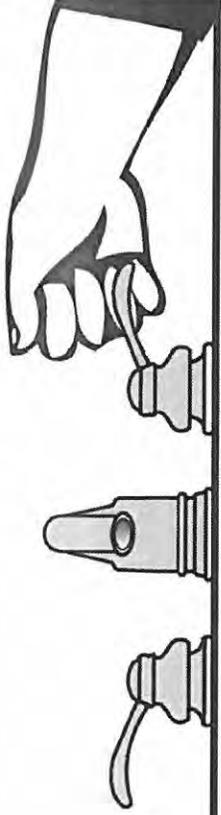
ADA Checklist for Readily Achievable Barrier Removal

<p>2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.85 If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •

<p>2.86 If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>20" max 48" max 20" min</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •
<p>2.87 If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>20"-25" 44" max</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •
<p>2.88 If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>28" - 34"</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • •

The ADA Checklist for Readily Achievable Barrier Removal

Priority 3 - Toilet Rooms



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

When toilet rooms are open to the public they should be accessible to people with disabilities.



Institute for Human Centered Design
www.HumanCenteredDesign.org
November 2011

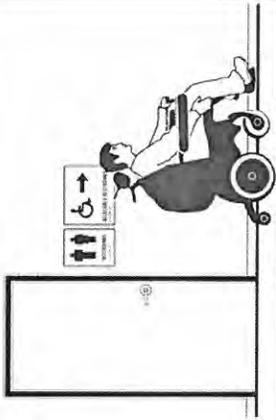


ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 3 – Toilet Rooms		Comments		Possible Solutions
3.1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<ul style="list-style-type: none"> • Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room
3.2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<ul style="list-style-type: none"> • Install signs
3.3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<ul style="list-style-type: none"> • Install sign
Accessible Route (2010 Standards – Chapter 4)				
3.4	Is there a route to the accessible toilet room(s) that does not include the use of stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<ul style="list-style-type: none"> • Alter route
	Is the route accessible? (See Priority 2 Interior Accessible Route for specifics.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Signs at Toilet Rooms (2010 Standards – 703)

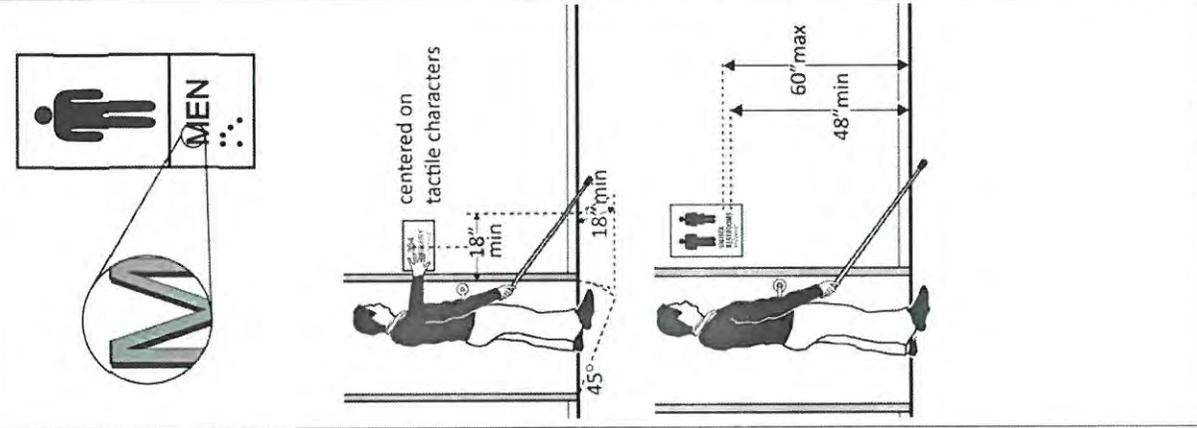
- 3.5 Do text characters contrast with their backgrounds? Yes No
- Are text characters raised? Yes No
- Is there Braille? Yes No
- Is the sign mounted:
On the wall on the latch side of the door? Yes No

Note:
Signs are permitted on the push side of doors with closers and without hold-open devices.

With clear floor space beyond the arc of the door swing and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? *

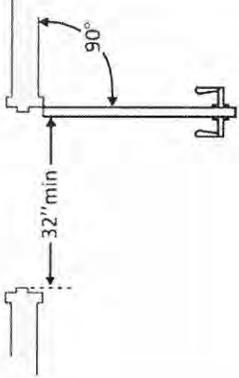
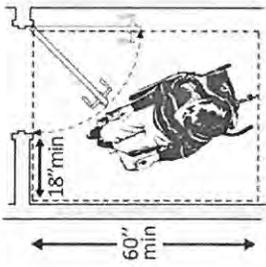
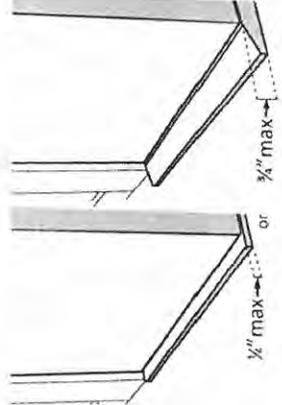
Note:
If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign

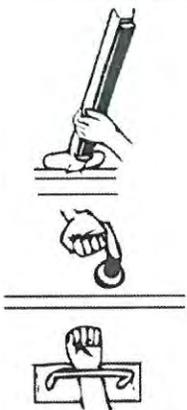
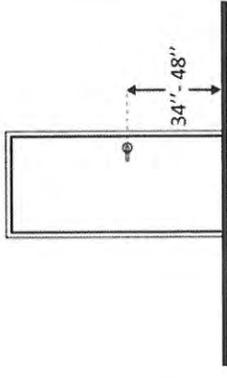
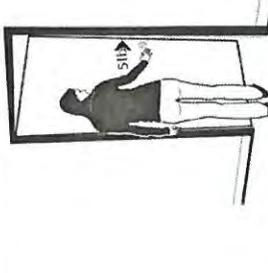
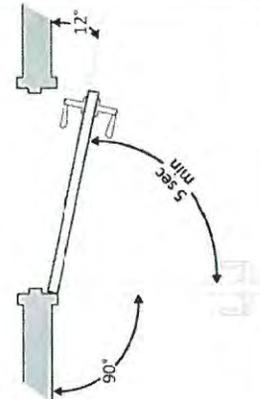


*If constructed before 3/15/2010 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

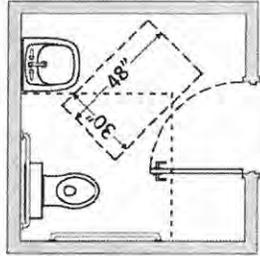
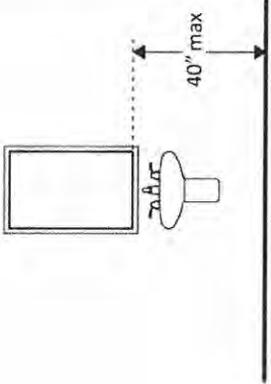
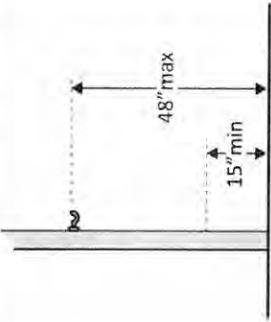
- Install tactile sign
- Relocate sign
-

			Photo #:	
<p>Entrance (2010 Standards – 404)</p>				
<p>3.6 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install offset hinges • Alter the doorway •
<p>3.7 If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener <p>See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p>
<p>3.8 Is the door threshold edge no more than ¼ inch high?</p> <p>Or</p> <p>No more than ¾ inch high if slope is beveled no steeper than 1:2?</p> <p>Note: The first ¼ inch of the threshold may be vertical; the rest must be beveled.</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •

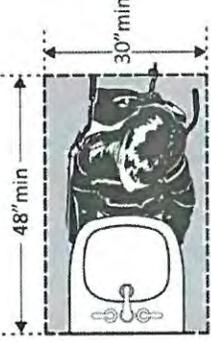
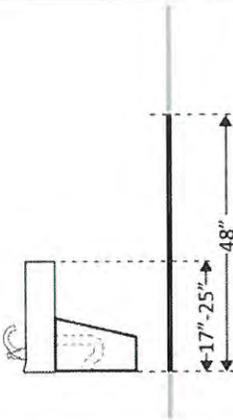
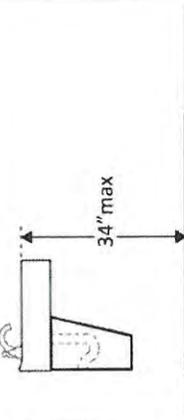
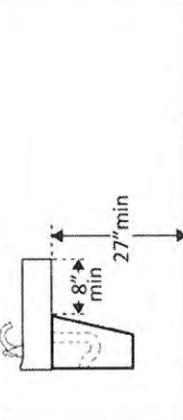
<p>3.9 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist? Check door handle and lock (if provided).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Replace knobs or latches with lever or loop handles • Install power-assisted or automatic door openers
<p>3.10 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Change hardware height
<p>3.11 Can the door be opened easily (5 pounds maximum force)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
<p>3.12 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust closer

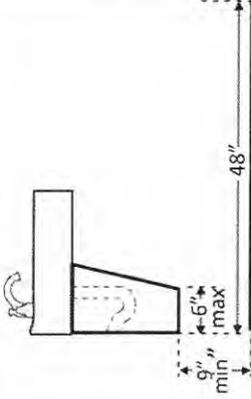
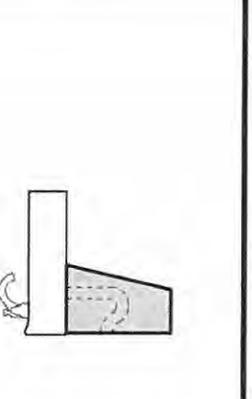
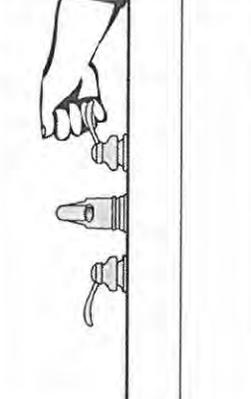
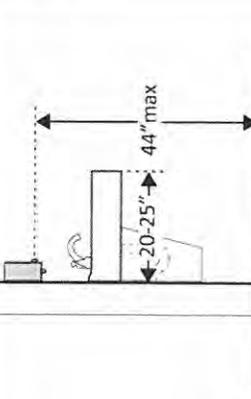
<p>3.13 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove inner door • Change door swing •
<p>3.14 If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure space • •

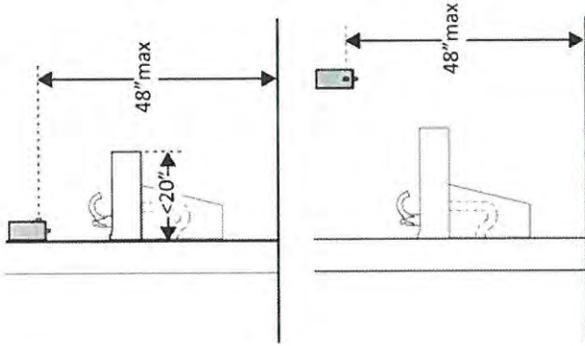
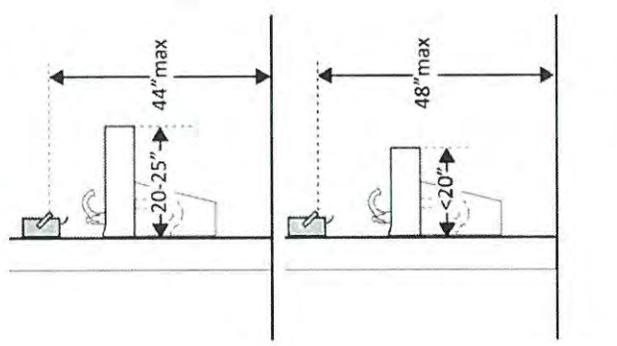
<p>3.15 If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure space • •
In the Toilet Room				
<p>3.16 Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •
<p>3.17 Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> *The door to the toilet room may swing into the required turning space • Move or remove partitions, fixtures or objects such as trash cans • •

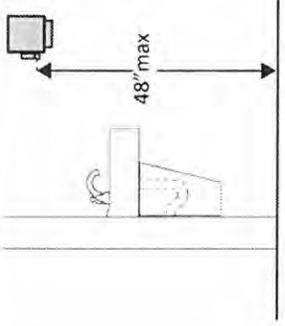
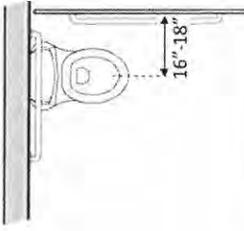
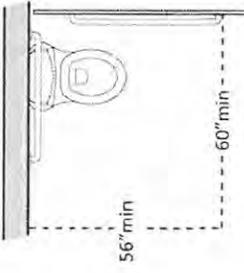
<p>3.18 In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reverse door swing • Alter toilet room •
<p>3.19 If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required</p> <ul style="list-style-type: none"> • Lower the mirror • Add another mirror •
<p>3.20 If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust hook • Replace with or provide additional accessible hook •

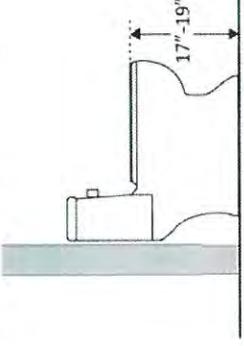
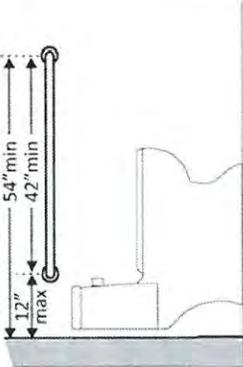
Lavatories (2010 Standards – 606) Note: 2010 Standards refer to sinks in toilet rooms as lavatories.

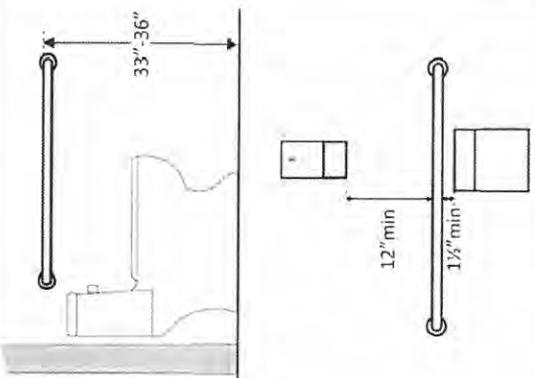
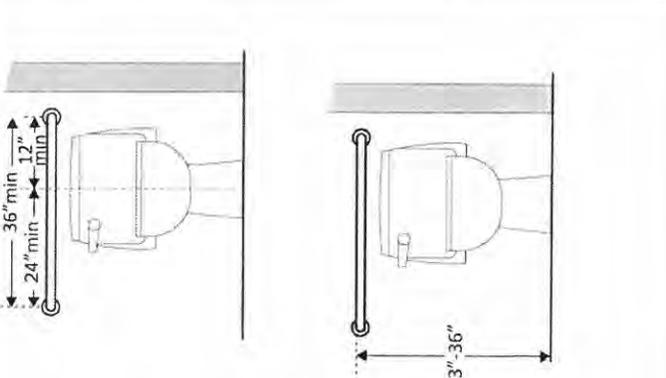
<p>3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lav for knee clearance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •

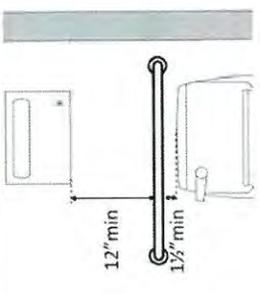
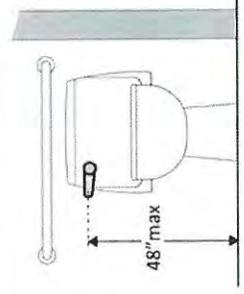
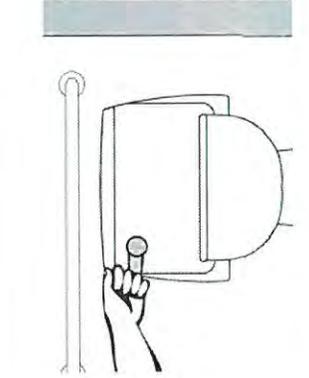
<p>3.25 Is there toe clearance at least 9 inches high? (Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Alter lavatory • Replace lavatory
<p>3.26 Are pipes below the lavatory insulated or otherwise configured to protect against contact?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Install insulation • Install cover panel
<p>3.27 Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust faucet • Replace faucet
<p>Soap Dispensers and Hand Dryers (2010 Standards – 603)</p>			
<p>3.28 Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep; no higher than 44 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers

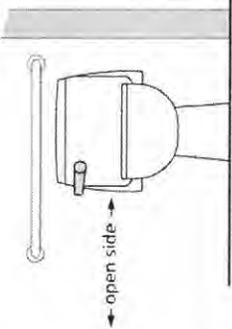
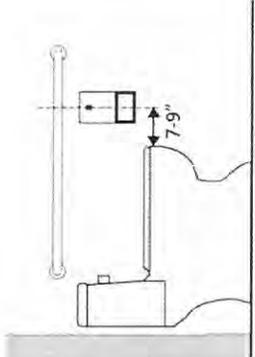
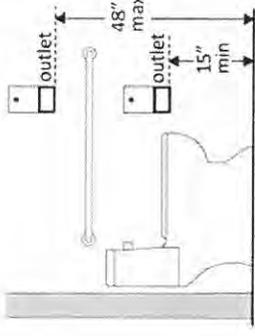
<p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p>Not over an obstruction: no higher than 48 inches above the floor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers
<p>3.29 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p>Not over an obstruction: no higher than 48 inches above the floor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers

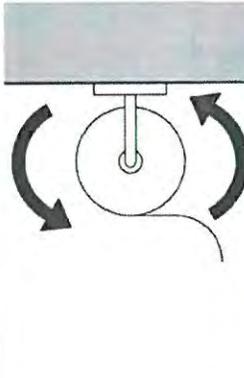
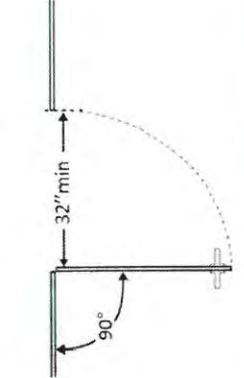
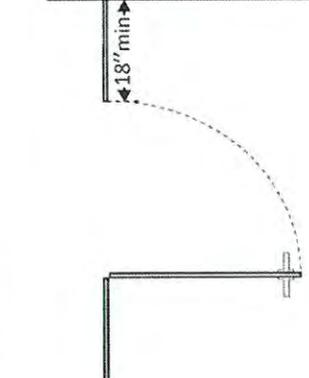
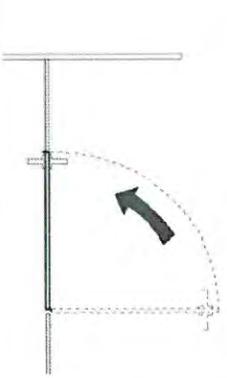
<p>Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>Water Closets in Single-User Toilet Rooms and Compartments (Stalls) (2010 Standards – 603 & 609) Note: 2010 Standards refer to toilets as water closets.</p>				
<p>3.30 Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move toilet • Replace toilet • Move partition •
<p>3.31 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the</p>

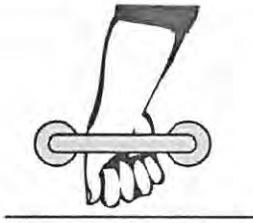
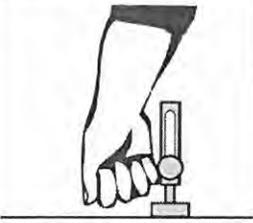
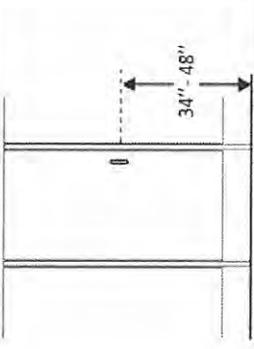
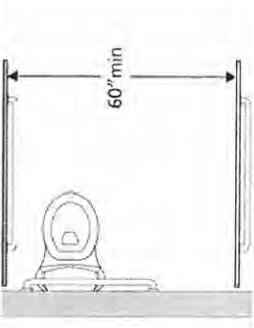
				<p>required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet</p> <ul style="list-style-type: none"> • Alter room/compartments for clearance • •
<p>3.32 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust toilet height • Replace toilet •
<p>3.33 Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects •

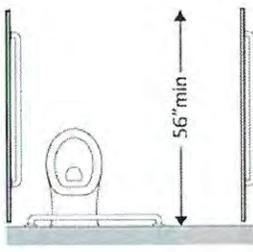
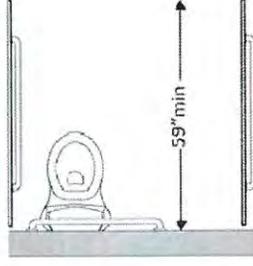
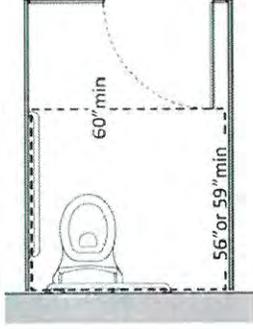
<p>inches and no greater than 36 inches above the floor to the top of the gripping surface?</p> <p>Is there at least 12 inches clearance between the grab bar and protruding objects above?*</p> <p>Is there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1 ½ inches?</p>	<p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p>
<p>3.34 Is there a grab bar at least 36 inches long on the rear wall?</p> <p>Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?</p> <p>Does it extend at least 24 inches on the other (open) side?</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?</p> <p>Are there at least 12 inches</p>	<p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects •

<p>clearance between the grab bar and protruding objects above?*</p> <p>Are there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1 ½ inches?</p>	<p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p> <p>Photo #:</p>
<p>3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Move control</p> <p>• Install sensor with override button no higher than 48 inches</p> <p>•</p> <p>Photo #:</p>
<p>3.36 If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the flush control no greater than 5 pounds?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Change control</p> <p>• Adjust control</p> <p>•</p> <p>Photo #:</p>

<p>3.37 Is the flush control on the open side of the water closet?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move control • •
<p>3.38 Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet</p> <ul style="list-style-type: none"> • Relocate dispenser • •
<p>3.39 Is the outlet of the dispenser:</p> <p>Located no less than 15 inches and no greater than 48 inches above the floor?</p> <p>Not located behind grab bars?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate dispenser • •

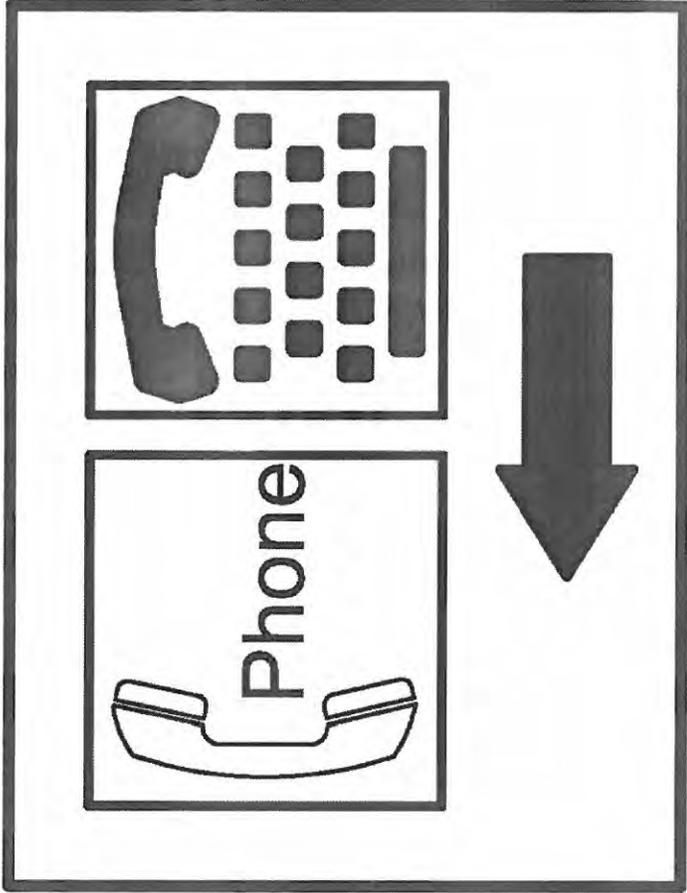
<p>3.40 Does the dispenser allow continuous paper flow?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispenser • Replace dispenser •
<p>Toilet Compartments (Stalls) (2010 Standards – 604)</p>				
<p>3.41 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen door width • •
<p>3.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>*See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p> <ul style="list-style-type: none"> • Remove obstructions •
<p>3.43 Is the door self-closing?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add closer • Replace door •

<p>3.44 Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping, pinching or twisting of the wrist?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards</p> <ul style="list-style-type: none"> • Replace hardware • • <p>Photo #:</p>
<p>3.45 Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>
<p>3.46 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Relocate hardware • •
<p>3.47 Is the compartment at least 60 inches wide?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Widen compartment • •

<p>3.48 If the water closet is wall hung, is the compartment at least 56 inches deep?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen compartment • •
<p>3.49 If the water closet is floor mounted, is the compartment at least 59 inches deep?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter compartment • •
<p>3.50 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reverse door swing • Alter compartment •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •

ADA Checklist for Readily Achievable Barrier Removal

Priority 4 – Additional Access



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.



Institute for Human Centered Design
www.HumanCenteredDesign.org

November 2011

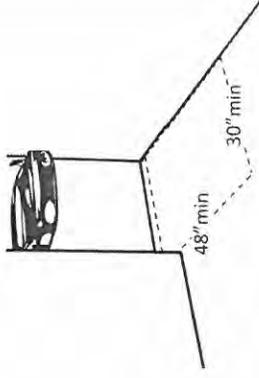
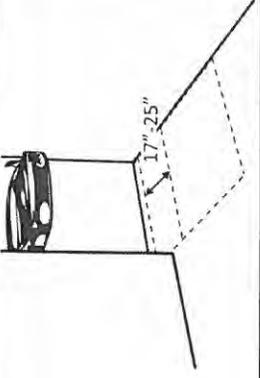
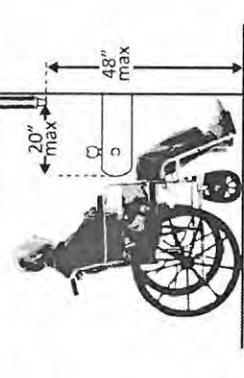


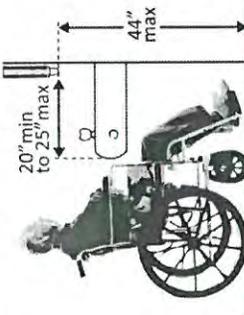
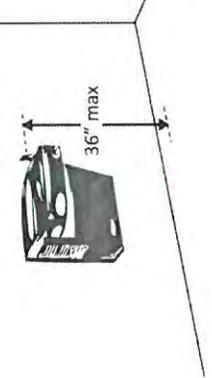
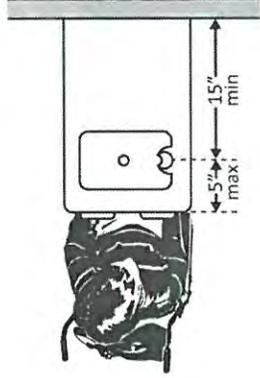
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

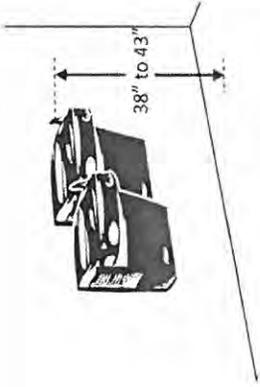
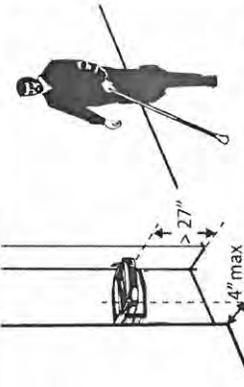
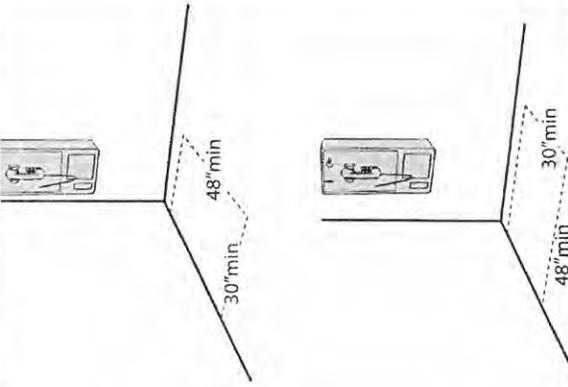
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

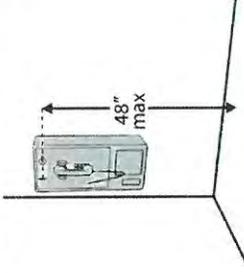
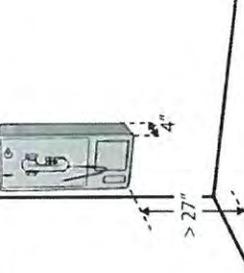
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

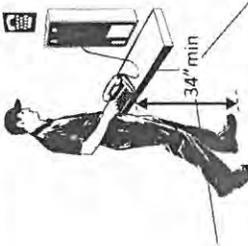
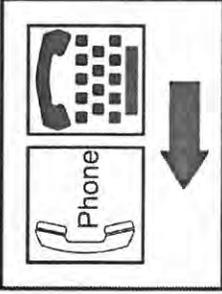
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 4 – Additional Access		Comments		Possible Solutions
Drinking Fountains (2010 Standards – 602)				
<p>4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>			<p>*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered</p> <ul style="list-style-type: none"> • Alter space • Relocate drinking fountain • Install a drinking fountain in another location
<p>4.2 If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • Replace drinking fountain •
<p>4.3 If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •

<p>4.4 If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •
<p>4.5 Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist? Is the force required to activate the control no more than 5 pounds?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control • Adjust control •
<p>4.6 Is the spout outlet no higher than 36 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •
<p>4.7 Is the spout: At least 15 inches from the rear of the drinking fountain? No more than 5 inches from the front of the drinking fountain?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust spout • Replace drinking fountain •

<p>4.8 If there is more than one drinking fountain, is there at least one for standing persons?</p> <p>Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Install new drinking fountain for standing height
<p>4.9 If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain • Add tactile warning such as permanent planter or partial walls
<p>Public Telephones (2010 Standards – 704) TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.</p>				
<p>4.10 Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move telephone • Install new telephone for clear floor space

<p>4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust telephone • •
<p>4.12 If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust telephone • •
<p>4.13 Does at least one telephone have a volume control?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install volume control • Replace telephone with one that has volume control •
<p>4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add pictogram • •

<p>4.15 Does at least one telephone have a TTY?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install TTY • •
<p>4.16 Is the touch surface of the TTY keypad at least 34 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • If a seat is provided, TTY is not required to be 34 inches minimum above the floor • Adjust height of TTY •
<p>4.17 Is the TTY identified by the International Symbol of TTY?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add symbol • •
<p>4.18 Do signs that provide direction to public telephones also provide direction to the TTY?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs • •

<p>4.19 Do telephones that do not have a TTY provide direction to the TTY?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 	<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs • •
<p>Fire Alarm Systems (2010 Standards – 702)</p>				
<p>4.20 If there are fire alarm systems, do they have both flashing lights and audible signals?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible and visual alarms • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •