

**Town of Ware
Self-Evaluation and Transition Plan
June 30, 2023**



Prepared by:

**Center for Living & Working, Inc.
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18 Chestnut Street – Suite 540, Worcester, MA 01608
and
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188 Lower Westfield Road, Holyoke, MA 01040**

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Disclaimer: This Self-Evaluation and Transition Plan is a “planning” document which is intended to identify areas of non compliance under the Federal Americans with Disabilities Act as it pertains to the provision of services, programs, and activities. In doing so, this Plan provides an evaluation of policies and procedures and provides recommendations and sample documents for compliance. This Plan also includes a facilities assessment to identify non-conforming building and site conditions including a description and applicable regulatory standards for compliance. This is not an engineering or architectural assessment nor does it provide engineering or design solutions. Construction solutions need to be designed by a qualified engineering or architectural professional in order to ensure compliance under the MAAB 521 CMR requirements and the 2010 ADA Standards for Accessible Design.

TOWN OF WARE – SELF-EVALUATION AND TRANSITION PLAN

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I. INTRODUCTION

The Center for Living & Working, Inc. in partnership with James M. Mazik, AICP – Consulting Services has prepared this Self-evaluation and Transition Plan (“Accessibility Plan” hereafter) on behalf of the Town of Ware to determine its level of compliance under the Americans with Disability Act (ADA) of 1991, as amended in 2008 and 2010.

The ADA is a civil rights law. Under the ADA, civil rights are guaranteed to individuals who experience discrimination because they; 1) have a physical or mental impairment that substantially limits a major life activity, 2) have a record of such an impairment, and 3) are regarded as having such an impairment. The ADA provides civil rights protections to those with disabilities in a manner similar to that provided to individuals on the basis of race, color, sex, natural origin, age, and religion. The law is intended to ensure that those with a disability cannot be excluded from participating in, or denied the benefits of programs, services and activities offered by state and local governments because of that disability.

Under Title II of the ADA, as amended, requires local municipalities to conduct a Self-Evaluation of programs and services as well as an evaluation of all facilities to document physical barriers to access as part of the requirements for developing a Transition Plan.

In Massachusetts, public buildings and facilities must adhere to Section 521 of the Code of Massachusetts Regulations, “521 CMR: Architectural Access Board”, a specialized section of the State Building Code as governed by the Massachusetts Architectural Access Board (M.G.L. c.22, S13A).

This ADA Self-evaluation and Transition Plan (“Accessibility Plan” hereafter) includes model policies and procedures for adoption by the Town as well as barrier removal solutions for the Town’s public buildings and facilities. The assessment of physical barriers and subsequent recommendations are based on the current 2010 ADA Standards for Accessible Design (2010 ADA Standards) and MA State Building Code 521 C.M.R., the higher standard to prevail. Although there are exceptions and variations (described below), this Accessibility Plan and its recommendations are based on compliance with the current Federal and State standards and the measures required to do so.

II. AMERICANS WITH DISABILITIES ACT

Background

On July 26, 1990 President George H. W. Bush signed the Americans with Disabilities Act, a federal civil rights law that prohibits the exclusion of people with disabilities from the right of equal opportunity. Much of the ADA legislation was built upon legislation that had already been in place for a number of years including the Civil Rights act of 1964 and the Rehabilitation Act of 1973 which regulates employment practices in the federal government and by federal contractors, establishes architectural and transportation accessibility standards and guarantees equal access to entities that receive federal funds.

The ADA is a civil rights law. Under the ADA, civil rights are guaranteed to individuals who experience discrimination because they; 1) have a physical or mental impairment that substantially limits a major life activity, 2) have a record of such an impairment, and 3) are regarded as having such an impairment. Interpretation of the law and its enforcement was intended to be carried out on a case-by-case basis through the nation's legal system. Specific complaints of individuals may be filed with a number of different federal agencies including the Equal Employment Opportunity Commission (Title I), the United States Department of Justice (Titles II and III), the United States Department of Transportation (Titles II and III), and the Federal Communications Commission (Title IV).

The ADA is divided into five titles or sections. These are:

Title I: Employment

Title II: State and Local Government and Public Transportation

Title III: Public Accommodations and Services Operated by Private Entities

Title IV: Telecommunications

Title V: Miscellaneous Provisions

The Town of Ware is bound specifically by Titles I and II.

There is a basic process for complying with the Americans with Disabilities Act:

- Learning about the requirements of the ADA and how it applies to a facility or program;
- Conducting a survey to identify barriers;
- Establishing a list of potential modifications for barrier removal, including changes to policies, facilities and cost estimates;
- Removing existing barriers.

The ADA prohibits discrimination on the basis of disability in all services, programs, and activities provided by small local governments (i.e. cities and towns). Thus, people with disabilities must have an equal opportunity to participate in and benefit from a town's services, programs and activities. To accomplish this, the ADA sets requirements for town facilities, new construction and alterations, communication with the public and policies and procedures governing town programs, services, and activities.

All municipalities must perform a self-evaluation of its policies, practices, programs, procedures, services, etc. (including communication) to determine compliance under the ADA. Municipalities must make reasonable modifications to these policies, programs, services, etc. to avoid discrimination against

individuals with disabilities unless such modification would result in a fundamental alteration in the nature of that program or service.

Although the ADA only requires local governments with 50 or more employees to take additional, specific measures, it is strongly encouraged that even smaller towns with less than 50 employees follow the same process to ensure overall compliance with the ADA. These additional measures include 1) the designation of an individual to coordinate ADA compliance, 2) the development of a transition plan, and 3) the development of an ADA grievance procedure.

The 2008 Amendments to the ADA broadened the definition of "disability", thereby extending the ADA's protections to a greater number of people. The 2008 Amendments provided examples which limit "major life activities" including, but not limited to, "caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working" as well as the operation of several specified major bodily functions. The Amendments also stated that when determining whether one qualifies as disabled, one cannot take into account the mitigating effects of assistive devices, auxiliary aids, accommodations, medical therapies, and supplies. In order to be protected under the ADA, an individual with a disability must also be qualified to perform the essential functions of a job with or without a reasonable accommodation. In 2010, the Department of Justice has revised regulations for Titles II and III of the ADA of 1990. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design. On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal. The 1991 ADA Standards for Accessible Design could be used for new construction and alterations under Titles II and III until March 14, 2012.

Title I

Equal Employment Opportunity

The ADA guarantees equal employment opportunities to people with disabilities who are qualified for a job. The ADA specifically prohibits discrimination in all activities relating to employment. This includes hiring, termination, compensation, recruitment, tenure, job training, advancement and promotion, layoff, fringe benefits, and any other employment-related benefits or activities. Employers, including municipal governments, should carefully review their employment policies and procedures to eliminate discriminatory practices. In many cases, discrimination is unintentional, due to a lack of knowledge and awareness of the employer. The ADA covers all aspects of "employment" including the application and interview process, hiring, promotion, termination, compensation and benefits, and training.

Reasonable Accommodations

Qualified applicants for employment are entitled to "reasonable accommodation" during the hiring process and as part of his/her employment. The term reasonable accommodation can mean many different things depending on the circumstance and what is "reasonable" under that circumstance. It may mean modifying an existing facility so that a person with a disability can perform his/her job (i.e. replace a door handle with a lever, lower a counter top, etc.), changing the way things are customarily done (office policy, work hours, etc.) or restructuring a job. It is the responsibility of the employer to provide a reasonable accommodation unless it would impose an "undue hardship" on the employer or detract from the essential functions of a position. Once the proposed accommodation becomes too difficult or expensive, it can be deemed as no longer reasonable and therefore, not required. *Caution:* What is unreasonable for an employer of six persons, may be deemed reasonable for an employer of

twenty-five persons. Legal counsel should always be consulted when a reasonable accommodation is being considered to ensure compliance with law.

Title II

Program Accessibility

Title II is divided into two parts. Subtitle A covers all programs, services, and activities of state and local government. Subtitle B contains requirements for public transportation systems such as regional transit authorities. If the town provides senior or other local bus or van transportation services, then compliance with applicable provisions of Title II for wheelchair users or individuals with ambulatory limitations may be required. The following applies to Subtitle A of Title II.

The ADA guarantees people with disabilities equal opportunity to participate in all programs, services, and activities of state and local government. Accessibility standards must be followed for new construction as well as accommodations. These standards are based on the ADA Accessibility Guidelines (ADAAG) as developed by the U.S. Access Board provide guidance to the ADA Standards for Accessible Design as enforced by the U.S. Department of Justice (DOJ), U.S. Department of Transportation (DOT), and the federal courts and apply nationwide.

The ADAAG involves a distinction between public or common use area and employee work areas. Public/common use areas must be fully accessible. Employee work areas may be addressed through Title I and "reasonable accommodations" made when the need arises. A higher level of expectation is anticipated for governmental entities than that of the private sector. Regardless of receipt of federal aid, all local governments and their boards, departments, commissions and districts are subject to the provisions of the ADA. Access to services is a critical aspect and basic premise of the ADA. Governmental sponsored programs, services and activities must be available to all, regardless of disability. If structural changes to buildings are required, a transition plan is also usually required. New construction and/or additions to local governmental buildings must be fully compliant and accessible to those with disabilities. Alterations to space used by the public as well as employee work areas must also be ADA compliant unless it is "technically infeasible" to do so (i.e. involves structural, physical, or site constraints). If technically infeasible, the alteration must comply "to the maximum extent feasible". Existing buildings require that the services or programs offered in that facility are readily accessible.

When programs, services, or activities are located in facilities that existed prior to January 26, 1992, the effective date of Title II of the ADA, towns must make sure that they are also available to persons with disabilities. If however, it requires that these programs, services, or activities be substantially altered to provide access or results in undue financial or administrative burden, then reasonable alternatives or accommodations may be allowed. When a service, program, or activity is located in a building that is not accessible, Title II of the ADA allows a "small" local government to achieve program accessibility in several ways. This can include:

- relocating the program, service, or activity to an accessible facility; or
- providing the program, service, or activity in another manner that meets ADA requirements;
or
- undertaking modifications to the building or facility itself to provide accessibility.

Thus, to achieve program accessibility, a small town need not make every existing facility accessible. It can relocate some programs to accessible facilities and modify other facilities, avoiding expensive physical modifications of all town facilities.

Effective Communication

Local governments must ensure effective communication with individuals with disabilities. Where necessary to ensure that communications with individuals with hearing, vision, or speech impairments are as effective as communications with others, municipal governments must provide appropriate auxiliary aids.

The type of auxiliary aid or service necessary to ensure effective communication will vary according to the type of communication involved and the needs of the individual. "Auxiliary aids" include such services or devices as sign language interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, Brailled materials, computer disks, audio recordings, and large print materials. In addition, telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.

Municipal governments are not required to provide auxiliary aids or take any actions that would result in a fundamental alteration in the nature of a service, program, or activity or that will result in undue financial and administrative burdens. However, alternative auxiliary aids that do not result in a fundamental alteration or undue burden must be provided. For example, it is not necessary to provide sign language interpreters for all interactions with persons who are deaf or hard of hearing. Daily interaction may suffice through written notes or similar exchanges. However, public meetings, interrogations by local police officers, or similar technical interactions will most likely require interpreters or assistive listening systems. It is required that alternative auxiliary aids be available that do not result in financial or administrative burdens yet meet the needs of the disabled individual.

Title III

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. It is intended that all individuals have the opportunity to benefit from businesses and services of a place of public accommodation. The regulations require that architectural and communication barriers that are structural must be removed in public areas of existing facilities when their removal is readily achievable. Public accommodations that must meet the barrier removal requirement include a broad range of establishments (both for- and non-profit) such as inns, hotels, motels, restaurants, bars, theaters, concert halls, stadiums, museums, auditoriums, retail stores, grocery stores, bakeries, laundromats, banks, barber and beauty shops, gas stations, professional offices, medical offices, private schools, health spas, bowling alleys and other places that serve the public. Private entities that own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement. Private clubs and religious organizations, including places of worship, are exempt from the ADA public accommodation requirements.

Transportation services provided by the Council on Aging would also be bound by Title III.

Title IV

Title IV requires common carriers engaged in interstate communications by wire or radio to provide telecommunications relay services for both hearing- and speech-impaired individuals. Regulations developed to implement this provision require that these services operate 24 hours a day. It is the intention to give those persons with hearing and speech impairments the opportunity to communicate with any other individual. This is to be achieved in a manner such that the users are not paying greater rates than those for equivalent services used by persons without hearing or speech impairments. In addition, any televised public service announcements provided or funded in whole or in part by any

federal agency or instrument of the federal government must include closed captioning of the verbal content of such announcement.

Title V

Title V consists of various miscellaneous provisions of the ADA including a requirement for the development of technical assistance manuals by the appropriate regulatory federal agency, a report on the ADA and wilderness areas, a description of the responsibility of the United States Congress, religious organizations, and enforcement and dispute resolution.

Definition of Commonly Used Terms

Disability - a physical or mental impairment that substantially limits a major life activity, such as walking, seeing, hearing, learning, breathing, caring for oneself, or working. To be protected under the ADA, a person must have, have a record of, or be regarded as having a record of, a substantial impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. Individuals who have successfully completed or are currently enrolled in a drug or alcohol rehabilitation program are also considered to be disabled. The ADA protects three classes of people with disabilities:

- those who have a disability, and
- those who have a record of having a disability, and
- those who are regarded as having a disability, whether or not they actually have one.

Qualified Individual with a Disability - an employee or job applicant who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks. The person must also be able to perform the "essential" (as opposed to marginal or incidental) functions of the position either with or without reasonable accommodation. Job requirements that screen out or tend to screen out people with disabilities are legitimate only if they are job-related and consistent with business necessity.

Reasonable Accommodation - any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodations may include: acquiring or modifying equipment or devices, job restructuring, modifying work hours, making the workplace structurally accessible to individuals with disabilities, reassigning an employee with a disability to an equivalent position as soon as one becomes vacant, providing qualified readers for the blind or interpreters for the deaf, and/or appropriately adjusting or modifying examinations, training materials, or policies.

Essential Functions – the basic job duties that an employee must perform, with or without reasonable accommodation.

Readily Achievable - the removal of physical barriers which are easily accomplishable without much difficulty or expense. The "readily achievable" requirement is based on the size and resources available. For example, a larger business with more resources is expected to take a more active role in removing barriers than smaller businesses. The ADA also recognizes that economic conditions vary. When a business has resources to remove barriers, it is expected to do so; but when profits are down, barrier removal may be reduced or delayed. Barrier removal is an ongoing obligation, thus physical barriers must be removed as resources become available in the future.

Undue Hardship - an action or accommodation that requires significant difficulty or expense for an entity. Criteria for making such a determination include the nature and cost of the accommodation, the financial resources of the employer, or the impact of such accommodations on the financial resources of the employer.

Programmatic Access –Programmatic access requires that a public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

Program Accessibility

Under Title II of the ADA, the Town of Ware must ensure that when “viewed in entirety”; all programs, services, and activities that are offered must be equally available to persons with disabilities. The Town is not necessarily required to remove architectural barriers from a building or site, but rather, must make sure that its programs are accessible. Non-structural methods to achieve program accessibility include:

- relocating a program or service to an accessible location in the existing building or facility, or
- relocation of a program or service to a different building or facility, or
- providing short-term or intermediate modifications to ensure program access until a permanent or structural solution is achieved (Example – creating an accessible meeting space on the first floor of a building such that staff providing services on a second or third floor can meet with persons in the accessible first floor space).

III. OTHER FEDERAL ACCESSIBILITY REGULATIONS

Architectural Barriers Act (ABA) - 1968

The Architectural Barriers Act requires access to facilities designed, built or altered with Federal funds or leased by Federal agencies. The law covers a wide range of facilities, including post offices, social security offices, prisons, and national parks. It also applies to non-government facilities that have received Federal funding, such as certain schools, public housing, and mass transit systems. Passed in 1968, the ABA is the first measure by Congress to ensure access to the built environment. Facilities that predate the law generally are not covered, but alterations or leases undertaken after the law took effect can trigger coverage. Building construction changes made under this law, must meet the Uniform Federal Accessibility Standards (UFAS). Special provisions are included in the UFAS for historic buildings that would be threatened or destroyed by meeting full accessibility requirements

The Rehabilitation Act – 1973

The Rehabilitation Act requires recipients of federal financial assistance to make their programs and activities accessible to everyone. Recipients are allowed to make their properties accessible by altering buildings, by moving programs and activities to accessible spaces, or by making other accommodations. It also protects the rights of Federal employees with disabilities. The law also requires electronic and information technology procured by Federal agencies to be accessible according to certain established standards.

Section 504 of the Rehabilitation Act and ADA. Both the ADA and Section 504 ensure that people with disabilities are not discriminated because of their disability.

The ADA was modeled after Section 504 and adds to the strength of Section 504 by extending it to private institutions, workplaces and other institutions that were not originally covered under Section 504.

Section 504 only applies to entities that receive financial assistance. The ADA applies to entities which receive funds from federal, state, or privately owned establishments and businesses. In effect, the ADA extends a legal mandate of Section 504 beyond the recipients of the funds from the federal government.

According to Section 504, a person with disability is one who has (1) a physical or mental impairment that substantially limits major life functions (2) a history of impairment (3) or if s/he is regarded as having an impairment. However, ADA also covers HIV and contagious and non-contagious diseases.

Both the ADA and section 504 are civil rights statutes. The Office for Civil Rights of the United States Department of Education is responsible for enforcing Section 504. The United States Department of Justice enforces the Americans with Disabilities Act.

Unlike Section 504, the ADA does not have any direct responsibility for providing free and appropriate public education. The ADA does not come up with any specific evaluation or placement procedures, whereas Section 504 requires a notice and consent for an evaluation process.

Section 508 of the Rehabilitation Act and ADA. Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998, requires federal agencies to develop, procure, maintain and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government. The US Access Board established the Section 508 standards that implement the law and provides the requirements for accessibility.

Section 508 requires federal agencies to make their ICT such as technology, online training and websites accessible for everyone. This means that federal employees with disabilities are able to do their work on the accessible computers, phones and equipment in their offices, take online training or access the agency's internal website to locate needed information. Section 508 also means that a person with a disability applying for a job with the federal government or a person who is using an agency's website to get information about a program, or completing an online form has access to the same accessible information and resources available to anyone.

Information and Communications Technology (ICT) is any equipment or system that is used to create, convert, duplicate or access information and data. Examples of ICT include, but are not limited to:

Telephones, smart phones and mobile devices

- Televisions, DVD players and videotaped productions
- Internet and Intranet websites
- PDF documents
- Content on DVDs and CDs
- Online training
- Webinars and teleconferencing
- Technical support call centers
- Remote access websites and tools
- Tablet, laptop and desktop computers
- Software and operating systems
- User guides for software and tools
- Copiers, printers and fax machines

Voting Accessibility for the Elderly and Handicapped Act - 1984

The Voting Accessibility for the Elderly and Handicapped Act of 1984 generally requires polling places across the United States to be physically accessible to people with disabilities for federal elections. Where no accessible location is available to serve as a polling place, a political subdivision must provide an alternate means of casting a ballot on the day of the election. This law also requires states to make registration and voting aids available for disabled and elderly voters, including information by telecommunications devices for the deaf (TDDs), which are also known as teletypewriters (TTYs).

Air Carrier Access Act - 1986

The Air Carrier Access Act of 1986 prohibits discriminatory treatment of people with disabilities in air travel. The law applies to both domestic and foreign air centers. Regulations issued by the Department of Transportation under this Act cover a range of issues, including boarding assistance and access features in newly built aircraft.

Fair Housing Act - 1988

The Fair Housing Act, as amended in 1988, prohibits discrimination in housing on the basis of disability, as well as race, color, gender, and religion. It covers housing in the public and private sectors and bans discrimination in any aspect of selling or renting housing. Under the law, new multifamily housing must be able to be adapted for accessibility according to established guidelines. The law also requires reasonable exceptions to housing policies and operations so that people with disabilities are afforded equal housing opportunities.

Individuals with Disabilities Education Act - 1990

The Individuals with Disabilities Education Act (IDEA) is a law that ensures students with a disability to be provided with Free Appropriate Public Education (FAPE) that is tailored to their individual needs. IDEA was previously known as the Education for all Handicapped Children Act (EHA) from 1975 to 1990. In 1990 Congress reauthorized EHA and changed the title to IDEA. Overall, the goal of IDEA is to provide children with disabilities the same opportunity for education as those students who do not have a disability.

IDEA is composed of four parts, the main two being part A and part B. Part A covers the general provisions of the law; Part B covers assistance for education of all children with disabilities; Part C covers infants and toddlers with disabilities, including children from birth to age three; and Part D consists of the national support programs administered at the federal level. Each part of the law has remained largely the same since the original enactment in 1975.

In practice, IDEA is composed of six main elements that illuminate its main points. These six elements are: Individualized Education Program (IEP); Free and Appropriate Public Education (FAPE); Least Restrictive Environment (LRE); Appropriate Evaluation; Parent and Teacher Participation; and Procedural Safeguards. To go along with those six main elements, there are also a few other important components that tie into IDEA: Confidentiality of Information, Transition Services, and Discipline. Throughout the years of IDEA's being reauthorized, these components have become key concepts when learning about IDEA.

Congress reauthorized the IDEA in 2004 and most recently amended the IDEA through the Every Student Succeeds Act, in December 2015. In this Act, Congress states: *"Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities"*.

Telecommunications Act - 1996

The Telecommunications Act of 1996 requires telecommunications products and services to be accessible according to guidelines developed by the Access Board. It covers a broad range of products, including telephones, cellular phones, pagers, and fax machines. The Federal Communications Commission (FCC) enforces requirements of the law.

Help America Vote Act – 2002

Each polling place must have at least one accessible voting machine by January 1, 2006 under the Help America Vote Act. The act (Public Law 107-252), which was signed by President Bush on October 29, 2002 also requires each piece of voting equipment bought with federal money on or after January 1, 2007 to be accessible.

ADA and The Rehabilitation Act Enforcement and Compliance

Private parties may file lawsuits to enforce their rights under Title II of the ADA. The remedies available are the same as under Section 504 of the Rehabilitation Act. There are eight administrative agencies designated to handle complaints filed under Title II. These are:

Department of Agriculture
Department of Education
Department of Health and Human Services
Department of Housing and Urban Development
Department of Interior
Department of Justice
Department of Labor
Department of Transportation

Individuals may file a complaint with the appropriate administrative agency or with any federal agency that provides financial assistance to the program in question. Complaints may also be filed with the Department of Justice who will refer the complaint to the appropriate agency.

The address for the Department of Justice is—

Disability Rights Section
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001

Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant's name, address, and describe the public entities discriminatory action.

The Massachusetts Commission on Disability has also taken a more active role in recent years in enforcing both MA 521 CMR and the Americans with Disabilities Act. Complaints may also be filed with the Commission on Disability who will investigate and determine the appropriate action.

The address and contact information for the Commission on Disability is:

Massachusetts Office on Disability
One Ashburton Place-Room 1305
Boston, MA 02108
Telephone No.: 617.727.7440
Fax No.: 617.727.0965
Website: <https://www.mass.gov/orgs/massachusetts-office-on-disability>

For technical assistance, the following can be contacted:

Institute of Human Centered Design at <https://www.humancentereddesign.org>
New England ADA Center at <https://www.newenglandada.org>
Center for Living & Working, Inc. at <https://www.centerlw.org>
Stavros Center for Independent Living Center at <https://www.stavros.org>

IV. 521 CODE OF MASSACHUSETTS REGULATIONS ARCHITECTURAL ACCESS BOARD (MGL C. 22, S. 13a)

Section 521 of the Code of Massachusetts Regulations, "521 CMR: Architectural Access Board" is a specialized section of the State Building Code which provides the actual construction standards and specifications which must be adhered to for work performed on "public" buildings (see definition of public building in 521 CMR) in the Commonwealth of Massachusetts. The purpose of 521 CMR is to make public buildings and facilities accessible to, functional for, and safe for use by persons with disabilities. It is the intent of 521 CMR to provide persons with disabilities full, free and safe use of all buildings and facilities so that all such persons may have the educational, living and recreational opportunities necessary to be as self-sufficient as possible and to assume full responsibilities as citizens.

The Massachusetts Architectural Access Board (MAAB) is a regulatory agency whose mandate, as established under M.G.L. c.22 S13A, is to develop and enforce regulations pertaining to public access. The MAAB also decides on variance requests, issues advisory opinions, and makes decisions on complaints. Local building inspectors are responsible for enforcement of the provisions of 521 CMR.

Jurisdiction of 521 CMR

All additions to, reconstruction, remodeling, and alterations or repairs of existing public buildings, which require a building permit or which are so defined by a state or local inspector, shall be governed by those applicable sections of 521 CMR.

If the work being performed amounts to less than 30% of the full and fair cash value of the building and

- a) the work costs less than \$100,000, then only the work being performed is required to comply with 521 CMR; or
- b) the work costs \$100,000 or more, then the work being performed is required to comply and an accessible entrance, toilet, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) are also required.

If the work performed amounts to 30% or more of the full and fair cash value of the building, the entire building is required to comply with 521 CMR. Where the cost of constructing an addition to a building amounts to 30% or more of the full and fair cash value of the existing building, both the addition and the existing building must be fully accessible.

A historic building or facility that is listed or is eligible for listing in the National or State Register of Historic Places or is designated as historic under appropriate state or local bylaws may be granted a variance by the MAAB to allow alternate accessibility.

The MAAB Regulations also address various circumstances involving change in use, work performed over a period of time, multiple uses of one building, outdoor facilities, temporary structures, security structures and non-occupiable spaces. For more information on these areas, the administrative process (variances, complaints, hearings) as well as specific architectural requirements, reference to 521 CMR should be made.

V. ALTERATIONS TO HISTORIC PROPERTIES

ADA 2010 Standards

There are exceptions for *alterations* to qualified historic buildings and facilities for *accessible* routes (206.2.1 Exception 1 and 206.2.3 Exception 7); entrances (206.4 Exception 2); and toilet facilities (213.2 Exception 2). When an entity believes that compliance with the requirements for any of these elements would threaten or destroy the historic significance of the building or facility, the entity should consult with the State Historic Preservation Officer. If the State Historic Preservation Officer agrees that compliance with the requirements for a specific element would threaten or destroy the historic significance of the building or facility, use of the exception is permitted.

Public entities have an additional obligation to achieve program *accessibility* under the Department of Justice ADA regulations (See 28 CFR 35.150). These regulations require public entities that operate historic preservation programs to give priority to methods that provide physical access to individuals with disabilities. If *alterations* to a qualified historic building or facility to achieve program *accessibility* would threaten or destroy the historic significance of the building or facility, fundamentally alter the program, or result in undue financial or administrative burdens, the Department of Justice ADA regulations allow alternative methods to be used to achieve program *accessibility*. In the case of historic preservation programs, such as an historic house museum, alternative methods include using audio-visual materials to depict portions of the house that cannot otherwise be made *accessible*. In the case of other qualified historic properties, such as an historic government office building, alternative methods include relocating programs and services to *accessible* locations. The Department of Justice ADA regulations also allow public entities to use alternative methods when altering qualified historic buildings or facilities in the rare situations where the State Historic Preservation Officer determines that it is not feasible to provide physical access using the exceptions permitted in Section 202.5 without threatening or destroying the historic significance of the building or facility. See 28 CFR 35.151(d).

Massachusetts 521 CMR

A historic building or facility that is listed or is eligible for listing in the National or State Register of Historic Places or is designated as historic under appropriate state or local laws may be granted a variance by the Architectural Access Board to allow alternate accessibility. If a variance is requested on the basis of historical significance, then consultation with the Massachusetts Historical Commission is required in order to determine whether a building or facility is eligible for listing or listed in the National or State Register of Historic Places. The Massachusetts Historical Commission may request a copy of the proposed variance request and supporting documentation to substantiate the variance request and its effect on historic resources. A written statement from the Massachusetts Historical Commission is required with the application for a variance.

VI. ELECTRIC VEHICLE (EV) CHARGING STATIONS

Although neither 521 CMR nor the 2010 ADA Standards specifically address EV charging stations, the Massachusetts Architectural Access Board (AAB) has issued an advisory opinion on this matter and the U.S. Department of Energy (DOE) has issued guidance on complying with ADA requirements as it pertains to EV charging station installation. *Please note that AAB and Federal guidance pertaining to clear widths and reach range vary according to the respective regulation or standard. The stricter of the two would apply.*

Massachusetts Architectural Access Board

The AAB's advisory opinion was in response to the number of "accessible" EV chargers required at public places of assembly as specified in 521 CMR 14.1. The AAB noted that although EV charging stations do not have to be reserved for persons with disabilities, stations should comply with 521 CMR 6.00 (Space Allowance and Reach Range), 521 CMR 20.00 (Accessible Route), and 521 CMR 39.00 (Controls). The AAB also noted that strict enforcement of its regulations with respect to EV charging stations may result in excessive and unreasonable costs without substantial benefit to persons with disabilities. Therefore, variance requests would not only be considered, but in fact, encouraged. However, the AAB noted that in considering such requests, reduced compliance would be more in terms of requiring only 5%, but not less than one (1) EV charging station to be accessible. The AAB further noted that all variance requests would be viewed upon on a case-by-case basis.

U.S. Department of Energy

In formally issued guidance, the DOE notes that although the ADA does not provide design standards for EV charging stations, several industry studies and EV planning guides do. In addition, several plans developed under the DOE's Clean Cities EV Community Readiness projects describe best practices for installing ADA compliant charging stations. When designing EV charging stations, accessibility considerations should include ease of use, adequate space for exiting and entering the vehicle, unobstructed access to the charging station, free movement around the charging station and connection point to the vehicle, as well as clear paths and close proximity to any building entrances. Specific guidance and recommendations are as follows:

Parking Stall	Minimum 10 feet (car) to 13 feet (van) wide
Accessible Route Width	Minimum 3 feet wide on both sides of the vehicle space that connects to the charging station (4 feet under 521 CMR) as well as in front of the charging station (2.5 feet x 4 feet under 521 CMR)
Slopes	No more than 2% in all directions
Reach Range	No more than 4 feet above ground level
Controls	Operable with one hand and not requiring grasping, pinching, or twisting of the wrist and no more than 5 lbs. of operating force
Other Considerations	Provide bollards or curb stops to prevent vehicle obstruction of the accessible clear space in front of the charging station

VII. EMERGENCY PREPAREDNESS

Ensuring that local government emergency preparedness and response programs are accessible to people with disabilities is a critical component and requirement of the Americans with Disabilities Act.

The municipality's designated staff or department responsible for emergency planning or response activities, should involve people with disabilities in identifying needs and evaluating effective emergency management practices. Issues that have the greatest impact on people with disabilities include:

- notification
- evacuation
- emergency transportation
- sheltering
- access to medications, refrigeration, and back-up power
- access to their mobility devices or service animals while in transit or at shelters; and,
- access to information.

Notification

In planning for emergency services, the municipality should consider the needs of people who use mobility aids such as wheelchairs, scooters, walkers, canes or crutches, or people who have limited stamina. Plans also need to include people who use oxygen or respirators, people who are blind or who have low vision, people who are deaf or hard of hearing, people who have a cognitive disability, people with mental illness, and those with other types of disabilities. Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Warning methods should be developed to ensure that all citizens will have the information necessary to make sound decisions and take appropriate, responsible action. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself.

Provide ways to inform people who are deaf or hard of hearing of an impending disaster if the municipality uses emergency warning systems such as sirens or other audible alerts. When the electric power supply is affected, it may be necessary to use several forms of notification. These might include the use of telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, E-mails, and even direct door-to-door contact with pre-registered individuals. Also, the municipality should consider using open-captioning on local TV stations in addition to incorporating other innovative uses of technology into such procedures, as well as lower-tech options such as dispatching qualified sign language interpreters to assist in broadcasting emergency information provided to the media

Evacuation

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies

on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. The municipality should adopt policies to ensure that its community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, or cognitive disabilities, mental illness, or other disabilities, to safely self-evacuate or to be evacuated by others. Some communities are instituting voluntary, confidential registries of persons with disabilities who may need individualized evacuation assistance or notification. If this municipality opts to maintain such a registry, have procedures in place to ensure its voluntariness, guarantee confidentiality controls, and develop a process to update the registry. Also consider how best to publicize its availability. Whether or not a registry is used, the plan should address accessible transportation needs for people who use wheelchairs, scooters, or other mobility aids as well as people who are blind or who have low vision.

The municipality should also identify accessible modes of transportation that may be available to help evacuate people with disabilities during an emergency. For instance, some communities have used lift-equipped school or transit buses to evacuate people who use wheelchairs during floods. Both public and private transportation may be disrupted due to overcrowding, because of blocked streets and sidewalks, or because the system is not functioning at all. The movement of people during an evacuation is critical, but many people with disabilities cannot use traditional, inaccessible transportation.

Sheltering

The municipality should survey its shelters for barriers to access for persons with disabilities. For instance, if a particular high school gymnasium is being considered as part of a sheltering plan, early in the process the municipality should examine its parking, the path to the gymnasium, and the toilets serving the gymnasium to make sure they are accessible to people with disabilities. When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Historically, great attention has been paid to ensuring that those shelters are well stocked with basic necessities such as food, water, and blankets. However, many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able somehow to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area. Until all emergency shelters have accessible parking, exterior routes, entrances, interior routes to the shelter area, and toilet rooms serving the shelter area; the municipality should identify and widely publicize to the public, including persons with disabilities and the organizations that serve them, the locations of the most accessible emergency shelters.

Shelter staff and volunteers are often trained in first aid or other areas critical to the delivery of emergency services, but many have little, if any, familiarity with the needs of people with disabilities. In some instances, people with disabilities have been turned away from shelters because of volunteers' lack of confidence regarding the shelter's ability to meet their needs. Generally, people with disabilities may not be segregated or told to go to "special" shelters designated for their use. They should ordinarily be allowed to attend the same shelters as their neighbors and coworkers.

Consider inviting representatives of group homes and other people with disabilities to meet with the municipality as part of its routine shelter planning. Discuss with them which shelters they would be more likely to use in the event of an emergency and what, if any, disability-related concerns they may have while sheltering. Develop site-specific instructions for volunteers and staff to address these concerns.

Access to Medications, Refrigeration, and Back-up Power

Individuals whose disabilities require medications, such as certain types of insulin that require constant refrigeration, may find that many shelters do not provide refrigerators or ice-packed coolers. Individuals who use life support systems and other devices rely on electricity to function and stay alive and, in many cases, may not have access to a generator or other source of electricity within a shelter. Ensure that a reasonable number of emergency shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). These shelters should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration. The public should be routinely notified about the location of these shelters. In addition, if the municipality chooses to maintain a confidential registry of individuals needing transportation assistance, this registry could also record those who would be in need of particular medications. This will facilitate planning priorities.

Access to Mobility Devices or Service Animals While in Transit or at Shelters

Many shelters have a “no pets” policy and some mistakenly apply this policy to exclude service animals such as guide dogs for people who are blind, hearing dogs for people who are deaf, or dogs that pull wheelchairs or retrieve dropped objects. When people with disabilities who use service animals are told that their animals cannot enter the shelter, they are forced to choose between safety and abandoning a highly trained animal that accompanies them everywhere and allows them to function independently. Adopt procedures to ensure that people with disabilities who use service animals are not separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. While a municipality cannot unnecessarily segregate persons who use service animals from others, the municipality may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Access to Information

People who are deaf or hard of hearing may not have access to audible information routinely made available to people in the temporary shelters. Individuals who are blind or who have low vision will not be able to use printed notices, advisories, or other written information. Adopt procedures to provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Train staff on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Train staff to read printed information, upon request, to persons who are blind or who have low vision.

Leaving the Shelter and Returning Home

The needs of individuals with disabilities should be considered as well when they leave a shelter or are otherwise allowed to return to their home. If a ramp has been destroyed, an individual with a mobility impairment will be unable to get into and out of the house. In case temporary housing is needed past the stay at the shelter, the municipality’s emergency response plan could identify available physically accessible short-term housing, as well as housing with appropriate communication devices, such as TTY’s, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals. Identify temporary accessible housing (such as accessible hotel rooms within the community or in nearby communities) that could be used if people with disabilities cannot immediately return home after a disaster if, for instance, necessary accessible features such as ramps or electrical systems have been damaged.

VIII. ADA SERVICE ANIMALS

Beginning on March 15, 2011, only dogs are recognized as service animals under Titles II and III of the ADA. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Generally, Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

Definition of Service Animal

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.

Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. Emotional support animals are different than service animals as they are trained to follow basic commands, but unlike service animals, are not trained for a specific task to assist a person with a disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal. People with emotional support animals might not have any physical disabilities or outward signs of why they need an emotional support animal. As emotional support animals are not covered by the ADA, they are not allowed in public places such as restaurants and stores.

This definition does not affect or limit the broader definition of "assistance animal" under the Fair Housing Act or the broader definition of "service animal" under the Air Carrier Access Act. Some State and local laws also define service animal more broadly than the ADA does. Information about such laws can be obtained from the MA State Attorney General's Office.

Where Service Animals Are Allowed

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go. For example, in a hospital it usually would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

Service Animals Must Be Under Control

A service animal must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Inquiries, Exclusions, Charges, and Other Specific Rules Related to Service Animals

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Establishments that sell or prepare food must generally allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they cause, a customer with a disability may also be charged for damage caused by himself or his service animal.
- Staff are not required to provide care for or supervision of a service animal.

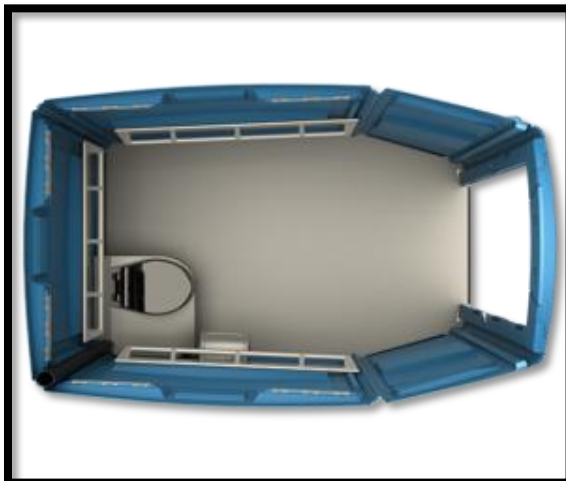
Miniature Horses

In addition to the provisions about service dogs, the Federal Department of Justice's ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

IX. ADA COMPLIANT PORTABLE TOILETS

If the Town provides portable toilets for short-term events or for seasonal use, then they must be “ADA Compliant”. **An important distinction to note is that “ADA Compliant” is not synonymous with “Wheelchair Accessible.”** Wheelchair Accessible usually indicates a ramped or ground level entrance with a wide enough door for a wheelchair to gain entry. Clearances; setbacks; and dispenser, grab bar, and water closet heights do not necessarily meet ADA or 521 CMR Standards. “ADA Compliant”, however, generally means reinforced construction; ramped or ground level and wheelchair accessible entrance; spring loaded magnetic door that closes automatically; reinforced grab bars; dispensers, grab bars, and the water closet at the proper height and near, far and front setbacks; compliant door hardware; and enough interior space for a wheelchair to make a 360 degree turn that all fully comply with the 2010 ADA Standards and/or 521 CMR, whichever is more stringent. Illustrative examples of an “ADA Compliant” portable toilet are shown below.

Representative Examples of an ADA Compliant Portable Toilet



X. EMERGENCY EYEWASH STATIONS

Emergency eyewash and shower equipment are often located in school science classrooms, public works and highway garages, police stations, and fire stations. These facilities should be designed to meet both the Americans with Disabilities Act (ADA) and the American National Standards Institute requirements.

These stations typically have shower pull rings that are not within reach of someone using a wheelchair and eyewash stations that are too high and lack knee clearance.

All emergency equipment must comply with ADA requirements as follow:

- Emergency showers and eyewashes should be mounted for fold-up so they are completely out of the way when not in use. For example, swing-down, sink-mounted eyewashes should be placed at the back or side of the lab sink so that the sink can be used for other operations; however, the spray should automatically start when the head is swung down into position over the sink drain.
- Signage for emergency equipment must be highly visible, even when not in use, so that it can be easily located by the disabled person.
- Sinks and counters should be 34 inches above the floor. This allows the spray outlets of the eyewash to be about 39 inches above the floor. Newer models can even be attached to swing down below the 36-inch sink height, making them easier to reach.
- The activation handles for lowering the eyewash and turning on the shower should not require more than five pounds of force to operate.
- Safety showers that meet ADA requirements must have the pull rod at or below 48 inches. This would accommodate any person using a wheelchair. The center-line of the showerhead should be 37 inches from the wall.
- When a shower/eyewash station is a combination unit, the eyewash should be about 14 inches from the wall to the center-line of the eyewash.
- ADA guidelines state that at least one out of five eyewash or shower stations in a specific area, or at least one, must meet ADA requirements.

Photographic examples of compliant emergency eyewash stations are provided below.



XI. ACCESSIBLE ROUTES AND PLAYGROUND SURFACE MATERIALS

ACCESSIBLE ROUTES OF TRAVEL

Walkways and sidewalks must be firm, stable, and slip resistant with cross slopes of no more than 2.0% and running slopes of no more than 5.0%. Transitions and surface changes must be flush or free of changes in level greater than ¼" or between ¼" and ½" if beveled. Typical surface treatments include asphalt, concrete, stone dust, and stabilized stone dust (stone dust blended with a binding agent or polymer). A new product for use in recreation areas involves compacted shredded bark/wood chips mixed with a polymer stabilizing adhesive product.

Asphalt

Estimated cost per square foot (2022): Up to \$10.00.

- Pros:
- 1) Durable
 - 2) Relatively inexpensive
 - 3) Requires little maintenance
 - 4) Does not readily deteriorate and has a longer live span
- Cons:
- 1) Is not permeable
 - 2) Subject to heaving and grass/weed infiltration in cracks
 - 3) Added cost due to site preparation requirements
 - 4) Requires periodic crack-filling and re-sealing/re-coating



Concrete

Estimated cost per square foot (2022): Up to \$25.00.

- Pros:
- 1) Durable
 - 2) Requires little maintenance
 - 3) Does not readily deteriorate and has a longer live span
- Cons:
- 1) Is not permeable
 - 2) Subject to cracking, edge deterioration, and some heaving

- 3) Is more expensive due to site preparation and construction
- 4) Requires more expensive repair varying from grinding to complete concrete pad replacement



Stone Dust

Estimated cost per square foot (2022): Up to \$5.00.

- Pros:
- 1) Inexpensive and can be installed by municipal work force
 - 2) Permeable
- Cons:
- 1) Requires regular maintenance including the addition of material, compaction, re-grading, and weed removal
 - 2) Subject to deterioration and wash-outs especially on sloped areas
 - 3) If not installed properly and/or regularly maintained, can be problematic for wheelchair users as well as those with arm crutches due to degradation of the surface stability and firmness



Stabilized Stone Dust

Estimated cost per square foot (2022): \$7.00 to \$10.00.

- Pros:
- 1) Relatively inexpensive

- 2) Permeable
- 3) More durable than regular stone dust
- 4) Doesn't heave, weed resistant

- Cons:
- 1) Costs more than regular stone dust
 - 2) Requires metal or wood edging to preserve the integrity of the walkway and limit side erosion
 - 3) May require periodic touch up and restoration



Compacted Wood Chips/Bark Mixed with an Emulsion

Estimated cost per square foot (2022): \$7.00 to \$10.00.

- Pros:
- 1) Relatively inexpensive
 - 2) Permeable
 - 3) More durable than regular stone dust
 - 4) Doesn't heave, weed resistant
 - 5) Works on sloping surfaces

- Cons:
- 1) Costs more than regular stone dust
 - 2) Requires metal or wood edging to preserve the integrity of the walkway and limit side erosion
 - 3) May require periodic touch up and restoration



Note: Upon application the initial color of the surface is yellow, but then weathers over time to silvery gray.

PLAYGROUND SURFACE MATERIALS

There are two general options for ADA compliant playground surfaces for the fall zone area and areas other than the accessible route of travel – loose fill materials or synthetic materials. The selection of materials should be based on factors such as height of equipment to the ground fall area, age of users, dispersion of equipment, typical weather conditions, maintenance costs, installation costs, equipment life expectancy, and environmental concerns.

LOOSE FILL

All loose fill surfacing requires daily raking to maintain the required depth of the material to ensure the safety of children. Replenishment is also required as loose fill gets packed down or kicked away. Often this type of maintenance does not take place, creating unsafe playgrounds. In addition, loose fill is often tracked into buildings requiring additional maintenance indoors. Following are the most common types of loose fill:

Pea Gravel, Sand, Regular Wood Chips, and Shredded Rubber/Engineered Wood Fiber

These materials do meet compliance standards for impact attenuating surfaces (fall zone material), but they do not meet the standard for propulsion and turning requirements in the ASTM standards and are not recognized as ADA-approved materials. Other surfacing materials can be used to create paths to the entry point of the play equipment and render playgrounds compliant (See Accessible Routes of Travel above).

Pea Gravel

Pros: Pea gravel is inexpensive and easy to maintain. It also allows for good drainage and does not attract animals.

Cons: It can be a hazard if it is thrown by persons in the playground. Some daycare providers have reported that pea gravel fits well in a nostril or an ear, which can result in an unwanted visit to the doctor or emergency room. It also creates a problem for maintenance of the grass and surfaces surrounding the playground. Lawn mowers can throw the gravel significant distances. The material cannot be used if the fall height within the playground is greater than 5 feet.



Sand

Pros: Sand is a very easy product to maintain through simple raking and leveling. . It is also a preferred material to play in by children.

Cons: Cats often use the sand as a litter box which creates a serious health code concern. Broken glass and other debris can also become buried in sand, invisible to the eye, resulting in potential future injuries. Furthermore, in freezing conditions, sand can become as hard as concrete and can only be used after the sun warms the surface or the material is loosened manually. Sand cannot be used if the fall height within the playground is greater than 4 feet.



Regular Wood Chips (not engineered wood fiber)

Pros: This material is inexpensive, readily available, and easily moveable. It is typically also a good fall attenuating surface material. If properly maintained, wood chips can be used as a fall zone for play structures with a fall height up to 10 feet.

Cons: Regular wood chips require constant maintenance. They must be turned over occasionally to prevent decomposing and do not have good drainage qualities. Typically, a significant amount of the material, 25% or more, must be replaced annually.



Shredded Rubber and Engineered Wood Fiber

Pros: These products are ADA-approved for impact attenuation and are relatively cost efficient. Shredded Rubber and Engineered Wood Fiber can be used for play structures with a fall height up to 10 feet.

Cons: These materials have the potential to “off-gas” in high temperatures. They are also difficult to keep in the play areas, out of the grass, and out of children’s clothes.



FULLY ACCESSIBLE SURFACES

Pour-in-Place, Rubber Mats/Tiles

Pros: These artificial surface materials meet ADA standards and are deemed universally accessible for children with disabilities. The most significant benefit of these surfaces, other than accessibility, is that daily maintenance is usually not required to ensure that safety is maintained. Generally, relatively little effort is required to keep the surfacing materials safe and usable, in normal use zones. While products differ in quality and density, the average pour in place product can provide an ASTM safety rating for fall heights up to 12 feet.

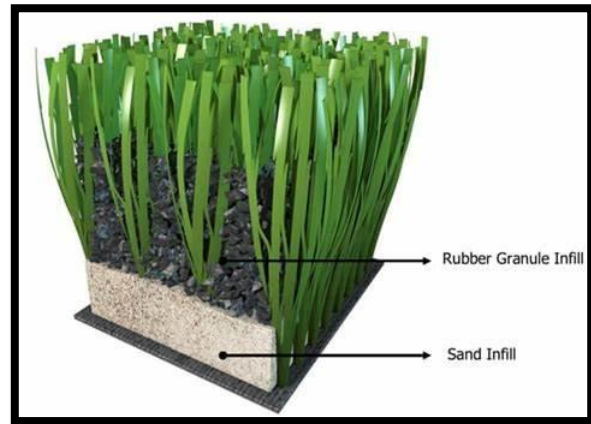
Cons: Over time tile edges may “curl”, creating a tripping hazard. Expansion between tiles also allows debris to accumulate, and the surface of the pour-in-place materials can freeze and separate. Consequently, it is difficult to patch the surface for an extended period of time. The biggest problem with these surfaces is the cost, which is significantly more than other acceptable options. In addition, severe and varying weather conditions may reduce the average life expectancy for the pour-in-place materials.



Artificial Grass with Rubber in-Fill

Pros: A properly and independently certified turf should also have a soft, consistent surface that is ADA accessible for easy wheelchair access. Since the grass won't displace like loose fill, such as sand, rubber chips, or wood chips, the safety rating is easy to maintain, even under play equipment. Artificial grass installed over a proper base can provide an ASTM safety rating for fall heights up to 12 feet.

Cons: Although artificial grass with a rubber infill is significantly more expensive than the cost of loose fill material, it is typically less expensive than pour-in-place surfaces.



Summary

All surfacing materials have advantages and disadvantages. The purchaser and the installer must ultimately assess the safety factors that will influence or the type or types of playground surfaces to be used. Among those factors are the location of the playground; drainage potential; average grade of the surrounding area; cost of installation and maintenance; life expectancy of the surface and infill materials; accessible routes to the playground; normal temperature and weather conditions; security for the playground; amount of use; age of the users; height of equipment; and amount and dispersion of accessible components. To provide a safe and accessible playground that is consistent with accessibility requirements, all of these factors should be reviewed. While expense is a primary concern for the entity or jurisdiction that is investing in a new or renovated playground, it should not be the only limiting factor, with safety, accessibility, and user integration to be equally considered.

XII. ADA SELF-EVALUATION

All municipalities must perform a self-evaluation of its policies, practices, programs, procedures, services, etc. (including communication) to determine compliance under the ADA. Municipalities must make reasonable modifications to these policies, programs, services, etc. to avoid discrimination against individuals with disabilities unless such modification would result in a fundamental alteration in the nature of that program or service.

Although the ADA only requires local governments with 50 or more employees to take additional, specific measures, it is strongly encouraged that even smaller municipalities with less than 50 employees follow the same process to ensure overall compliance with the ADA. These additional measures include 1) the designation of an individual to coordinate ADA compliance, 2) the development of a transition plan, and 3) the development of an ADA grievance procedure.

All local governmental entities were required to complete a self-evaluation of their facilities, programs, policies, and practices by January 26, 1993. The self-evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-evaluations should consider all of a municipality's programs, activities, and services, as well as the policies and practices that it has put in place to implement its various programs and services. Remedial measures necessary to bring the programs, policies, and services into compliance with Title II should be specified - including, but not limited to 1) relocation of programs to accessible facilities; 2) offering programs in an alternative accessible manner; 3) structural changes to provide program access; 4) policy modifications to ensure nondiscrimination; and 5) auxiliary aids needed to provide effective communication.

Under Title II of the ADA, a municipality is required to:

1. Designate a responsible employee as ADA Coordinator.
2. Adopt and distribute a Public Notice on the municipality's ADA policies and procedures.
3. Adopt, distribute and/or post an ADA Grievance Procedure.
4. Modify, maintain, and update policies, procedures, and practices, including job descriptions and hiring practices, as required.
5. Provide Reasonable Accommodations to qualified individuals with disabilities.
6. Maintain and upkeep accessible features.
7. Provide auxiliary aids and services to ensure effective communications to those with disabilities.

It is also recommended under the provisions of MGL C40 s8J that towns establish a 5-to-13-member Commission on Disability. This can be achieved through acceptance of *"the provisions of Massachusetts General Laws Chapter 40, Section 8J relative to the establishment of the municipal Commission on Disability"*.

A self-evaluation was conducted of those municipal departments that offer programs or provides services to the general public. A memo and accompanying survey form (**See Appendix A**) was sent to all departments, boards, commissions and individuals who were identified as either providing a service or program to area residents.

Information from each survey response, along with supplemental department information was used to develop the self-evaluation. Together with the structural assessment and policy recommendations, an accessibility compliance plan for the Town of Ware is achieved.

Commission on Disability (MGL C40 s8J)

Massachusetts General Law Chapter 40 Section 8J gives municipalities the authority to establish commissions.

The function of a disabilities commission is to:

- Advise and assist municipal officials in ensuring compliance with federal and state disability laws;
- Review policies and activities of municipal departments and boards as they affect persons with disabilities;
- Provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in all matters pertaining to disability;
- Coordinate the activities of other local groups organized to meet the needs of persons with disabilities.

Commissions consist of no less than five and no more than nine members chosen by the Board of Selectman or Town Manager (in a town) and the Mayor or City Manager (in a city). The majority must be persons with disabilities, and one may be a member of the immediate family of a person with a disability. In addition, one member must be an elected or appointed municipal official.

Ware Self-evaluation

Commissions on Disability are established by vote of Town Meeting to promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities or in the community. MGL Chapter 40 Section 8J gives municipalities the authority to establish a Commission on Disability.

The Town of Ware does have an “ADA Commission” according to the Town of Ware’s website and the Massachusetts Office on Disability (MOD) *Commission on Disability Listing* as of September 2022.

The membership, as of June 2023, according to the Town of Ware’s website is:

Ruth McGrath, Chair
Amber Letendre, Clerk
Stuart Beckley, Ware Town Manager and Member
Brittini Robidoux, Commission Member
Patricia Ranner, Commission Member
Heidi Reed, Commission Member

Recommendation

The ADA Commission's webpage contains a lot of helpful links including to the MOD. The ADA Commission should consider adding the ADA Plan to the webpage as well as information on the ADA Coordinator, ADA Grievance Procedure, and related ADA policies and procedures.

The ADA Commission should also consider adopting MGL Chapter 40 Section 22G that enables the ADA Commission to collect parking fines generated by people who illegally park in accessible parking spaces.

ADA Coordinator (ADA Title II - 28 CFR Part 35.107 (a))

The role of the ADA Coordinator is extensive and includes:

- ensuring overall compliance with the ADA
- notification and outreach
- addressing grievances as filed under the town's established grievance policy.
- ensuring timely implementation of the town's transition plan
- on-going assessment of programs and services
- serving as a technical advisor and resource on accessibility matters.

In order for a municipality to successfully comply with the intent of the ADA, it is critical that its ADA Coordinator take a pro-active role in performing his or her role. It is not adequate for an ADA Coordinator to serve only as a decision-making authority under the town's ADA grievance procedure. The ADA Coordinator must monitor daily and long-term compliance with the town's ADA policies, procedures, and plans. This includes ADA compliance and assurance pertaining to postings, employment practices, education, dissemination of literature to the public and private businesses, daily activities and practices of town government, insuring that facilities are properly maintained, serving as a town-wide resource on accessibility matters and issues, and staying current on changes in state and federal law, regulations, programs, policies, interpretations, and decisions which affect persons with disabilities.

Ware Self-evaluation

Steven Hawk is listed as the ADA Coordinator on the MOD's Municipal ADA Coordinators Listing as of May 2022. However, page 13 of the 2022 Annual Report states that Mr. Hawk is listed as having resigned from the "Disability Awareness Committee" on October 21, 2022. In addition, the ADA Coordinator Position is vacant according to page 15.

Town Manager Stuart Beckley stated that in absence of an active appointment, he fulfills the role of ADA Coordinator.

Recommendation

It is recommended that the appointment of the ADA Coordinator be posted on the ADA Commission's webpage and to add this position under Departments in the Town's website and add the appropriate ADA related documents here as well such as the ADA Grievance

Procedure. The Town's ADA Grievance Procedure should also specifically identify who the ADA Coordinator is either by title/position or by name and title.

The Town should also inform the Massachusetts on Disability that Stuart Beckley is the Town's ADA Coordinator.

Public Notice (ADA Title II - 35 CFR Part 35.106)

Title II of the ADA requires that public entities notify participants of its non-discrimination policies. Similarly, there should also be notification of non-discrimination policies relative to persons with disabilities in brochures and other materials provided to the public and on a town's website. All Notices should also include the ADA Coordinator's name and contact information.

Ware Self-evaluation

A municipality must provide notice to the public about its ADA obligations and about accessible facilities and services in the town. The notice must inform the public about the ADA's nondiscrimination requirements. It may also describe how the public or employees may contact specific town officials about problems with accessibility and the need for effective communication. The information must be accessible to the public, including people who have disabilities that affect communication, such as blindness, low vision, deafness, and hearing loss.

Although no specific method is required to reach the public, the notice can be provided in more than one format and by using more than one type of media, such as the Town's website, print, radio, or television. The Town's website currently does not have any non-discrimination policies regarding residents or visitors with disabilities, nor is there anything posted on the town hall bulletin boards. The only non-discrimination policies posted on these bulletin boards pertain to employment such as being an equal opportunity employer that does include those with disabilities.

The Town of Ware does have a Public Notice of Non-Discrimination in its July 20, 2021, "HR Policies and Procedures" that is located in the Human Resources webpage. This Notice reads as follows:

"It is the policy of the Town of Ware to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. "

Recommendation

The Public Notice of Non-discrimination should be added to the ADA Commission's webpage along with the newly created ADA Coordinator's webpage under Departments. The Notice should also be posted on the Town Hall bulletin boards.

A sample Public Notice for consideration is provided as Attachment B.

ADA Grievance Procedure (ADA Title II - 35 CFR Part 35.107 (b))

The ADA Title II regulations require that all municipalities with 50 or more employees (regional school systems must prorate the number of employees for each member community) adopt and publish grievance procedures. The purpose is to encourage local resolution of complaints concerning employment, services, programs and activities. It is important to note that complainants are not required to exhaust the municipality's procedures before filing a federal complaint or taking court action.

The regulations do not stipulate time frames or procedures for the grievance procedure; however, the following are recommended:

- A detailed description of the procedures for submitting a complaint;
- A two-step review process which allows for appeal;
- Reasonable timeframes for review and resolution of the complaint;
- Good record keeping for all complaints submitted and documentation of steps taken toward resolution.

Ware Self-evaluation

The Town of Ware does not appear to have an ADA Grievance Procedure located anywhere on its website. However, the following statement is available on the HR Policies and Procedures document, but it only pertains to employment:

"The Town takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Department Head, Human Resources, or the Town Manager. Employees can raise concerns and make reports without fear of retaliation."

Recommendation

If there is a Grievance Procedure, it should be posted on the ADA Commission's webpage along with the newly created ADA Coordinator's webpage under Departments. The grievance procedure should also be posted in town hall and made available to all staff, departments, committees, and boards.

If the Town of Ware does not have a Grievance Procedure, then create one using the sample Grievance Procedure in Appendix C. The ADA Coordinator needs to be identified in this document as well.

Policies/Procedures/Practices (ADA Title II - 35 CFR Part 35.130 (b)(7))

A municipality should have formal separate policies and procedures pertaining to the ADA and program accessibility, grievances, communications, equal opportunity, and non-discrimination except when it comes to employment opportunities.

Ware Self-evaluation

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

The Town of Ware does not appear to have any formal reasonable accommodation or modification of programs or services policy in place. There is nothing of this nature posted on the Town's website or in Town Hall. The HR Policies and Procedures document however contain the following statements:

"The personnel system shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, and with proper regard for privacy and employee rights.

It is the policy of the Town of Ware to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA."

Recommendation

It is recommended that the town adopt a Reasonable Accommodation Policy (discussed further below) and incorporate non-discrimination language, essential function requirements, and physical requirements in employment postings and job descriptions.

Reasonable Accommodations (ADA Title II - 35 CFR Part 35.140 (a))

Under the ADA, a person is considered a qualified individual with a disability if s/he can perform essential functions of the job with or without a reasonable accommodation. Although the ADA does not require an employer to have job descriptions, they can be used as evidence of the essential functions of the job. Job descriptions should be up-to-date and should differentiate between the essential and the marginal duties of the position.

Ware Self-evaluation

Based on the very limited job postings and descriptions that were available for review, most job postings and descriptions included language on the work environmental conditions and essential job functions. It should also be noted that if a medical examination is required, it must be required of all entering employees of the same position. Medical examinations are prohibited until after a job offer has been made to the applicant. Employment can be conditioned on the results of the applicant's post-offer medical examination. Following are more specific comments and findings.

There was no Reasonable Accommodation language in the job postings and the job available for review. Under Title II of the ADA, reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions of his/her job.

Town Employment Application

The following verbiage is contained at the top of the Town's "Employment Application Form":

"We are an Equal Opportunity Employer and committed to excellence through diversity. Qualified applicants are considered for all positions regardless of race, color, religion, creed, gender, Nat'l origin, age, disability, marital or military status, genetic information, sexual orientation, or any other legally protected status."

The following Non-Discrimination and Reasonable Accommodations policies are contained in the HR Policies and Procedure Document:

"The Company will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training."

"Equal Employment Opportunity. The Town is an equal employment opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, sexual orientation, as defined by law, or on the basis of age, as defined by law, disability, gender identity or expression, as defined by law, genetic information, veteran's status, military service or application for military service, or pregnancy (collectively, "Protected Classes"). If you believe you require an accommodation in order to perform the essential functions of your job due to disability, please notify Human Resources."

"The Town is committed to providing reasonable accommodations for all qualified individuals with disabilities who are current employees or applicants for employment. Human Resources is the designated office that obtains and files disability-related and medical documents, certifies eligibility for services, and develops plans for provision of such accommodations for all employees and applicants for employment at the Town."

Job Descriptions

Job descriptions should use clear, concise, non-technical language. In defining essential functions, the description should focus on the outcome and not the process to achieve that outcome. For example, if a position requires lifting supplies onto a truck, the description should read, "the ability to lift supplies weighing up to 35 lbs. to a height of 4 feet and into a truck bed" and not "the ability to manually lift supplies weighing 35 lbs". It also better to use words that describe the job requirements as opposed to words that focus on specific abilities (i.e. – hearing, speaking, walking). The following table provides preferred wording that does not restrict the physical requirements of positions.

Physical Requirements Suggested Wording

Stand or sit	Stationary position
Walk	Move, traverse
Use hands and fingers	Operate, use
Climb Stairs or ladders	Ascend, descend
See	Detect, determine, identify

Taste/smell	recognize, observe
Carry/lift	Detect, distinguish, determine
	Move, transport, position
<p>Under Title II of the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of his/her job. All job descriptions should contain the following statement under Essential Functions or Physical Requirements:</p> <p>“Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.”</p> <p>A sample Reasonable Accommodation Policy and Request Form for adoption by the Select Board is provided as Appendix D and E.</p>	

Maintenance (ADA Title II – 28 CFR Part 35.133 (a))

A municipality must maintain in operable working condition those features that are necessary to provide access to services, programs, and activities. This includes door closers, sidewalks, parking space signage and striping, and ramps, among many other things. Isolated or temporary interruptions in service or access are permitted for maintenance or repairs. However, this is deemed as short-term and not of a semi-permanent or seasonal nature.

When weather conditions such as snow and ice limit or prevent access to services, programs, and activities to or within a facility, access must be maintained to ensure that those programs are accessible. Maintenance of accessible features includes the removal of snow from accessible parking spaces; curb ramps, accessible routes of travel, and entrances. Although temporary interruptions in services due to bad weather are expected, alternate services must be provided if snow and ice cannot be cleared in a timely manner. Snow removal and removal of other obstructions within the accessible route of travel must be done to a minimum width of 36". Similarly, if an automatic door opener, elevator, lift or similar accessible-related device is not working properly and is denying access, repairs must be made in a timely manner. In the interim, alternative services must be provided.

Ware Self-evaluation

During the facility assessments, a number of observations were made in direct violation of Title II. This included such items as:

- Items placed in front of dispensers, operational buttons, or defibrillators restricting access or reducing clear width.
- Interior and exterior doors with excessive operating forces and closing speeds.
- Missing elements such as tactile designation signage.
- Missing protective equipment or insulation on sink plumbing.
- Debris such as sand and leaves accumulated at the base of curb ramps.
- Paths of travel, sidewalks, and walkways in poor condition with change in surface levels well over 1/4" as well as overall deterioration including gaps in surface treatment and heaving.

Recommendation

It is recommended that facilities are inspected regularly to ensure compliance with program accessibility and to initiate repairs and related actions as required.

Effective Communication, Auxiliary Aids and Services (ADA Title II – 28 CFR Part 35.160)

Local governments must ensure effective communication with individuals with disabilities. To ensure that communications with individuals who have hearing, vision or speech impairments, municipal governments must provide appropriate auxiliary aids. The type of auxiliary aids or services necessary to ensure effective communication will vary according to the type of communication involved and the needs of the individual. Auxiliary aids include such services or devices as sign language interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for people who are deaf such as TDD's or video phones, use of 711 telephone interpreter service, readers, Brailled materials, documents on electronic format, audio recordings and large print materials. In addition, telephone emergency services including 911 must provide direct access to individuals with speech and hearing impairments.

Municipal governments are not required to provide auxiliary aids or take any actions that would result in a fundamental alteration in the nature of a service, program, or activity or that will result in undue financial and administrative burdens. However, alternative auxiliary aids that do not result in a fundamental alteration or undue burden must be provided. For example, it is not necessary to provide sign language interpreters for all interactions with persons who are deaf or hard of hearing. Daily interaction may suffice through written notes or similar exchanges. However, public meetings, interrogations by local police officers, or similar technical interactions will most likely require interpreters or assistive listening systems. It is required that alternative auxiliary aids be available that does not result in financial or administrative burdens yet meet the needs of the individual with a disability.

Ware Self-evaluation

Based on what was submitted in response to the ADA Self-Evaluation Survey as well as viewing policies and available materials, it is not clear as to what degree the Town complies with this provision. It does not appear that information of this type is available as part of regular meeting notices and postings and who to contact to arrange for providing accommodations.

The Town must ensure that accessibility and accommodations language appear on all meeting notices including contact information and the advance timeframe required to arrange for disability related and accommodations requests. In addition, it does not appear that the town has auxiliary aids such as TTY's, TDD's, or assistive listening systems.

The Young Men's Library Association has the following assistive devices available for its patrons:

- Part of C.W. Mars that provides access to accessible materials.
- Books on CD
- Large Print Books
- Access to the Worcester Talking Book Library
- Optelec Page Magnifier

- **Handheld Magnifiers**

The Ware Jr./Sr. High School where annual town meetings take place does not have assistive listening devices available according to Town Clerk Nancy Talbot.

Recommendation

It is recommended that the Town of Ware add the following language to all meeting agendas: *"If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device, or print material in digital format) or a reasonable modification in programs, services or activities, contact the ADA Coordinator as soon as possible preferably [14] days before the activity or event"*.

It is also recommended that the Town purchase an assistive listening system, preferably a portable one that can be used for meetings that are open to the public and be available as an accommodation request. The availability of assistive listening devices, including signage, should also be posted at the venues where they can be used.

Virtual Meetings

In June 2020, the Massachusetts Office on Disability offered a guidance memo on "Accessible and Inclusive Virtual Trainings". The memo reinforces the basic requirement that programs, services, and activities of government, including in person and virtual meetings/presentations, must be conducted in a way that provides equivalent access unless to do so presents a fundamental alteration. Providing reasonable accommodations and effective communication are critical components to achieving equal access. The following summarizes some of the highlights and key components of this memo.

Effective Communication. Effective Communication ensures that people with vision, hearing, or speech disabilities can communicate, receive, and convey information in a manner that is accessible to them. Entities must furnish auxiliary aids when needed to communicate effectively with people who have language-based disabilities. Examples of auxiliary aids for meetings/presentations may include accessible electronic documents that can be read with assistive technology, large print documents, American Sign Language (ASL) interpreters, and Communication Access Real-time Translation (CART) services. The entity that is hosting the event is responsible for providing ASL and CART along with other needed accessibility features.

Selecting a Platform. After determining which platforms meet an entity's operational needs, the entity should consider selecting the platform that provides the highest level of accessibility. Consult with vendors and review their accessibility statements which offer insight into how various users with disabilities would interact with the platform. Find out how the system would work with CART, an ASL interpreter, or closed captioning or if a screen reader or strictly keyboard user could access features such as screenshare, chat, and video recording. If an entity has identified a platform that meets its operational objectives but has inaccessible features the entity should determine which barriers are likely to prevent access and whether those features are critical. If the identified barriers are not critical then the entity should avoid using those features

during the meeting/presentation. For those components deemed to be critical but not accessible, the entity should explore alternative ways that a participant with a disability can effectively participate in the meeting/presentation.

Presentation Materials. To the extent possible, ensure that all presentation materials are accessible to and usable for people with disabilities including those using screen readers and other assistive technologies and those requiring large print. Since users of screen readers cannot read documents through a screen share and those using magnification may find that screen share video may be distorted with increased magnification, providing these materials in advance would allow these participants to better follow the discussion in real time. Information and communication technology must be usable by people with disabilities. How-to guidance as well as references to relevant laws, regulations, and standards to help comply with this requirement can be found through the following link:

<https://wiki.state.ma.us/display/assistivetechgroup/IT+Accessibility+home>.

Additionally, the Texas Governor's Committee on People with Disabilities have created learning modules on making Microsoft Office documents accessible to people with disabilities. Access to these modules can be found through the following link: <https://gov.texas.gov/organization/disabilities/accessibledocs>.

Plan Ahead. Secure ASL interpreters and CART services in advance of the date of the meeting/presentation. These important communication services can easily be offered on a digital platform. The Massachusetts Commission for the Deaf and Hard of Hearing provides interpreting services, and the information below will help you to schedule an interpreter:

- Request ASL Interpreting or CART
 - a. Online: <https://www.mcdhh.net/request/> i. Choose ASL Interpreting or CART under Service Information
 - b. Phone: 617-740-1600 VOICE and 617-740-1700 TTY
- Additional information on how to request an interpreter is available at <https://www.mass.gov/how-to/request-an-interpreter>.

Keep in mind that depending on the nature of the meeting, these services might be required regardless of whether an individual has specifically requested it (e.g., public meetings where there is no registration or invitee list). In instances where participants have been invited in advance, the invitation should include a directive to notify the entity holding the meeting/presentation to identify whether they require ASL or CART to participate. This can be included in the reasonable accommodation statement provided in the meeting notice or agenda.

Best Practices

- Do a trial run. If you have already identified employees who need to use accessible features of a platform, ask them to test it with you.
- Determine which features will be used in the meeting/presentation and include details about how to use those features on the meeting/presentation invitation or reminder.

For example, provide a list of commonly used shortcut keys that can be used on the platform or any specific instructions that pertain to users of assistive technology.

- When sending a meeting reminder, include the link to CART so the user can access the meeting link and the link to the CART platform in one place.
- Send out accessible meeting materials in advance.
- Become familiar with the features of the platform, including the accessible features and share them with participants. This could include providing a link to CART in the chat window, offering a brief overview of how to interact with the platform at the beginning of the meeting/presentation, and providing these types of verbal instructions for the duration as features are being utilized.
- Utilize closed captioning features when and if available.
- If the meeting/presentation will be recorded, advise attendees at the start. Inform the CART reporter in advance if you want a copy of the transcription.
- When using ASL make sure that the video remains prominently visible onscreen throughout the meeting/presentation. Depending on the platform, this may require asking participants to turn off their video to ensure that the interpreter can be seen or possibly be displayed more prominently.
- If audio quality is an issue, consider requesting that participants turn off the video feature if it is not essential to participation.
- When using screenshare or presenting materials on screen, provide a verbal explanation of what is being displayed so that those participating by phone or those who are unable to see the document or review the materials with assistive technology will be better able to follow along.
- If you are planning on using a video as part of your training or presentation curriculum then it should have audio description, or the visual aspects of the video should be described before or in between the dialogue of the video by a person on the training team.

Website Accessibility (Web Content Accessibility Guidelines 2.0 AA or Section 508 Standards). Title II of the Americans with Disabilities Act requires that local governments ensure that, when viewed in their entirety, the programs, services, and activities offered are equally available to people with disabilities. Websites of local governments are considered to be a “program” and should be accessible to the standards of the Web Content Accessibility Guidelines 2.0 AA or Section 508 Standards.

Many people with disabilities use assistive technology that enables them to use computers. Some assistive technology involves separate computer programs or devices such as screen readers, text enlargement software, and computer programs that enable people to control the computer with their voice. Other assistive technology is built into computer operating systems. For example, basic

accessibility features in computer operating systems enable some people with low vision to see computer displays by simply adjusting color schemes, contrast settings, and font sizes. Operating systems enable people with limited manual dexterity to move the mouse pointer using keystrokes instead of a standard mouse.

Poorly designed websites can create unnecessary barriers for people with disabilities. The following are common problems and solutions in website accessibility.

a) Images Without Text Equivalents. Persons with low vision often use screen readers and refreshable Braille displays to access information on a webpage. These technologies read text; however, they cannot translate “images” into speech or Braille. Images includes photographs, charts, color-coded information or other graphic elements on a webpage. The solution to this problem would be to add a line of HTML code to provide text for each image and graphic so that the user can understand what the image is.

b) Documents Are Not Posted In an Accessible Format. Municipalities will often post documents on their websites using Portable Document Format (PDF). However, PDF documents, or those in other image-based formats, are often not accessible to blind people who use screen readers and people with low vision who use text enlargement programs or different color and font settings to read computer displays. The solution would be to always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

c) Specifying Colors and Font Sizes. Websites are often designed in a manner such that everything is exactly the same color, size and layout. However, because of one’s disability, a person with low vision does not see web pages the same as other people. Some see only small portions of a computer display at one time. Others cannot see text or images that are too small. Still others can only see website content if it appears in specific colors. For these reasons, many people with low vision use specific color and font settings when they access the Internet – settings that are often very different from those most people use. For example, many people with low vision need to use high contrast settings, such as bold white or yellow letters on a black background. Others need just the opposite – bold black text on a white or yellow background. And many must use softer, more subtle color combinations. Users need to be able to manipulate color and font settings in their web browsers and operating systems in order to make pages readable. Some web pages, however, are designed so that changing the color and font settings is impossible. The solution is to design websites so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

d) Videos and Other Multimedia Lack Accessible Features. Due to increasing bandwidth and connection speeds, videos and other multimedia are becoming more common on the websites of local governments. Today, some government entities use their websites to post training videos for their employees, feature automated slide shows of recent public events, and offer video tours of local attractions. These and other types of multimedia can present two distinct problems for people with different disabilities. People who are deaf or hard of hearing can generally see the information presented on web pages. However, a deaf person or someone who is hard of hearing may not be able to hear the audio track of a video. On the other hand, persons who are blind or have low vision are frequently unable to see the video images but can hear the audio track. The solution is to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including

changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

e) Other Considerations When Developing Websites Include:

- include a “skip navigation” link at the top of web pages that allows people who use screen readers to ignore navigation links and skip directly to webpage content;
- minimize blinking, flashing, or other distracting features;
- if they must be included, ensure that moving, blinking, or auto-updating objects or pages may be paused or stopped;
- design online forms to include descriptive HTML tags that provide persons with disabilities the information they need to complete and submit the forms;
- include visual notification and transcripts if sounds automatically play;
- provide a second, static copy of pages that are auto-refreshing or that require a timed-response;
- use titles, context, and other heading structures to help users navigate complex pages or elements (such as web pages that use frames).

f) Resources and Additional Information on Website Accessibility. Additional information and guidance on website accessibility can be found on the following:

- www.w3.org/WAI/fundamentals/accessibility-intro/
- <https://webaim.org>
- www.ada.gov/pcatoolkit/chap5toolkit.htm
- www.webaccessibility.com

In addition, assistance can be obtained by contacting the MA Commission for the Blind in writing or by email, telephone, or fax as noted below:

Massachusetts Commission for the Blind
Technology for the Blind Program
John Oliveira, Deputy Commissioner
600 Washington Street –3rdFloorBoston, MA 02111
www.mass.gov/mcbJohn.Oliveira@state.ma.us
617-626-7509 Voice
617-422-0419 Fax

Ware Self-evaluation

The Town of Ware uses “Powered By Revize Login” as its web host. A visually impaired individual using the latest version of JAWS Screen Reading software (see Note below) stated that the only problem she saw on the website is the slide show at the beginning and noted that “it wasn’t labeled well and was very confusing for someone who uses a screen reader”.

Note: JAWS ("Job Access with Speech") is a computer screen reader program for Microsoft Windows that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. JAWS is produced by the Blind and Low Vision Group of Freedom Scientific.

Recommendation

It is recommended that the town's IT person contact Revize Login and explain this situation to them, so they address the slide show situation for people who rely on screen reading software to navigate the internet.

Best Practices

Best practices to ensure that the Town's website maintains its accessibility for people with various levels of visual impairments such as low vision or the need for using a screen reader include:

1. Establish, implement, and post online a policy that web pages will be accessible and create a process for implementation.
2. Ensure that all new and modified web pages and content are accessible.
 - Check the HTML of all web pages. Make sure that accessible coding is used.
 - Make sure that website is designed so it can be displayed using the color and font settings of each visitor's browser and operating system.
 - If images are used, including photos, graphics, scanned images, or image maps, make sure to include a text equivalent, by adding "alt" tags or long descriptions, for each.
 - When online forms and tables are used, make those elements accessible by labeling each control (including buttons, check boxes, drop-down menus, and text fields) with a descriptive HTML tag.
 - When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as PDF).

Emergency Preparedness, Evacuation Plans, and Emergency Shelters (ADA Title II)

The Department of Justice views emergency preparedness plans as key components of a municipality's responsibility to accessibility compliance. These plans and facilities should be adapted to address the needs of those with a disability and/or who require a reasonable accommodation.

Ware Self-evaluation

The Town of Ware's Emergency Management Director is Fire Chief Jim Martinez, according to the Town's website. Ware Emergency Management is responsible for the planning and coordination of response, recovery, and mitigation activities related to emergencies and disasters. It also serves as the primary coordination point for communication between Federal, State, and local agencies.

The focus of Ware Emergency Management is to reduce or eliminate the vulnerability of people and property to injury, damage or loss of life resulting from natural, technological, or man-made emergencies.

Ware residents are able to enroll into CodeRED for emergency notification alerts. The link to enroll or make changes is located at the bottom of the Town of Ware's website home page by calling 413.967.5901.

The Emergency Management Department webpage contains several emergency preparedness links such as Massachusetts Emergency Management (MEMA) or Federal Emergency Management Agency (FEMA).

Recommendation

It is recommended that the guidance provided in Chapter VII of this document be followed when developing an Emergency Management Plan and more specifically that notification and assistance to persons with disabilities be included within the plan.

Polling Places

Under the ADA, Help America Vote Act, Voting Accessibility for the Elderly and Handicapped Act, and Massachusetts General Laws, polling places are required to be accessible to persons with disabilities. This includes site access, parking, entrances, interior access, and voting equipment. In addition, registration and voting aids for the disabled and elderly are required, including information by alternative accessible means.

The Elections Division of the Secretary of the Commonwealth of Massachusetts (Elections Division) office works with each municipal clerk to ensure polling places are accessible by meeting state (and federal) regulations.

All polling locations in Massachusetts are required to be accessible and must provide access on a permanent or temporary basis on an Election Day. Voting assistance and absentee voting offer options that persons with disabilities may use to vote but are not considered substitutes to actual accessibility to the voting location.

Both federal law and state requirements mandate that voting systems be equipped for voters with disabilities allowing such voters to have the same opportunity to vote privately and independently. It is required that every precinct must have at least one accessible voting machine available.

According to the Elections Division, there is at least one accessible marking unit in every polling place in Massachusetts. The "*AutoMARK Voter Assist Terminals*" are marking devices that use audio cue capacity for visually impaired voters. The *AutoMARK* also has a feature that will greatly magnify the ballot or display the ballot high contrast for voters that have limited visual impairment. The *AutoMARK* can also produce an oral report to the voter as the choices selected prior to the voter printing the ballot.

Ware Self-evaluation

According to Town Clerk Nancy Talbot, polling takes place at the Town Hall, which is reasonably accessible. There are lower voting booths or shelves available for people who use wheelchairs or who prefer to sit. There is also an AutoMark Voter Assist Terminal available for voters that have disabilities, including people with visual impairments that enable them to vote independently and in privacy. The AutoMARK terminal is placed in a way that it ensures privacy by not having the AutoMARK screen visible to the voting public.

Note: Access to the upper level of the Town Hall and accessible parking at Veteran's Park are addressed in Sections XIV and XV of this Plan.

XIII. ADA TRANSITION PLAN

In accordance with the ADA Standards and MA 521 CMR, an assessment of the City of Ware's public facilities inclusive of public buildings, active and passive recreation facilities, and schools was conducted to identify physical barriers to programs and services. This assessment or "transition plan" includes the following elements, which fulfill the requirements for the preparation of a transition plan:

- identification of physical obstacles in the building or facility that limit the accessibility of its programs or activities to persons with disabilities, and
- 2010 ADAAG and MAAB 521 CMR citation, and
- a description of methods or type of action to be taken to eliminate identified obstacles, and
- priority of removal of barrier, and
- feasibility of removal of barrier, and
- establishment of a recommended completion date to achieve accessibility, and
- general cost parameters for each action to be taken, and
- responsible party for implementation.

Limitations of the Transition Plan and Compliance

The primary obligation under Title II of the ADA is to ensure that programs and services are equally available to persons with disabilities. Municipalities are required to adhere to the 2010 Standards for Accessible Design in new construction and alterations. Programs must be relocated or access provided in inaccessible existing facilities as of the effective date of the ADA or January 26, 1992. When existing facilities comply with the 1991 Standards, there is no requirement to update to the current 2010 Standards. However, if conditions in existing facilities do not adhere to the original Standards, then the 2010 Standards must be followed.

ADA Safe Harbor: Elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards. For example, the 1991 Standards allow the maximum side reach of a control or dispenser to be 54 inches. The 2010 Standards lowered that side reach range to 48 inches maximum. If a control or dispenser was installed prior to March 15, 2012 with its highest operating part at 54 inches, that control or dispenser does not need to be lowered to 48 inches. Since the dispenser complies with the 1991 Standards, that Standard provides a "safe harbor".

Tolerances: Both the 2010 ADA Standards and 521 CMR allow for "tolerances as follows:

2010 ADA Standards

All dimensions are subject to conventional industry tolerances except where the requirement is stated as a range with specific minimum and maximum end points.

521 CMR

- Dimensions between zero and two inches, (0" and 2") inclusive, shall have a maximum tolerance of plus or minus one-eighth inch (1/8").
- Dimensions more than two inches and less than 36 inches (>2" and <36") shall have a maximum tolerance of plus or minus one-half inch (1/2").

- Dimensions 36 inches or greater (36" or >) shall have a maximum tolerance of plus or minus one inch (1")
- Slopes may not exceed maximums. Slopes shall be measured in two-foot increments. Tolerances do not apply to minimums or maximums.

For the purposes of this plan, unless specifically noted, facility assessments are based on the 2010 ADA Standards and 521 CMR (Massachusetts Architectural Access Board MGL. C. 22 s13A), whichever is more stringent.

The plan does not address what is accessible, but rather obstructions to mobility. Fieldwork was performed in the Spring of 2021. Although general recommendations are made as corrective actions to eliminate identified obstacles, it is expected that the town will be solely responsible for designing the specific construction solution in accordance with 521 CMR: Architectural Access Board Regulations or the 2010 ADA Standards for Accessible Design, whichever is appropriate.

As part of the transition plan assessment, deficiencies or limitations to access were identified at each location. The actions noted in this plan to be taken in removing obstacles to mobility are descriptive and are not intended to be construction specifications. The specific construction action can vary substantially depending on desirability and type of materials. In addition, historically significant properties can result in additional cost due to more architecturally sensitive construction alternatives (historic properties discussed elsewhere in this Plan). As a result, the costs can vary accordingly. The party responsible for implementing the identified action will be responsible for working with the town's building inspector and a design professional, if necessary, so as to ensure compliance with 521 CMR and/or the ADA Standards. Where appropriate, due to historic considerations, building configuration, or extent of use, a combination of programmatic solutions and construction alternatives are provided. Such measures are in full compliance with Title II of the ADA. In circumstances where there are differences in the compliance requirements between 521 CMR and the ADAAG, the stricter or more encompassing standard shall apply.

The Department of Justice issued 1991 Standards for Accessible Design to address physical barriers to facilities and transportation. There were technical amendments to these standards in 1994 followed by more substantive amendments in 2010 (2010 ADA Standards for Accessible Design). These 2010 Standards revised policy requirements for certain areas such as service animals. The 2010 Standards also addressed certain physical components including assembly seating, the establishment of construction tolerances for certain items and formalized standards for docks, fields, pools, and other recreational facilities.

As is the circumstance with 521 CMR of the Massachusetts State Building Code, under the Federal ADA, construction modifications for accessibility compliance is not required unless triggered by renovation and/or new construction. Municipalities must still ensure that individuals are not excluded from programs and services because buildings or facilities are inaccessible. This can be accomplished through relocating a program or service to an accessible location or other means of reasonable accommodation. For the purposes of this Transition Plan, the higher standard of compliance will be used for the purpose

of identifying obstacles and determining cost, however, descriptive alternatives will also be provided in the narrative.

Use of the Transition Plan

This plan is intended to be a working document. If a barrier was overlooked it can easily be added to the plan. Programs and services can be modified and adapted over time as needed. Similarly, policies and procedures can be modified and adopted to reflect current legislative requirements. Actual construction methods to arrive at a solution for an identified problem may vary depending on final plans and specifications. The town should use this plan as a guide for compliance and modify it as needed without altering its initial intent and efforts of compliance. In addition, the inventory of barriers can be used in concert with the town's capital budget process to assist in the determination of how and when to proceed with the many suggested improvements.

The plan provides a description of the obstacle which limits mobility or access, 2010 ADA Standards citation reference, MA 521 CMR citation reference, the type of action required to be taken for compliance, the priority for the action, the feasibility of undertaking the action, the timeframe for completion, a representative photo, and a general parameter of cost.

Priority(P)

Each architectural barrier has also been ranked according to the priority of removal based upon the type of access that is affected. The priority rankings (#1 being the highest priority and #4 being the lesser priority) are determined by the ADA and are defined as follows:

<u>Priority</u>	<u>Description</u>
1	Accessible approach and entrance
2	Access to goods and services
3	Access to public toilet rooms
4	Access to other items (ie – water fountains, public telephones, etc.)

Feasibility(F)

Each architectural barrier has been ranked according to the feasibility of removing that particular barrier. The feasibility rankings are somewhat subjective and are based on a perceived degree of difficulty or skill level required to remove an architectural barrier. These rankings are as follows:

<u>Ranking</u>	<u>Description</u>
1	Can be easily undertaken (i.e. move furniture, put sign on a wall)
2	Can be undertaken by maintenance staff, DPW, etc. (i.e. install post and sign, move dispensers, adjust door closer, change door hardware)
3	Minor modifications which require skilled or specialized work (build ramp, alarm installation, sink/toilet installation, etc.)
4	Major modifications which require skilled or specialized work (structural changes, building additions, elevators/lifts, etc.)

Time-frame(TF)

A recommended time-frame for removing the architectural barrier is provided as follows:

<u>Time-frame</u>	<u>Description</u>
I	Immediate Term (2023-2024)
N	Near Term (2025-2028)
L	Long Term (2029-2032)

Costs

Cost estimates are based on recent projects of similar nature, unit quantity pricing (where appropriate), and R.S. Means Company, Inc. ADA Compliance Pricing Guide 2nd Edition and updated for current pricing. Cost estimates are also based on the type and complexity of work. It is being assumed that simple changes (Feasibility ranking of 1 or 2) will be made through the use of town personnel (custodial, DPW, etc.). More complex construction or those projects requiring specialized skills (Feasibility ranking of 3 or 4), would involve private contractors and include labor, overhead, and profit.

Abbreviations

a.f.f.	above finish floor	c.f.s	clear floor space
s/b	should be	r.s	running slope
>	greater than	c.s.	cross slope
<	less than	o.c.	on center

XIV. MUNICIPAL BUILDING ASSESSMENTS

TOWN HALL

POLICE STATION

FIRE STATION

YOUNG MEN'S LIBRARY

SENIOR CENTER

DPW – ADMINISTRATION BUILDING

DPW - HIGHWAY GARAGE

DPW – WASTEWATER TREATMENT FACILITY

ASPEN GROVE CEMETERY BUILDING

GRENVILLE PARK – PARK AND RECREATION BUILDING

SCHOOL ADMINISTRATION OFFICES

STANLEY M. KOZIOL ELEMENTARY SCHOOL

WARE MIDDLE SCHOOL

WARE JUNIOR-SENIOR HIGH SCHOOL

WARE TOWN HALL

Description of Facility and Programs: Ware Town Hall is a multi-level roughly 42,000 sf masonry building that was constructed in 1885-86. In 1935 an addition was added to the main building as a result of a fire. The basement level of Town Hall houses most of the administrative offices. The main level, which contains the large assembly area and stage, also has offices located in it for the Veteran's Agent and Director of Human Resources. The Board of Health, Public Health Nurse, and Health Director also have offices located in a separate area on this level.



Responsible Party: Select Board.

General Description or Obstacle Which Limits Mobility or Access: The town hall is moderately accessible compliant but does have some significant areas of non-compliance.

Exterior

There is no directional signage in front of the building noting the location of the accessible entrance for the lower level Town Offices.

The lower level side entrance near the Town Manager's Office has 2 steps and lacks railings.

The side front exterior stairs to the assembly area on the main level have railings that are 2" too low. The main front exterior stairs have railings that don't go the full length of the stairs, lack bottom extensions, and are 2" too low.

The ramp to the main level assembly area has railings that don't fully extend the full length of the ramp running slope. The bottom "landing" has a running slope of 5.3% to 6.8% for a distance of roughly 8 feet beyond the end of the ramp.

Interior - General

Interior and exterior doors with closers have excessive operating forces and close too fast. In addition, interior doors lack tactile designation signage and have knob-style hardware. A number of doors also have glass panes that are too high under the 2010 ADA Standards but most are frosted to prevent viewing through the panes. Four offices have counters that are too high. A number of offices have insufficient doorway, hallway, or counter clear widths. Hallway double doors on both the main and lower levels have insufficient clear width with only one door opened. At least 2 of the hallway wall mounted office signs serve as protruding objects.

A sanitizer near the accessible entrance is 2" too high.

The accessible chair lift door at the lower level lacks an interior pull device and closes too fast.

The box office shelf on the main level near the front entrance is a protruding object.

Interior – Stairs

The stairs from the lower level to the main level and Human Resources Office have a wooden railing on one side of the lower stairs that is $\frac{3}{4}$ " too wide and lacks bottom extensions. The metal railings are not round or oval in shape, not continuous, and lack top and bottom extensions. The stair risers are up to $\frac{3}{4}$ " too high.

The stairs connecting the lower level at the chair lift have railings that are 2" to 4" too low, are rectangular in shape, and lack top and bottom extensions.

The stairs leading to the Health Department on the main level have exterior railings that are 6" too low and lack top and bottom extensions. The interior railings are $\frac{3}{4}$ " too wide, 5" too low, not continuous, and lack top and bottom extensions. The stair risers are $\frac{3}{4}$ " too high.

The stairs to the assembly area stage have railings that are 5" too low, not round or oval in shape, and lack top and bottom extensions.

The egress stairs on the sides of the stage are 2" to 4" too low and lack top and bottom extensions.

The stairs at the stage from the hallway lack railings and the stairs to the rear offices have a railing on one side only that is 2" too low and lacks top and bottom extensions.

The stairs to the mezzanine/balcony from the main level assembly area have risers that are 1" too high and railings that lack top and bottom extensions. As this area is closed to the public, no further action is required unless re-opened for public use.

The stairs to the clock tower have railings that are not continuous, are 4" to 6" too low, and lack top and bottom extensions. As this area is closed to the public, no further action is required unless re-opened for public use.

Accessible Route of Travel

There is no accessible route of travel from the lower level to the Veterans Agent's Office, Director of Human Resources, and the Health Department (Public Health Nurse, Health Director, Board of Health). There is no accessible route of travel to the Select Board's seating area due to a 7" abrupt change in level surface. There is no accessible route of travel from the Main Level assembly area to the stage.

Health Department Offices

The call device to the Health Department lacks information on its purpose and lacks tactile signage.

The Health Director's sink is 1½" too high, has piping that is not wrapped, and faucets that require pinching and twisting of the wrist. A mirror is 12" too high.

The Public Health Nurse's sink has piping that is not wrapped and faucets that require pinching and twisting of the wrist. A towel dispenser is 7" too high.

Bathrooms

Lower Level Men's: The tactile designation signage is on the door and not the latch side. Another door in the bathroom has knob hardware and lacks signage. There is insufficient clear width at the accessible urinal. The soap and towel dispensers are too high. The accessible stall door opens in, is not self-closing, lacks an interior pull device, has a locking mechanism that is too high and requires pinching and twisting of the wrist, and has a coat hook that is too high. The toilet paper dispenser is 4" too close to the front of the water closet.

Lower Level Women's: The tactile designation signage is on the door and not the latch side. A door to a non-accessible bathroom and a door to a storage closet in the bathroom have knob hardware and lack signage. The sink shut-offs are not wrapped. A towel dispenser is 6" too high. The accessible stall door opens in, is not self-closing, lacks an exterior pull device, and has a coat hook that is too high. The toilet paper dispenser is 2" too close to the front of the water closet. The water closet is 2" too close to the near wall.

Main Level Unisex Near the Veterans Agent's Office: The tactile designation signage is on the door and not the latch side. A towel dispenser is 2" too high. The toilet paper dispenser is 7" too close to the front of the water closet. The water closet flush control is on the wrong side. The rear grab bar is 6" too far from the interior corner. A light switch is 6½" too high.

Stage Area Bathrooms: Men's and Women's bathrooms behind the stage are wholly non-compliant. The bathrooms lack tactile designation signage; lack sink piping insulation; have sink faucets that require pinching and twisting of the wrist; have inadequate door and stall clear width; mirrors are too high; the water closets are too low and do not meet the minimum required near, far, and front clearances; there are no grab bars; and overall lack maneuverability. As this area is closed to the public and used primarily for storage, no other action is required to these bathrooms at the present time unless put back into full public use and/or as a result of a reasonable accommodation request.

Town Hall Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Directional Signage There is no directional signage in front of the building noting the location of the accessible entrance for the lower level Town Offices.	216	41.1.3	Provide directional signage noting the location of the accessible entrance for the lower level Town Offices.	1	2	I	\$100
Exterior Stairs The lower level side entrance near the Town Manager's Office has 2 steps and lacks railings. The side front exterior stairs to the assembly area on the main level have railings that are 2" too low. The main front exterior stairs have railings that don't go the full length of the stairs, lack bottom extensions, and are 2" too low. See Photos Town Hall 1, 2, and 3.	505	27.4	Provide railings where they are lacking. Modify or replace the existing railings. Railings must comply as follows: railings must go the full length of the stairs, railings s/b between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1½" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom (slope distance one tread then 12" parallel to the ground).	1	3	N	TBD – up to \$15K+
Exterior Ramp The ramp to the main level assembly area has railings that don't fully extend the full length of the ramp running slope. The bottom "landing" has a running slope of 5.3% to 6.8% for a distance of roughly 8 feet beyond the end of the ramp. See Photo Town Hall 4.	405	24	Railings must fully extend the full length of the ramp with 12" extensions at the base. The railings must extend an additional 8' to the base of the stairs.	1	3	I	Up to \$5,000+
Interior Doors with Closers Exterior and interior doors (including bathrooms) with closers do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and interior door (5 lbs.) and the minimum closing speed requirement of 6 seconds. Operating forces varied up to 20 lbs. with closing speeds as quick as 2 to 3 seconds.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 2, 3	2	I	\$0
Door Hardware The following interior doors have non-compliant knob style hardware: <u>Lower Level</u> <ul style="list-style-type: none"> Men's bathroom storage door Women's bathroom storage door and non-accessible bathroom (2) Assistant Treasurer Town Treasurer Tax Collector BOS Meeting Room BOS interior doors 	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors. Restrict access to the area behind the stage. Replacement of hardware on these doors would only be required if the area was opened to the public and/or as a result of a reasonable accommodation request. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i>	2	2	I	Up to \$6,150+

<ul style="list-style-type: none"> • Planning/CD/Consv • Assessor's • Hallway storage by bathrooms • Door at top of stairs to HR • Town Clerk (2) • Building Inspector • Building Inspector interior (3) • Accounting/Finance (5) • BOS Conference Room • IT Office • Executive Assistant • Town Manager (2) • Door to basement <p><u>Board of Health</u></p> <ul style="list-style-type: none"> • Custodian door • Public Health Nurse • Health Director • Board of Health • Health Director from Board of Health • Public Health Nurse's Office (2) <p><u>Main Level/Assembly Area</u></p> <ul style="list-style-type: none"> • Double Doors to Human Resources • Double Doors to Veteran's Agent • Door to Clock Tower • Veteran's Agent • Human Resources <p><u>Area Behind Stage</u></p> <ul style="list-style-type: none"> • 5 doors/rooms <p>See Photos Town Hall 5 and 6.</p>							
<p><u>Door Signage</u> The following interior doors lack tactile accessible signage:</p> <p><u>Lower Level</u></p> <ul style="list-style-type: none"> • Men's bathroom storage door • Women's bathroom storage door and non-accessible bathroom (2) • Assistant Treasurer • Town Treasurer • Tax Collector • BOS Meeting Room • BOS interior doors • Planning/CD/Consv • Assessor's • Hallway storage by bathrooms • Door at top of stairs to HR • Town Clerk (2) • Building Inspector • Building inspector interior (3) 	703	41.1	Install and/or relocate accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	1	Up to \$2,550+

<ul style="list-style-type: none"> Accounting/Finance (5) BOS Conference Room IT Office Executive Assistant Town Manager (2) Door to basement Egress doors <p>In addition, the Men's and Women's Bathrooms have signage on the door and not the latch side of the door.</p> <p><u>Board of Health</u></p> <ul style="list-style-type: none"> Custodian door Public Health Nurse Health Director Board of Health Health Director from Board of Health Public Health Nurse's Office (2) <p><u>Main Level/Assembly Area</u></p> <ul style="list-style-type: none"> Double Doors to HR Double Doors to Veteran's Agent Door to Clock Tower Veteran's Agent Human Resources Egress doors <p>In addition, the Unisex Accessible Bathroom signage is on the door and not the latch side of the door.</p> <p><u>Area Behind Stage</u></p> <ul style="list-style-type: none"> 6 doors/rooms Bathroom s (2) <p>See Photos Town Hall 7 and 8.</p>							
<p><u>Protruding Objects</u></p> <ul style="list-style-type: none"> Assessor's Office wall mounted sign (78¼" a.f.f) Conservation Office wall mounted sign (75¼" a.f.f) Main Level Box Office shelf (43¼" a.f.f. with a 5¼" protrusion) <p>Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80".</p>	307.2	20.6.1	<p>Raise the signs to a height of at least 80" a.f.f. to the bottom of the signs.</p> <p>Erect wing walls at the ends of the Box Office Shelf.</p>	2	2	1	\$0
<p><u>Reach Range</u></p> <p>The following exceed the maximum reach range under the 2010 ADA Standards:</p> <ul style="list-style-type: none"> Hand sanitizer at accessible entrance (50" a.f.f.) Public Health Nurse's Office towel dispenser (55" a.f.f.) 	308.2 308.3	6.5 6.6	<p>Lower the dispensers to a height of no more than 48" a.f.f.</p>	2	2	1	\$0

Doorway and Hallway Clear Widths The doorways to the following rooms/locations have clear widths that vary from 29" to 31" which do not meet the minimum 32" clear width requirement for a doorway: <ul style="list-style-type: none"> Town Treasurer (29¼" clear width) Tax Collector (30¼" clear width) BOS Meeting Room (30" clear width) BOS Interior Doors (2 – 31½" clear width) Board of Assessors (30" clear width) Town Clerk double doors (27¼" clear width) Accounting/Finance hallway at copier and cabinet (26" clear width) Hallway double doors by Town Manager' Office (27" clear width) Main Level/Assembly Area double doors (27½" clear width) Main Level/Assembly Area double doors (25½" to 27½" clear width) Main Level/Assembly Area egress double doors on both sides of the stage (27" clear width) 	404.2	26.5	As the building is on the National Register of Historic Places, as feasible, widen the doorways and replace the doors in a manner not to deter from the historic integrity of the town hall. Double hallway doors may also be kept open in a fixed position to achieve the minimum required clear width. Re-arrange items restricting hallway clear width as may be required as a result of a reasonable accommodation request.	2	3	L	TBD
Doors with Glass Panes Doors throughout the town hall have glass panes that exceed the maximum viewing height of 43" under the 2010 ADA Standards. (<i>Note: A tolerance of 1" is allowable up to a maximum height of 44" a.f.f.</i>)	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Frost or block the glass panes.	2	2	N	\$0
Counters The following offices have counters that exceed the maximum allowed height of 36" a.f.f.: <ul style="list-style-type: none"> Tax Collector (42¼" a.f.f.) Assessor's (40¼" a.f.f.) Town Clerk (43½" a.f.f.) Board of Health (42½" a.f.f.) <i>Note: It is recommended that in addition to the counter modifications in the Assessor's Office, reduced size Assessor's Maps should be made available on an accessible compliant table in the hallway.</i> <i>Note: The Planning/CD counter is 42½" a.f.f., but an adjacent table is at the compliant height and knee clearance.</i>	904.4	7.2	Construct a 36" long by no more than 36" high a.f.f. counter, with a minimum of 27" of knee clearance.	2	3	N	Up to \$1,500+

<u>Accessible Lift</u> The accessible lift door lacks an interior pull device and closes in less than 6 seconds.	404.2 404.2.8	26.11 26.9	Install an interior pull device to ensure that the door can be fully closed from the interior using a closed fist or loose grip and modify the closer such that the door takes at least 6 seconds to close..	2	2	I	\$15
<u>Health Department</u> The call device to the Health Department lacks information on its purpose and lacks tactile signage. The Health Director's sink is 1½" too high, has piping that is not wrapped, and faucets that require pinching and twisting of the wrist. A mirror is 12" too high. The Public Health Nurse's sink has piping that is not wrapped and faucets that require pinching and twisting of the wrist. A towel dispenser is 7" too high.	703 804.3.2 306 606.5 309 606.5 309 308	41 32 39.5 32 39.5 6.5 6.6	Install regular tactile signage noting the intent and purpose of the call device. As required due to a reasonable accommodation request, modify the sink such that it is no more than 34" a.f.f, has insulated piping, has lever style faucets, and has a mirror that is no more than 40" a.f.f. to the bottom of the reflecting surface. As required due to a reasonable accommodation request, modify the sink such that it has insulated piping, has lever style faucets, and has a towel dispenser that is no more than 48" a.f.f. to the operating mechanism.	2 2 2	2 3 3	I L L	\$50 TBD TBD
<u>Interior – Stairs</u> The <u>stairs from the lower level to the main level and Human Resources Office</u> have a wooden railing on one side of the lower stairs that is ¾" too wide and lacks bottom extensions. The metal railings are not round or oval in shape, not continuous, and lack top and bottom extensions. The stair risers are up to ¾" too high. The <u>stairs connecting the lower level</u> at the chair lift have railings that are 2" to 4" too low, are rectangular in shape, and lack top and bottom extensions. The <u>stairs leading to the Health Department</u> on the main level have exterior railings that are 6" too low and lack top and bottom extensions. The interior railings are ¾" too wide, 5" too low, not continuous, and lack top and bottom extensions. The stair risers are ¾" too high. The <u>stairs to the assembly area stage</u> have railings that are 5" too low, not round or oval in shape, and lack top and bottom extensions. The <u>egress stairs on the sides of the stage</u> have railings that are 2" to 4" too low and lack top and bottom extensions. The <u>stairs at the stage from the hallway</u> lack railings and the <u>stairs to the rear offices</u> have a railing on one side only that is 2" too low and lacks top and bottom extensions. See Photos Town Hall 9 and 10.	504 505	27	Install and/or modify the stair railings such that the railings comply as follows: Continuous stair railings on both sides of the stairs. Railings s/b between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1¼" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom as feasible (slope distance one tread then 12" parallel to the ground). Seek a variance to retain the existing stair riser heights due to the historic nature of the building and the significant cost to rebuild the stairways.	2	3	N	TBD – up to \$100K+

<u>Accessible Route of Travel</u> There is no accessible route of travel from the lower level to the Veterans Agent's Office, Director of Human Resources, and the Health Department (Public Health Nurse, Health Director, Board of Health). There is no accessible route of travel to the Select Board's seating area due to a 7" abrupt change in level surface. There is no accessible route of travel from the Main Level assembly area to the stage. See Photos Town Hall 11 and 12.	402 407 410	20 28	The provision of vertical access will require professional architect/engineer plans and specifications to provide access from the lower level to the Veterans Agent's Office, Director of Human Resources, and the Health Department. The Select Board raised seating area s/b removed or a ramp compliant with S. 24 of 521 CMR and S. 405 of the 2010 ADA Standards s/b installed. A vertical lift, inclined wheelchair lift, or ramp must be provided to achieve access to the stage from the assembly area.	2	3,4	N,L	TBD – up to \$2.5 million+
<u>Bathrooms</u> <u>Lower Level Men's</u> There is insufficient clear width at the accessible urinal. The soap and towel dispensers are too high. The accessible stall door opens in, is not self-closing, lacks an interior pull device, has a locking mechanism that is too high and requires pinching and twisting of the wrist, and has a coat hook that is too high. The toilet paper dispenser is 4" too close to the front of the water closet. <u>Lower Level Women's</u> The sink shut-offs are not wrapped. A towel dispenser is 6" too high. The accessible stall door opens in, is not self-closing, lacks an exterior pull device, and has a coat hook that is too high. The toilet paper dispenser is 2" too close to the front of the water closet. The water closet is 2" too close to the near wall. <u>Main Level Unisex Near Veterans Agent's Office</u> A towel dispenser is 2" too high. The toilet paper dispenser is 7" too close to the front of the water closet.	305.3 308 604.8 404.2 308 604.7 606.5 308 604.8 308 604.7 604.2	30.10 30.12 30.6 39.5 30.7.6 30.9.5 30.12 30.6 30.7.6 30.7.2	Modify and relocate the urinals and shields to achieve the minimum required 30" of clear width. Lower the dispensers so they are a maximum of 42" o.c. to the operating mechanism. Reverse the stall door so it opens out and not in. Install and interior pull device. Replace the locking mechanism with one that is operable with a closed fist or loose grip and is no more than 48" a.f.f.. Lower the coat hook to no more than 48" a.f.f. Relocate the toilet paper dispensers so they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. Wrap or insulate the piping. Lower the dispenser so it is a maximum of 42" o.c. to the operating mechanism. Reverse the stall door so it opens out and not in. Install and exterior pull device. Lower the coat hook to no more than 48" a.f.f. Relocate the toilet paper dispensers so they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. Relocate the water closet so that it is 18" o.c. from the near wall. Lower the dispenser so it is a maximum of 42" o.c. to the operating mechanism. Relocate the toilet paper dispensers so they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser.	3 3 3 3 3 3 3 3 3	3 2 2 2 2 2 3 2 2 3	N I I I I I I N I I	TBD – up to \$10K \$0 \$40 \$0 \$75 \$0 \$15 \$0 Up to \$3,500+ \$0 \$0

The water closet flush control is on the wrong side.	604.6	30.7.5	Replace the water tank or the water closet in entirety such that the flush control is on the wide or approach side.	3	3	N	Up to \$750
The rear grab bar is 6" too far from the interior corner.	604.5	30.8	Relocate the rear grab bar so that it is no more than 6" from the interior corner.	3	2	I	\$0
A light switch is 6½" too high. See Photos Town Hall 13, 14, 15, and 16.	308	6.5 6.6	Lower the light switch so that it is no more than 48" a.f.f.	3	3	N	Up to \$350

Total Up to \$2,645,095+

Town Hall Accessibility Assessment Photos



Photo Town Hall 1



Photo Town Hall 2

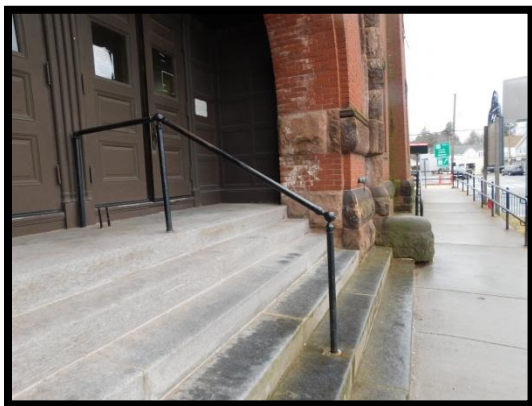


Photo Town Hall 3



Photo Town Hall 4

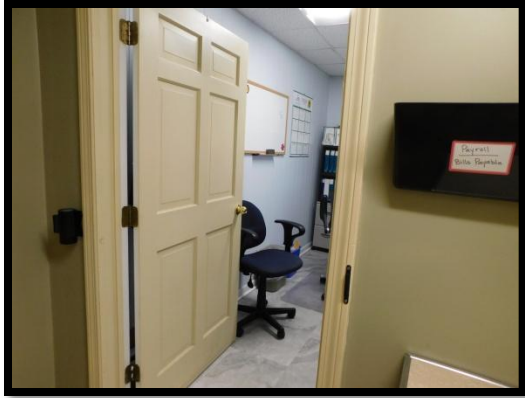


Photo Town Hall 5

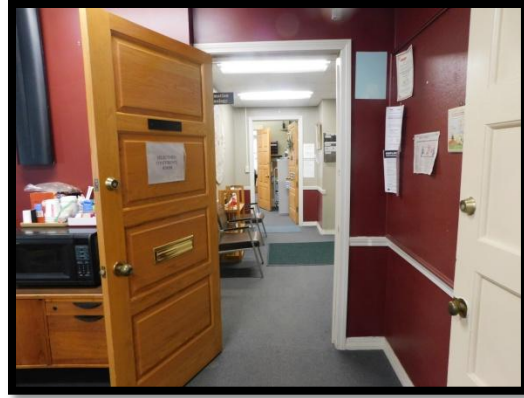


Photo Town Hall 6



Photo Town Hall 7

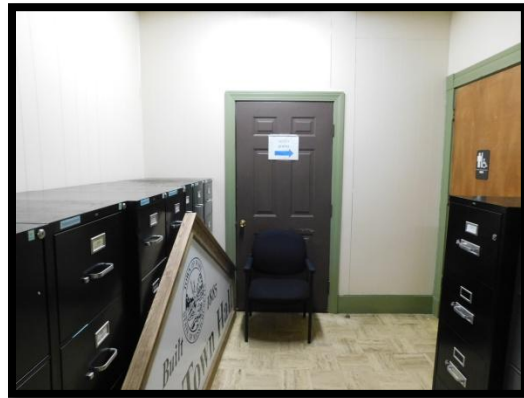


Photo Town Hall 8



Photo Town Hall 9

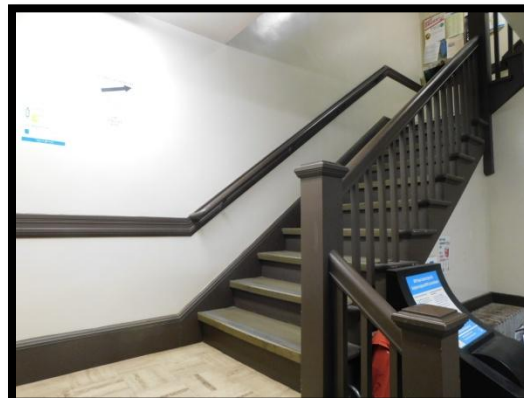


Photo Town Hall 10

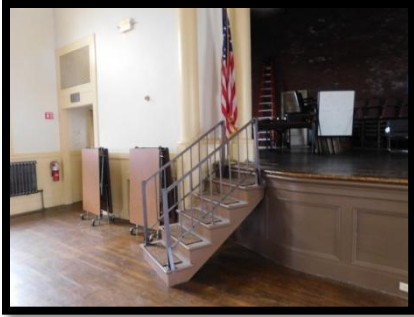


Photo Town Hall 11



Photo Town Hall 12



Photo Town Hall 13



Photo Town Hall 14



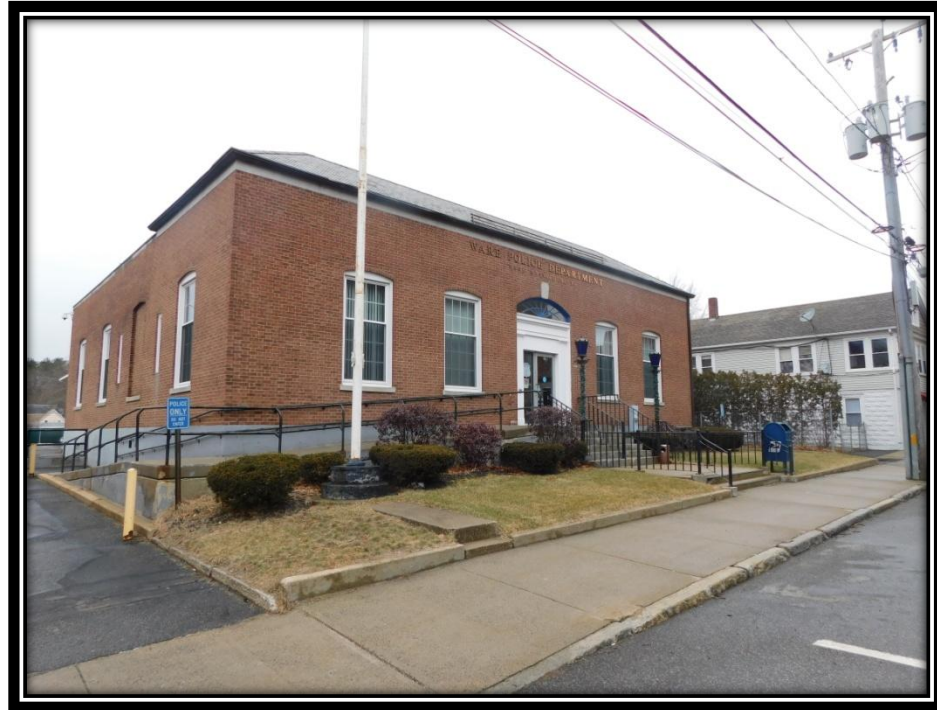
Photo Town Hall 15



Photo Town Hall 16

POLICE STATION

Description of Facility and Programs: The Ware Police Station was built 1937 to originally serve as a post office. The Town purchased and renovated the building into a police station in the late 1990's. The one-story masonry building totals roughly 8,200 square feet (including the basement). In addition to the Chief of Police, the department consists of one (1) Sergeant, one (1) Detective, fifteen(15) full-time Officers including the School Resource Officer and K-9 unit, and 10 part-time Officers.



Responsible Party: Select Board.

General Description or Obstacle Which Limits Mobility or Access: Those areas that are open to the public are reasonably accessible but there remain a number of areas of non-compliance.

Lobby Area

The airphone buzzer is 2" too high. The door to the small meeting room from the lobby lacks tactile designation signage.

Doors and Rooms

Doors either lack tactile designation signage or it is improperly mounted over the door. Some doors have glass panes that are too high. In addition, some doors also have knob-style hardware. The Chief's doorway has only 29" of clear width.

Men's Bathroom

Tactile designation signage is mounted on the door and not the latch side. The door operating force is 14 lbs., which exceeds the maximum of 5 lbs. for an interior door. The sink piping is not wrapped, guarded, or insulated. The towel dispenser, soap dispenser, and mirror are all too high. The toilet paper dispenser is 3" too close to the front of the water closet. The water closet is 2¼" too far from the near wall and 2½" too close to the far wall.

Women's Bathroom

Tactile designation signage is mounted on the door and not the latch side. The door operating force is 18 lbs., which exceeds the maximum of 5 lbs. for an interior door. The sink piping is not wrapped, guarded, or insulated. The water closet is 1¼" too close to the near wall. A cabinet restricts the front water closet clearance to only 26".

Holding Cell

There are 6 holding cells, of which one is accessible. The knee clearance for the sink is reduced to only 23" at a knee depth of roughly 9". The toilet flush operating force is 15 lbs.

Non-Public and Restricted Access Areas

Prison Processing. The booking room sink is 2" too high and lacks knee clearance.

Police Break Room/Kitchen Area. The sink/counter is 2" too high and lacks knee clearance. The microwave, sanitizer, soap dispenser, and towel dispenser are all too high.

Sallyport. The stair railings do not fully extend at the bottom. The lower ramp railings are not continuous and are 1" to 2" too low. In addition, railings are located on only one side of the ramp. The ramp running slope varies from 20% to 23%, which far exceeds the maximum of 8.3%.

Basement Area. A work-out room, lockers, a bathroom/shower room, and storage are located in the basement. There is no accessible route of travel to the basement with access only via stairs. The stairs have railings on one side only that are 3" too low, do not fully extend the full length of the stairs, and lack bottom extensions. Doors (7) lack tactile designation signage with two doors having knob style hardware. The locker rooms (men's and women's) have signage on the door and not the latch side. A phone and sanitizer in the lockers are too high. A unisex bathroom has a sink that lacks knee clearance and a towel dispenser and mirror that are too high. The water closet lacks compliant near and far wall setbacks and lacks grab bars. The toilet paper dispenser is too far from the front of the water closet. A non-accessible shower has a 6" abrupt change in level surface to enter, faucets that require pinching and twisting of the wrist, and lacks grab bars and a seat.

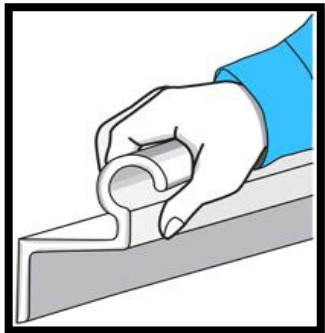
These areas are secured with access solely restricted to Police personnel, who must meet strict physical requirements to perform the essential job functions. Individuals brought into the station via the sallyport are accompanied and assisted by police personnel to ascend/descend the stairs and/or ramp. As no public access is allowed to these areas, no further action or modifications are required. Modifications would only be necessary if these areas were made open to the public or as an employee reasonable accommodation request.

Advisory on Holding Cells

Under Section 232.2 of the 2010 ADAAG alterations to cells shall not be required to comply except to the extent determined by the Attorney General (federal). **Advisory 232.2:** General Holding Cells and General Housing Cells Exception. Although these requirements do not specify that cells be accessible as a consequence of an alteration, Title II of the ADA requires that each service, program, or activity conducted by a public entity, when viewed in its entirety, be readily accessible to and usable by individuals with disabilities. This requirement must be met unless doing so would fundamentally alter the nature of a service, program, or activity or would result in undue financial and administrative burdens.

Inmates in local correctional facilities may have mobility disabilities and need to be housed in accessible cells. Federal laws protect people with disabilities from discrimination by State and local governments, including entities that own or operate correctional facilities. All such entities are covered by the Americans with Disabilities Act of 1990 (ADA), and those that receive Federal funds are also covered by section 504 of the Rehabilitation Act. These laws prohibit discrimination against persons with disabilities, including inmates who use wheelchairs, scooters, walkers, or other mobility devices. All aspects of law enforcement and correctional services are covered by these laws - including facilities, employment, transportation, and other activities, programs, and services.

Both the 2010 ADA Standards (S. 604.5 Exception #3) 521 CMR (S. 15.8) provide exceptions for the requirement of grab bars in cells that are specifically designed without protrusions for purposes of suicide prevention. However, in recent years grab bars have been designed so they do not increase suicide risk. As shown, there are several ways for grab bars to be designed with adequate gripping surfaces, while ensuring that nothing can be tied onto them (see below). Consideration should be given, but not required, to install suicide proof grab bars in the accessible cell.



Police Station Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Lobby Airphone Buzzer The airphone buzzer in the lobby is 2" too high under the 2010 ADA Standards. See Photo Police 1.	308.2 308.3	6.5 6.6	Lower the buzzer to a height of no more than 48" a.f.f.	2	3	I	TBD – up to \$250
Door Signage Tactile designation signage is not provided at the following locations: <ul style="list-style-type: none"> • Meeting room (2) • Sergeant's Office • Break Room • Janitor's closet • Booking • Sallyport Tactile designation signage is improperly located over the door and not on the latch side: <ul style="list-style-type: none"> • Storage #4 • Records • Front Desk/Lobby • Chief's Office • Evidence • Storage • Evidence #2 • Evidence #3 • Storage • Storage #3 Tactile designation signage is improperly located on the door and not on the latch side: <ul style="list-style-type: none"> • Men's Bathroom • Women's Bathroom See Photos Police 2 and 3.	703	41.1	Install and/or relocate accessible compliant signage so they are on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from the baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	\$350
Doors with Glass Panes The following have doors with glass panes at heights of 45" to 46" a.f.f. which exceeds the maximum allowed of 43" a.f.f. under the 2010 ADA Standards: <ul style="list-style-type: none"> • Meeting Room • Sergeant's Office • Break Room • Booking • Sallyport 	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Rather than modify the door to lower the viewing area to comply with the maximum height restriction, the panes can be blocked or frosted.	4	2	N	\$0
Door Hardware The following doors have non-compliant knob style hardware: <ul style="list-style-type: none"> • Chief's Office • Janitor's closet • Storage 	404.2	26.11	Install lever-style or similar accessible compliant hardware on the doors. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is based on the low range of \$75.</i>	2	2	N	\$225

Doorway Clear Width The Chief's Office has only 29" of clear width, which is 3" too narrow.	404.2.3	26.5	Adopt a policy of meeting in the small meeting room if required. Modifications to the doorway would only be necessitated as a result of a reasonable accommodations request.	4	1	I	\$0
Accessible Holding Cell The holding cell water closet push button controls has an operating force of 15 lbs. The knee clearance for the sink is reduced to only 23" at a knee depth of roughly 9". See Photo Police 4.	807 604 606 309 306.3	15 30.13 39.5 30.9.3	Modify/adjust the controls so the operating forces do not exceed 5 lbs. The accessible sink, although not fully compliant, is usable for a person in a wheelchair. Due to the excessive cost to replace the stainless steel sink/water closet unit and the <u>extremely</u> limited use of the accessible cell, seek a variance to retain the existing sink/water closet <u>and/or</u> seek an arrangement with adjacent local jurisdictions to house disabled detainees.	2, 4	1,2	I	\$0
Men's and Women's Bathrooms Men and Women's Bathrooms The door operating forces are 14 to 18 lbs., which exceed the maximum of 5 lbs. for an interior door. The sink piping is not wrapped, guarded, or insulated. The men's water closet is 2¼" too far from the near wall and 2½" too close to the far wall. The women's water closet is 1¼" too close to the near wall. A cabinet restricts the front water closet clearance to only 26 Men's Only The towel dispenser, soap dispenser, and mirror are all too high. The toilet paper dispenser is 3" too close to the front of the water closet. See Photos Police 5 and 6.	404.2.8 404.2.9 606.5 604.2 604.3 308.2 308.3 603.3 604.7	26.8 26.9 30.9.5 30.7.2 30.12 30.11 30.7.6	Adjust door closers such that the push/pull force does not exceed 5 lbs. for an interior door. Wrap or insulate the piping. Modify/relocate the water closets so they are 18" o.c. from the near wall, and 42" o.c. from the far wall. Remove the cabinet in the women's bathroom restricting the water closet front clear width. Lower the soap and towel dispensers to a height of no more than 42" a.f.f to the operating mechanism. Lower the mirror to a height of no more than 40" a.f.f. to the bottom of the reflecting surface. Relocate the toilet paper dispenser so that it is 7" to 9" o.c. to the front of the water closet.	3 3 3 3	2 2 3 2 2	I I N I I	\$0 \$150 Up to \$10,000 \$0 \$0

Up to \$10,975+

Police Station Accessibility Assessment Photos



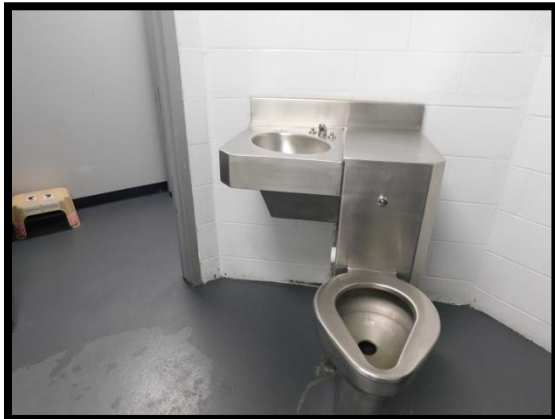
See Photo Police 1



See Photo Police 2



See Photo Police 3



See Photo Police 4



See Photo Police 5



See Photo Police 6

WARE FIRE STATION

Description of Facility and Programs: The Ware Fire Station, which was constructed in 2011-12, is a multi-level masonry structure with the main level housing administrative offices and meeting space; the second level housing the bunk rooms, day room, firefighter showers and bathrooms, kitchen, and storage; and the lower level housing the apparatus bays. The 2nd and lower level apparatus bays are not open to the public. An elevator does provide vertical access to all levels.

The Fire Department is a combination department made up of a staff of 20 career firefighters, 10 on-call firefighters, and one Administrative Assistant. The department hierarchy includes a Chief, a Deputy Chief, 4 career Lieutenants, and 3 on-call Lieutenants. The department provides both fire fighting and EMS/EMT services.



Responsible Party: Select Board.

General Description or Obstacle Which Limits Mobility or Access: The Fire Station is substantially accessible compliant for those areas and levels which are open to the public.

Main Level

General. Exterior and interior doors with closers have excessive operating forces and close too fast. The vestibule and lobby airphone buzzers are 3 to 4½" too high. A lobby sanitizer is also 4" too high. A lobby shelf and the 9-11 book holder are protruding objects. Doors with glass panes are up to 2½" too high. The doors from the lobby to the secured access doors to the administrative offices lack tactile designation signage.

Men's and Women's Lobby Bathroom. The coat hooks are 6" too high, toilet paper dispensers are 3" too close to the front of the water closets, and the towel dispensers are 3" to 3½" too high.

Reasonable Accommodations.

A kitchenette has a counter that is 2" too high, lacks knee clearance, has a microwave that is too high, and a sanitizer that is 3½" too high. Modifications to these areas would only be required as a result of a reasonable accommodation request.

The Chief's private bathroom has a sink with piping that is not wrapped; a towel dispenser that is 13" too high, a toilet paper dispenser that is 4" too close to the front of the water closet; a water closet that lacks compliant near, far, and front clear widths, and which lacks grab bars. A shower has a 4½" abrupt change in level surface to access and lacks accessibility features. As this bathroom is solely for the Chief's use, modifications would only be necessitated through a reasonable accommodation request.

Second Level. The second is limited to firefighter personnel, who must meet strict physical requirements to perform the essential functions of their job. The second level area has non-compliant bathrooms (sink heights; no sink knee clearance; dispensers and coat hooks that are too high; water closets that are too low, lack compliant clear widths, and which lack grab bars; a men's urinal that is too high; and other related items), a kitchen counter that is too high and lacks knee clearance; a sanitizer that is too high, and 3 areas (storage, kitchen, day room) that lack tactile designation signage. As no public access is allowed on the 2nd level, no further action or modifications are required to these areas at the present time. Modifications would only be required as a result of a reasonable accommodation request.

Bay/Apparatus Area. The Bay/Apparatus area is closed to the public and is limited to firefighter personnel, who must meet strict physical requirements to perform the essential functions of their job. The Department occasionally holds educational activities for students and is considering fund raising events/dinners/breakfasts in the garage/apparatus area. The bathrooms for public use in this area are moderately accessible with some modifications required for full accessibility compliance.

Fire Station Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Exterior and Interior Doors</u> Exterior and interior doors with closers (including bathrooms) do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and interior door (5 lbs.) and the minimum closing speed requirement of 6 seconds under 521 CMR. Operating forces vary up to 21 lbs. and closing speeds are as quick as 3 seconds.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 2, 3	2	I	\$0

<u>Reach Range</u> Airphone buzzers in the vestibule and lobby are up to 4½" too high. A sanitizer in the lobby is 4" too high. See Photo Fire 1.	308.2 308.3	6.5 6.6	Lower the airphone buzzers and sanitizer to a height of no more than 48" a.f.f. to the operating mechanisms under the 2010 ADA Standards.	2	2,3	I	Up to \$500
<u>Door Signage</u> Tactile designation signage is not provided at the following locations: <ul style="list-style-type: none"> Secure doors (2) to the Main Level administrative areas from the Lobby Chief's bathroom Storage in kitchen Door to hallway near elevator See Photo Fire 2.	703	41.1	Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	\$250
<u>Protruding Objects</u> <ul style="list-style-type: none"> Lobby shelf in front of the Watch Room 9-11 book holder in the Lobby Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80". See Photos Fire 3 and 4.	307.2	20.6.1	Place a fixed object under the book holder and erect wing walls at the ends of the shelf.	2	2	I	\$100
<u>Doors with Glass Panes</u> The following doors have glass panes that exceed the maximum viewing height of 43" a.f.f. under the 2010 ADA Standards: <ul style="list-style-type: none"> Secure doors (2) from Lobby to Administrative offices (2 at 45½" a.f.f.) Double doors to the Main Level meeting room (45½" a.f.f.) Administrative Assistant's Office (46" a.f.f.) Small Conference Room (45½" a.f.f.) Chief's Office (46" a.f.f.) Door to hallway near elevator (46" a.f.f.) 	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. 521 CMR does not address "doors with glass panes". The building was constructed within an 18 month window of when the 2010 ADA Standards went into effect in 2012. It is recommended a variance be sought, if and when necessary, to retain the existing doors with glass panes.	2	2	N	\$0
<u>Men's and Women's Lobby Bathrooms</u> The coat hooks are 6" too high The toilet paper dispensers are 3" too close to the front of the water closets. The towel dispensers are 3" to 3½" too high.	308.2 308.3 604.7 308.2 308.3	6.5 6.6 30.6.1 30.7.6 30.12	Lower the coat hooks to a height of no more than 48" a.f.f. Relocate the toilet paper dispensers so they are a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. Lower the dispenser to a height of no more than 42" a.f.f.	3 3 3	2 2 2	I I I	\$0 \$0 \$0

<u>Apparatus Bay Women's Bathroom</u>							
The towel dispenser is 8½" too high.	308.2 308.3	30.12	Lower the dispenser to a height of no more than 42" a.f.f.	3	2	I	\$0
The mirror is 1½" too high.	603.3	30.11	Lower the mirror to a height of no more than 40" a.f.f. to the bottom of the reflecting surface.	3	2	I	\$0
The sink faucets require pinching and twisting of the wrist.	309	30.9.6	Replace the faucets with lever style.	3	2	I	\$200
The flush control is located on the wrong side.	604.6	30.7.5	Replace the flush control so it is on the wide side or is an automatic flush.	3	3	N	Up to \$1,000
The side and rear grab bars are up to ¼" too high.	609.4	30.8.2	Lower the grab bars so they are 33" to 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0
The water closet is 1¼" too close to the near wall.	604.2	30.7.2	Relocate the water closet so that it is 18" o.c. to the near wall.	3	3	N	TBD – up to \$10,000 +
The toilet paper dispenser is 5" too close to the front of the water closet.	604.7	30.7.6	Relocate the toilet paper dispensers so they are a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f.	3	2	I	\$0
See Photos Fire 5 and 6.							
<u>Apparatus Bay Men's Bathroom</u>							
The coat hook is 18" too high.	308.2 308.3	6.5 6.6 30.6.1	Lower the coat hooks to a height of no more than 48" a.f.f.	3	2	I	\$0
The towel dispenser is 9" too high.	308.2 308.3	30.12	Lower the dispenser to a height of no more than 42" a.f.f.	3	2	I	\$0
The mirror is 1½" too high.	603.3	30.11	Lower the mirror to a height of no more than 40" a.f.f. to the bottom of the reflecting surface.	3	2	I	\$0
The sink faucet requires 17 lbs. of force to operate and stays open for only 2 seconds.	606.4 309	30.9.6	Adjust the faucet so that it takes no more than 5 lbs. to operate and stays open for at least 10 seconds.	3	2	I	\$0
The toilet paper dispenser is 5" too close to the front of the water closet.	604.7	30.7.6	Relocate the toilet paper dispensers so they are a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f.	3	2	I	\$0
The side and rear grab bars are up to ½" too high	609.4	30.8.2	Lower the grab bars so they are 33" to 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0

Up to \$12,055+

Option: Apparatus Bay Men's and Women's Bathroom Alternative

As an alternative to undertaking both the Men's and Women's Bathrooms modifications to make them fully accessible, convert both bathrooms to "Unisex" and make the "no cost" modifications to the current Men's Bathroom and identify it as a "Unisex Accessible Bathroom".

Fire Station Accessibility Assessment Photos



Photo Fire 1

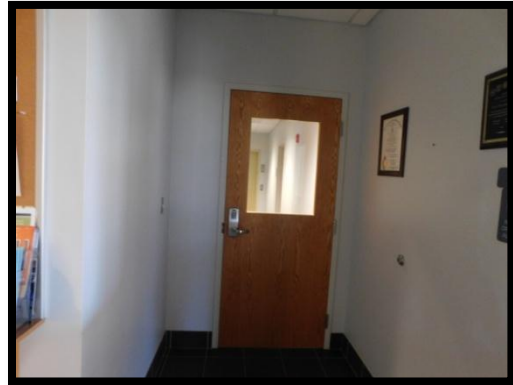


Photo Fire 2



Photo Fire 3

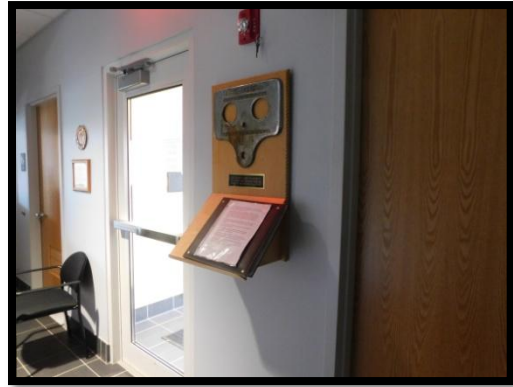


Photo Fire 4

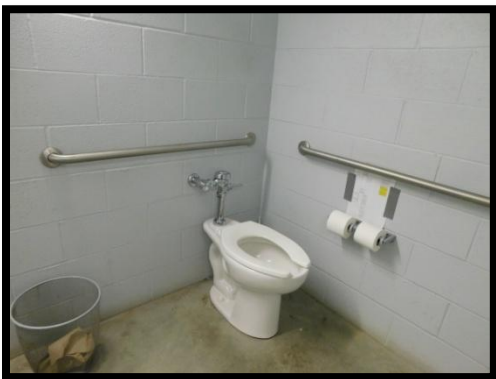


Photo Fire 5

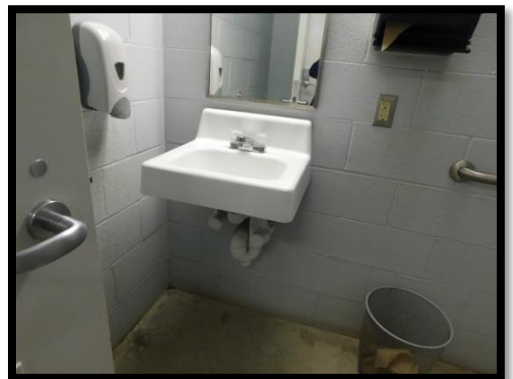


Photo Fire 6

YOUNG MENS LIBRARY

Function and Description of Facility and Programs: The Young Men's Library is multi-level masonry and stone building that was constructed in the 1880's – 1890's. The library has undergone numerous renovations and expansions over the years including the addition of the reading and reference room in 1924; the addition of an office, rest room, and stairs in 1969; the addition of an upstairs gallery in 1933; and the construction of a 4-stop elevator to access all levels (except the mezzanine) in 2000. The library is governed by a nine-member Board of Library Trustees and managed by a Library Director. Library operations are supported through town appropriation.



Responsible Party: Board of Library Trustees, Select Board.

General Description or Obstacle Which Limits Mobility or Access:

Parking

There is no dedicated on-site or on-street accessible parking for the library. On-site parking is currently not feasible and on-street parking was eliminated with a recent Main Street improvements project. Although not within the scope of this Plan, serious consideration and further study should be undertaken to develop designated accessible parking for the library within a close and reasonable distance to the accessible entrance.

Exterior Front Stairs

The stairs to the original main entrance of the building serve as an emergency egress only. The railings do not go fully to the top, are not round or oval in shape, and lack top and bottom extensions.

The stairs to the children's entrance are not fully round or oval, are only 32" a.f.f., and lack top and bottom extensions. A grate at the base of the stairs has 4 foot long by 1½" wide grates.

Doors

Exterior and interior doors with closers have excessive operating forces and close too fast. Some interior doors have knob-style hardware and lack tactile designation signage.

Interior Stairs

The stairs to the Main Level from the Reading Room have railings that are 3" too low, are not round or oval in shape and lack bottom extensions.

The stairs to the Children's Room from the Main Level have railings that are 6" too low, are not round or oval in shape, lack top and bottom extensions, do not fully extend the full distance of the stairs, and are located on one side only. In addition, the stair risers are 1" too high.

The stairs (2 sets) to the Mezzanine Stacks have open risers, a railing on one side only, and lack top and bottom extensions.

The stairs from the Main Level to the Mezzanine Staff/Historical Room have 8" risers and railings that lack bottom extensions, located on one side only for one segment of stairs, and railings that are 5" to 11" too low.

Reading Room

Reading room tables (4) have only 24¼" of knee clearance. A computer catalogue station is located on a table that is 40" a.f.f., which is 6" to 12" too high.

Main Level

The check-out counter is 2¾" too high. The desks in the Young Adult area provide only 24" of knee clearance. A hand sanitizer is 1¾" too high and is also a protruding object. The stacks have only 21" to 25" of clear width which is 11" to 15" too narrow.

Mezzanine Stacks and Historical Room

There is no accessible route of travel to this level.

Main Level Bathroom

The coat hook is 19" too high and the towel dispenser is 2" too high. The toilet paper dispenser is 2" too far from the front of the water closet. The rear grab bar is ¾" too high. The side grab bar is sloped with a height of 33½" a.f.f. to 36¾" a.f.f.

Young Men's Library Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
Front Entrance/Egress Stair Railings The <u>stairs to the original main entrance</u> of the building serve as an emergency egress only. The railings do not go fully to the top, are not round or oval in shape, and lack top and bottom extensions.	505.10 505.7 505.3	27.4.3 27.4.4 27.4.5 27.4.1	As this is an emergency egress only, seek a variance to retain the existing railings.	1	1	I	\$0 \$0
The <u>stairs to the children's entrance</u> are not fully round or oval, are only 32" a.f.f., and lack top and bottom extensions.	505.7 505.4 505.10	27.4.4 27.4.5 27.4.3 27.4.2	Modify or replace the stair railings such that they are round or oval in shape or x-section, are 34" to 38" a.f.f. to the top of the gripping surface, have top extensions 12" parallel to the ground and bottom extensions the slope distance of one tread then 12" parallel to the ground.	1	3	N	Up to \$5,000

<p>A grate at the base of the stairs has 4 foot long by 1¼" wide grates.</p> <p>See Photos Library 1 and 2.</p>	302.3	25.4	Grate openings cannot exceed ½" and must be perpendicular to the route of travel. Replace or modify grates to comply with maximum ½" opening requirement.	1	2	N	Up to \$350+
<p><u>Book Return Drop Box</u></p> <p>The book return drop box located near the front egress only doors to the building is not on an accessible route of travel.</p>	206 403	20 22	Relocate the drop box to either the landing of the accessible entrance.	2	2	I	\$0
<p><u>Door Operating Forces and Closing Speeds</u></p> <p>Exterior and interior doors with closers do not comply with the minimum closing speed requirement of 6 seconds or the maximum operating force of 15 lbs. for an exterior door and 5 lbs. for an interior door.</p>	404.2.8 404.2.9	26.9 26.8	Adjust the door closers such that the closing speed is at least 6 seconds and the operating force does not exceed 15 lbs. for exterior door and 5 lbs. for the interior doors.	1	2	I	\$0
<p><u>Signage</u></p> <p>The following rooms/doors lack tactile designation signage:</p> <ul style="list-style-type: none"> Children's Room vestibule door Children's Room door to stairs Children's Room storage room door Door to stairs to Children's Room from the Main Level Mezzanine elevator machine room <p>See Photo Library 3.</p>	703	41.1	Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	Up to \$250
<p><u>Door Hardware</u></p> <p>The following interior doors have non-compliant knob style hardware:</p> <ul style="list-style-type: none"> Children's Room vestibule door Children's Room door to stairs Children's Room storage room door Door to stairs to Children's Room from the Main Level <p>See Photo Library 3.</p>	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors.	2	2	I	Up to \$300
<p><u>Table Knee Clearance</u></p> <p>Tables stations at the following locations do not meet the minimum required knee clearance:</p> <ul style="list-style-type: none"> Reading Room (4 tables w/24¼" knee clearance) Teen Zone (24" knee clearance) 	226 306.3	35	Raise (adjust if optional or "block") or modify one table in each area to achieve the minimum required 27" of knee clearance and 9" toe clearance. If blocking is not feasible, a new compliant table should be provided. In addition, there must be at least 30" of clear width and clear floor space.	2	2	I	\$50 to \$100
<p><u>Card Catalogue Height</u></p> <p>The computer card catalogue in the meeting room is on a table/desk that is 40" a.f.f. to the top of the table/desk.</p> <p>See Photo Library 4.</p>	226.1 902.3	35.1 35.6	Replace the table/desk with one that is 28" to 34" a.f.f. to the top. In addition, there s/b a minimum of 27" knee clearance, 19" knee depth, and 30" clear width.	2	2	I	Up to \$350

<u>Check-out Counter</u> The Main Level check-out counter is 38¼" a.f.f., which is 2¼" too high.	904.3	12.2.3	Modify/provide a counter that is no more than 36" a.f.f. and 36" in length.	2	3	I	Up to \$450
<u>Reach Range and Protruding Objects</u> The hand sanitizer on the Main Level is 1¾" too high and protrudes 4 ¾" into the accessible route of travel at a height of between 27" and 80".	308.2 308.3 307.2	6.5 6.6 20.6.1	Relocate the dispenser so that it is not on an accessible route of travel (or place fixed object below it) and lower so that the operating mechanism is no more than 48" a.f.f.	2	2	I	\$0
<u>Interior Stairs</u> <u>General Use</u> The stairs to the Main Level from the Reading Room have railings that are 3" too low, are not round or oval in shape and lack bottom extensions.	505.4 505.7 505.10	27.4.2 27.4.4 27.4.5 27.4.3	Modify or replace the stair railings such that they are round or oval in shape or x-section, are 34" to 38" a.f.f. to the top of the gripping surface, and have bottom extensions the slope distance of one tread then 12" parallel to the floor.	2	3	N	Up to \$2,500
The stairs (2 sets) to the Mezzanine Stacks have open risers, a railing on one side only, and lack top and bottom extensions. See Photos Library 5 and 6.	504.3 505.3 505.2 505.10	27.2 27.4.1 27.4.3	Modify or replace the stair railings such that they there are railings on both sides of the stairs that are round or oval in shape or x-section, are 34" to 38" a.f.f. to the top of the gripping surface, and have top extensions 12" parallel to the floor and bottom extensions the slope distance of one tread then 12" parallel to the floor. The stairs must be modified by installing risers.	2	3	N	TBD – up to \$15,000+
<u>Staff Only</u> The stairs from the Main Level to the Mezzanine Staff/Historical Room have 8" risers (maximum allowed is 7") and railings that lack bottom extensions, located on one side only for one segment of stairs, and railings that are 5" to 11" too low.	504.2 505.10 505.2 505.4	27.2 27.4.3 27.4.1 27.4.2	As these stairs are closed to the public and solely for staff, modifications would only be required as a result of a reasonable accommodations request or if the area was opened for public use.				
The stairs to the Children's Room from the Main Level have railings that are 6" too low, are not round or oval in shape, lack top and bottom extensions, do not fully extend the full distance of the stairs, and are located on one side only. In addition, the stair risers are 1" too high.	505.4 505.7 505.3 505.2 504.2	27.4.2 27.4.4 27.4.5 27.4.1	As these stairs are closed to the public and solely for staff, modifications would only be required as a result of a reasonable accommodations request or if the area was opened for public use.				
<u>Main Level Stack Clear Widths</u> The clear width to the stacks is reduced to less than the required 36" with clear widths varying from 21" to 25". See Photo Library 7.	403.5	12.2.2	To the extent possible move items as required to achieve minimum 36" clear width. As the metal stacks appear to be original to the building, are physically connected to the floor and ceiling, and also have electrical and lighting within the stacks, it may not be possible to further alter the stacks or remove any of the stacks. Removing stacks will further reduce the already extremely limited display space for books. Until library expansion occurs, a policy on book retrieval for library patrons for items located in the stacks on the main level should be formally adopted and posted on the library's webpage and in various locations on the Main Level.	2	4	L	TBD
<u>Mezzanine Access and Modifications</u> There is no compliant vertical access to the mezzanine area stacks.	403	20	Until library expansion occurs, a policy on book retrieval for library patrons for items located in the Mezzanine area should be formally adopted and posted on the library's webpage and in various locations on the Main Level.	2	4	L	TBD

Bathroom The coat hook is 19" too high. The towel dispenser is 8" too high. The rear grab bar is ¾" too high. The side grab is sloping and varies from being within compliance (33" to 36" a.f.f.) to being ¾" too high. The toilet paper dispenser is 2" too far from the front of the water closet. See Photo Library 8.	308.2	6.5	Lower the coat hooks to a height of no more than 48" a.f.f.	3	2	I	\$0
	308.3	6.6					
	308.2	30.12	Lower the dispenser to a height of no more than 42" a.f.f.	3	2	I	\$0
	308.3						
	609.4	30.8.2	Lower the rear grab bar and lower and "level" the side grab bar such that the grab bars are 33" to 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0
	604.7	30.7.6	Relocate the toilet paper dispensers so they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. As these dispensers have 2 rolls placed horizontally, one roll would need to be 7" to 9" o.c.	3	2	I	\$0

Total up to \$24,300+

Young Men's Library Accessibility Assessment Photos

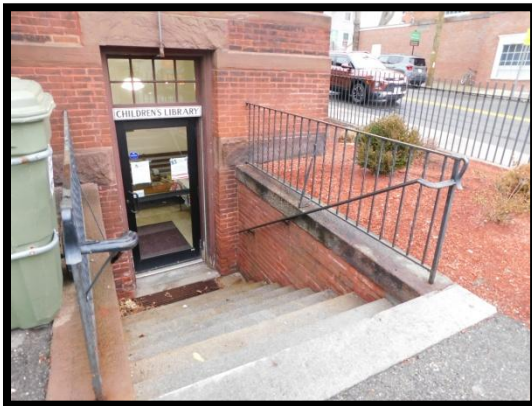


Photo Library 1



Photo Library 2



Photo Library 3



Photo Library 4



Photo Library 5

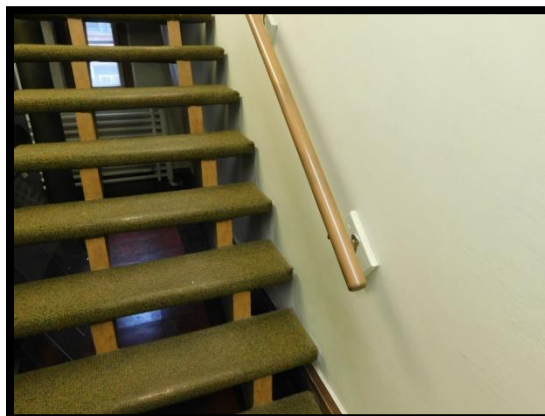


Photo Library 6

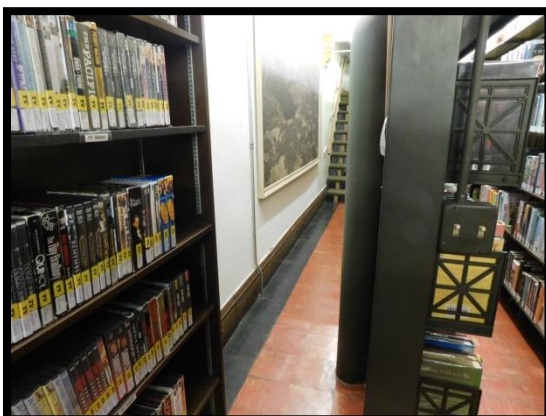


Photo Library 7

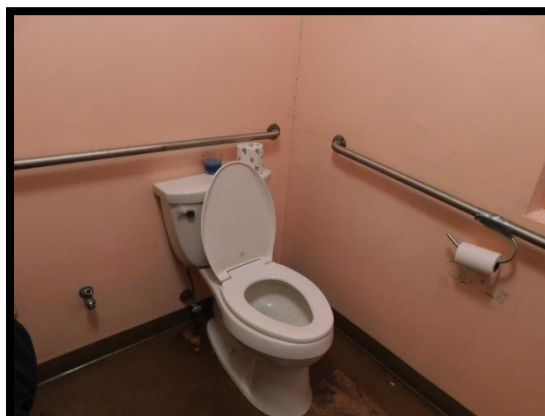


Photo Library 8

WARE SENIOR CENTER

Description of Facility and Programs: The Senior Center is a 1-story, roughly 9,000 square foot, wooden framed and block structure. It was constructed in 1960 and originally housed a supermarket and later a machine engineering business. The Town purchased the property in 2007 and renovated it into a senior center. The Senior Center coordinates and operates senior-oriented social and educational programs and training and provides many services which include information, referrals and advocacy to many outside resources. Unique to most communities, senior center staff prepare meals from scratch and serve to those attending the daily luncheons. The building has an open concept with an area for administrative offices, a small meeting room, a kitchen, a billiards room, a thrift shop, 4 bathrooms (with one “designated” as fully accessible and the remaining three having accessible features), and 2 large open meeting and activity areas.



Responsible Party: Council on Aging, Select Board

General Description or Obstacle Which Limits Mobility or Access:

Exterior and Parking

The designated accessible parking signage to the left and right of the main entrance are 4" to 5¼" too low. Technically all of the signs, which are 11 feet from the front of the parking space, are 1 foot too far from the spaces.

The drop box mounted on the building near the front entrance is 12" too high.

The stone dust accessible route to and within the Bocce courts and pergola is not compacted and is loose and not stable. There is a 4½" abrupt change in level surface into the Bocce courts.

Interior - General

The “coffee counter” is 37¼” high, which is 3¼” too high, and lacks clear width for a wheelchair.

Interior and exterior doors with closers have excessive operating forces and close too fast.

Doors lack tactile designation signage. A closet door in the small meeting room has knob-style hardware.

Coat racks (2) in the assembly areas are up to 11” too high.

The puzzle tables have only 24” of knee clearance.

A defibrillator in the assembly area is 12” too high and is also a protruding object. The mechanicals and piping near the bathrooms in the Billiards Room is a protruding object.

The Billiards Room sink and the Nurse’s Office sink lack knee clearance. In addition the sink in the Nurse’s Office is 2” too high and has a towel dispenser that is 9” too high. The exam table in the Nurse’s Office is 33” a.f.f., which is too high for seniors and those with mobility limiting disabilities.

Bathrooms

There are 4 bathrooms in the senior center, two in the Billiards Room, one in the Administrative area, and one centrally located in the building assembly area. All have accessible features with the bathroom in the assembly area near the Thrift Shop “designated” as the accessible bathroom. Unfortunately, the “accessible” bathroom has a number of areas of non-compliance.

Accessible Bathroom near Thrift Shop. Tactile designation signage includes “women’s bathroom” at 51” o.c. a.f.f. and “unisex accessible” at 60” o.c. a.f.f. The coat hook is 11½” too high. The water closet flush control is on the wrong side. There is no rear grab bar. The side grab bar is ¾” too high.

Bathroom in Administrative Area. Although not designated as accessible, only minor modifications are required to make fully accessible compliant. This includes relocating the toilet paper dispenser, adding a rear grab bar, and lowering the side grab bar ½”.

Kitchen and Coffee Counter Area

The sink behind the Coffee Counter lacks knee clearance and has a towel dispenser that is too high. The kitchen counters/sinks lack knee clearance and have piping that is not wrapped or insulated. Various items and utensils are not within reach range. A glass pane on a door into the kitchen is 2” too high under the 2010 ADA Standards. The Kitchen and Coffee Counter area for staff use and volunteers only who must meet minimum physical requirements to perform the essential functions of their duties. As these areas are not open to the public and not for public use, modifications would only be triggered through a reasonable accommodation request.

Senior Center Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking The signage for the designated accessible parking is 1 foot too far from the front of the spaces. The designated accessible parking signage to the left and right of the main entrance are 4" to 5 3/4" too low. See Photo Senior Center 1.	502.6	23.6	Seek a variance to retain the existing signage location.	1	1	I	\$0
	502.6	23.6	Raise the signs so they are a minimum of 60" to the bottom of the signs and no more than 96" to the top.	1	2	I	\$0
Front Entrance The drop box near the entrance is 13 1/2" too high.	308.2 308.3	6.5 6.6	Lower the drop box to a height of no more than 48" a.f.f. to the top of the operating mechanism.	1	2	I	\$0
Exterior Accessible Routes The stone dust accessible route to and within the Bocce courts and pergola is not compacted and is loose and not stable. There is a 4 1/2" abrupt change in level surface into the Bocce courts. Photo #2 shows the result of a wheelchair user trying to use the stone dust route of travel. See Photos Senior Center 2 and 3.	403	20 22	An accessible route of travel needs to be provided to all areas available to the public. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than 1/4" unbeveled or between 1/4" and 1/2" beveled w/a slope of no > 1:2). Modifications to the Bocce Courts are required to eliminate the abrupt change in level surface and the stone dust walkway must be rolled and compacted to achieve a firm and stable surface.	2	2	N	Up to \$250
Door Operating Force/Closing Speeds Interior and exterior doors with closers do not comply with the maximum operating force of 15 lbs. for an interior door and 5 lbs. for an interior door as well as a minimum closing speed of 6 seconds.	404.2.8 404.2.9	26.9 26.8	Adjust door closers such that the exterior doors have a maximum operating force of 15 lbs., interior doors have a maximum operating force of 5 lbs., and the door closing speeds are at least 6 seconds.	2, 3,	2	I	\$0
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> • Admin offices (2) • Admin storage • Admin door to side egress • Admin door to small meeting room • Admin meeting room closet • Door to meeting room from assembly area • Thrift shop • Egress doors (3) • Nurse's office • Men's bathroom in billiards room • Women's bathroom in billiards room • Kitchen (3) 	703	41.1	Install new and/or relocate existing accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Remove the "Women's Bathroom" signage at the Unisex Accessible Bathroom.	2, 3	2	I	Up to \$850

In addition, the Accessible Unisex Bathroom has conflicting tactile designation signage noting the bathroom as both Women's (51" a.f.f. o.c.) and Unisex (60" a.f.f.). See Photos Senior Center 4 and 5.							
<u>Door Hardware</u> A closet door in the small meeting room has knob-style hardware.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior door.	4	2	I	\$75
<u>Reach Range</u> The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards for adults: <ul style="list-style-type: none"> Coat hooks (2) in dining/large meeting room (59" a.f.f.) Defibrillator in the dining/large meeting room (60" a.f.f.) Nurse's Office towel dispenser is 9" too high 	308.2 308.3	6.5 6.6	Provide at least 1 coat hook/rack at a height of 48" a.f.f. Lower the defibrillator and towel dispenser to a height of no more than 48" a.f.f. to the operating/opening mechanism	4 4	2 2	I I	Up to \$50 \$0
<u>Protruding Objects</u> <ul style="list-style-type: none"> Defibrillator in the assembly area (51¼" a.f.f. with a 7" protrusion). Mechanicals and piping near the bathrooms in the Billiards Room 41" to 46" a.f.f. with a 8" protrusion) Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80". See Photo Senior Center 6.	307.2	20.6.1	Place a fixed object under the defibrillator and erect a barrier in front of the mechanicals and piping in the Billiards Room.	2	2	I	\$100
<u>Table Knee Clearance</u> The puzzle tables in the dining/large meeting room have only 24" of knee clearance.	226 306.3	35	Raise (adjust if optional or "block") or add an additional table with the minimum required 27" of knee clearance.	2	2	I	Up to \$100
<u>Billiards Room and Nurse's Office Sinks</u> The Billiards Room sink and the Nurse's Office sink lack knee clearance. The Nurse's Office sink also is also 2" too high	804.3.2 306.3	32.2 32.6 32.7	Modify the counters and sinks so that the counters/sinks are no more than 34" a.f.f. and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping.	2	3	N	Up to \$1,500
<u>Coffee Counter</u> The "coffee counter" is 37¼" high, which is 3¼" too high, and lacks clear width for a wheelchair.	902	17.2 17.5	Under 521 CMR, counters exceeding 34 inches) in height, where food or drink is served for consumption by customers seated on stools or standing at the counter, a portion of the main counter shall be accessible or service shall be available at accessible tables within the same area. A table which meets the minimum required knee clearance (27" a.f.f.), table height (28" to 34" a.f.f.), clear width (30"), and knee depth (19") must be provided near or adjacent to the coffee counter.	2	2	I	Up to \$150

Nurse's Office Exam Table The exam table in the Nurse's Office is 33" a.f.f., which is too high for seniors and those with mobility limiting disabilities.	NA	13.2	Under 521 CMR, where examining tables are provided in exam rooms, they shall be adjustable in height from 15 inches above the floor. Although technically not solely an exam room, an examination table at a height of 17" to 19" a.f.f. for easy transfer should be provided.	4	1	L	TBD
Unisex Accessible Bathroom The coat hook is 21½" too high. The water closet flush control is on the wrong side. There is no rear grab bar. The side grab bar is 36¾" a.f.f., which is ¾" too high. <i>Note: There are no tolerances for a range of dimensions.</i>	308 604.6 604.5 609 609.4	30.6.1 6.5 6.6 30.7.5 30.8 30.8	Lower the coat hook to a height of no more than 48" a.f.f. Replace the water tank or the water closet in entirety such that the flush control is on the wide or approach side. Install a 42" long rear grab bar that is 33" to 36" a.f.f. to the top of the gripping surface and no more than 6" from the interior corner. Lower the grab bar to a height of 33" to 36" a.f.f. to the top of the gripping surface.	3 3 3 3	2 2 2 2	I I I I	\$0 \$125 to \$350 \$125 \$0

Total Up to \$3,550+

Senior Center Accessibility Assessment Photos



Photo Senior Center 1



Photo Senior Center 2



Photo Senior Center 3



Photo Senior Center 4



Photo Senior Center 5

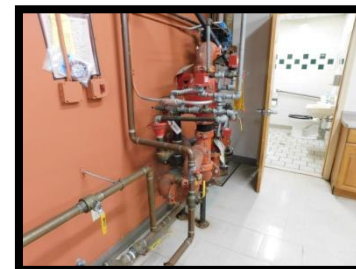


Photo Senior Center 6

DEPARTMENT OF PUBLIC WORKS (DPW) ADMINISTRATION BUILDING

Description of Facility and Programs: The Ware Department of Public Works (DPW) renders services to residents in the areas of highway maintenance and construction, snow and ice operations, shoulder and ditch cleaning, pothole repair, road resurfacing, brush clearing and chipping, tree removal, stormwater management, cemetery maintenance, parks and playgrounds oversight, town-owned buildings, and related road work. In addition, the DPW is responsible for providing safe, dependable and affordable drinking water and reliable and efficient sewer services.

The building consists of the front reception office area, the Director's office, a staff bathroom, 2 apparatus bays and a storage area over the apparatus bays.



Responsible Party: Select Board

General Description or Obstacle Which Limits Mobility or Access:

Parking

The designated accessible parking lacks signage. The existing space is 12' wide and lacks an access aisle with no room for expansion. The cross slopes vary up to 3.8%.

Exterior Ramp

The concrete ramp to the building has a 6 foot segment with a running slope between 9% and 10%.

Administrative Office Area

The entrance door has a closing speed of 4 seconds, which is 2 seconds too fast. The reception counter is 42¼" a.f.f., which is 6¼" too high for a service counter. The door to the Director's Office and the Bathroom have knob style hardware and lack tactile designation signage. A meeting table in the Director's Office has only 24" of knee clearance. A wall mounted sanitizer is 7" too high.

Staff Bathroom

The doorway of the bathroom provides only 26" of clear width, which is 6" too narrow. The sink lacks knee clearance. The soap dispenser is 4" too high and the mirror is 20" too high. The water closet is 1¼" too low, is 5½" too close to the near wall, 29¼" too close to the far wall, 18¼" too close to the front wall, and has the flush control on the wrong side. The water closet lacks grab bars. The bathroom lacks maneuverability for a wheelchair.

Apparatus Bay Area

The apparatus bay area is not open to the public: Doors in the bay area have knob style hardware and lack tactile designation signage. A wall mounted phone is 10" too high. Stairs to the storage area over the bays lack railings. A bathroom is wholly non-compliant with a 3" abrupt change to access the bathroom, only 26" of clear width at the doorway, dispensers and a mirror that is too high, sink piping that is not wrapped, a water closet that is too low and which lacks grab bars, and inadequate clear widths and maneuverability.

As this area is not intended for public use and is limited solely to DPW personnel who must meet strict physical requirements to perform the essential functions of their job, no further action is required at the present time. Further modifications may be required if the current practices and policies change and current non-public interior spaces are open to the general public or as a result of a reasonable accommodation request.

DPW Administration Building Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> The designated accessible parking lacks signage. The existing space is 12' wide and lacks an access aisle with no room for expansion. The cross slopes vary up to 3.8%. See Photo DPW 1.	502.6 502.2 502.3 502.4	23.6 23.4 23.4	Relocate the existing designated accessible parking to a level area (2.0% or less slopes) close to the building and with adequate space for parking and an access aisle. The space should adhere as follows: Stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' parking space with an 8' access aisle (2010 ADA Standards). The cross and running slopes of the parking space and access aisle cannot exceed 2.0%. Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space.	1	2	I	\$300
<u>Exterior Ramp</u> The concrete ramp to the building has a 6 foot segment with a running slope between 9% and 10%.	405.2	24.2	Reconstruct or replace the ramp such that the running slopes do not exceed 8.3%.	1	3	N	Up to \$2,500+
<u>Administrative Office Area</u> The entrance door has a closing speed of 4 seconds, which is 2 seconds too fast. The reception counter is 42¼" a.f.f., which is 6¼" too high for a service counter.	404.2.8 904.4	26.9 7.2	Adjust the door closer such that the door takes at least 6 seconds to close. Construct a 36" long by no more than 36" high a.f.f. counter, with a minimum of 27" of knee clearance.	1 2	2 2	I N	\$0 Up to \$250

The door to the Director's Office and the Bathroom have knob style hardware and lack tactile designation signage.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the doors.	2, 3	2	I	\$150
	703	41.1	Install accessible compliant signage so that it is located on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	\$100
	226.1 306.2 306.3	35	Block the table to achieve 27" of knee clearance. If blocking not feasible, replace as necessary with a table that has 27" of knee clearance.	4	2	I	\$0
A meeting table in the Director's Office has only 24" of knee clearance.	308.2 308.3	6.5 6.6	Lower the sanitizer to a height of no more than 48" a.f.f.	2	2	I	\$0
A wall mounted sanitizer is 7" too high. See Photos DPW 2, 3, and 4.							
Staff Bathroom							
The doorway of the bathroom provides only 26" of clear width, which is 6" too narrow.	404.2.3	26.5	Option #1: Restrict bathroom use to staff only and initiate improvements only as necessary as required as a result of a reasonable accommodation request.	3	3	L	\$0 to TBD
The sink lacks knee clearance.	306.3	30.9.3	Option #2: Modify the existing bathroom by expanding into the office area to achieve the minimum required clear and maneuvering clearances as well as an accessible compliant sink, dispensers, mirror and water closet in accordance with the provisions of the 2010 ADA Standards and 521 CMR.	3	3	L	TBD
The soap dispenser is 4" too high and the mirror is 20" too high.	308.2 308.3	30.12					
The water closet is 1¼" too low, is 5½" too close to the near wall, 29¼" too close to the far wall, 18¼" too close to the front wall, and has the flush control on the wrong side.	604.4 604.2 604.3 604.6	30.7.3 30.7.2 30.7.5					
The water closet lacks grab bars.	604 609	30.8					
The bathroom lacks adequate clear floor space.	604.3.1	30.5					
See Photos DPW 5 and 6.							

Total up to \$3,300+

DPW Administration Building Accessibility Assessment Photos



Photo DPW 1



Photo DPW 2



Photo DPW 3



Photo DPW 4



Photo DPW 5



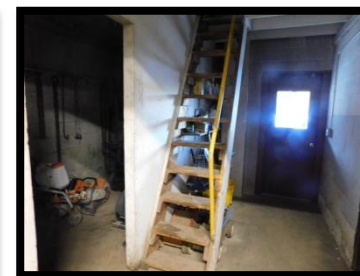
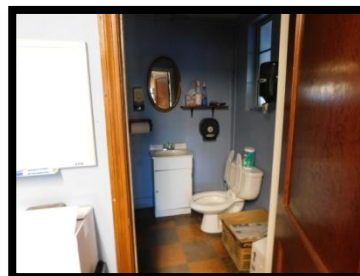
Photo DPW 6

DEPARTMENT OF PUBLIC WORKS – HIGHWAY GARAGE

Description of Facility and Programs: The Ware Highway Division of the Public Works Department renders services to residents in the areas of highway maintenance and construction, snow and ice operations, cemeteries, public shade tree maintenance, and storm water collection system oversight, and related duties and services. There are no direct public services offered out of the Highway Garage with all such services, including permitting, occurring at the DPW Administration Building on Church Street.

Responsible Party: Select Board

DPW Highway Garage



General Description or Obstacle Which Limits Mobility or Access:

The Highway Garage area consists of a main building with 9 bays and an office along with 4 to 5 storage buildings and sheds. The main building also has a small bathroom for the office, a bathroom for department employees, a small kitchenette for employees, and a mezzanine storage area.

There is no designated accessible parking on site. The entrance storm door to the office requires pinching and twisting of the wrist. The landing in front of the door has a cross slope of 5.4%. Interior doors have knob style hardware and lack tactile designation signage.

The office bathroom is wholly non-compliant as the sink lacks knee clearance and has faucets that require pinching and twisting of the wrist; dispensers and a mirror that are too high; a water closet that is too low, lacks compliant near and far wall clearances, and lacks grab bars; and overall has no maneuverability.

The employee break room has a sink/counter that is 2" too high and lacks knee clearance. A "high" only drinking fountain that also lacks knee clearance is not in service. The employee bathroom is wholly non-compliant as the sink has piping that is not wrapped and faucets that require pinching and twisting of

the wrist; dispensers are too high; a urinal that is too high; a water closet that is too low, lacks compliant near, far, and front wall clearances, and lacks grab bars; and overall has no maneuverability.

A mezzanine storage area in the garage bays has stairs with a railing on one side only that also lacks top and bottom extensions; open risers, and risers that are too high.

As all highway personnel must meet strict physical requirements for the essential functions of their job, unless the current practices and policies change and current non-public interior spaces are open to the general public and/or public business is conducted at the Highway Garage, physical modifications would be limited to those required as a result of a reasonable accommodation request. No modifications are required at the present time.

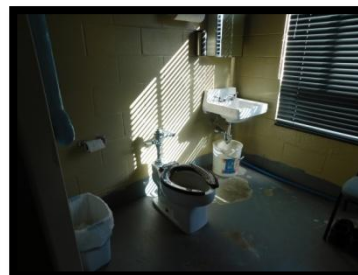
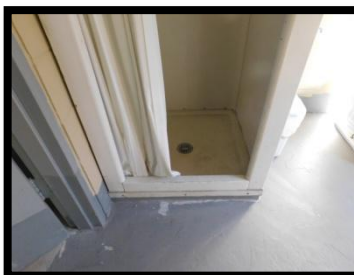
It is recommended that signage be placed at the entrance to the Highway Garage Office noting that the building is closed to the public and that all public interactions and transactions occur at the DPW Administration Building. The DPW Administration Building location and contact information should also be provided on the sign.

DEPARTMENT OF PUBLIC WORKS – WASTEWATER TREATMENT FACILITY (WWTF)

Description of Facility and Programs: The Wastewater Treatment Division of the Public Works Department renders services to residents in the area of wastewater collection and treatment. There are no direct public services offered at the Wastewater Treatment Facility with all such services occurring at the DPW Administration Building on Church Street.

Responsible Party: Select Board

Wastewater Treatment Facility



General Description or Obstacle Which Limits Mobility or Access:

The Wastewater Treatment Facility Main Building includes a small office/break room and a bathroom. There is no designated accessible parking on site. There is a 5" abrupt change in level surface to enter the building. The entrance storm door to the building requires pinching and twisting of the wrist. Interior doors have knob style hardware and lack tactile designation signage. A door has a glass pane that is too high and a first aid kit that is not within reach range. Both exterior and interior doors have excessive operating forces and too fast closing speeds.

The office/break room sink and counter is 2½" too high and lacks knee clearance. The employee bathroom is wholly non-compliant as the sink has piping that is not wrapped; dispensers and a mirror are too high; a water closet that is too low, lacks compliant near and far wall clearances, and which lacks grab bars; and a toilet paper dispenser that is located behind the water closet.

The shower in the bathroom has a 7" abrupt change in level surface to access the shower. The shower faucets require pinching and twisting of the wrist. There are no accessibility components in the shower as it lacks a seat, lacks grab bars, and lacks maneuverability.

As all WWTF personnel must meet strict physical requirements for the essential functions of their job, unless the current practices and policies change and current non-public interior spaces are open to the general public and/or public business is conducted at the WWTF, physical modifications would be limited to those required as a result of a reasonable accommodation request. No modifications are required at the present time.

It is recommended that signage be placed at the front entrance to the WWTF Office noting that the building is closed to the public and that all public interactions and transactions occur at the DPW Administration Building. The DPW Administration Building location and contact information should also be provided on the sign.

ASPEN GROVE CEMETERY OFFICE BUILDING

Description of Facility and Programs: The Aspen Grove Cemetery Building serves as the employee office and equipment storage building for the cemetery. It contains a small office, bathroom, and a bay which includes an employee work area, wash sink, and space for equipment storage.

Responsible Party: Select Board



General Description or Obstacle Which Limits Mobility or Access:

There is no designated accessible parking for the building. There is no accessible route of travel into the building as there is a 3" concrete pad at the front entrance followed by a 7" abrupt change in level surface into the building. The front entrance storm door hardware requires pinching and twisting of the wrist. The front entrance wooden door has knob-style hardware. The doorway has only 29½" of clear width.

An interior floor grate near the front entrance has floor grates with 1" by 2" openings. Interior office doors (including the bathroom) have knob-style hardware and lack tactile designation signage. The bathroom has only 26" of clear width; has a hook-style locking mechanism; a mirror that is too high; a water closet that is 2" too low, lacks near, far, and front clearances, and which lacks grab bars. In addition there is the lack of overall maneuverability in the bathroom.

Non-Public Space

The bay area has a sink that is too high and lacks knee clearance. The approach into the bay area from the back of the building has abrupt changes in level surface. As Cemetery personnel must meet strict physical requirements for the essential functions of their job, unless the current practices and policies change and this space is open to the general public, physical modifications would be limited to those required as a result of a reasonable accommodation request. No modifications are required in the bay area at the present time.

Aspen Grove Cemetery Office Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking There are no designated accessible parking spaces inclusive of access aisle and signage.	502 703.7.2	23	Repave, stripe, and designate at least one van accessible parking space. The van accessible space s/b at a width of either 11' with a 5' access aisle or 8' wide parking space with an 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Van accessible signage s/b provided at the van accessible space. Slopes for the parking and access aisles should not exceed 2.0% in any direction.	1	3	N	Up to \$10,000+
Front Entrance There is no accessible route of travel into the building as there is a 3" concrete pad at the front entrance followed by a 7" abrupt change in level surface into the building. The doorway has only 29½" of clear width. See Photo Cemetery 1.	206.2.1 404.2.5 404.2.3	20.1 26.10 26.5	In order to achieve accessibility at the sole main entrance door, a ramp in accordance with Sections 405 and 505 of the 2010 ADA Standards and Section 24 of 521 CMR will need to be constructed. Actual costs will vary according to construction type and materials. Modify the doorway such that there is a minimum of 32" of clear width.	1 1	3 3	N N	TBD – up to \$35K+ TBD – up to \$10K+
Door Hardware The front storm door has hardware that requires pinching and twisting of the wrist. The front wooden door, door to bay area, and bathroom door have knob-style hardware.	404.2	26.11	Replace the hardware with lever style or similar compliant door hardware.	1, 2, 3	2	I	\$300
Door Signage Tactile designation signage is not provided on door to the bay area from the office and the bathroom door.	703	41.1	Install accessible compliant tactile designation signage so that it is located on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Accessible bathrooms must also include the Universal Symbol of Accessibility.	2, 3	2	I	Up to \$100
Floor Grates A floor grate near the front entrance has grates with 1" by 2" openings. See Photo Cemetery 2.	302.3	25.4	Grate openings cannot exceed ½" and must be perpendicular to the route of travel. Replace or modify grates to comply with maximum ½" opening requirement.	2	2	N	Up to \$150+
Bathroom The latch-style locking mechanism requires pinching and use of the fingers. The doorway has only 26" of clear width.	404.2 404.2.3	26.11 26.5	Due to the cost to expand and reconstruct the bathroom, the bathroom should be for employee use only with no public or visitor usage. Costs to renovate and expand the bathroom could approach \$50,000 or more. Modifications would only be required as a result of a reasonable accommodation request.	3	1	I	\$0

The mirror is too high.	603.3	30.11					
The water closet is 2" too low.	604.4	30.7.3					
The water closet lacks near, far, and front wall clearances.	604.2 604.3	30.7.2					
There are no grab bars for the water closet.	609 604.5	30.8					
See Photo Cemetery 3.							

Up to \$55,550+

Option #1

Undertake the modifications as described above.

Option #2

The costs involved to modify the Cemetery Building for public access will be substantial, especially as residents or visitors rarely go to the building. According to Cemetery personnel, business is conducted over the telephone, computer, or at the DPW Administration Office. Rather than engage in the above described modifications, signage should be posted at the entrance to the Cemetery Building and on the town's website noting that all cemetery related business will be conducted at the DPW Administration Office. Contact and location information should be provided on the signage and website.

Aspen Grove Cemetery Office Building Accessibility Assessment Photos

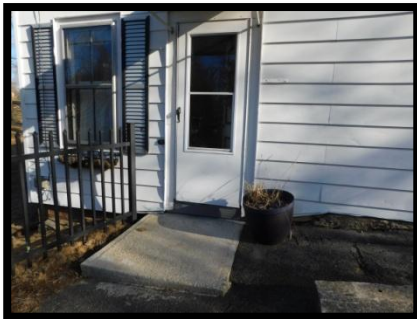


Photo Cemetery 1



Photo Cemetery 2



Photo Cemetery 3

GRENVILLE PARK - PARK AND RECREATION BUILDING

Description of Facility and Programs: The Park and Recreation Building at Greenville Park consists of a small office and 3 garage bays. The building does not have a bathroom

Responsible Party: Parks and Recreation Commission, Select Board.



General Description or Obstacle Which Limits Mobility or Access:

There is no designated accessible parking for the building. There is no level landing at the doorway to the office as the running slope approaches 9.2%. The drop box near the entrance is 13½" too high. The door from the office to the bay area lacks tactile designation signage.

Greenville Park – Park and Recreation Building Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
Parking There are no designated accessible parking spaces inclusive of access aisle and signage.	502 703.7.2	23	Stripe and designate a van accessible parking space. The van accessible space s/b at a width of either 11' with a 5' access aisle or 8' wide parking space with an 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Van accessible signage s/b provided at the van accessible space. Slopes for the parking and access aisles should not exceed 2.0% in any direction.	1	2	N	Up to \$250

Front Entrance There is no level landing at the doorway to the office as the running slope approaches 9.2%. The drop box near the entrance is 13½" too high. See Photos Grenville 1 and 2.	404	25.2	Create a 5 foot level landing (no more than 2.0% in any direction) in front of the entrance.	1	2	N	Up to \$500
	308.2 308.3	6.5 6.6	Lower the drop box to a height of no more than 48" a.f.f. to the top of the operating mechanism.	1	2	I	\$0
Door Signage The door from the office to the bay area lacks tactile designation signage.	703	41.1	Install accessible compliant tactile designation signage so that it is located on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	4	2	I	\$50

Up to \$800

Grenville Park – Park and Recreation Building Accessibility Assessment Photos



Photo Grenville 1

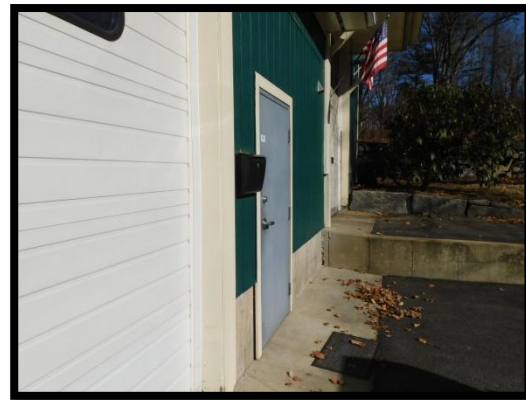


Photo Grenville 2

WARE SCHOOL ADMINISTRATION OFFICES AT THE MIDDLE SCHOOL

Function and Description of Facility and Programs: The Ware School Administration Office is located on the grounds of the Ware Schools Complex and part of the Ware Middle School. The Administrative area consists of a reception area, offices, a small kitchenette, storage, and a bathroom.



Responsible Party: Select Board and School Committee.

General Description or Obstacle Which Limits Mobility or Access:

Parking

The 2 accessible parking spaces and shared access aisle have cross slopes that vary up to 3.0%. The signage is 14" too low and does not include "van accessible".

Exterior

The airphone buzzer at the entrance is 8" too high.

Front Counter

The main office counter is 8½" too high.

Doors

Exterior doors and interior doors with closers have excessive operating forces and close too fast. Interior doors with glass panes (8) are up to 6½” too high.

Fourteen (14) interior doors lack tactile designation signage (rooms, pass-thru doors, closets, bathroom).

Tactile Designation Signage

A “telephone text” sign in the lobby is 49” a.f.f. and according to personnel has no relevant meaning. Approximately fifteen interior doors (including the bathroom) lack tactile designation signage.

Kitchenette

The sink counter is 1½” too high and lacks knee clearance. The towel dispenser is 6 ½” too high.

Bathroom

The sink piping is not wrapped or insulated. The toilet paper dispenser is located over the grab bar. The clear width approach to the water closet is reduced to only 30” due to the placement of a cabinet. The grab bars are too high. The rear grab bar is 12” from the interior corner.

Ware School Administration Building at the Middle School Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> The designated accessible parking and shared access aisle at the entrance has running slopes that vary up to 3.0%. The signage is 14” too low and does not include “van accessible”. <i>Note: The spaces and access aisle widths meet the size requirement for a van accessible space.</i> See Photo Admin 1.	502 208	23	Reconstruct/repave the parking spaces and access aisle such that the slopes do not exceed 2% in any direction. Provide signage that is a minimum of 60” high at the bottom (2010 ADAAG Standards) and a maximum of 96” at the top (MAAB 521 CMR) and located no more than 10’ in front of the space. Van accessible signage should also be provided.	1	3	N	Up to \$3,500+
<u>Main Entrance</u> An airphone buzzer is 8” too high under the 2010 ADA Standards.	308.2 308.3	6.5 6.6	Lower the airphone buzzer to a height of no more than 48” a.f.f. to the operating mechanism.	1	3	I	Up to \$250
<u>Exterior and Interior Doors</u> Exterior and interior doors with closers do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.), interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 2	2	I	\$0
<u>Office Counter</u> The main office counter is 8½” too high. See Photo Admin 2.	904.4	7.2	Construct a 36” long by no more than 36” high a.f.f. counter, with a minimum of 27” of knee clearance.	2	3	N	Up to \$250

<u>Door Signage</u> Approximately 15 interior doors (offices, closets, rooms, bathrooms) lack tactile designation signage. A “telephone text” sign in the lobby is 49” a.f.f. and according to personnel has no relevant meaning. See Photos Admin 3 and 4.	703	41.1	Install tactile designation signage on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60” a.f.f to the centerline of the sign. Tactile characters on signs s/b 48” min. a.f.f. from baseline of lowest character and 60” max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). The bathroom tactile designation signage must also include the Universal Symbol of Accessibility. Remove the “telephone text” sign in the lobby.	2, 3	2	I	Up to \$750
<u>Doors with Glass Panes</u> Interior doors with glass panes (8) are up to 6½” too high. See Photo Admin 5.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Rather than modify the door to lower the viewing area to comply with the maximum height restriction, the panes can be blocked or frosted.	4	2	I	\$0
<u>Kitchenette</u> The sink counter is 1½” too high and lacks knee clearance. The towel dispenser is 6 ½” too high. See Photo Admin 6.	804.3.2 306.3 308	32.2 32.6 32.7 6.5 6.6	Modify the counter and sink so that the counter/sink is no more than 34” a.f.f. and there is a minimum of 27” knee clearance at the sink with guarded, wrapped, or insulated piping. Lower the dispenser to a height of no more than 48” a.f.f.	4 4	2 2	N I	Up to \$2,500 \$0
<u>Bathroom</u> The sink piping is not wrapped or insulated. The toilet paper dispenser is located over the grab bar. The clear width approach to the water closet is reduced to only 30” due to the placement of a cabinet. The grab bars are too high. The rear grab bar is 12” from the interior corner See Photos Admin 7 and 8.	606.5 604.7 403.5 609.4 604.5	30.9.5 30.8.5 20.3 30.8.2 30.8.1	Wrap or insulate the piping. Relocate the toilet paper dispenser so it is a minimum of 7” and a maximum of 9” in front of the water closet measured to the centerline of the dispenser and at least 24” a.f.f. <i>Note: There also must be at least 1½” clearance below the grab bar to the nearest object or fixture.</i> Remove the cabinet. Lower the grab bars so they are 33” to 36” a.f.f. to the top of the gripping surface. Relocate the rear grab bar so that it is no more than 6” from the interior corner.	3 3 3	2 2 2	I I I	\$75 \$0 \$0 \$0

Total up to \$7,325+

Ware School Administration Building at the Middle School Accessibility Assessment Photos



Photo Admin 1

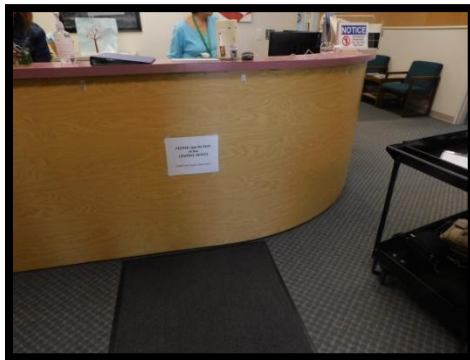


Photo Admin 2

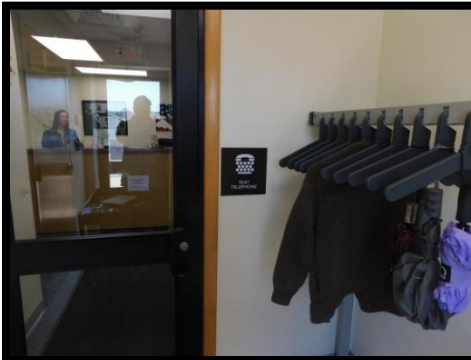


Photo Admin 3

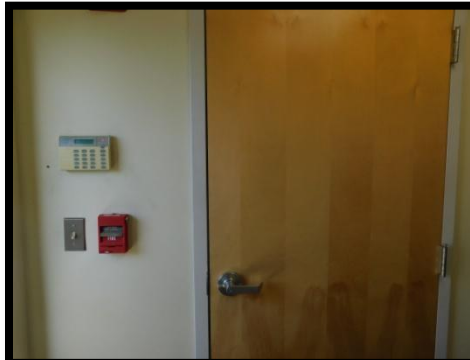


Photo Admin 4



Photo Admin 5



Photo Admin 6

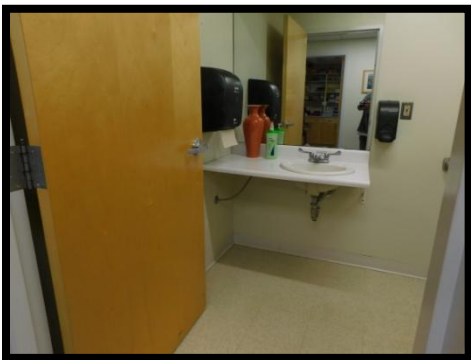


Photo Admin 7



Photo Admin 8

STANLEY M. KOZIOL (SMK) ELEMENTARY SCHOOL

Description of Facility: The SMK Elementary School is a concrete block one-story building which serves as a public school for approximately 379 Pre-kindergarten to Grade 3 students. The roughly 58,000 s.f. building was constructed in 1970.



Responsible Party: Select Board and School Committee.

2010 ADA Standards and 521 CMR Standards for Children: Both the 2010 ADA Standards and 521 CMR have advisories and/or varied standards for some items and elements for children according to age (2010 ADA Standards) or grade level (521 CMR). In some cases, there is limited room for interpretation but the guidance is in place as to what is applicable per different range of grade levels or age groups. ADA differentiates according to age level, with those being Ages 3 and 4, Ages 5 through 8, and Ages 9 through 12. 521 CMR differentiates according to grade level, with those being Pre-kindergarten, Kindergarten through 3rd Grade, and 4th Grade through 6th Grade. Grades 7 through 12 would follow the regular ADA or 521 CMR Standards as applied to adults. For the purposes of this assessment, the following standards were applied to the student and adult areas at the SMK Elementary School:

	<u>2010 ADA Standards</u>	<u>521 CMR Standards</u>
Student Common Areas/Hallway Bathrooms	Ages 5 - 8	Grades K – 3
Student Pre-K Bathrooms	Ages 3 - 4	Pre-Kindergarten
Adult Only Areas and Bathrooms	Adult	Adult

Bathroom Standards for Pre-K (Ages 3 – 4)

Toilet Centerline	11" to 12" o.c. to the near wall
Toilet Seat Height	11" to 12½" a.f.f. to the top of the seat
Toilet Paper Dispenser Height	14" a.f.f.
Urinal	15" a.f.f. (maximum) to the rim
Grab Bar Height	18" a.f.f. to 20" a.f.f. to the top of the gripping surface
Grab Bar Location	No greater than 6" from the interior corner
Sink Height	No greater than 30" a.f.f. to top
Sink Knee Clearance	At least 25" a.f.f.
Mirror Height	No greater than 31 a.f.f. to the bottom of the reflecting surface
Reach Range	No greater than 36" a.f.f. (see below)

Bathroom Standards for K - 3 (Ages 5 – 8)

Toilet Centerline	11" to 15" o.c. to the near wall
Toilet Seat Height	12" to 15" a.f.f. to the top of the seat
Toilet Paper Dispenser Height	14" to 17" a.f.f.
Urinal	15" a.f.f. (maximum) to the rim
Grab Bar Height	20" a.f.f. to 25" a.f.f. to the top of the gripping surface
Grab Bar Location	No greater than 6" from the interior corner
Sink Height	No greater than 30" a.f.f. to top
Sink Knee Clearance	At least 25" a.f.f.
Mirror Height	No greater than 31 a.f.f. to the bottom of the reflecting surface
Reach Range	No greater than 36" a.f.f. (see below)

Bathroom Reach Range Standards for Children

2010 ADA Standards

Section 308.1 of the 2010 ADA Standards provides guidance on reach ranges according to age in areas used primarily by children. The guidance for the reach range for Students Ages 3 through 4 is 20" (low minimum) to 36" (high maximum). The guidance for the reach range for Students Ages 5 through 8 is 18" (low minimum) to 40" (high maximum).

521 CMR

Section 30.19 of 521 CMR (Children's Dispensers) states that "towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the *zone of reach*, and at least one of each device shall be located within reach of a person using the accessible sink.

- Section 5.00 (Definitions) defines *zone of reach* as an "operable mechanism is within reach if it meets either criteria outlined in 521 CMR 6.5 (Forward Reach) or 521 CMR 6.6 (Side Reach)".
- Section 6.5 (Forward Reach) identifies the maximum high forward reach as 48" a.f.f. and minimum low forward reach as 15" a.f.f.
- Section 6.6 (Side Reach) identifies the maximum high side reach as 54" a.f.f. and minimum low forward reach as 9" a.f.f.

Section 30.20 of 521 CMR (Children's Controls and Receptacles) states that "if controls, receptacles, or other equipment are provided, then at least one of each shall be mounted no higher than 36 inches

above the floor to the centerline of the operable portion of the control”.

Section 30.6 of 521 CMR (Adult Toilet Stalls) requires that a coat hook be provided in accessible stalls at a maximum of 54” above the floor (30.6.1.d).

Section 30.12 of 521 CMR (Adult Dispensers) states that “towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the zone of reach” and as referenced in Figure 30i. Figure 30i identifies the reach range height for dispenser as 42” a.f.f. to the centerline of the operable portion of the dispenser.

Reach Range Variations

Based on the above, the reach range for bathroom dispensers varies up to **36” a.f.f.** for Pre-K Students and up to **40” a.f.f.** for Kindergarten Students under the ADA Standards but under 521 CMR is **42” a.f.f.** for adults. The reach range for dispensers for children’s bathrooms is **48” a.f.f. (forward reach) to 54” a.f.f. (side reach)** based on 521 CMR Sections 30.19, 5.0, 6.5, and 6.6. The reach range for controls and receptacles in children’s bathrooms is **36” a.f.f.** based on 521 CMR Sections 30.20

According to these conflicting standards, the reach range for a Pre-K and K Student’s dispensers could be mounted up to 8” higher under 521 CMR. This clearly does not appear to be the intent of either Standard as common sense would dictate that a children’s reach range should be lower than an adult’s reach range.

Recommendation

Considering the intent of the Standards and Regulations to have lower heights and ranges for children according to age or grade level, it is recommended that the dispenser heights and coat hooks in children’s bathrooms should follow Section 30.20 of 521 CMR which would result in heights of no more than 36” a.f.f. to the centerline of the operable portion of the dispenser or the coat hook.

General Description or Obstacle Which Limits Mobility or Access:

Parking

There are approximately 79 regular parking spaces and 3 accessible parking spaces. Parking of 76 to 100 spaces requires 4 designated accessible spaces with at least one being “van” accessible, therefore one additional accessible parking space is required.

The existing signage is 14½” to 18½” too low. The accessible space designated as “van” accessible has an access aisle that is only 5’ wide, which is 3’ too narrow. The space to the right of the existing 8’ wide access aisle is not designated as van accessible, but qualifies as a van accessible space.

Accessible Route of Travel

The curb ramp at the accessible parking has a running slope of up to 11.8%, which exceeds the maximum allowed of 8.3%.

The asphalt walkway to the main entrance has running slopes that vary from 5.4% to 9.2%. Paired railings exist on one side only. The railings lack top and bottom extensions.

Side Stairs to Parking

The side stairs to the parking have railings that are not round or oval in shape.

Main Entrance

A forms drop box at the main entrance is 52½" a.f.f., which is 4 ½" too high under the 2010 ADA Standards.

Common Areas and General

Interior and exterior doors with closers have operating forces and closing speeds which exceed that allowed. Doors/rooms lack tactile designation signage with some doors having knob-style hardware. Some doorways also have insufficient clear width. Coat racks, light switches, telephones, defibrillators, and first aid kits, are not within reach range under the 2010 ADA Standards. A hallway defibrillator serves as a protruding object. Some doorways have thresholds that are too high and glass panes that exceed the viewing height under the 2010 ADA Standards. Drinking fountains are non-compliant with one being "low" only and another providing insufficient knee clearance. None of the staff room sinks have knee clearance.

Ramps

Ramps are too steep with running slopes varying from 8.6% to 10.6%. One ramp is 2' too long without having a level landing. Ramp railings are too low, not round or oval in shape, up to ¾" too wide, and lack compliant top and bottom extensions.

Stairs

Stair railings are too low, not round or oval in shape, up to ¾" too wide, and lack compliant top and bottom extensions.

Classrooms

Classrooms have unsecured rugs that serve as a tripping hazard. Classroom children sinks lack knee clearance with some dispensers (soap, towel) being too high. Some classrooms have sink bubblers that are operational as part of the sink unit. Some of the bubblers required more than 5 lbs. of force to operate and did not have a water flow height of at least 4 inches. Some wall mounted telephones, light switches, coat hooks, classroom supply cabinets, and pencil sharpeners are not within reach range.

Classrooms #6 – 9, #21 – 24, and #35 – 38 have less than 18" of maneuvering clearance on the latch pull side of the doors.

Classroom desks, cabinets, and other items were often placed in a manner to restrict the minimum required clear width of 36". Items need to be arranged in a manner to achieve the minimum required 36" of clear width.

Typically the desks and tables in classrooms did meet knee clearance and table/desk top height requirements, but in those instances where they did not the tables/desks could be adjusted and raised as needed or adjustable/compliant desks could be brought into a classroom to address an accommodation for knee clearance and/or clear width.

Nurse's Office

The sink has piping that is not wrapped and cabinets that lack hardware.

Pre-K Student Bathrooms (Classrooms #75 and #14)

The bathrooms lack tactile designation signage, have knob-style hardware, and insufficient doorway clear width. There are no audio visual alarms. Light switches, toilet paper dispensers, and coat hooks are too high. The water closets are 4" to 5" too high; are 3" to 4" too far from the near wall; 26" to 27" too close to the far wall; and have single 18" long grab bars that are 5" to 8" too far from the interior corner and that are 5¼" too high. There is no maneuverability in the bathroom for a wheelchair.

K – 3 Classroom Student Bathrooms (Classroom #17)

The bathroom lacks tactile designation signage, has knob-style hardware, and only 21" to 22" of doorway clear width. There are no audio visual alarms. The light switch, toilet paper dispenser, and coat hook are too high. The water closet is 1½" too high; is ½" too far from the near wall; 26" too close to the far wall; and lacks grab bars. There is no maneuverability in the bathroom for a wheelchair.

Nurses' Bathroom (K – 3)

The bathroom lacks tactile designation signage. There are no audio visual alarms. The light switch is 10" too high. The sink is 3¾" too high and has piping that is not fully wrapped. The sink mirror is 8¾" too high. The soap dispenser is 3" too high. The towel dispenser is 4" too high and located partially over the grab bars. The toilet paper dispenser is 12½" too high and 2" too close to the front of the water closet. The water closet is 4" too high and has only 32" of front clearance due to storage. The side and rear grab bars are 11½" too high.

Pod Hallway Boy's and Girl's Bathrooms (Grades 1 – 3)

The bathrooms lack tactile designation signage. There are no audio visual alarms. The light switches are up to 15" too high. There is insufficient sink knee clearance and the piping is not wrapped. Mirrors, soap and towel dispensers, and toilet paper dispensers are too high. Stall doors have only 22" to 23" of clear width, open in and not out, are not self-closing, lack interior and exterior pulls, and have coat hooks that are missing or are up to 32" too high. Toilet paper dispensers are too high and too close to the front of the water closet. Toilet seat heights vary from ¼" too high to up to 2½" too high. There is insufficient clearance on the far side and in front of the water closets. Some of the water closets have the flush control on the wrong side. There are no grab bars.

The Boy's Bathrooms urinals are 5" too high with flush controls that are 2" too high.

Boy's and Girl's Bathrooms Near Gym

The tactile designation signage is too low. There are no audio visual alarms. The light switches are 16" to 16½" too high. There is insufficient sink knee clearance and the piping is not wrapped. The mirrors are 11" to 12" too high. There is only 30" of clear width to the Boy's urinal and 23½" of clear width at the Girl's sink. The stall doors lack a stop and open both in and out, are not self-closing, lack interior and exterior pulls, and have coat hooks that are too high. The toilet paper dispensers are 26" to 27" too high, are too close to the front of the water closet, and are located over the grab bars. The water closets are 6" too high and are 7" too far from the near wall. The side and rear grab bars are 8½" to 12¾" too high. The rear grab bars are 6" too far from the interior corner.

The Boys Bathroom water closet flush control is on the near and not the approach or wide side.

The Girl's Bathroom soap and towel dispensers are 5" to 10" too high.

Adult Bathrooms Near Administration

Men's Bathroom. The bathroom lacks tactile designation signage. There are no audio visual alarms. The sink piping is not wrapped. The sink mirror is 8½" too high. The urinal is 7" too high. The stall door has only 22½" of clear width, opens in and not out, is not self-closing, lacks interior and exterior pull devices, and has a coat hook that is 19" too high. The toilet paper dispenser is 2" too close to the front of the water closet. The water closet is 1" too low, 2½" too close to the near wall, 26¼" too close to the far wall, and 3" too close to the nearest wall or object in front of the water closet. The flush control is on the near side and not the approach or wide side. There are no grab bars.

Women's Bathroom. The bathroom lacks tactile designation signage. There are no audio visual alarms. The sink piping is not wrapped. The sink mirror is 7¼" too high. The towel dispenser is 3" too high. The stall door has only 24" of clear width, opens in and not out, is not self-closing, lacks interior and exterior pull devices, and has a coat hook that is 19" too high. The toilet paper dispenser is 2" too close to the front of the water closet. The water closet is 1¾" too low, 3" too close to the near wall, 23½" too close to the far wall, and 11½" too close to the nearest wall or object in front of the water closet. There are no grab bars.

Commentary on Bathrooms

There are a total of 15 bathrooms in the school, of which 12 (2 adult, 10 student) are not accessible. The remaining 3 student bathrooms have some accessible features but are substantially non-compliant. If bathrooms are provided in a separate area, then at least one per area must be accessible. Therefore, classrooms with bathrooms must have at least one accessible bathroom per classroom. The Grades 1, 2, and 3 Pods must each have an accessible bathroom for students. It is considered to be a "discriminatory action" to require students who need to use an accessible bathroom to go to the opposite end of the building to use the "accessible" bathrooms near the gym, whereas other students can use the bathrooms within their respective Pods or classroom.

The adult/staff bathrooms near the Administrative Offices must also be accessible, especially as these are the only "staff only" bathrooms in the building.

The Nurse's Office Bathroom and the Girl's and Boy's Bathrooms near the gym must be substantially modified to adhere to the 2010 ADA and 521 CMR Standards for Children Age 5 – 8 and/or Grades K – 3.

Kitchen

The kitchen area itself has numerous elements of non-compliance (dispenser reach range, sink knee clearance, sink knee height, sink knee depth, etc.). The rooms lack tactile designation signage and doors have knob-style hardware. The staff bathroom is wholly non-compliant as the doorway has only 23" of clear width, is only 32" x 57" in size, lacks maneuverability, and is wholly non-compliant. As these areas are closed to public and require personnel who must meet certain physical requirements to perform the essential functions of their position, unless dictated by a request for a reasonable accommodation, no further action is required at the present time except for the installation of lever style hardware on doors and installing tactile designation signage.

Classroom Sinks and Classroom Sinks with Bubblers

Some school classrooms have sinks and/or sinks with bubblers (a.k.a. drinking fountains) in the classroom to allow children to wash their hands or to get a drink of water without leaving the classroom.

2010 ADA Standards

The 2010 ADA Standards addresses this as follows:

- Drinking fountains shall comply with Sections 307 (protruding objects) and 602 (drinking fountains).
- Clear floor space must adhere to Section 305 (generally 30" wide and a forward approach) with knee and toe clearance adhering to Section 306 (generally 9" a.f.f. toe clearance and 27" a.f.f. knee clearance). Section 606.2 allows a knee clearance of a minimum of 24" a.f.f. at lavatories and sinks used primarily by children ages 6 through 12 where the rim or counter surface is 31" maximum a.f.f.

Exception: A parallel approach complying with Section 305 is permitted for children's use (5 years and younger per Section 606.2) where the spout is 30" maximum a.f.f. and is 3½" maximum from the front edge.

- The spout outlet cannot exceed 36 inches a.f.f. (Section 602.4) and cannot be more than 5" from the front edge (Section 602.5).
- The spout shall provide a flow of water 4 inches high minimum with the angle of the water stream measured horizontally to the front face of the unit. For spouts located less than 3 inches from the front edge, the angle shall be 30 degrees maximum. For spouts located between 3 and 5 inches from the front edge, the angle shall be 15 degrees maximum (Section 602.6).
- Controls shall comply with Operable Parts (Section 309.4) such that they are operable with one hand and do not require tight grasping, pinching, or twisting of the wrist. The operating force cannot exceed 5 lbs.

521 Code of Massachusetts Regulations

The 521 Code of Massachusetts Regulations addresses this as follows:

- a) Section 12 specifically addresses sinks in classrooms under Section 12.4. Classroom countertops and sinks shall comply with 521 CMR 12.2.2 b, 12.2.2 c, and 12.2.2 d. These subsections require adherence to clear floor space (30" wide), knee clearance (30" wide, 27" high, 19" deep), and height (28" to 34" a.f.f.). In addition, Section 12.5 requires that drinking fountains in classrooms adhere to the requirements of Section 36.00 drinking fountains.
- b) Section 36.2 requires minimum clearances of 27" a.f.f. (knee), 30" (width), and 17" to 19" (depth). In addition, there must be a minimum of 30" wide clear width at the approach to the drinking fountain.
- c) Drinking fountain spouts must adhere to Section 36.3 which requires spouts to be located at the front of the unit with the water flow in a trajectory that is parallel or nearly parallel to the front of the unit. The spout shall provide a flow of water at least 4 inches high and the spout height

be no more than 36" a.f.f. For a "square" bowl, the requirements are for the spout to be at the front of the bubbler (sink) and have a parallel water flow trajectory. A round or oval bowl should have the spout positioned such that the flow of water is within 3 inches from the front edge.

- d) Controls shall be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. The operating force cannot exceed 5 lbs. (Section 36.5).

Assessment and Comment

As noted above, there are both similarities and differences between the 2010 ADA Standards and 521 CMR. Two of the larger variations are the exception allowed under the ADA Standards for a parallel approach to the sink/bubbler for children 5 years of age and younger and what would also appear to be a farther allowed spout setback from the front edge. As both 521 CMR and the 2010 ADA Standards apply, the stricter of the two standards must be adhered to.

Based on an assessment of the SMK classrooms, it does not appear that those classrooms with active sink bubblers are in compliance. The sinks with bubblers lack knee clearance, have excessive operating force to use, and not all have water flows at least 4" high.

Again, it should be noted that most, but not all, of the classroom sink bubblers have been removed from the classrooms.

SMK Elementary School Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
Parking There are approximately 79 regular parking spaces and 3 accessible parking spaces. Parking of 76 to 100 spaces requires 4 designated accessible spaces with at least one being "van" accessible, therefore one additional accessible parking space is required.	208.2	23.2	Stripe and designate an additional passenger vehicle accessible parking space. The space s/b at a width of 8' with a 5' access aisle. Slopes for the parking and access aisle should not exceed 2.0% in any direction. See signage below.	1	2	I	\$100
The existing signage is 14½" to 18½" too low.	502.6	23.6	Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space.				
The accessible space designated as "van" accessible has an access aisle that is only 5' wide, which is 3' too narrow. The space to the right of the existing 8' wide access aisle is not designated as van accessible, but qualifies as a van accessible space.	502.2 502.3	23.4.7	Van accessible signage s/b provided at the accessible space that meets the requirements for van accessible and removed from the existing space where the signage is posted				
See Photo SMK 1.							

Exterior <u>Accessible Route of Travel</u> The curb ramp at the accessible parking has a running slope of up to 11.8%, which exceeds the maximum allowed of 8.3%. The asphalt walkway to the main entrance has running slopes that vary from 5.4% to 9.2%. Paired railings exist on one side only. The railings lack top and bottom extensions. <u>Side Stairs to Parking</u> The side stairs to the parking have railings that are not round or oval in shape. <u>Main Entrance</u> A forms drop box at the main entrance is 52½" a.f.f., which is 4 ½" too high under the 2010 ADA Standards. See Photos SMK 2 and 3.	405.2	21.3	Modify/replace the curb ramp such that the running slope does not exceed 8.3%.	1	3	N	Up to \$1,500
	405 505	24	Modify/reconstruct the asphalt walkway such that the running slope does not exceed 8.3%. Install railings so that they are paired at 34" to 38" a.f.f. (top railing) and 18" to 20" a.f.f. (bottom railing), have an outside diameter of 1½" to 2", and have 12" extensions beyond the base of the ramp parallel to the ground. The ramp top level landing (2.0% slope or less) s/b 5 feet wide.	1	3	N	Up to \$20,000
	505.7	27.4.4 27.4.5	Replace the existing railings with ones that are circular or oval in x-section and 1¼" – 2" in outside diameter.	1	3	I	Up to \$1,000
	308.2 308.3	6.5 6.6	Lower the drop box to a height of no more than 48" a.f.f. to the envelope opening.	1	2	I	\$0
Exterior and Interior Doors Exterior and interior doors with closers (including bathrooms) do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.), interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 3	2	I	\$0
Door Signage Interior doors to offices, storage closets, class rooms, common areas (gym, cafeteria, kitchen, staff rooms), bathrooms, and egress doors lack tactile designation signage. This totals approximately 140 required signs. The Boy's and Girl's Bathrooms near the gymnasium have tactile designation signage that is 12" to 13" too low. The Phone Booth Room has tactile designation signage that is 1" too low. See Photos SMK 4, 5, and 6.	703	41.1	Install and/or relocate accessible compliant tactile designation signage on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$7,000
Door Hardware The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> Room #72, Gym Offices, Gym Storage, Gym Storage (double doors), Boiler Room, Cafeteria to Kitchen (4), Room #47, Room #55, Room #52, Room #56, 	404.2	26.11	Replace the knob style hardware with lever style hardware at the approximately 39 locations. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid range (\$125) for the interior doors.</i>	2, 3	2	I	\$4,875

<p>Door next to #55, School Psychologist, Door from File Room to School Psychologist, Janitor Closets Pods Grades 1 – 3, Classroom #76 (2), Kitchen (5), Classroom Closets (#44, 31, 29, 14, 2), Classroom #17 Bathroom, Classroom #14 Bathroom, Classroom Egress Doors (#39, 35, 30, 10, 2), Egress Door #42.</p> <p>See Photo SMK 7.</p>							
<p>Adult Reach Range The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards for adults:</p> <ul style="list-style-type: none"> Coat rack near main entrance (64½" a.f.f.) Gym telephone (68½" a.f.f.) Defibrillator by cafeteria (59" a.f.f.) Cafeteria telephone (52½" a.f.f.) Cafeteria first aid kit (59" a.f.f.) File Room first aid kit (62" a.f.f.) First aid kit near #44 (65" a.f.f.) Hallway first aid kits in Grades 1, 2, and 3 Pods (up to 65" a.f.f.) Hallway Telephone near Classroom #2 (52¾" a.f.f.) Classroom, Office, and Room light switches (50" to 54" a.f.f.) Classroom wall mounted storage cabinets over or near the sinks (up to 60"+ a.f.f.) Classroom telephones (up to 53" a.f.f.) 	<p>308.2 308.3</p>	<p>6.5 6.6</p>	<p>Provide at least 1 coat hook at a height of 48" a.f.f.</p> <p>Lower the hallway, cafeteria, and gym telephones to a height of no more than 48" a.f.f. to the top operating mechanisms.</p> <p>Lower the first aid kits and defibrillator to a height of no more than 48" a.f.f. to the operating mechanism.</p> <p>Lower the classroom, office, and room light switches as may be required as a result of a reasonable accommodation request.</p> <p>Lower the classroom wall mounted storage cabinets to a height of no more than 48" a.f.f. as may be required as a result of a reasonable accommodation request.</p> <p>Lower the classroom, office, and room telephones as may be required as a result of a reasonable accommodation request.</p>	<p>4 4 4 4 4 4 4</p>	<p>2 3 2 3 2 2</p>	<p>I I I L L L</p>	<p>\$10 Up to \$350 \$0 TBD \$0 TBD</p>
<p>Children's Reach Range The following exceed the maximum reach range of 36" a.f.f. under the 2010 ADA and 521 CMR Standards:</p> <ul style="list-style-type: none"> Coat hooks near stage (7 at up to 77" a.f.f.) Cafeteria coat hooks (17 at up to 61" a.f.f.) Cafeteria coat hooks (20 at up to 56" a.f.f.) Classroom pencil sharpeners (up to 57" a.f.f.) 	<p>308</p>	<p>30.19 30.20</p>	<p>At least 5% of the coat hooks on each area need to be lowered to a height of no more than 40" a.f.f.</p> <p>The classroom pencil sharpeners need to be lowered to a height of no more than 40" a.f.f.</p>	<p>2</p>	<p>2</p>	<p>I</p>	<p>\$0</p>

<u>Classroom Coat Hooks</u> <ul style="list-style-type: none"> Classroom #39 (9 coat hooks at 48" a.f.f.; 4 coat hooks at 59" a.f.f.) Classroom #36 (8 coat hooks at 58" a.f.f.; 12 coat hooks at 49" a.f.f.) Classroom #35 (6 coat hooks at 38" to 39" a.f.f.; 16 coat hooks at 48" a.f.f.) Classroom #34 (5 coat hooks at 38" a.f.f.; 20 coat hooks at 48"+ a.f.f.) Classroom #24 (10 coat hooks at 48" a.f.f.; 8 coat hooks at 59" to 60" a.f.f.) 							
<u>Protruding Objects</u> <ul style="list-style-type: none"> Defibrillator by cafeteria (51½" a.f.f. with a 7" protrusion) <p>Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80".</p>	307.2	20.6.1	Place a fixed object under the defibrillator for cane detection.	2	2	I	\$0
<u>Hallway and Gym Drinking Fountains</u> <u>Gym Fountain</u> The "hi-low" drinking fountain provides only 24½" of knee clearance for the low fountain. The operating mechanisms of both fountains require 12 lbs. of operating force. The height of the water flow for the "high" fountain is only 2¼" to 2½". <u>Hallway Fountain</u> The drinking fountain next to the Administrative Offices is "low" only.	211 309 602.6	36.2 36.5 36.3	<u>Gym Fountain</u> Modify the low fountain such that it provides a minimum of 27" of knee clearance. Adjust the operating mechanisms so that they require no more than 5 lbs. of operating force and the high fountain has a water flow height of at least 4". <u>Hallway Fountain</u> Add a "high" drinking fountain as follows: protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6) and with the water flow within 3" from the front edge (36.3). The spout height s/b 38" min a.f.f. to 43" max a.f.f. for "high" (602.4). The controls s/b operable w/one fist; no > 5 lbs force (309.4).	2	3	N	Up to \$2,000+
<u>Interior Ramps</u> <u>Main Entrance</u> The ramp at the main entrance has running slopes that vary up to 10.6%, which exceeds the maximum allowed of up to 8.3%. The ramp railings are rectangular in shape and 2¾" in outside diameter, which is ¾" too wide. The lower railing is 15" a.f.f., which is 3" too low and the upper railing is 31" a.f.f., which is also 3" too low. The inside railing lacks top and bottom extensions.	405	24	Replace the existing railings as follows: install railings so that they are paired at 34" to 38" a.f.f. (top railing) and 18" to 20" a.f.f. (bottom railing), are round or oval in x-section and have an outside diameter of 1½" to 2", and have 12" extensions beyond the base of the ramp parallel to the ground. Engage with design and construction professionals to determine feasibility and cost of replacing the ramps to adhere to the maximum running slope (8.3%) and length (30 feet) requirements.	2	3	N	Up to \$30,000
				2	3,4	L	TBD – up to \$100,000

<p><u>Ramp to Library from Admin.</u> The ramp has running slopes that vary from 9.0% to 10.4%. The ramp railings are rectangular in shape and 2¾" in outside diameter. The lower railing is 15¼" a.f.f., and the upper railing is 31¼" a.f.f.</p> <p><u>Ramp along Library to Classroom Pods</u> The ramp has running slopes that vary from 8.6% to 10.4%. The ramp railings are rectangular in shape and 2¾" in outside diameter. The lower railing is 16¼" a.f.f., and the upper railing is 32¼" a.f.f. The ramp is 32 feet long, which is 2 feet too long without a level landing.</p> <p>See Photos SMK 8 and 9.</p>							
<p>Interior Stairs Locations: Cafeteria Stage, Near Boiler Room, To Library, School Psychologist's Office, At Library.</p> <p>Conditions: The stair railings are rectangular in shape and 2¾" in outside diameter, which is ¾" too wide. The railings are mostly 2" to 4" too low and lack compliant top and bottom extensions. Some locations have a railing on one side only.</p> <p>One of the railings to the Library and Near the Boiler Room are round in shape, but are 2" too low and lack top and bottom extensions.</p> <p>See Photos SMK 10, 11, and 12.</p>	505	27.4	<p>Install continuous stair railings on both sides of the stairs. Railings s/b between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1¼" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom (the slope distance of one tread then 12" parallel to the ground) as feasible.</p> <p>Currently the stairs to the library from the hallway ramp are blocked and not in use, therefore the 7 railings re not used. If these stairs remain blocked, then replacement of the railings at this location would not be required.</p>	2	3	N	Up to \$10,500
<p>Doors and Doorways The door from the Adjustment Counselor's Office to the Small Meeting Room and Egress has a <u>glass pane</u> that is 52½" a.f.f., which is 9½" too high under the 2010 ADA Standards.</p> <p>The following had <u>doorway thresholds</u> of up to 1" or more:</p> <ul style="list-style-type: none"> Room #75 Double doors to stage Classroom egress doors (1" to 3") <p>The following doors/doorways have <u>clear widths</u> of less than the required 32" when in an open or fixed position:</p> <ul style="list-style-type: none"> Offices #52-56, 46-47 (26½" to 27½"). In addition, the school psychologist office had only 21" clear width at the stairs. 	404.2.11	NA	Frost or block the glass pane.	4	2	I	\$0
	404.2	26.10	Modify thresholds so that the maximum 1:2 beveled change in level surface is no more than ½".	2	2	N	Up to \$10,000
	404.2	26.5	<p><u>Offices</u> Modify the office doors door as may be required as a reasonable accommodation request.</p> <p><u>Double Doors.</u> Option #1: Keep doors in a fixed open position. Option #2: Replace the doors so that one door is 36" wide.</p>	2	3	L	TBD
				2	2	I	\$0
				2	3	L	Up to \$12,000

<ul style="list-style-type: none"> • Double doors to gym (28") • Double doors to stage (28") <p>The following classrooms have less than 18" of <u>maneuvering clearance</u> on the latch pull side of the doors:</p> <ul style="list-style-type: none"> • Classrooms #6 – 9, • Classrooms #21 – 24 • Classrooms #35 – 38 <p>See Photos SMK 13 and 14.</p>	404.2.4	26.6	There should be a minimum of 18" clearance on the latch pull side of the door for maneuverability. Options for compliance include keeping the doors in an open position (as feasible) or installing automatic door openers.	2	3	L	Up to \$72,000
<p>Unsecured Classroom Rugs</p> <p>Classrooms have rugs/carpets that are not fully secured and serve as a tripping hazard.</p>	302.2	29.3	Remove or secure the rugs/carpets.	4	2	I	\$0
<p>Adult Room Sinks</p> <p>The <u>Faculty Lounge</u> sink is 2½" too high and lacks knee clearance.</p> <p>The <u>Room #42</u> sink is 2¾" too high and lacks knee clearance.</p> <p>The <u>Nurse's Office</u> sink shut-offs are not fully wrapped or insulated.</p> <p>The <u>Nurse's Office</u> cabinets lack hardware.</p> <p>See Photo SMK 15.</p>	804.3.2 606.3 306.3 606.5 309	32.2 32.6 32.7.4 32.5	Modify the counters and sinks so that they are no more than 34" a.f.f. and there is a minimum of 27" knee clearance at the sinks with guarded, wrapped, or insulated piping. Wrap or insulate the piping. Install cabinet hardware that can be used with a loose grip or closed fist.	2 2 2	3 2 2	N I I	Up to \$3,000 \$25 \$10
<p>Classroom Sinks</p> <p>The following Classrooms have sinks with 24" to 26½" high counters/sinks with no knee clearance:</p> <ul style="list-style-type: none"> • Classrooms #74 - #76 • Classroom #2 • Classrooms #5 - #10 • Classrooms #14 - #15 • Classroom #17 • Classrooms #20 - #25 • Classrooms #29, - #31 • Classrooms #34 - #39 • Classroom #44 <p>The following Classrooms have sinks with <u>active bubblers</u> that have excessive operating forces of more than 5 lbs. and in some instances, water flow heights of less than 4":</p> <ul style="list-style-type: none"> • Classrooms #34, 24, 21, 20, 10, 8, 5, and 2 <p>The following Classrooms have <u>towel dispensers</u> that are too high:</p> <ul style="list-style-type: none"> • Classrooms #41, 39, 37, 36, 38, 35, 34, 31, 30, 25, 24, 23, 22, 21, 20, 17, 15, 10, 4, 8, 7, 6, 5 <p>The following Classrooms have <u>soap dispensers</u> that are too high:</p> <ul style="list-style-type: none"> • Classrooms #34, 30, 17, 15, 	606 308 309	30.16 30.20 12.2.2 39	Place the remaining classroom sink bubblers "out of service". Lower the dispensers to a height of no more than 40" a.f.f. and not over a counter. As required as a result of a reasonable accommodation request, modify the sinks to provide a minimum of 25" of knee clearance with wrapped, guarded, or insulated piping. A variance request to the MA Architectural Access Board is required to allow for only 25" of knee clearance for a classroom sink. Replace the sink faucet in Classroom #25 with level style hardware that can be operated with a closed fist or loose grip.	2 2	2,3 3	N I	TBD \$100

<p>The following Classroom has a <u>sink faucet</u> that requires pinching and twisting of the wrist:</p> <ul style="list-style-type: none"> Classroom #25 <p>See Photos SMK 16, 17, and 18.</p>							
<p>Staff Bathrooms Men's and Women's Bathrooms</p> <p>There are no audible and visual alarms.</p> <p>The mirrors are 7½" to 8½" too high.</p> <p>The sink piping is not wrapped, guarded, or insulated.</p> <p>The accessible stall doors have only 22½" to 24" of clear width.</p> <p>The stall doors open in and not out, are not self-closing, lack interior and exterior pull devices, and have coat hooks that are 19" too high.</p> <p>The water closets are 1" to 1¾" too low.</p> <p>The water closets are 2½" to 3" too close to the near wall, 24½" to 26½" to close to the far wall, and have only 30½" (Women's) and 39" (Men's) front water closet clear width.</p> <p>The toilet paper dispensers are 2" too close to the front of the water closets.</p> <p>There are no grab bars.</p> <p><u>Men's Only</u> The urinal is 7" too high.</p> <p>The flush control is on the wrong side.</p> <p>See Photos SMK 19 and 20.</p>	<p>215 702</p> <p>603.3</p> <p>606.5</p> <p>404.2</p> <p>604.8</p> <p>604.4</p> <p>604.2 604.3</p> <p>604.7</p> <p>609 604.5</p> <p>605.2</p> <p>604.6</p>	<p>40.3</p> <p>30.11</p> <p>30.9.5</p> <p>30.6.1</p> <p>30.6.1</p> <p>30.7.3</p> <p>30.7.2</p> <p>30.7.6</p> <p>30.8</p> <p>30.10.1</p> <p>30.7.5</p>	<p>Install audible and visual alarms.</p> <p>Lower the mirrors to a height of no more than 40" a.f.f. to the bottom of the reflecting surface.</p> <p>Wrap, guard, or insulate the piping.</p> <p>Stall doors must have a clear width of at least 32" (<u>See Comment below</u>).</p> <p>Stall doors must open out, be self-closing, have pull devices on both sides of the door, and coat hooks no higher than 48" a.f.f. (<u>See Comment below</u>).</p> <p>Replace the existing seats with ones that are 2" higher in height to achieve the minimum required seat height of 17" a.f.f.</p> <p>Modify the water closets so they are 18" o.c. from the near wall, 42" o.c. from the far wall, and have at least 42" of clearance in front of the water closet.</p> <p>Relocate the toilet paper dispensers so they 7" to 9" in front of the water closets, at least 24" o.c. a.f.f., and not over the grab bars.</p> <p>Water closets should have side and rear grab bars 42" long and 33" to 36" a.f.f. to the top of the gripping surface. The side grab bars s/b no more than 12" from the interior corner and the rear grab bars no more than 12" from the interior corner.</p> <p>Lower the urinal to a height of 17" a.f.f. at the rim.</p> <p>Replace the flush valve so that it is on the wide or approach side.</p> <p><u>Commentary</u> <i>In order to achieve the minimum required water closet clearances, the stall partitions may need to be removed and the bathrooms converted to single user stalls.</i></p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>3</p> <p>2</p> <p>2</p> <p>-</p> <p>-</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p>	<p>N</p> <p>I</p> <p>I</p> <p>-</p> <p>-</p> <p>N</p> <p>N</p> <p>I</p> <p>N</p> <p>N</p> <p>N</p>	<p>TBD</p> <p>\$0</p> <p>\$150</p> <p>-</p> <p>-</p> <p>\$250</p> <p>Up to \$5,000</p> <p>\$0</p> <p>\$750</p> <p>Up to \$1,000</p> <p>Up to \$750</p>
<p>Pre-K Student Bathrooms (Classrooms #75 and #14)</p> <p>The 3 bathrooms are wholly non-compliant.</p> <p>The bathrooms lack tactile designation signage, have knob-style hardware, and insufficient doorway</p>	<p>215 702 703</p>	<p>40.3 41 26.11</p>	<p>Option #1: Discontinue use of the bathrooms and place out of service.</p>	<p>3</p>	<p>1</p>	<p>I</p>	<p>\$0</p>

clear width. There are no audio visual alarms. Light switches, toilet paper dispensers, and coat hooks are too high. The water closets are 4" to 5" too high; are 3" to 4" too far from the near wall; 26" to 27" too close to the far wall; and have single 18" long grab bars that are 5" to 8" too far from the interior corner and that are 5½" too high. There is no maneuverability in the bathroom for a wheelchair. See Photo SMK 21.	404.2 404.2.3 604.9 606 308 609.3 604.5	26.5 30.14 30.15 30.16 30.18 30.20 30.9.5	Option #2: Modify one bathroom in each classroom in accordance with the requirements of the 2010 ADA Standards and 521 CMR. Specifications for compliance are provided in Table 1 below. In addition, tactile room designation signage is required, the hardware must be lever style, the doorway clear width must be at least 32", and audio visual alarms must be provided.	3	3,4	L	TBD – up to \$300,000
<u>K - 3 Student Bathroom (CR #17)</u> The bathroom is wholly non-compliant. The bathroom lacks tactile designation signage, has knob-style hardware, and only 21½" of doorway clear width. There are no audio visual alarms. The light switch, toilet paper dispenser, and coat hook are too high. The water closet is 1½" too high; ½" too far from the near wall; 26" too close to the far wall; and lacks grab bars. There is no maneuverability in the bathroom for a wheelchair. See Photo SMK 22.	215 702 703 404.2 404.2.3 604.9 606 308 609.3 604.5	40.3 41 26.11 26.5 30.14 30.15 30.16 30.18 30.20 30.9.5	Option #1: Discontinue use of the bathroom and place out of service. Option #2: Modify the bathroom in accordance with the requirements of the 2010 ADA Standards and 521 CMR. Specifications for compliance are provided in Table 2 below. In addition, tactile room designation signage is required, the hardware must be lever style, the doorway clear width must be at least 32", and audio visual alarms must be provided/	3 3	1 3,4	I L	\$0 TBD – up to \$100,000
<u>Nurse's Bathroom (K – 3 Standard)</u> There are no audio visual alarms. The sink is 3¾" too high and the sink piping is not fully wrapped. The sink mirror is 8¾" too high. The soap dispenser is 3" too high and the towel dispenser is 4" too high and located partially over the grab bars. The toilet paper dispenser is 12½" too high and 2" too close to the front of the water closet. The water closet is 4" too high and has only 32" of front clearance due to storage. The side and rear grab bars are 11½" too high. See Photo SMK 23.	215 702 606.5 NA 308 604.9 604.7 604.9 604.3 604.9	40.3 30.9.5 30.18 30.20 30.14 30.7.6 30.14 30.7.2 30.15	Install audible and visual alarms. Lower the sink to a height of no more than 30" at the rim with wrapped or insulated piping. Lower the mirror to a height of no more than 31" a.f.f. to the bottom of the reflecting surface. Lower the dispensers to a height of no more than 36" a.f.f. to the operating mechanism. Lower the toilet paper dispenser so that it is 14" to 17" o.c. a.f.f. and is located 7" to 9" in front of the water closet. Lower the water closet so that it is 12" to 15" a.f.f. to the top of the seat. Remove the storage to achieve the minimum required 42" clear width. Lower the grab bars so they are 20" to 25" a.f.f. to the top of the gripping surface.	3 3 3 3 3 3	3 3 2 2 2 2	N N N I N I	TBD Up to \$1,500 \$0 \$0 \$0 Up to \$2,000 \$0
<u>Pod Hallway Boy's and Girl's Bathrooms (Grades 1 – 3)</u> The bathrooms lack tactile designation signage. There are no audio visual alarms. The light switches are up to 15" too high.	215 702 703 404.2	40.3 41 26.11 26.5	Modify the bathrooms in accordance with the requirements of the 2010 ADA Standards and 521 CMR. Specifications for compliance are provided in Table 2 below. In addition, tactile room designation signage is	3	3,4	N	Up to \$450,000

<p>There is insufficient sink knee clearance and the piping is not wrapped. Mirrors, soap and towel dispensers, and toilet paper dispensers are too high. Stall doors have only 22" to 23" of clear width, open in and not out, are not self-closing, lack interior and exterior pulls, and have coat hooks that are missing or are up to 32" too high. Toilet paper dispensers are too high and too close to the front of the water closet. Toilet seat heights vary from ¼" too high to up to 2½" too high. There is insufficient clearance on the far side and in front of the water closets. Some of the water closets have the flush control on the wrong side. There are no grab bars.</p> <p>The Boy's Bathrooms urinals are 5" too high with flush controls that are 2" too high.</p> <p>See Photos SMK 24, 25, 26, and 27.</p>	<p>404.2.3 604.9 606 308 609.3 604.5 404.2 604.8</p>	<p>30.14 30.15 30.16 30.18 30.20 30.9.5 30.6.1</p>	<p>required; audio visual alarms must be provided; and if accessible stalls are provided, the doors must open out, be self-closing, have at least 32" of door clear width, have pull devices on both sides of the door, and coat hooks no more than 36" a.f.f..</p>				
<p>Boy's and Girl's Bathrooms Near Gym</p> <p>The tactile designation signage is too low.</p>	703	41	<p>Raise the tactile designation signage. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).</p>	3	2	I	\$0
<p>There are no audio visual alarms.</p>	215 702	40.3	<p>Install audible and visual alarms.</p>	3	3	L	TBD
<p>The light switches are 16" to 16½" too high.</p>	308	30.20	<p>Lower the light switches so they are no more than 36" a.f.f.</p>	3	3	N	\$750
<p>There is insufficient sink knee clearance and the piping is not wrapped.</p>	606 606.5	30.16 30.9.5	<p>Modify the sinks so there is at least 25" of knee clearance and the piping is wrapped or insulated.</p>	3	3	N	Up to \$3,500
<p>The mirrors are 11" to 12" too high.</p>	NA	30.18	<p>Lower the mirrors so they are no higher than 31" a.f.f. to the bottom of the reflecting surface.</p>	3	2	I	\$0
<p>There is only 30" of clear width to the Boy's urinal and 23½" of clear width at the Girl's sink.</p>	403.5	22.2	<p>Modify the partitions to achieve the minimum required 36" of clear width.</p>	3	2	I	TBD
<p>The stall doors lack a stop and open both in and out, are not self-closing, lack interior and exterior pulls, and have coat hooks that are too high.</p>	604.8.1 308	30.6.1 30.20	<p>Modify the stall doors to include a door stop which forces the doors to solely open out; modify the hinges such that they fully self-close, install interior and exterior pull devices, lower the coat hooks to a height of no more than 36" a.f.f.</p>	3	2	I	\$60
<p>The toilet paper dispensers are 26" to 27" too high, are too close to the front of the water closet, and are locate over the grab bars.</p>	604.9 604.7	30.14 30.8.5	<p>Lower the toilet paper dispensers so they are 14" to 17" o.c. a.f.f. and are located 7" to 9" in front of the water closets.</p>	3	2	I	\$0
<p>The water closets are 6" too high and are 7" too far from the near wall.</p>	604.9	30.14	<p>Replace/modify the water closets so they are 11" to 15" o.c. from the near wall and 12" to 15" a.f.f. to the top of the seats.</p>	3	3	N	Up to \$6,000

The side and rear grab bars are 8½" to 12¾" too high.	604.9	30.15	Lower the grab bars so they are 20" to 25" a.f.f. to the top of the gripping surface.	3	2	I	\$0
The rear grab bars are 6" too far from the interior corner.	604.5	30.15	Relocate the rear grab bars so they are no more than 6" from the interior corner.	3	2	I	\$0
The Boys Bathroom water closet flush control is on the rear and not the approach or wide side.	604.6	30.7.5	Replace the flush valve so that it is on the wide or approach side.	3	3	N	\$1,500
The Girl's Bathroom soap and towel dispensers are 5" to 10" too high.	308	30.20	Lower the dispensers to a height of no more than 36" a.f.f.	3	2	I	\$0
See Photos SMK 28, 29, and 30.							

TBD - Up to \$1,151,180+

TABLE 1. PRE-K (AGES 3 - 4) BATHROOM STANDARDS

2010 ADAAG			MAAB 521 CMR	
Description	Citation	Requirement	Citation	Requirement
Children's Bathroom				
Toilet Centerline	604.9	Centerline s/b 12" from the side wall.	30.14	Centerline s/b 11" from the nearest sidewall and 42" from the centerline of the water closet to the opposite wall or closest edge of next fixture.
Toilet Seat Height	604.9	11" to 12" a.f.f. to top of seat	30.14	11½" to 12½" a.f.f. to top of seat
Toilet Flush controls	604.9	Hand operated or automatic. 36" maximum a.f.f. located on wide side. Exception – ambulatory accessible compartments.	30.14	Controls for flush valves on water closets used by children shall be mounted on the wide side of water closet within 20" to 30 " a.f.f.
Toilet Paper Dispenser Height	604.9	Outlet of dispenser s/b 14" a.f.f.; 7" min to 9" max in front of water closet measured to the centerline of the dispenser; clearance of 1 ½" min below the grab bar.	30.14	14" a.f.f.
Urinal	605	Stall or wall-hung. Rim 17" max. a.f.f. and be 13 ½" deep.	30.17	Stall-type or wall-hung with an elongated rim at a max of 15" a.f.f. Flush controls s/b be hand operated or automatic, and s/b mounted no more than 44" a.f.f.
Grab Bar Height	604.9	18" to 20" a.f.f. to top	30.15	18" to 20" a.f.f. to top
Grab Bar Thickness	609.2	No variation.	30.15	1"
Grab Bar Spacing	609.3	No variation.	30.15	No variation.
Grab Bar Location	604.5	No variation.	30.15	Two grab bars each 42" long mounted no more than 6" from interior corner. See exception for tank height and flushometer.
Children's Sink Height	606	No variation - equivalent facilitation (103). Parallel approach complying w/305 (30"x48" clear space) permitted for children 5 and younger.	30.16	Sinks shall be mounted with the rim no higher than 30" a.f.f.
Children's Sink Knee Clearance	606	No variation - equivalent facilitation (103). Parallel approach complying w/305 (30"x48" clear space) permitted for children 5 and younger	30.16	A clearance of at least 25" a.f.f. to the bottom of the apron shall be provided. Knee and toe clearance s/b at least 30 wide and 19 deep.
Children's Mirror Height	NA	No variation - equivalent facilitation (103).	30.18	The top of any shelf and or bottom of any mirror which is provided above a sink shall be set with the bottom edge of the reflecting surface no higher than 31" a.f.f.
Children's Reach Range	308	20" low min to 36" high max	30.20	30.20 (Controls and Receptacles): If controls, receptacles, or other equipment are provided, then at least one of each shall be mounted no higher than 36" a.f.f. to the centerline of the operable portion of the control. This also applies to dispensers.

TABLE 2. K – GRADE 3 (AGES 5 - 8) BATHROOM STANDARDS

2010 ADAAG			MAAB 521 CMR	
Description	Citation	Requirement	Citation	Requirement
Children's Bathroom				
Toilet Centerline	604.9	Centerline s/b 12" to 15" from the side wall.	30.14	Centerline s/b 11" to 15" from the nearest sidewall and 42" from the centerline of the water closet to the opposite wall or closest edge of next fixture.
Toilet Seat Height	604.9	12" to 15" a.f.f. to top of seat	30.14	12" to 15" a.f.f. to top of seat
Toilet Flush controls	604.9	Hand operated or automatic. 36" maximum a.f.f. located on wide side. Exception – ambulatory accessible compartments.	30.14	Controls for flush valves on water closets used by children shall be mounted on the wide side of water closet within 20" to 30" a.f.f.
Toilet Paper Dispenser Height	604.9	Outlet of dispenser s/b 14" to 17" a.f.f.; 7" min to 9" max in front of water closet measured to the centerline of the dispenser; clearance of 1 ½" min below the grab bar.	30.14	14" to 17" a.f.f.
Urinal	605	Stall or wall-hung. Rim 17" max. a.f.f. and be 13 ½" deep.	30.17	Stall-type or wall-hung with an elongated rim at a max of 15" a.f.f. Flush controls s/b be hand operated or automatic, and s/b mounted no more than 44" a.f.f.
Grab Bar Height	604.9	20" to 25" a.f.f. to top	30.15	20" to 25" a.f.f. to top
Grab Bar Thickness	609.2	No variation.	30.15	1¼" to 1½"
Grab Bar Spacing	609.3	No variation.	30.15	No variation.
Grab Bar Location	604.5	No variation.	30.15	Two grab bars each 42" long mounted no more than 6" from interior corner. See exception for tank height and flushometer.
Children's Sink Height	606	31" max. a.f.f. Parallel approach complying w/305 (30"x48" clear space) permitted for children 5 and younger.	30.16	Sinks shall be mounted with the rim no higher than 30" a.f.f.
Children's Sink Knee Clearance	606	Minimum 24" a.f.f. for children ages 6 – 12 if rim no > than 31" a.f.f. Parallel approach complying w/305 (30"x48" clear space) permitted for children 5 and younger	30.16	A clearance of at least 25" a.f.f. to the bottom of the apron shall be provided. Knee and toe clearance s/b at least 30 wide and 19 deep.
Children's Mirror Height	NA	No variation - equivalent facilitation (103).	30.18	The top of any shelf and or bottom of any mirror which is provided above a sink shall be set with the bottom edge of the reflecting surface no higher than 31" aff.
Children's Reach Range	308	18" low min to 40" high max	30.20	30.20 (Controls and Receptacles): If controls, receptacles, or other equipment are provided, then at least one of each shall be mounted no higher than 36" a.f.f. to the centerline of the operable portion of the control. This also applies to dispensers.

SMK Elementary School Accessibility Assessment Photos



Photo SMK 1



Photo SMK 2



Photo SMK 3

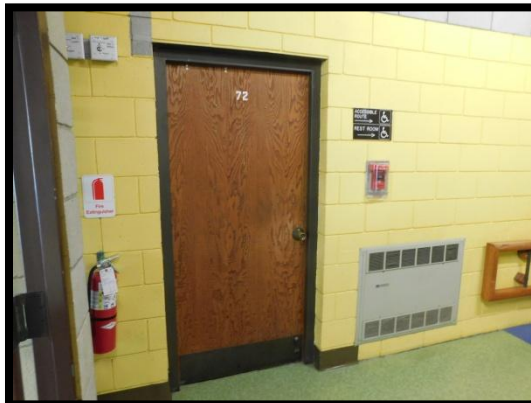


Photo SMK 4

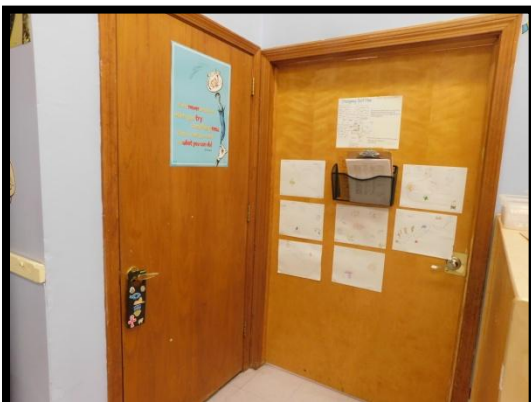


Photo SMK 5



Photo SMK 6

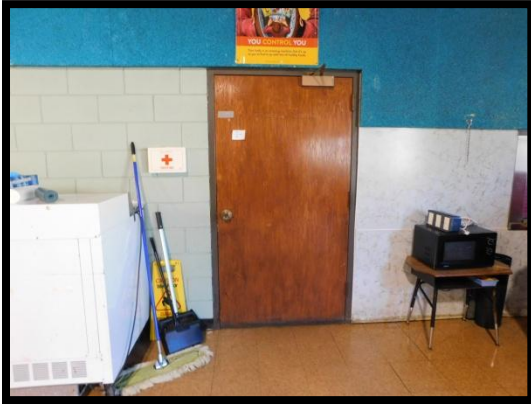


Photo SMK 7

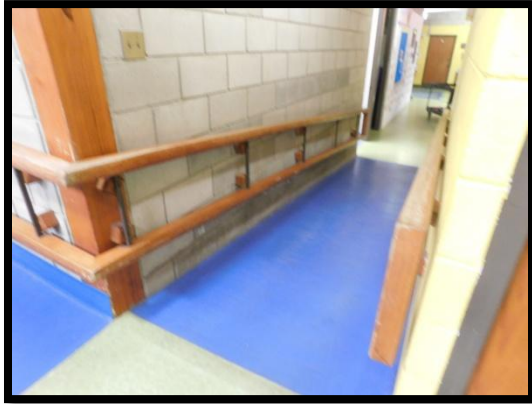


Photo SMK 8

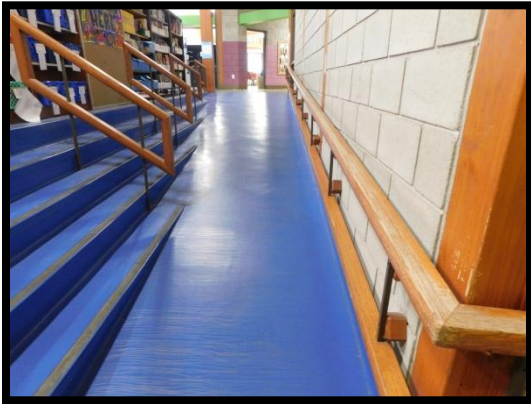


Photo SMK 9



Photo SMK 10

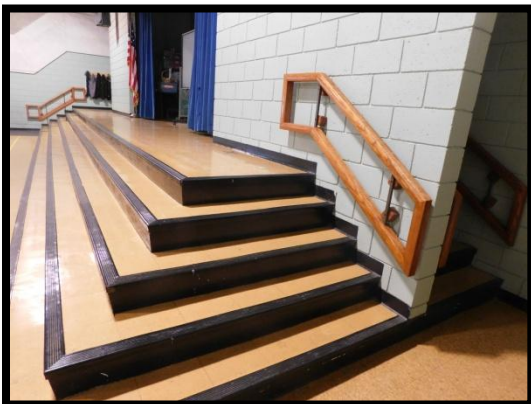


Photo SMK 11

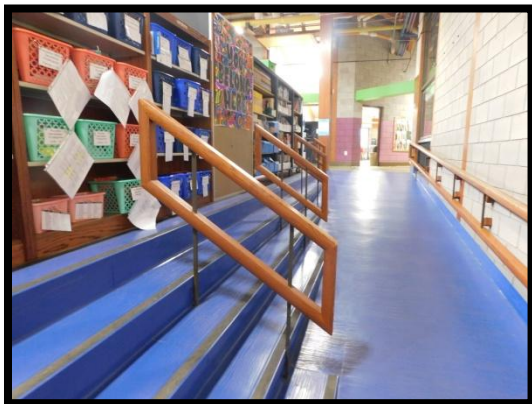


Photo SMK 12



Photo SMK 13



Photo SMK 14



Photo SMK 15



Photo SMK 16

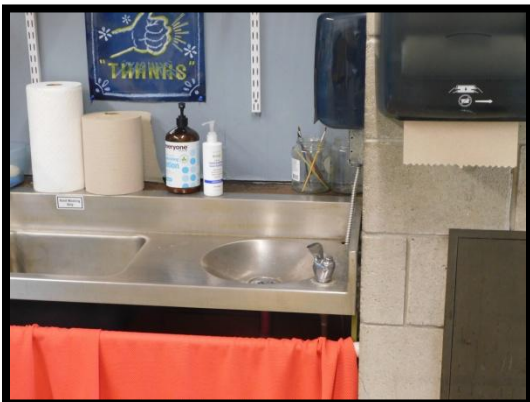


Photo SMK 17



Photo SMK 18

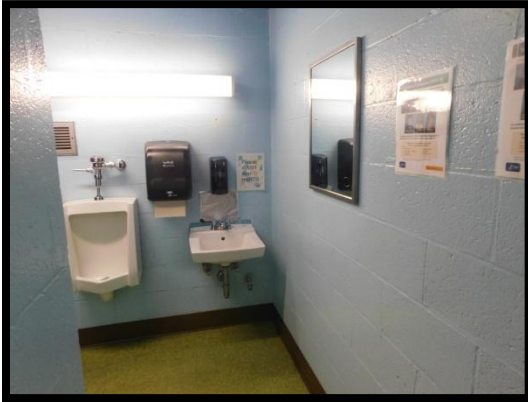


Photo SMK 19



Photo SMK 20



Photo SMK 21



Photo SMK 22

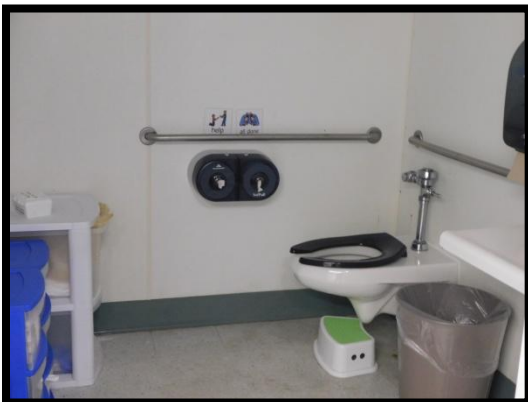


Photo SMK 23



Photo SMK 24



Photo SMK 25

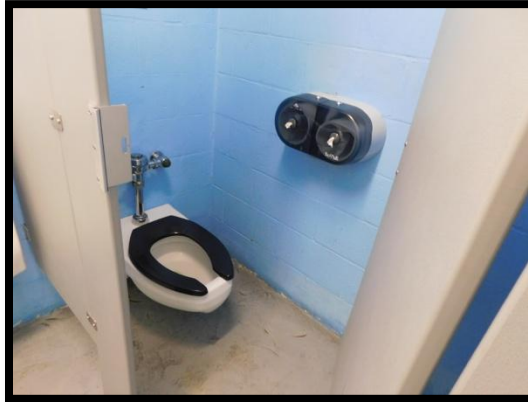


Photo SMK 26

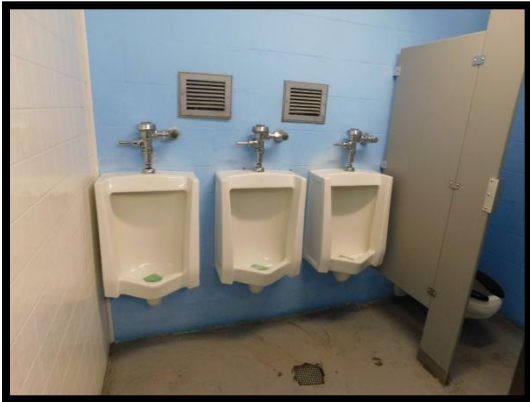


Photo SMK 27

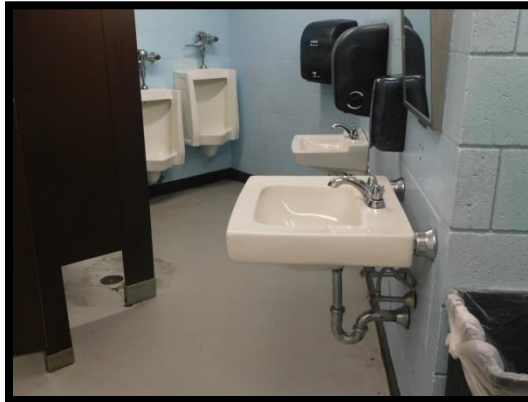


Photo SMK 28

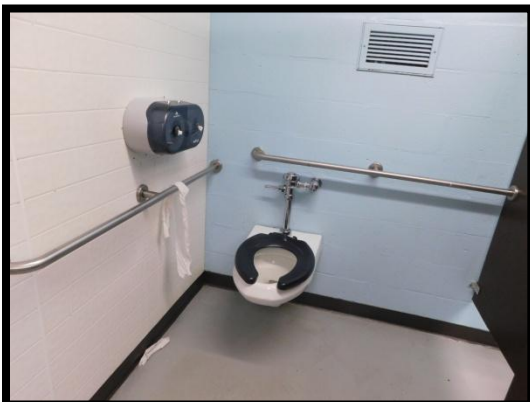


Photo SMK 29



Photo SMK 30

WARE MIDDLE SCHOOL

Description of Facility: The Ware Middle School (WMS) is a one-story masonry building totaling roughly 80,000 square feet and currently houses approximately 248 students from Grades 4 - 6. The school was constructed in 1960 as a high school and was renovated in the late 1990's to serve as a middle school.



Responsible Party: Select Board and School Committee.

2010 ADA Standards and 521 CMR Standards for Children: Both the 2010 ADA Standards and 521 CMR have advisories and/or varied standards for some items and elements for children according to age (2010 ADA Standards) or grade level (521 CMR). In some cases, there is limited room for interpretation but the guidance is in place as to what is applicable per different range of grade levels or age groups. ADA differentiates according to age level, with those being Ages 3 and 4, Ages 5 through 8, and Ages 9 through 12. 521 CMR differentiates according to grade level, with those being Pre-kindergarten, Kindergarten through 3rd Grade, and 4th Grade through 6th Grade. Grades 7 through 12 would follow the regular ADA or 521 CMR Standards as applied to adults. For the purposes of this assessment, the following standards were applied to the student and adult areas at the Ware Middle School:

	<u>2010 ADA Standards</u>	<u>521 CMR Standards</u>
Classrooms/Student Common Areas	Ages 9 - 12	Grades 4 – 6
Student Bathrooms	Ages 9 - 12	Grades 4 – 6
Adult Only Areas	Adult	Adult

Bathroom Standards for Grades 4 – 6 (Ages 9 – 12)

Toilet Centerline	15" to 18" o.c. to the near wall
Toilet Seat Height	15" to 17" a.f.f. to the top of the seat
Toilet Paper Dispenser Height	17" to 19" a.f.f.
Urinal	15" a.f.f. (maximum) to the rim
Grab Bar Height	25" a.f.f. to 27" a.f.f. to the top of the gripping surface
Grab Bar Location	No greater than 6" from the interior corner
Sink Height	No greater than 30" a.f.f. to top
Sink Knee Clearance	At least 25" a.f.f.
Mirror Height	No greater than 31 a.f.f. to the bottom of the reflecting surface
Reach Range	See below.

Bathroom Reach Range Standards for Grades 4 – 6 (Ages 9 – 12)

2010 ADA Standards

Section 308.1 of the 2010 ADA Standards provides guidance on reach ranges according to age in areas used primarily by children. The guidance for the reach range for Students Ages 9 through 12 is 16" (low minimum) to 44" (high maximum).

521 CMR

Section 30.19 of 521 CMR (Children's Dispensers) states that "towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the *zone of reach*, and at least one of each device shall be located within reach of a person using the accessible sink.

- Section 5.00 (Definitions) defines *zone of reach* as an "operable mechanism is within reach if it meets either criteria outlined in 521 CMR 6.5 (Forward Reach) or 521 CMR 6.6 (Side Reach)".
- Section 6.5 (Forward Reach) identifies the maximum high forward reach as 48" a.f.f. and minimum low forward reach as 15" a.f.f.
- Section 6.6 (Side Reach) identifies the maximum high side reach as 54" a.f.f. and minimum low forward reach as 9" a.f.f.

Section 30.20 of 521 CMR (Children's Controls and Receptacles) states that "if controls, receptacles, or other equipment are provided, then at least one of each shall be mounted no higher than 36 inches above the floor to the centerline of the operable portion of the control".

Section 30.6 of 521 CMR (Adult Toilet Stalls) requires that a coat hook be provided in accessible stalls at a maximum of 54" above the floor (30.6.1.d).

Section 30.12 of 521 CMR (Adult Dispensers) states that "towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the zone of reach" and as referenced in Figure 30i. Figure 30i identifies the reach range height for dispenser as 42" a.f.f. to the centerline of the operable portion of the dispenser.

Reach Range Variations

Based on the above, the reach range for bathroom dispensers varies up to **44" a.f.f.** for Children ages 9 – 12 under the ADA Standards but under 521 CMR is **42" a.f.f.** for adults. The reach range for dispensers for children's bathrooms is **48" a.f.f. (forward reach) to 54" a.f.f. (side reach)** based on 521 CMR Sections 30.19, 5.0, 6.5, and 6.6. The reach range for controls and receptacles in children's bathrooms is **36" a.f.f.** based on 521 CMR Sections 30.20

According to these conflicting standards, the reach range for a children's dispenser could be mounted 2" higher than that for adults under the 2010 ADA Standards and up to 12" higher under 521 CMR. This clearly does not appear to be the intent of either Standard as common sense would dictate that a children's reach range should be lower than an adult's reach range.

Recommendation

Considering the intent of the Standards and Regulations to have lower heights and ranges for children according to age or grade level, it is recommended that the dispenser heights and coat hooks in children's bathrooms should follow Section 30.20 of 521 CMR which would result in heights of no more than 36" a.f.f. to the centerline of the operable portion of the dispenser or the coat hook.

General Description or Obstacle Which Limits Mobility or Access:

Picnic Tables

Three picnic tables located on the small hill next to the accessible entrance are not on an accessible route of travel. Two of the tables have only 16¾" of clear width and one table has only 24" of knee clearance.

Parking

The parking space and access aisle have running slopes of 3.2% to 3.8%. The accessible parking signage, although compliant, is misleading. Signage should only appear in front of the parking space. Signage is posted both in front of the space as well as the access aisle. As a result, visitors may park in the access aisle, which would restrict its use for those parking in the accessible space.

Ramp at Accessible Entrance

The lower ramp railings are ½" to 1" too low.

Common Areas and General

Interior and exterior doors with closers have operating forces and closing speeds which exceed that allowed. Doors/rooms lack tactile designation signage with some doors having knob-style hardware. Some doorways also have insufficient clear width. Light switches, telephones, defibrillators, fire extinguishers, sanitizers, dispensers, and first aid kits, are not within reach range under the 2010 ADA Standards. Some hallway fire extinguishers and related signage, fire alarm pulls, and sanitizers are protruding objects. Some doors have glass panes that are too high. Drinking fountains are not high-low.

Nurse's Office

The sink has foot pedals only to operate water dispensing. Dispensers are too high for children.

Courtyard

There is a 1" abrupt change in level surface at the doorway threshold from the courtyard into the building as well as the lack of a level landing. The picnic table is not accessible.

Tables and Seating

The Library tables (9) have only 26½" of knee clearance. The accessible route of travel between stacks, tables, and other fixed objects varies to as little as 30", which does not meet the minimum required 36".

Classroom #18 has 13 fixed tables which have only 23¼" of knee clearance.

Faculty Lounge

The sink is 2" too high, lacks knee clearance, and has faucets that require pinching and twisting of the wrist. The towel dispenser is 48" a.f.f. over a 24" wide counter, which is 4" too high.

Classroom Sinks

Rooms #23, 16, and 4 have sinks that are 2" too high and lack knee clearance. The towel and soap dispensers are approximately 51" a.f.f., which are up to 3" too high.

Rooms #18, 19, and 20 have sinks that are 2" too high and lack knee clearance. The faucets require pinching and twisting of the wrist. These rooms are former science classrooms and the sinks have been placed out of service. If the current use remains, no further action is required.

Ramp

The two walkways to the classroom wing are both 66½' in length with a single railing on each side of the ramp. The walkways have running slopes that are mostly 5.0%, with some segments varying up to 5.4%. Walkways that have running slopes in excess of 5.0% are "ramps" which cannot be more than 30' in length without a 5' level landing and which also required paired ramp railings with top and bottom extensions.

Auditorium

There are no areas for wheelchair seating other than directly in front of the stage. As there are approximately 338 seats, there should be a minimum of 6 wheelchair seating areas dispersed throughout the auditorium. In addition, there are no seats with folding or removable armrests. There also does not appear to be the availability of an assistive listening system. There is no accessible route of travel to the stage from the assembly area. The stairs to the stage have treads that are ¾" too high. The stair railings are 30" to 32" a.f.f. to the top of the gripping surface, which is 2" to 4" too low and which also lack top and bottom extensions.

Adult/Staff Bathrooms

The Administrative Office Men's and Women's Bathrooms are both roughly 67" x 56" and are wholly non-compliant. There is only 27" to 27½" of doorway clear width. The mirrors and towel dispensers are too high. Sink piping is not wrapped. The water closets are too low, lack compliant side and front clearances, and lack grab bars.

The Men's and Women's Bathrooms near the Faculty Lounge have door locking mechanisms that are too high and require pinching and twisting of the wrist. The sink piping is not wrapped and the mirrors and towel dispensers are too high. Stall doors are too narrow, open in, are not self-closing, lack pull

devices, and have coat hooks that are too high. The water closets have toilet paper dispensers that are too close to the toilet, have non-compliant near and far side clearances, and lack grab bars.

The Men's and Women's Bathrooms at the top of the ramp located within the Student Bathrooms have doorway clear widths of only 27", sink piping that is not wrapped, and towel dispensers and mirrors that are too high. The water closets are ½" to 1½" too low; lack near, far, and front water closet minimum required clear widths; and lack grab bars. The Women's stall door is only 24" wide. In addition, the stall door opens in and lacks pull devices.

Student Bathrooms

The Nurse's Bathroom door is 4" too narrow. The light switch, coat hook, mirror, towel dispenser, and soap dispenser are too high. The sink is ½" too high and has piping that is not wrapped. The water closet far side clear width is only 25" and the front clear width is only 29½" due to a cabinet. The rear grab bar is only 36" long. Both the rear and side grab bars are nearly 10" too high.

The Unisex Accessible Bathroom near the Girl's Locker Room has a locking mechanism that requires pinching and twisting of the wrist. The sink is 2¼" too high and lacks insulation. The towel and soap dispensers are up to 6" too high. The mirror is 9¼" too high. The light switch is 7" too high. The water closet is 2¾" too high and 1½" too far from the near wall. The toilet paper dispenser is too close to the front of the water closet and is over the grab bars. The toilet paper dispenser is not operable with a closed fist or loose grip. The grab bars are up to 9½" too high.

The Girl's and Boy's Bathrooms near the Faculty Lounge and at Top of Ramp have multiple areas of non-compliance including inadequate doorway clear widths; light switches, mirrors, soap dispensers, towel dispensers, and coat hooks that are too high. The sinks are too high and lack pipe insulation. Boy's urinals are too high. Stall doors are not wide enough, not self-closing, and lack pull devices. Some stall doors open in. Toilet paper dispensers are too high with some located over the grab bars. Water closets are too high or low and do not meet setback requirements. The bathrooms near the Faculty Lounge lack grab bars. The bathrooms at the top of the ramp have grab bars that are nearly 4" too high.

Locker Rooms

According to school personnel, the Boy's and Girl's Locker Rooms are not used, with showers placed out of service, and students restricted from the locker rooms. The Girl's Locker Room is used during football half-times solely to discuss game strategy.

The showers in both locker rooms are wholly non-compliant with abrupt changes in level surface, inadequate clear widths, no accessible components, and benches that are too low, and lack back support. Student bathrooms are also wholly non-compliant including sinks that are too low and which lack pipe insulation; have stalls with doors that are too narrow, which open in and are not self-closing, and which lack pull devices; and water closets lack clear width, lack maneuverability, and lack grab bars.

The PE Offices can only be accessed by stairs which also lack railings. A sink in the offices have piping that is not wrapped; have faucets that require pinching and twisting of the wrist; and soap dispensers, towel dispensers, and mirrors that are too high. Staff bathrooms include wholly non compliant showers and bathrooms which lack accessible features, clear widths, and maneuverability.

As these areas are closed for active student use and the PE Offices can be relocated to be on an accessible route of travel, no further action is required to the Locker Rooms unless required due to a reasonable accommodation request.

Kitchen

The kitchen area itself has numerous elements of non-compliance (dispenser reach range, sink knee clearance, sink knee height, sink knee depth, etc.). The rooms lack tactile designation signage. There is only 15" of clear width at the front service counter to the kitchen area from the cafeteria.

The staff bathroom is wholly non-compliant as the stall door has only 22½" of clear width, has sink piping that is not wrapped and which requires pinching and twisting of the wrist, a mirror and dispensers that are too high, inadequate clear widths at the water closet, and no grab bars.

As these areas are closed to public and require personnel who must meet certain physical requirements to perform the essential functions of their position, unless dictated by a request for a reasonable accommodation, no further action is required at the present time.

Ware Middle School Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Picnic Tables</u> Three picnic tables located on the small hill next to the accessible entrance are not on an accessible route of travel. Two of the tables have only 16¼" of clear width and one table has only 24" of knee clearance. See Photo Middle 1.	226.1 902	19	Provide an additional picnic table which provides the required 27" knee height, 30" clear width, and 19" knee depth and locate on an accessible route of travel.	2	2	I	Up to \$2,000
<u>Parking</u> The parking space and access aisle have running slopes of 3.2% to 3.8%. The accessible parking signage, although compliant, is misleading. Signage should only appear in front of the parking space. Signage is posted both in front of the space as well as the access aisle. As a result, visitors may park in the access aisle, which would restrict its use for those parking in the accessible space. See Photo Middle 2.	502.4	23.4	Reconstruct/repave the parking spaces and access aisles such that the slopes do not exceed 2% in any direction. Remove the signage in front of the access aisle.	1	3	N	Up to \$3,000
<u>Ramp at Accessible Entrance</u> The lower ramp railings are ½" to 1" too low.	505.4	24.5	Modify the lower railings so they are 18" to 20" a.f.f. to the top of the gripping surface.	1	3	N	TBD
<u>Exterior and Interior Doors</u> Exterior and interior doors with closers (including bathrooms) do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.), interior door (5	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 3	2	I	\$0

lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR.							
Door Signage Interior doors to offices, storage closets, class rooms, classroom pass-through doors, classroom closets, classroom storage/work rooms, common areas, bathrooms, and egress doors lack tactile designation signage. This totals approximately 154 required signs. In addition: <ul style="list-style-type: none"> The drinking fountain signage near the ramp is 8" too high The accessible bathroom signage opposite the Girl's Locker Room is on the door and only 45" a.f.f. <p>See Photos Middle 3 and 4.</p>	703	41.1	Install and/or relocate accessible compliant tactile designation signage on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Bathroom signs must also include the Universal Symbol of Accessibility.	2, 3	2	I	Up to \$7,700+
Door Hardware The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> Principal's Office (3 doors) Nurse's bathroom Room #22 closet Closet across from #10 Door in #5 Classroom pass-through doors (19) <p>See Photo Middle 5.</p>	404.2	26.11	Replace the knob style hardware with lever style hardware.	2	2	I	Up to \$1,950+
Protruding Objects <ul style="list-style-type: none"> Admin fire extinguisher (5" out at 51" a.f.f.) Admin hallway fire extinguisher (5" out at 34" a.f.f.) Cafeteria pencil dispenser (15" out at 42" a.f.f.) 8 hallway fire extinguisher signs (10" out at 69½" to 78½" a.f.f.) Defibrillator near gym (8" out at 52½" a.f.f.) 4 hallway sanitizers (4¾" out at up to 45" a.f.f.) Hallway fire pulls at top of ramps (2) and near Central Office (5½" out at 38½" to 46" a.f.f.) <p><i>Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80".</i></p> <p>See Photo Middle 6.</p>	307.2	20.6.1	Raise the fire extinguisher signs so they are at least 80" a.f.f. to the bottom of the signs. Relocate items so they are not on an accessible route of travel or placed fixed items or wing walls below for cane detection.	2 2	2 2	I I	\$0 \$0 to \$350

Adult Reach Range The following exceed the maximum reach range height for an adult under the 2010 ADA Standards: <ul style="list-style-type: none"> Admin fire extinguisher (70" a.f.f.) Admin hallway fire extinguisher (53" a.f.f.) Admin first aid kit by Asst. Principal (62¼" a.f.f.) Cafeteria first aid kit (60" a.f.f.) Hallway fire extinguisher (70" a.f.f.) Defibrillator near gym (61½" a.f.f.) 6 Hallway fire extinguishers located in walls have door handles that are 51½" a.f.f. See Photos Middle 7 and 8.	308	6.5 6.6	Lower the items so they are no more than 48" a.f.f. to the opening or operating mechanisms. Lower the door handles on the internal wall mounted fire extinguishers to no more than 48" a.f.f.	4	2	I	\$0
Children's Reach Range The following exceed the maximum reach range height for children Grades 4 – 6 under the 2010 ADA Standards: <ul style="list-style-type: none"> Hallway sanitizers (45¾" a.f.f.) near Class Rooms #14, 11, 7, and Girl's/Boy's Bathrooms 	308.1	6.5 6.6	Lower the sanitizers so they are no more than 44" a.f.f. to the operating mechanism.	2	2	I	\$0
Doors with Glass Panes The following doors have glass panes that exceed the maximum viewing height of 43" under the 2010 ADA Standards: <ul style="list-style-type: none"> Rooms #23, 22, counselor's office (2), music room (2), doors to gym (8) Classroom Doors #13 – 16, #18 – 20, #1 – 121/2 Classroom #1 interior door See Photo Middle 9.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Frost or block the glass panes. <i>Note: Nearly all of the classrooms have shades to block the glass pane.</i>	2	2	N	\$250
Doors and Doorways The following doors/doorways have clear widths of less than the required 32" when in an open or fixed position: <ul style="list-style-type: none"> Music Room double doors (3 at 27" - 28" clear width) Auditorium double doors (4 at 27" clear width) Gym and lockers double doors (5 at 27½" clear width) Nurse's Office Exam Room (27" clear width) Classroom #1 interior room See Photo Middle 9 and 10.	404.2	26.5	<u>Double Doors</u> Option #1: Keep doors in a fixed open position. Option #2: Replace the doors so that one door is 36" wide at each location. <u>Single Doors</u> Modify the Nurse's Exam Room doorway and replace the door such that there is a minimum of 32" of clear width. Modify the Classroom #1 doorway as may be required due to a reasonable accommodation request.	2 2 2	2 3 3	I L L	\$0 Up to \$50,000 Up to \$3,500

<u>Drinking Fountains</u> The following are “low only” drinking fountains: <ul style="list-style-type: none"> By Boy’s/Girl’s Bathrooms near ramp Near main entrance and only 25 ¾” knee clearance The following drinking fountains are non-compliant: <ul style="list-style-type: none"> Across Room #12½ (High drinking fountain not in service, Low drinking fountain has only 26” of knee clearance) Near Faculty Lounge/Bathrooms (both are “high” fountains) See Photos Middle 11 and 12.	306.3 306.2 602	36.2	Option #1: Discontinue the use of the drinking fountains.	2	1	I	TBD
			Option #2: Install compliant “high-low” drinking fountains per sections 306 and 602 of the 2010 ADA Standards and Section 36 of 521 CMR.	2	2	N	Up to \$7,500
<u>Administration Office Counter</u> The main office counter is 1¾” too high.	904.4	7.2	Construct a 36” long by no more than 36” high a.f.f. counter, with a minimum of 27” of knee clearance.	2	3	N	Up to \$250
<u>High and Junior High School Hallway Lockers</u> Hallway lockers have shelving that is 50½” a.f.f. and coat hooks that are 48” a.f.f.	308.1	6.5 6.6	At least 5% of the lockers should have shelving and coat hooks within reach range at a height of no more than 44” a.f.f. Lower the shelving and hooks as necessary.	4	2	I	\$0
<u>Ramps (2) to Classrooms</u> The two walkways to the classroom wing are both 66½ feet in length with a single railing on each side of the ramp. The walkways have running slopes that are mostly 5.0%, with some segments varying up to 5.4%. Walkways that have running slopes in excess of 5.0% are “ramps” which cannot be more than 30 feet in length without a 5 foot level landing and which also required paired ramp railings with top and bottom extensions See Photo Middle 13.	405 505	24	Seek a variance to retain the existing segment (10 to 15 feet) with a running slope of up to 5.4% due to the excessive cost to modify vs. the benefit gained.	2	1	I	\$0
<u>Courtyard</u> There is a 1” abrupt change in level surface at the doorway threshold from the courtyard into the building as well as the lack of a level landing. The picnic table is not accessible.	404.2.5 404	26.10 25.2	Modify the threshold so there is no more than a ¼” abrupt change in unbeveled level surface or no more than a ¼” to ½” change in beveled level surface and a 5 foot level landing at the door entry.	2	2	I	Up to \$500
	226.1 902	19	Provide a picnic table which provides the required 27” knee height, 30” clear width, and 19” knee depth and locate on an accessible route of travel.	2	2	I	\$750
<u>Auditorium</u> The auditorium consists of approximately 338 fixed seats. There are no areas for wheelchair seating other than directly in front of the stage.	221 802.1	14.2 14.3 14.4	Whenever more than 150 seats are provided, wheelchair seating locations must be provided in more than one location. There should be a minimum of six 60” x 36” wheelchair areas dispersed throughout the auditorium.	2	2, 3	N	TBD – up to \$2,500

There are no seats with folding or removable armrests.	802.4	14.2	At least 4 folding or removable armrest seats should be provided. The seats must have the Universal Symbol of Accessibility located on the seats and signage must be posted near the entrance to the auditorium as to the availability of the removable armrest seating.	2	3	I	Up to \$2,000
There also does not appear to the availability of an assistive listening system.	219	14.5	Provide an assistive listening system which has a minimum of 12 receivers with 3 being hearing-aid compatible. Provide signage denoting availability of the ASL system with the International Symbol of Accessibility for Hearing Loss.	2	3	I	Up to \$7,500
There is no accessible route of travel to the stage from the assembly area.	206.2.6	14.6	A vertical lift, inclined wheelchair lift, or ramp must be provided to achieve access to the stage from the assembly area.	2	3	L	Up to \$10,000 +
The stairs to the stage have treads that are ¾" too high.	504.2	27.2	Modify the stairs so the treads are uniform and no more than 7" in height.	2	3	N	\$1,500
The stair railings are 30" to 32" a.f.f. to the top of the gripping surface, which is 2" to 4" too low and which also lack top and bottom extensions.	505.4 505.10	27.4	Modify or replace the railings so they are 34" to 38" a.f.f. to the top of the gripping surface and have top extensions that are 12" parallel to the floor and bottom extensions that are the slope distance of one tread then 12" parallel to the floor.	2	3	N	Up to \$3,000
See Photo Middle 14.							
Library The Library tables (9) have only 26½" of knee clearance.	902.4	35.5	"Block" at least one table to achieve the minimum required 27" of knee clearance.	2	2	I	\$0
The accessible route of travel between stacks, tables, and other fixed objects varies to as little as 30", which does not meet the minimum required 36".	403.5	20.3 12.2.6	Rearrange stacks, tables, etc. to achieve the minimum required 36" clear width.	2	2	I	\$0
Nurse's Office							
The sink has foot pedals only to operate water dispensing.	212 309	32.7	The sink must be replaced or modified such that there are faucets that are operable with a closed fist or loose grip.	2	3	N	Up to \$3,000
The towel dispenser is 49" a.f.f. and the soap dispenser 45" a.f.f., both which are too high for children in Grades 4 – 6.	308	6.5 6.6	Lower the dispensers to a height of no more than 44" a.f.f.	2	3	I	\$0
See Photo Middle 15.							
Faculty Lounge The sink is 2" too high, lacks knee clearance, and has faucets that require pinching and twisting of the wrist.	804.3.2 306.3 309.4	32.2 32.6 32.7 39.5	Modify the counter and sink so that the counter/sink is no more than 34" a.f.f. and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. Replace the existing faucets with lever style faucets.	2	3	N	Up to \$1,500
The towel dispenser is 48" a.f.f. over a 24" wide counter, which is 4" too high.	308	6.5 6.6	Lower the dispenser to a height of no more than 44" a.f.f.	2	2	I	\$0
See Photo Middle 16.							
Class Room Sinks The following class rooms have sinks that are 2" too high and lack knee clearance: <ul style="list-style-type: none"> Rooms #23, #16, #4 (3 sinks) 	606	12.4 12.2	Modify the counters and sinks so that the counters/sinks are no more than 34" a.f.f. and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. Only 1 sink is required to be modified in Room #4.	2	3	N	Up to \$10,500
Note: Sinks in class rooms #18, 19,							

<i>and 20 are 2" too high, lack knee clearance, and have faucets that require pinching and twisting of the wrist. The sinks are no longer in service and no further action is required unless the sinks are put back into service.</i>							
<u>Classrooms and Rooms</u>							
<u>Phones</u> Phones in rooms and classrooms are up to 12" too high for adults.	308	6.5 6.6	Lower phones only as necessary due to a reasonable accommodation request.	2	2	L	TBD
<u>Pencil Sharpeners</u> Pencil sharpeners are up to 6" too high for students Grades 4 - 6.	308.1	6.5 6.6	Lower the pencil sharpeners so they are no more than 44" a.f.f. to the operating mechanism.	2	2	I	\$0
<u>Dispensers</u> The towel dispenser is up to 4" too high for students Grades 4 – 6 in Room #16.	308.1	6.5 6.6	Lower the towel dispenser so that it is no more than 44" a.f.f. to the operating mechanism.	2	2	I	\$0
<u>Tables and Seating</u> The 13 tables in class room #18 have only 23¼" of knee clearance.	902.4	35.5 35.6	Modify at least one table by "ripping" the apron to achieve the minimum required knee clearance.	2	2	I	\$0
<u>Administrative/Main Office Men's and Women's Bathrooms</u> The Administrative/Main Office Men's and Women's Bathrooms are both roughly 67" x 56" and are wholly non-compliant. There is only 27" to 27½" of doorway clear width. The mirrors are 14½" too high and the towel dispensers are up to 10½" too high. Sink piping is not wrapped. The water closets are too low, lack compliant side and front clearances, and lack grab bars. The toilet paper dispensers are too close to the front of the water closets. The bathrooms lack maneuverability for a wheelchair. <i>See Photo Middle 17.</i>	404.2.3 604 308 609 305 606 603	26.5 30.7 30.8 30.9 30.11 30.12	Option #1: Discontinue use of the bathrooms. Option #2: Convert the 2 bathrooms into one unisex accessible bathroom. The bathroom will need to adhere to the standards detailed in Table 1. Adult Bathroom Facilities Compliance Requirements.	3 3	1 3, 4	I L	\$0 Up to \$100,000
<u>Faculty Men's and Women's Bathrooms near Faculty Lounge</u>							
<u>Both Men's and Women's Bathrooms</u> The locking mechanisms are too high and require pinching and twisting of the wrist.	308 309.4	6.5 6.6 39.5	Replace the locking mechanisms with ones that can be operated with a closed fist or loose grip. The locking mechanisms s/b no more than 48" a.f.f.	3	2	I	\$50
There is inadequate doorway clear width.	404.2.3	26.5	Modify the doorways such that there is a minimum of 32" of clear width.	3	3	N	Up to \$3,500
The sink piping is not wrapped or insulated.	606.5	30.9.5	Wrap or insulate the piping.	3	2	I	\$150
The towel dispensers are 9" too high.	308	30.12	Lower the dispensers to a height of no more than 42" a.f.f. to the operating mechanism.	3	2	I	\$0
The mirrors are 12" to 14½" too high.	603.3	30.11	Lower the mirrors to a height of 40" a.f.f. to the bottom of the reflecting surface.	3	2	I	\$0

<p>The stall doors have insufficient clear width, open in, are not self-closing, lack interior and exterior pulls, and have coat hooks that are up to 18½” too high. The water closets have only 24” to 25” of far side clearance.</p> <p>The toilet paper dispensers are too close to the front of the water closets.</p> <p>The water closets lack grab bars.</p> <p><u>Men’s Only</u> The flush control is on the wrong side.</p> <p>See Photo Middle 18.</p>	<p>604.8 308 604.3</p> <p>604.7</p> <p>604 609</p> <p>604.6</p>	<p>30.6 30.7.2</p> <p>30.7.6</p> <p>30.8</p> <p>30.7.5</p>	<p>Modify/replace the stalls and stall doors such that there is 32” door clear width. The doors should open out, fully self-close, have interior and exterior pulls, and coat hooks that are no more than 48” a.f.f. It may be necessary to remove the stall partitions to achieve the minimum required far side water closet clearance resulting in the bathroom becoming a single user bathroom.</p> <p>The toilet paper dispensers s/b a minimum of 7” and a maximum of 9” in front of the water closet measured to the centerline of the dispenser and at least 24” a.f.f.</p> <p>Install 42” long side and rear grab bars at a height of 33” to 36” a.f.f. to the top of the gripping surface. The rear grab bar s/b no more than 6” from the interior corner and the side grab bar no more than 12”.</p> <p>Reverse the flush control so it is on the wide or approach side.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>3</p> <p>2</p> <p>2</p> <p>3</p>	<p>3</p> <p>I</p> <p>I</p> <p>N</p>	<p>TBD</p> <p>\$0</p> <p>Up to \$600</p> <p>Up to \$350</p>
<p><u>Faculty Men’s and Women’s Bathrooms near Classroom Wings</u></p> <p><u>Both Men’s and Women’s Bathrooms</u> There is inadequate doorway clear width.</p> <p>The sink piping is not wrapped or insulated.</p> <p>The towel dispensers are 4” to 6” too high.</p> <p>The mirrors are 15 too high.</p> <p>The water closets have only 16” – 17” near wall clearance, 16” to 25” far wall clearance, and 34” clearance in front of the water closets. In addition, the water closets are ½” to 1½” too low.</p> <p>The water closets lack grab bars.</p> <p><u>Women’s Only</u> The stall door is only 24” wide, opens in and not out, and lacks pull devices.</p> <p>See Photo Middle 19.</p>							
<p>404.2.3</p> <p>606.5</p> <p>308</p> <p>603.3</p> <p>604.2 604.3 604.4</p> <p>604 609</p> <p>404.2 604.8</p>	<p>26.5</p> <p>30.9.5</p> <p>30.12</p> <p>30.11</p> <p>30.7.2 30.7.3</p> <p>30.8</p> <p>30.6</p>	<p>Modify the doorways such that there is a minimum of 32” of clear width.</p> <p>Wrap or insulate the piping.</p> <p>Lower the dispensers to a height of no more than 42” a.f.f. to the operating mechanism.</p> <p>Lower the mirrors to a height of 40” a.f.f. to the bottom of the reflecting surface.</p> <p>Water closets must have 18” o.c. near wall clearance, 42” o.c. far wall clearance, and 42” of clearance in front of the water closet.</p> <p>Install 42” long side and rear grab bars at a height of 33” to 36” a.f.f. to the top of the gripping surface. The rear grab bar s/b no more than 6” from the interior corner and the side grab bar no more than 12”.</p> <p>Stall doors must be at least 32” wide, open out, and have pull devices on both sides of the door.</p> <p><i><u>Comment:</u> The bathrooms have limited clearance and maneuverability. Bathrooms will need to be reconfigured and possibly expanded in order to achieve the minimum required maneuverability and water closet clearances.</i></p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>3</p> <p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>3, 4</p>	<p>N</p> <p>I</p> <p>I</p> <p>I</p> <p>L</p> <p>L</p> <p>L</p>	<p>Up to \$7,500</p> <p>\$150</p> <p>\$0</p> <p>\$0</p> <p>See Comment Below</p> <p>See Comment Below</p> <p>See Comment Below</p> <p>TBD – up to \$100K+</p>	
<p><u>Student Bathrooms</u> The Grades 4 – 6 Student Bathrooms are substantially non-compliant with varying levels of non-compliance including doors with excessive operating forces and too fast closing speeds, sinks that are too high: sink</p>	<p>703.4 404.2.8 404.2.9 404.2 604 308</p>	<p>41 26.5 26.8 26.9 30</p>	<p>The bathrooms will need to be modified in accordance with the standards detailed in Table 2. Ware Middle School Student Bathrooms.</p>	<p>3</p>	<p>2, 3</p>	<p>N</p>	<p>TBD - up to \$75,000+</p>

<p> piping that is not wrapped or insulated; locking mechanisms that require pinching or twisting of the wrist; dispensers, coat hooks, mirrors, and light switches that are too high; stall doors that open in, are not self-closing, and lack pull devices; improperly mounted toilet paper dispensers; water closets that are too high, have flush controls on the wrong side, and do not meet setback requirements; the lack of grab bars or grab bars that are too high; urinals that are too high; and door widths that are too narrow, among other areas of non-compliance. The items of non-compliance and required standards are detailed in Table 2: Ware Middle School Student Bathrooms. See Photos Middle 20, 21, 22, 23, and 24. </p>	<p> 609 306 606 605 603 </p>						
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TBD - Up to \$406,550+

TABLE 1. ADULT BATHROOM FACILITIES COMPLIANCE REQUIREMENTS

2010 ADAAG		MAAB 521 CMR		
Entrance and Stall Doors				
Signage	703.4	Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Latch side of door. See exceptions.	41.1	Latch side of door; approach w/in 3"; 60" a.f.f. to centerline of sign.
Hardware	404.2.7	Operable with a closed fist or loose grip	26.11.1	Operable with one hand; roughened surface for hazard areas (26.11.4).
Hardware height	404.2.7	34" to 48" a.f.f.	26.11.2	36" to 48" a.f.f.
Door closing speed	404.2.8.1	5 sec. min. form 90 degrees to12 degrees from the latch.	26.9	At least 6 seconds.
Door opening force	404.2.9	Interior hinged / sliding/folding-5 lbs	26.8.1	Exterior hinged-15 lbs; interior hinged / sliding/folding-5 lbs.
Doorway width	404.2.3	Clear width of 32" minimum.	26.5	Clear opening of 32" min.
Threshold	404.2.5	Not > ½" high. Raised thresholds comply with 302 and 303 (between ¼" and ½" s/b beveled w/slope no > 1:2(50%)).	26.10	Not > ½" high, beveled w/no > 1:2 slope. Sliding door thresholds not > ¾" high and beveled w/no > 1:4 slope.
Handrails - clearance	505.5	1 ½" minimum.	27.4.7	1 ½" from wall. Recessed if max 3"recess and 18" above handrail.
Single User Toilet Room				
Door	213 404.2.3 603.2	In-swing allowed if min. 30"x48" c.f.s. beyond swing of the door (603.2). 32" min. clear width (404.2.3).	30.4	In-swing allowed if self closing device and min. 30"x48" c.f.s. beyond swing of the door.
Clear floor space	604.3.1	60" x 56" minimum.	30.5, 6.3	Clear floor space required (30.5); 60" diameter or a 36" x 60" "T" (6.3).
Toilet Stalls				
# standard accessible stalls	213.3.1	At least one.	30.6	One must be provided
# alternate accessible stalls	213.3.1	If 6 or > stalls/urinals at least one alternate accessible stall must ALSO be provided	30.6	If 6 or > stalls at least one alternate accessible stall must ALSO be provided
Standard Accessible Stall				
Size	604.8.1.1	60" wide x 56" deep for wall hung water closets; 60" wide x 59" deep for floor mounted water closets.	30.6.1	60" wide x 72" deep.
Water closet location	604.2	On rear wall.	30.6.1	On 60" wall.
Door width	404.2.3	32" minimum clear opening, swings out.	30.6.1	32" clear opening, swings out or slides
Door hinge and closing	604.8.1.2 404.2.7	Self-closing hinge; pull device on both sides (604.8.1.2); operable parts 34" min. to 48" max. a.f.f. (404.2.7).	30.6.1	Self-closing hinge; pull device on both sides; lock at approx. 36" a.f.f.
Door swing	404.2	Door must swing out.	30.6	Door must swing out or slide.
Latch side clear space	604.8.1.2	42" min. clear space for side approach to door; door opening s/b 4" max. on side wall or partition farthest from water closet. If door on side, opening s/b 4" max. from front partition.	30.6.1	18" clear space on latch side of door.
Coat hook	603.4 308	Forward (308.2)/side (308.3) reach 15" to 48" max. a.f.f.	30.6.1	Max. 54" a.f.f.
Grab bar location	604.5	Provided on side wall closet to water closet and rear wall. Side wall bar 42" long, 12" max. from rear wall and extending 54" min. from rear wall. Rear wall bar s/b 36" long min. and extend from center of water closet 24" min on transfer side and 12" min on opp. side.	30.8	2 grab bars, 42" long, 1 on back wall above water closet, one on side wall closet to water closet. See Grab bars.

Water Closets				
Clear floor space (no stall)	NA	NA (Stall 60" wide x 56" deep)	30.7.1	30" x 48"(sink); 72" min. between front/rear walls
Location	604.2	Centerline s/b 16" to 18" max from nearest sidewall, except that water closet s/b 17" min to 19" max from the side wall in an ambulatory accessible compartment.	30.7.2	Centerline s/b 18" from nearest sidewall, at least 42" from farthest sidewall, and 42" clearance from front of water closet to nearest wall/fixture
Height	604.4	17"-19" a.f.f. to top of seat.	30.7.3	17"-19" a.f.f. to top of seat.
Flush control	604.6 308	Hand operated or mounted (604.6). 15" min. to 48" max reach range (308). .	30.7.5	Mounted on wide side no > 44" a.f.f.
Toilet paper dispensers	604.7 309.4	7" min and 9" max in front of water closet measured to centerline of dispenser. Outlet s/b 15" min and 48" max a.f.f. S/not be behind grab bars and be a continuous flow (604.7). Minimum 1½" clearance below the grab bar. Operable parts per 309.4.	30.7.6	Mounted on side wall closest to toilet, centerline of roll s/b min. of 24" a.f.f.
			30.8.5	Dispensers shall not be mounted above grab bars.
Grab Bars				
Grab bar location	609.4 604.5	See Standard Accessible Stalls.	30.8.1	Side grab bar s/b no >12" from interior corner; rear grab bar s/b no > 6" from interior corner.
Grab bar height	609.4	33" – 36" a.f.f. to top of gripping surface.	30.8.2	33" – 36" a.f.f.; tank/flushometer variances of height and length.
Grab bar thickness	609.2	Circular x-sect. outside diameter 1¼ " min. to 2" max.; Non-circular x-sect. 2" max. and perimeter of 4" min. and 4.8" max.	30.8.3	1 ¼" – 1 ½" diameter.
Grab bar material	NA	NA	30.8.4	Non-rusting, acid-etched or roughened.
Spacing	609.3	1 ½" between wall & grab bar. Space between grab bars & projecting objects above s/b 12" min.	30.8.3	1 ½" between wall and grab bar. Nothing mounted above.
Sink				
Clear floor space	606.2 305	Forward approach clear floor space of 30"x48"(305.3).	30.9.1 6.3	60" diameter, no more than 19" underneath the sink. 30"x48" forward approach.
Height	606.3	Rim no > 34" a.f.f.	30.9.2	Rim no > 34" a.f.f. Sink min. 17" from wall to front of the sink.
Knee clearance	306.2 306.3	Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2).	30.9.3	27" min. from floor to underneath; 8" from front to back (deep). Minimum of 9" of toe clearance. Toe clearance as part of c.f.s. a max. of 6" of the 48" of c.f.s. may extend into the toe space.
Depth	NA	NA	30.9.4	Not > 6 ½".
Piping	606.5	Insulated, protected, no sharp/abrasive surfaces.	30.9.5	Recessed, insulated or guarded.
Faucets	606.4 309	Operable w/one hand w/max 5 lbs force required (309). Metering faucets must be open 10 secs min (606.4).	30.9.6	Operable w/one hand. If self-closing valves, must be open min. 10 seconds
Urinals				
Required #	213.3.3	Where more than 1 urinal provided, at least one s/b accessible.	30.10	If one or more urinals, at least one must be accessible.
Height	605.2	Stall or wall hung; rim maximum of 17" a.f.f.; 13½ " deep from outer face of rim to back of fixture.	30.10.1	Stall or wall hung; elongated rim; maximum of 17" a.f.f.
Clear floor space	605.3 305	Forward approach clear floor space of 30"x48" (305.3).	30.10.2 6.3	Front approach 30"x48" and 60" diameter turning radius (6.3); 29" clearance between urinal shields (30.10.2).
Flush control	605.4 308 309	Hand operated or automatic (309.4); 15" min – 48" max a.f.f. reach range (308).	30.10.3	Hand operated, automatic; no > 44" a.f.f.

Mirror				
Height	603.3	If over lavatory/countertop, bottom of mirror reflecting surface no > 40" a.f.f.; if not over lav/counter no > 35" a.f.f. if full length, top s/b 74" min a.f.f.	30.11	Bottom of mirror reflecting surface no > 40" a.f.f.
Dispensers				
Location	205	S/b located on an accessible route.	30.12	One of each device w/in zone of reach
Operation	309.4	Operable w/one fist; no > 5 lbs force.	30.12 39.5	Operable w/one fist; no > 5 lbs force (39.5).
Height	308.2 308.3	Side (308.3) and forward (308.2) reach 15" – 48" a.f.f.	30.12	42" max. a.f.f.
Protruding Objects	307.2	No more than 4" into accessible route between a height of 27" to 80" a.f.f.	20.6.1	No more than 4" into accessible route between a height of 27" to 80" a.f.f.
Controls and Receptacles				
Location	205	S/b located on an accessible route.	30.13 39.00 6.5, 6.6	One of each on an accessible route (30.13); all controls s/b at least 18" from an interior corner (39.00); forward reach 15"–48" a.f.f. (6.5); side reach 9"–54" (6.6).
Height	308.2 308.3	Side (308.3) and forward (308.2) reach 15" – 48" a.f.f.	6.5, 6.6	Forward reach max. of 48" a.f.f. Side reach max. of 54" a.f.f..
Operation	309.4	Operable w/one fist; no > 5 lbs force.	30.13 39.5	Operable w/one fist; no > 5 lbs force (39.5).
Clear floor space	305	Forward approach clear floor space of 30"x48" (305.3).	6.4 39.2	Minimum 30"x48" (6.4, 39.2).
Signage				
Location	703.4	Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Latch side of door. See exceptions.	41.2.1	Wall adjacent to latch side of door or nearest adjacent wall. Reach allowance s/b within 3" of signage.
Height	703.4	Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character.	41.2.2	60" a.f.f. to centerline of sign.
Character proportion	703.5.4	Characters s/b selected from fonts where the width of the uppercase letter "O" is 55% min and 110% max of the height of the uppercase letter "I".	41.3	Width to ht. (3:5-1:1) and stroke-width- height (1:5-1:10).
Character height	703.5.5	Sized according to viewing distance. See Table 703.5.5.	41.4	Sized according to viewing distance.
Brailled characters	703.3 703.4	Grade 2 Braille. Domed or rounded shape (703.3). See Table 703.3.1 for Braille dimensions. Height (703.4).	41.5	Letters/numbers raised 1/32"; upper case; Grade 2 Braille; raised characters 5/8" but no > 2".

TABLE 2. MIDDLE SCHOOL STUDENT BATHROOM AREAS OF NON-COMPLIANCE AND REQUIRED SPECIFICATIONS

Compliance Item	Girl's BR Near Faculty Lounge	Boy's BR Near Faculty Lounge	Boy's BR Near in Classroom Wing	Girl's BR Near in Classroom Wing	Accessible Bathroom	Nurse's Bathroom
Entrance door width at least 32"	No – 27½"	No – 27"				No – 28"
Tactile signage	No	No	No	No	Yes	No
Tactile signage on latch side					No – on door	
Signage has Univ. Symbol of Access					Yes	
Light switch not > 36" a.f.f.	No – 51"	No – 49"			No – 43"	No – 50"
Sink not > 30" at rim/counter	No – 31"		No – 33"	No – 33"	No – 32"	No – 31"
Sink at least 27" knee clearance						
Sink piping insulated	No	No	No	No	No	No
Mirror not > 31" a.f.f.	No – 43"	No – 43"	No – 40"	No – 54¾"	No – 40¾"	No – 54½"
Soap not > 36" a.f.f.	No – 43"	No – 44½"	No – 38"	No – 39½"	No – 38¾"	No – 38"
Towel not > 36" a.f.f.	No – 54"	No – 50½"	No – 47"	No – 52"	No – 42"	No – 52"
Urinal not > 17" a.f.f.		22½" + 23"				
Stall door opens out not in	No	No	No	Yes		
Stall door is self-closing	No	No	No	No		
Stall door has interior pull	No	No	No	No		
Stall door has exterior pull	No	No	No	Yes		
Stall door has 32" clear width	No – 22½"	No – 22½"				
Coat hook is not > 36" a.f.f.	None	None	76"	73½"	None	74"
Toilet 15" - 17" o.c. near	19"	18¾"		16"	18½"	16"
Toilet at least 42" o.c. far	14½"	16"	Yes	Yes	Yes	25"
Toilet at least 42" front	32"	29"	Yes	Yes	Yes	Cabinet restricts to 29½"
Toilet 15"-18" a.f.f. rim	Yes	Yes	Yes	No – 18½"	No 19¾"	Yes
Flush valve on approach side	Yes	Yes	No	Yes	Yes	Yes
TP dispenser 7"-9" o.c. to front	No – 0"	No – 0"	No – 1"	No – 2"	No – 0"	No – 4"
TP dispenser 17"-19" a.f.f.	No – 37"	No – 36"	No – 40" over grab bars	No – 42" over grab bars	No – over grab bars	No –over grab bars
TP dispenser mounted on side wall	Yes	Yes	Yes	Yes	Yes	Yes
TP dispensers below grab bars	Yes	Yes	No	No	No	No
Side grab bar 42" long	None	None	Yes	Yes	Yes	Yes
Rear grab bar 42" long	None	None	Yes	Yes	Yes	No -36"
Side grab bar 25"-27" a.f.f.	None	None	No – 30¾"	No – 30¾"	No – 36¾"	No – 36½"
Rear grab bar 25"-27" a.f.f.	None	None	No – 30¾"	No – 30¾"	No – 36¾"	No – 36¾"
Side grab bar 6" max from interior corner	Yes	Yes	Yes	Yes	Yes	Yes
Rear grab bar 6" max from interior corner	Yes	Yes	Yes	Yes	Yes	Yes
Other					Locking mechanism requires pinching and twisting	

Ware Middle School Accessibility Assessment Photos



Photo Middle 1



Photo Middle 2



Photo Middle 3

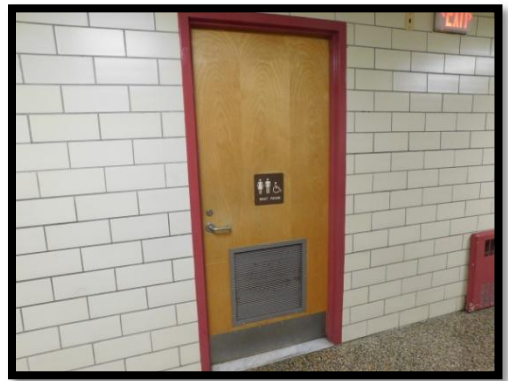


Photo Middle 4

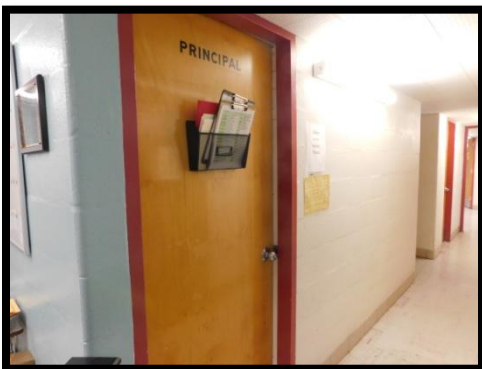


Photo Middle 5

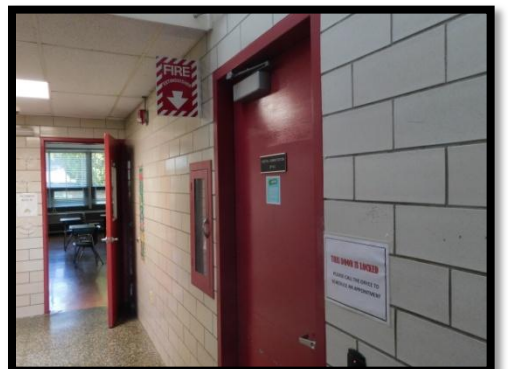


Photo Middle 6



Photo Middle 7

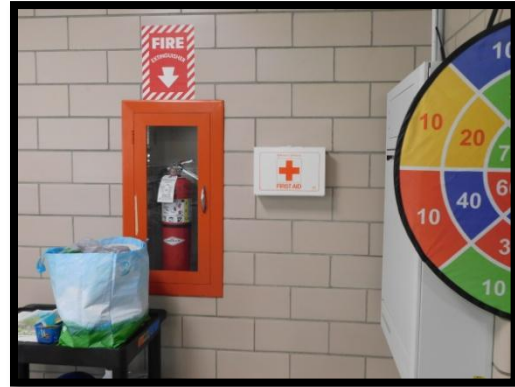


Photo Middle 8



Photo Middle 9

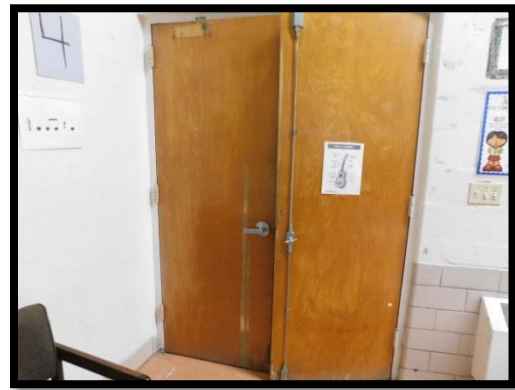


Photo Middle 10



Photo Middle 11

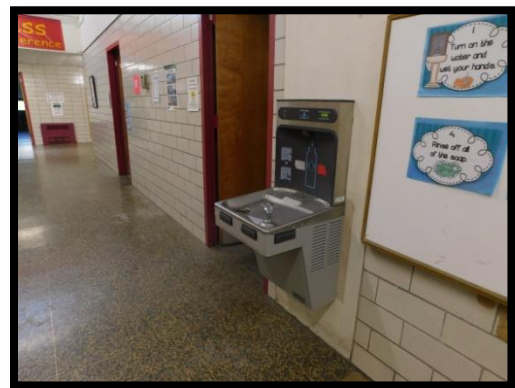


Photo Middle 12

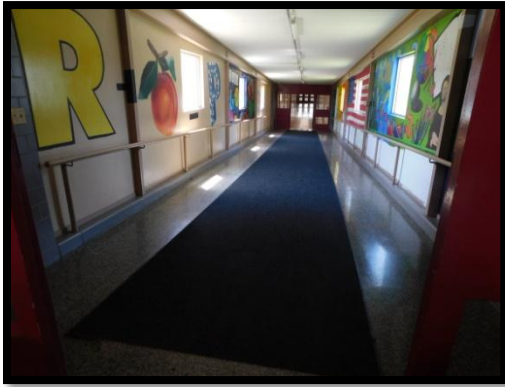


Photo Middle 13



Photo Middle 14



Photo Middle 15



Photo Middle 16



Photo Middle 17



Photo Middle 18



Photo Middle 19



Photo Middle 20

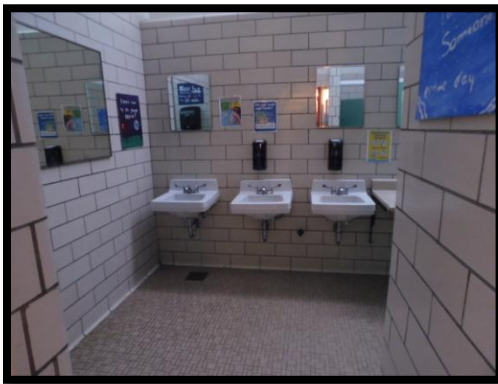


Photo Middle 21



Photo Middle 22



Photo Middle 23



Photo Middle 24

WARE JUNIOR/SENIOR HIGH SCHOOL

Description of Facility: The Ware Junior/Senior High School is a 2-story masonry and wood structure housing approximately 497 students from grades 7 - 12. The building was constructed in 1998 and totals approximately 112,000 s.f.



Responsible Party: Select Board and School Committee.

2010 ADA Standards and 521 CMR Standards for Children: ADA differentiates according to age level whereas 521 CMR differentiates according to grade level. In both cases, adult standards apply to all areas of the Ware Junior/Senior High School.

General Description or Obstacle Which Limits Mobility or Access:

Designated Accessible Parking

One of the 2 designated accessible parking spaces lack signage with the other space having signage that is 3" too low. The "van accessible" designated space is not van accessible as the access aisle is only 5 feet wide.

The designated accessible parking for the auditorium is not van accessible although the access aisle nearly qualifies as van accessible with a 7 foot 5 inch wide access aisle. The signage is 18" too low.

The rear side accessible parking (4 spaces) has signage that is 16" to 18" too low.

The 2 rear spaces (facing West Street) has signage that is 18" to 19" too low. One space has signage that states it is "van accessible", but it is not as it only has a 5 foot wide access aisle.

Accessible Routes of Travel

The 2 accessible parking spaces and access aisles closest to the entrance lack a designated accessible route of travel to the curb ramp.

The curb ramp at the High School Main Entrance has up to a 1" abrupt change in level surface at the transition from asphalt to the concrete curb ramp.

The Junior High School Main Entrance has up to a ½" abrupt change in level surface at the transition from walkway to level landing. The landing at the Junior High School Main Entrance is only 44½", which is too narrow. The walkway to the level landing has running slopes that vary 5.4% to 5.8% for roughly 15 feet.

The sidewalk from the auditorium entrance to the Junior High School entrance has cross slopes that vary from 2.3% to 6.3% due to settling and deterioration.

The concrete ramp to the painted crosswalk from the accessible parking for the auditorium has a running slope of 8.5% to 9.2% for approximately 9 feet.

The curb ramp to the sidewalk and entrance door from the 2 rear spaces facing West Street has a running slope that varies from 9.8% to 10.6%, which exceeds the maximum allowed of 8.3%. The landing at the entrance is not level with a 3.5% running slope.

Airphone Buzzers

The High School Main Entrance airphone buzzer is 50¾" a.f.f., which is 2¾" too high.

High School and Junior High School Common Areas and General

Interior and exterior doors with closers have operating forces and closing speeds which exceed that allowed. Rooms lack tactile designation signage. Some common areas, offices, and classrooms have dispensers, light switches coat hooks, pencil sharpeners, telephones, and other items that are not within reach range. Some items such as defibrillators, sanitizers, etc. serve as protruding objects. Towel dispensers throughout the building have operating mechanisms that require pinching and twisting of the wrist. Some doors have glass panes that exceed the maximum height of 43" under the 2010 ADA Standards.

Typically the desks and tables in regular classrooms did meet knee clearance and table/desk top height requirements, but in those instances where they did not the tables/desks could be adjusted and raised as needed or adjustable/compliant desks could be brought into a classroom to address an accommodation. Specialized classrooms such as science labs do not meet accessibility requirements for tables and desks.

The elevator lacks a tactile star on the elevator door jambs on the main level. The controls in the interior of the cab incorrectly have a tactile star at the lower level (Level 1) control and not at the Level 2/Main Level control.

Interior Ramps

The running slope of the ramp on the Main/Level 2 has a roughly 10 foot segment that varies from 8.4% to 9.4%. In addition, the upper ramp railings are mostly 33" to 33¾" a.f.f. to the top of the gripping surface, which is too ¼" to 1" too low.

The running slope of the ramp on the Lower/Level 1 varies from 8.4% to 9.4%. In addition, the upper ramp railings are mostly 33¾" a.f.f. to the top of the gripping surface, which is too ¼" too low.

Drinking Fountains

With the exception of the Boy's and Girl's Team locker rooms, the drinking fountains throughout the building are "low" only.

Cafeteria

The dining tables in the Cafeteria provide only 26¼" of knee clearance.

Auditorium

The roughly 413 seat auditorium only has level areas for wheelchairs at the mid segment of the auditorium. Potential rear and front level areas have audio-visual equipment in the spaces. There are no removable armrest seats, no accessible route to the stage from the assembly area, and no evidence of an assistive listening system. The stairs (2) from the assembly area to the stage have only one railing and lack a bottom extension.

Kiva/Lecture Hall

There is no accessible route of travel to the hall's seating and tables. The type of fixed seating does not allow for wheelchair use.

Library

The 17 rectangular tables and 3 round tables have only 26" of knee clearance. The 3 study carrels have only 24" of knee clearance.

Administrative Office

The reception counter is too high.

Specialized Classrooms

The science classrooms (#175, 178, 180, 181) have 6 work tables that are 2½" too high. The emergency shower pull chains are up to 4" too high. The emergency eyewash stations are not easily useable for a person in a wheelchair.

Classroom #129 has 6 work tables with only 23¼" of knee clearance.

Classroom #152 has a sink with no knee clearance.

Classroom #166 has 3 tables that are 37½" high with no knee clearance, 2 tables that are 43¼" high with no knee clearance, a sink that is 36" high with no knee clearance and a towel dispenser with an operating mechanism that requires pinching and twisting of the wrist.

Classroom #169 has 2 tables that are 43½" high with no knee clearance, 1 table that is 34" high with no knee clearance, a sink that is operable only by a foot pedal, and eyewash bottle kits that are 60" a.f.f., which is 12" too high.

Locker Rooms

There are 4 separate locker rooms – Boy's Team Locker Room, Boy's PE Locker Room, Girl's Team Locker Room and Girl's PE Locker Room.

The Boy's Team Locker Room has a "high only" drinking fountain that is not in service but is a protruding object at 33½" a.f.f. with a 19½" protrusion. An air dryer is also a protruding object at 40" a.f.f. with a 7" protrusion. One of the 2 accessible showers lack a seat whereas the other lacks a grab bar. The grab bars are ¼" too high. The benches are 1½" too low and 10½" too narrow.

The Boy's PE Locker Room has an air dryer that is a protruding object at 40" a.f.f. with a 7" protrusion. . The benches are 1½" too low and 10½" too narrow.

The Girl's Team Locker Room has a "high only" drinking fountain that is not in service but is a protruding object at 33¼" a.f.f. with a 19¼" protrusion. An air dryer is also a protruding object at 40¾" a.f.f. with a 7" protrusion. The shower grab bars are ½" too high. There are no benches.

The Girl's PE Locker Room has a "low" only drinking fountain with piping that is not insulated. The drinking fountain is not in service. The drinking fountain is also a protruding object at 28" a.f.f. with a 29½" protrusion. The shower grab bars are ¼" too high. There are no benches.

According to school personnel the showers are either not in service or not used.

Staff and Student Bathrooms

The bathrooms have varying areas of non-compliance including coat hooks, and dispensers that are too high. In some cases coat hooks are missing. Sink piping is not wrapped with some faucet levers broken, thereby requiring pinching and twisting of the wrist to operate. Accessible stalls have doors that are not self-closing, open in and not out, and lack interior and/or exterior pull devices. Towel and toilet paper dispensers are located over the grab bars. Grab bars are too far from the interior corner and are too high. A number of the water closets are too far or too closer the near wall. Some water closets have the flush control on the wrong side. Some of the bathrooms have air dryers, towel dispensers, and shelves that serve as protruding objects. Some of the staff bathrooms have sliding curtains that restrict use of the grab bars.

Kitchen

The kitchen area itself has numerous elements of non-compliance (dispenser reach range, sink knee clearance, sink knee height, sink knee depth, sink piping not wrapped, non-compliant clear widths, etc.). As these areas are closed to the public and require personnel who must meet certain physical requirements to perform the essential functions of their position, unless dictated by a request for a reasonable accommodation, no further action is required at the present time.

In addition, the staff bathrooms have sink piping that is not wrapped, towel and toilet paper dispensers that are located over the grab bars, towel dispenser operating mechanisms that require pinching and twisting of the wrist, air dryers that serve as protruding objects, reduced water closet front clearance due to fixed objects, and grab bars that are too far from the interior corners and too high.

Ware Junior/Senior High School Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
<p>Designated Accessible Parking</p> <p>One of the 2 designated accessible parking spaces lack signage with the other space having signage that is 3" too low. The "van accessible" designated space is not van accessible as the access aisle is only 5 feet wide.</p> <p>The designated accessible parking for the auditorium is not van accessible although the access aisle nearly qualifies as van accessible with a 7 foot 5 inch wide access aisle. The signage is 18" too low.</p> <p>The rear side accessible parking (4 spaces) has signage that is 16" to 18" too low.</p> <p>The 2 rear spaces (facing West Street) has signage that is 18" to 19" too low. One space has signage that states it is "van accessible", but it is not as it only has a 5 foot wide access aisle.</p> <p>See Photos High School 1, 2, and 3.</p>	208 502	23	<p>Provide signage for each accessible space that is a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Signage must also be reset so not leaning</p> <p>Van accessible spaces should have a 8' wide parking space with a 8' wide access aisle or an 11' wide parking space with a 5' wide access aisle. Non-complaint spaces s/b repainted and striped.</p>	1	2	I	\$250
<p>Exterior Accessible Routes of Travel</p> <p>The 2 accessible parking spaces and access aisles closest to the entrance lack a designated accessible route of travel to the curb ramp.</p> <p>The curb ramp at the High School Main Entrance has up to a 1" abrupt change in level surface at the transition from asphalt to the concrete curb ramp.</p> <p>The Junior High School Main Entrance has up to a ½" abrupt change in level surface at the transition from walkway to level landing. The landing at the Junior High School Main Entrance is only 44½", which is too narrow. The walkway to the level landing has running slopes that vary 5.4% to 5.8% for roughly 15 feet.</p> <p>The sidewalk from the auditorium entrance to the Junior High School entrance has cross slopes that vary from 2.3% to 6.3% due to settling and deterioration.</p> <p>The concrete ramp to the painted crosswalk from the accessible parking for the auditorium has a running slope of 8.5% to 9.2% for approximately 9 feet.</p>	206.2 206.4 403 405	20.1 20.2 22 24	<p>Provide a striped accessible route of travel from the parking spaces to the front entrance curb ramp.</p> <p>Grind the concrete to eliminate the abrupt change in level surface.</p> <p>Grind the concrete to eliminate the abrupt change in level surface. Reconstruct the walkway and level landing such that the walkway slopes do not exceed 5.0% and the landing is at least 5 feet deep and with a slope of no more than 2.0% in any direction.</p> <p>Reconstruct the sidewalk such that the cross slopes do not exceed 2.0%.</p> <p>Reconstruct the ramp such that the running slopes do not exceed 8.3% with paired railings in accordance with S.405 of the 2010 ADA Standards and S. 24 of 521 CMR.</p>	1 1 1 1	2 2 2,3 3 3	N N N N	<p>\$250</p> <p>\$0</p> <p>Up to \$2,000+</p> <p>Up to \$7,500</p> <p>Up to \$5,000</p>

<p>The curb ramp to the sidewalk and entrance door from the 2 rear spaces facing West Street has a running slope that varies from 9.8% to 10.6%, which exceeds the maximum allowed of 8.3%. The landing at the entrance is not level with a 3.5% running slope.</p> <p>See Photos High School 4, 5, 6, and 7.</p>			Reconstruct the walkway and level landing such that the walkway slopes do not exceed 8.3% and the landing is at least 5 feet deep with a slope of no more than 2.0% in any direction. The segment of walkway between 5.0% and 8.3% must have with paired railings in accordance with S.405 of the 2010 ADA Standards and S. 24 of 521 CMR.	1	3	N	Up to \$5,000
<p>Airphone Buzzer</p> <p>The High School Main Entrance airphone buzzer is 50½" a.f.f., which is 2¾" too high under the 2010 ADA Standards.</p>	308.2 308.3	6.5 6.6	Lower the airphone buzzer to a height of no more than 48" a.f.f.	1	3	I	Up to \$500
<p>Exterior and Interior Doors</p> <p>Exterior and interior doors with closers (including bathrooms) do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.), interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR.</p>	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 3	2	I	\$0
<p>Door Signage</p> <p>Tactile designation signage is not provided at the following locations:</p> <p><u>Main Level/Level 2</u></p> <ul style="list-style-type: none"> • Janitor's closet • Vice Principal • Keva Ctr/Lecture Hall • Storage room off library • Storage to elevator • At elevator to kitchen • #225 • 2 mechanical closets at top of ramp • Door to kitchen near stair 2 • Music Room interior doors (5) • Door to 208F from Music • Door to stage from Music • Door to office from kitchen • Library interior rooms (3) • Library exit to classroom • IT door • Admin/Guidance interior doors (12) • Janitor's closet near bathroom • Faculty Lounge • Utility closets (2) by #257 • Electrical vault door #9 • Classrooms #276 and # 266 interior doors <p><u>Lower Level/Level 1</u></p> <ul style="list-style-type: none"> • Janitor's across from bathrooms • Electric vault doors (7) • Utility closets (2) near #167 	703	41.1	<p>Install, replace, and/or relocate accessible compliant designation signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).</p> <p>Signage must properly identify the current use of rooms and offices.</p> <p>If items (paper, etc.) are blocking signage, they must be removed.</p>	2	2	I	Up to \$4,500

<ul style="list-style-type: none"> • Closet w/double doors next to elevator machine room • 2 doors next to elevator • Utility closet near bathrooms/elevator • Gym storage across from bathrooms • Storage next to electrical vault door #6 • Room/storage next to #101A • Double doors to gym by #126 • Maintenance and 2 utility doors by stairs #2 • Classroom #175 storage • Classroom #178 storage • Classroom #180 storage • Classroom #181 storage (2) • <p>In addition:</p> <ul style="list-style-type: none"> • There is no signage at any of the egress doors • There is no signage at the pass-through doors between classrooms. • The signage at #227 is 63½" a.f.f. o.c. <p>See Photos High School 8 and 9.</p>							
<p><u>Doors with Glass Panes</u></p> <p>Hallway and room doors have glass panes that vary from 48" to 50" a.f.f. This includes:</p> <ul style="list-style-type: none"> • Double doors at Stair #2 • Double doors at 208G • Music Room (5 doors) • Room 208F interior doors (2) • Room 208F • Gym Double Doors (4 sets) • Gym Single Doors (3 sets) • Double Doors to Exit by #126. <p>See Photo High School 10.</p>	404.2.11	NA	<p>Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f.</p> <p>Frost or block the office/room glass panes.</p> <p>Keep the hallway doors in a fixed or open position.</p>	4	2	I	\$0
<p><u>Protruding Objects</u></p> <p><u>Main Level/Level 2</u></p> <ul style="list-style-type: none"> • AED at Stairs#2 (7" protrusion at 48" a.f.f.) • Sanitizer by Jr. H.S. entrance (5" protrusion at 45¼" a.f.f.) • Room #203 vapor mist humidifier (16" protrusion at 41" a.f.f.) • Sanitizer by #216 (4¾" protrusion at 45¼" a.f.f.) 	307.2	20.6.1	<p><i>Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80".</i></p> <p>Placed fixed objects under all items for cane detection. If the bathroom air dryers are not in operation, they should be removed.</p>	4	2	I	\$0

<p><u>Lower Level/Level 1</u></p> <ul style="list-style-type: none"> • AED at gym (7" protrusion at 43" a.f.f.) • Girl's PE locker room drinking fountain (29½" protrusion at 28" a.f.f.) • Girl's Team locker room drinking fountain (19¼" protrusion at 33¼" a.f.f.) • Boy's Team locker room drinking fountain (19¼" protrusion at 33½" a.f.f.) <p><u>Bathroom Air Dryers</u> Air dryers in the following bathrooms are 7" protrusions at 39" to 46½" a.f.f.: Girl's PE locker room, Girl's Team locker room, Boy's PE locker room, Boy's Team locker room, Kitchen Men's bathroom, Kitchen Women's bathroom, Admin Men's bathroom, Admin Women's bathroom, Admin Nurse bathroom left side, Admin Nurse bathroom right side.</p> <p><u>Bathroom Shelves</u> Shelves in the following bathrooms are 6" protrusions at 57" to 60" a.f.f.: Men's and Women's bathrooms near #152/#153, Women's bathroom by 7/8, Kitchen's Women's bathroom, Admin Women's bathroom.</p> <p><u>Bathroom Towel Dispensers</u> The towel dispenser in the Women's Bathroom by #7/8 is an 8" protrusion at 42" a.f.f.</p> <p>See Photos High School 11, 12, and 13.</p>							
<p><u>Reach Range</u> The following exceed the maximum reach range height for an adult under the 2010 ADA Standards:</p> <p><u>Main Level/Level 2</u></p> <ul style="list-style-type: none"> • AED at Stairs#2 (57" a.f.f.) • Locking mechanism on the door to the stage (61½" a.f.f.) • Sanitizer by Jr. H.S. entrance (45½" a.f.f.) • Cafeteria towel dispenser (52½" a.f.f.) and over an obstruction • Classroom #215 emergency shower pull (52" a.f.f.) • Classroom pencil sharpeners (up to 50" a.f.f.) • Light switches (up to 50" a.f.f.) 	<p>308.2 308.3</p>	<p>6.5 6.6</p>	<p>The maximum reach range is 48" a.f.f. under the 2010 Standards.</p> <p>Items need to be lowered to a height of no more than 48" a.f.f. at the operating/opening/pull mechanism. If over an obstruction of up to 25", then the maximum height for a forward reach is 44" a.f.f.</p> <p>At least 5% of coat hooks and an additional coat rack at heights of no more than 48" a.f.f. s/b provided.</p> <p>Telephones and light switches s/b lowered to no more than 48" a.f.f. as necessary due to a reasonable accommodation request.</p>	<p>2, 4</p>	<p>2</p>	<p>I</p>	<p>\$0 to TBD</p>

<ul style="list-style-type: none"> Room and classroom telephones (up to 52" a.f.f.) The "Occupied" and "Vacant" signs on the Admin Men's and Women's bathroom doors are 16" to 20" too high <p><u>Lower Level/Level 1</u></p> <ul style="list-style-type: none"> AED at gym (52" a.f.f.) Coat rack by gym (57" a.f.f.) First aid kit near #126 (64" a.f.f.) Classroom #169 eyewash bottle kits (60" a.f.f.) Classroom #171 coat hooks (56½" a.f.f.) Classrooms #175, 178, 180, and 181 emergency shower pulls (up to 54" a.f.f.) Classroom #150 towel dispenser (54" a.f.f.) Classroom #152 towel dispenser (50" a.f.f.) Classroom #171 towel dispenser (56" a.f.f.) Classroom #175 towel dispenser (48" a.f.f. over a 24" obstruction) Classroom #178 soap dispenser (51" a.f.f.) Classroom #180 towel dispenser (51" a.f.f.) Classroom #181 towel dispenser (52" a.f.f.) Classroom pencil sharpeners (up to 50" a.f.f.) Light switches (up to 50" a.f.f.) Room and classroom telephones (up to 52" a.f.f.) <p>See Photos High School 14 and 15.</p>							
<p><u>Controls and Receptacles Operation</u></p> <ul style="list-style-type: none"> The locking mechanism on the Main Level door to the stage requires pinching and twisting of the wrist Towel dispensers throughout the building, including the bathrooms, have an operating mechanism that requires pinching and twisting of the wrist Music Room cages are not operable with a closed fist 	309.4	39.5	<p>Replace the locking mechanism with one that can be easily used with a closed fist or loose grip.</p> <p>Replace the towel dispensers with dispensers that have a lever style operation mechanism.</p> <p>At least 5% of the Music Room cages s/b modified to be operated with a closed fist or loose grip</p>	2 2, 3 2	2 2 2	I I I	<p>\$25</p> <p>TBD – up to \$3,400+</p> <p>Up to \$250</p>

or loose grip See Photos High School 16 and 17.							
Drinking Fountains The following are “low” only drinking fountains: <u>Main Level/Level 2</u> <ul style="list-style-type: none"> Near bathrooms (2) Girl’s PE locker room drinking fountain <u>Lower Level/Level 1</u> <ul style="list-style-type: none"> Near bathrooms (2) In Gym In Girl’s PE locker room Girl’s Team locker room drinking fountain Boy’s Team locker room drinking fountain See Photos High School 18 and 19.	211 307 305 306 309 602	36	Drinking fountains must be both “high and low”. Option #1: Discontinue use of the drinking fountains. Option #2: Install adjacent “high or low” fountains as follows: protruding objects compliance of no > 4” protrusion between 27” and 80” a.f.f., the spout height s/b 38” min a.f.f. to 43” max a.f.f. for “high” and no more than 36” a.f.f. for “low”, the controls s/b operable w/one fist and no > 5 lbs force, “low” fountains must have at least 27” of knee clearance, and the water flow height must be at least 4” high.	2 2	2 3	I N	\$0 Up to \$20,000+
Interior Ramps The running slope of the ramp on the Main/Level 2 has a roughly 10 foot segment that varies from 8.4% to 9.4%. In addition, the upper ramp railings are mostly 33” to 33½” a.f.f. to the top of the gripping surface, which is too ¼” to 1” too low. The running slope of the ramp on the Lower/Level 1 varies from 8.4% to 9.4%. In addition, the upper ramp railings are mostly 33½” a.f.f. to the top of the gripping surface, which is too ¼” too low.	405.2 505.4	24.2 24.5	Due to the cost to bring the ramp slopes into compliance, seek a variance to retain the existing ramps. The ramp railings are attached to separate metal brackets that are affixed to the wall. The brackets are positioned in numerous locations along the ramp railings and secured by screws at each bracket. The screws for the brackets to the railing should be slightly backed out and spacers inserted between the bracket and railing to make up the ¼” to 1” in height to bring the railings into compliance with the 34” to 38” a.f.f. height ranges.	1 2	1 2	I I	\$0 Up to \$50
Counters The Administrative Office counter is 42” a.f.f., which is 6” too high.	904.4	7.2	Construct a 36” long by no more than 36” high a.f.f. counter, with a minimum of 27” of knee clearance.	2	2	N	Up to \$300
Auditorium Based on the occupancy of approximately 413 seats, a minimum of 6 wheelchair seating spaces are required and to be dispersed in more than one location. In addition, a minimum of 5 armless or removable armrest seating is required. There is no accessible route to the stage from the assembly area. The stairs (2) from the assembly area to the stage have only one railing and lack a bottom extension.	221 802.4 206.2.6 505	14.2 14.4 14.6 27.4	There appears to be level areas for wheelchairs only at the mid segment of the auditorium. Potential rear and front level areas have audio-visual equipment in the spaces. Remove the audio-visual equipment or other seating to achieve wheelchair seating in 3 dispersed locations. Install a minimum of 5 armless or removable armrest seats. Provide signage near the entrance to the auditorium as to the availability of removable armrest seating. A vertical lift, inclined wheelchair lift, or ramp must be provided to achieve access to the stage from the assembly area. Install and/or modify the stair railings such that the railings comply as follows: Continuous stair railings on both sides of the stairs. Railings s/b between 34” – 38” a.f.f. to the top of the railing, circular or oval in x-section,	2 2 2	2 3 3	I I N I	\$0 Up to \$3,500 Up to \$15,000 Up to \$1,500+

<p>There also does not appear to be the availability of an assistive listening system (ALS) as there is no signage in the assembly area notifying patrons of an ALS. Based on the number of seats, an ALS with a minimum of 17 receivers is required, of which at least 5 are required to be hearing aid compatible.</p> <p>See Photos High School 20 and 21.</p>	219 706	14.5	<p>1¼" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom as feasible (slope distance one tread then 12" parallel to the ground).</p> <p>Provide an assistive listening system which has a minimum of 17 receivers with 5 being hearing-aid compatible. Provide signage denoting availability of the ASL system with the International Symbol of Accessibility for Hearing Loss.</p>	2	3	I	Up to \$10,000
<p>Tables and Seating</p> <p>The dining tables in the cafeteria have only 26¼" of knee clearance.</p> <p>The classroom #129 science room tables (6) have only 23¼" of knee clearance.</p> <p>Classroom #166 has 3 tables/desks that are 37½" high with no knee depth/clearance and 2 tables/desks that are 43¼" high with no knee depth/clearance.</p> <p>Classroom #169 has 1 table/desk that is 34" high with no knee depth/clearance and 2 tables/desks that are 43½" high with no knee depth/clearance.</p> <p>Classroom #215 has 6 lab tables with only 24" of knee clearance.</p> <p>Classrooms #178, 180, and 181 each have 6 lab tables that are 36½" high with 30¼" of knee clearance.</p> <p>The library has 17 rectangular tables and 4 round tables with only 26" of knee clearance and 3 study carrels with only 24" of knee clearance.</p> <p>There is no accessible route of travel to the KIVA/Lecture Hall seating and tables. The type of fixed seating does not allow for wheelchair use.</p> <p>See Photos High School 22, 23, 24, and 25.</p>	226.1 305 306 902.3 403	35 20	<p>5% or at least one table/desk of the seating in each location must have at least 27" of knee clearance, 19" of knee depth, and 30" of clear width.</p> <p>Existing tables/desks s/b modified or new tables/desks provided in each location. A portable compliant desk/table can be purchased to rotate as needed between science labs and specialty rooms.</p> <p>An accessible route of travel to the KIVA/Lecture Hall seating must be provided.</p>	2 2	2 3	I N	<p>\$0 to \$2,000</p> <p>TBD</p>
<p>Classroom Sinks</p> <p>Classroom #152 sink lacks knee clearance. Classroom #169 sink lacks knee clearance and can only be operated using a foot device.</p> <p>See Photos High School 26 and 27.</p>	606.3 306.3	32.7	<p>Modify and/or replace the sinks so that they are no more than 34" a.f.f. at the top and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. Operating mechanisms s/b through the use of a closed fist or loose grip.</p>	4	3	N	Up to \$5,000

The following bathroom faucets with self-closing valves require more than 5lbs. of force to operate: <ul style="list-style-type: none"> Admin Nurse Left 	309	30.9.6	Modify the faucets so they take no more than 5 lbs. of force to operate.	3	2	I	\$0
The following bathroom faucets have levers that are broken requiring pinching or twisting of the wrist to operate: <ul style="list-style-type: none"> Level 2 Boy's by 7/8, Boy's by 152/153, Boy's by 245/246 	309.4	30.9.6	Replace the broken faucets with lever-style operating mechanisms.	3	2	I	Up to \$100
<u>Dispensers</u> The following bathroom "Gritty Foam" dispenser is 15½" too high: <ul style="list-style-type: none"> Men's by #152/153 	308	30.12	Lower the dispensers to a height of no more than 42" a.f.f. to the operating mechanism.	3	2	I	\$0
The following bathroom towel dispensers are to 6" too high: <ul style="list-style-type: none"> Men's by 152/153, Girl's by 152/153, Women's by 152/153, Men's by gym, Women's by gym, L2 Girl's by 7/8, Kitchen Women's, Admin Women, Admin Nurse Left, Boy's by 245/246, Girl's by 245/246 	308	30.12	Lower the dispensers to a height of no more than 42" a.f.f. to the operating mechanism.	3	2	I	\$0
<i>Note: The non-compliant operating mechanism is addressed above under "Controls and Receptacles" operation.</i>							
The following paper towel dispenser are located over the grab bars: <ul style="list-style-type: none"> Men's by 152/153, Women's by 152/153, Men's by gym, Women's by gym, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Men, Admin Nurse Left, Admin Nurse Right, Boy's by 245/246 	NA	30.8.5	Relocate the dispensers so they are not over the grabs.	3	2	I	\$0
<u>Toilet Paper Dispensers</u> The toilet paper dispensers are located over the grab bars or behind the water closet in the following bathrooms: <ul style="list-style-type: none"> Girl's PE lockers, Girl's Team lockers, Boy's Team lockers (behind), Boy's by 152/153, Men's by 152/153, Girl's by 152/153, Women's by 152/153, Boy's by gym, Men's by gym, Women's by gym, Girl's by gym, L2 Boy's by 7/8, Women's by 7/8, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Women, Admin 	604.7	30.7.6 30.8.5	Relocate the toilet paper dispensers so they are 7" to 9" in front of the water closets, at least 24" o.c. a.f.f., and not over the grab bars.	3	2	I	\$0

<p>Men, Admin Nurse Left, Admin Nurse Right, Boy's by 245/246, Girl's by 245/246</p> <ul style="list-style-type: none"> The Boy's PE locker room toilet paper dispenser is 3" too close to the front of the water closet. <p>The toilet paper dispensers are too close to the front of the water closets in the following bathrooms:</p> <ul style="list-style-type: none"> #137 Men's, 254 Women's, 252 Men's <p><u>Water Closets</u></p> <p>Water closets are too near or too far from the near wall in the following bathrooms:</p> <ul style="list-style-type: none"> Girl's PE lockers (14½"), Boy's by #152/153 (20"), Men's by #152/153 (17½"), Women's by #152/153 (17½"), Boy's by gym (19"), Men's by gym (17½"), Women's by gym (17½"), Girl's by gym (19½"), L2 Boy's by 7/8 (21"), Admin Men's (17"), Admin Women's (17") <p>Water closets are too close to the far wall in the following bathrooms:</p> <ul style="list-style-type: none"> Boy's by gym (41"), Girl's by gym (40"), Kitchen Women's (22" due to a cabinet) <p>Water closets have insufficient clearance in the front due to cabinets or chairs in the following bathrooms:</p> <ul style="list-style-type: none"> Men's by gym, Women's by gym, Women's by 7/8, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Women's <p>The water closet flush controls are on the wrong side in the following bathrooms:</p> <ul style="list-style-type: none"> Girl's Team lockers, Boy's PE lockers, Boy's Team lockers, Men's by 152/153, Girl's by 152/153, Men's by gym, Girl's by gym, L2 Girl's by 7/8, Men's by 7/8, Kitchen Women's, Admin Women, Admin Nurse Left, Boy's by 245/246 <p><u>Stall Doors</u></p> <p>The stall doors lack interior pull devices in the following bathrooms:</p> <ul style="list-style-type: none"> Girl's PE lockers, Girl's 	604.2	30.7.2	Modify/relocate the water closets so they are 18" o.c. from the near wall.	3	3	N	Up to \$45,000
	604.3	30.7.2	Modify/relocate the water closets so they are 42" o.c. from the far wall. Remove the cabinet.	3	3	N	Up to \$7,500
	604.3	30.7.2	Remove the chairs and/or cabinets.	3	2	I	\$0
	604.6	30.7.5	Replace the water tanks only or the water closet in entirety such that the flush control is on the wide or open side.	3	2	N	\$2,000 to \$5,000
	604.8	30.6.1	Install interior pull devices.	3	2	I	\$110

Team lockers, Boy's PE lockers, Boy's Team lockers, Boy's by 152/153, Girl's by 152/153, Boy's by gym, Girl's by gym, L2 Boy's by 7/8, Boy's by 245/246, Girl's by 245/246						I	
The stall doors lack exterior pull devices in the following bathrooms: <ul style="list-style-type: none"> Boy's PE lockers, Boy's Team lockers, L2 Boy's by 7/8, L2 Girl's by 7/8, Boy's by 245/246 	604.8.1	30.6.1	Install exterior pull devices.	3	2	I	\$50
<u>Coat Hooks</u> The coat hooks are up to 21" too high in the following bathrooms: <ul style="list-style-type: none"> Boy's Team lockers, Men's by 152/153, Women's by 152/153, Boy's by gym, Girl's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Admin Women, Admin Men, Admin Nurse Left, Admin Nurse Right 	308	30.6.1 6.5 6.6	Lower the coat hooks to no more than 48" a.f.f.	3	2	I	\$0
Stall door coat hooks are missing in the following bathrooms: <ul style="list-style-type: none"> Girl's PE lockers, Girl's Team lockers, Boy's PE lockers, Boy's by 152/153, Girl's by 152/153, Boy's by gym, Girl's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Boy's by 245/246, Girl's by 245/246 	308	30.6.1 6.5 6.6	Install coat hooks at a height of no more than 48" a.f.f.	3	2	I	\$110
Stall doors are not self-closing in the following bathrooms: <ul style="list-style-type: none"> Girl's PE lockers, Girl's Team lockers, Boy's PE lockers, Boy's Team lockers, Boy's by 152/153, Girl's by 152/153, Boy's by gym, Girl's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Boy's by 245/246, Girl's by 245/246 	604.8.1	30.6.1	Modify/adjust the door hinges so the doors fully self-close.	3	2	I	\$0
Stall doors open in and not out in the following bathrooms: <ul style="list-style-type: none"> Boy's PE lockers, Boy's Team lockers, Girl's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Boy's by 245/246 	604.8.1	30.6.1	Reverse the door swings and/or door stops so the doors swing out and not in.	3	2	I	\$0
<u>Grab Bars</u> The side grab bars are up to ½" to 1½" too far from the interior corner: <ul style="list-style-type: none"> Boy's PE lockers, Men's by 152/153, Women's by 152/153, Women's by gym, Girl's by gym, L2 	604.5	30.8.1	Relocate the grab bars so they are no more than 12" from the interior corner.	3	2	I	\$0

<p>Boy's by 7/8, L2 Girl's by 7/8, Women's by 7/8, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Women, Admin Men, Admin Nurse Right, Boy's by 245/246</p> <p>The rear grab bars are up to ½" to 1" too far from the interior corner:</p> <ul style="list-style-type: none"> Boy's by 152/153, Men's by 152/153, Girl's by 152/153, Women's by 152/153, Men's by gym, Women's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Women's by 7/8, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Women, Admin Men, Admin Nurse Right <p>The side grab bars are ¼" to 1" too high in the following bathrooms:</p> <ul style="list-style-type: none"> Girl's PE lockers, Girl's Team lockers, Boy's PE lockers, Men's by 152/153, Girl's by 152/153, Women's by 152/153, Boy's by gym, Men's by gym, Women's by gym, Girl's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Women's by 7/8, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Women, Admin Men, Admin Nurse Left, Admin Nurse Right, Boy's by 245/246, Girl's by 245/246 <p>The rear grab bars are ¼" to 1¼" too high in the following bathrooms:</p> <ul style="list-style-type: none"> Girl's Team lockers, Boy's PE lockers, Boy's Team lockers, Boy's by 152/153, Men's by 152/153, Girl's by 152/153, Women's by 152/153, Boy's by gym, Men's by gym, Women's by gym, Girl's by gym, L2 Boy's by 7/8, L2 Girl's by 7/8, Women's by 7/8, Men's by 7/8, Kitchen Men's, Kitchen Women's, Admin Women, Admin Men, Admin Nurse Left, Admin Nurse Right, Boy's by 245/246, Girl's by 245/246 <p><i>Note: The Men's and Women's by 245/246 are not accessible but Nurse/Admin accessible bathrooms are within close proximity. Signage s/b provided to note the location of the accessible bathrooms.</i></p> <p>See Photos High School 30, 31, and 32.</p>	604.5	30.8.1	Relocate the grab bars so they are no more than 6" from the interior corner.	3	2	I	\$0
	609.4	30.8.2	Lower the grab bars so they are 33" to 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0
	609.4	30.8.2	Lower the grab bars so they are 33" to 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0

Up to \$145,995+

Ware Junior/Senior High School Accessibility Assessment Photos



Photo High School 1

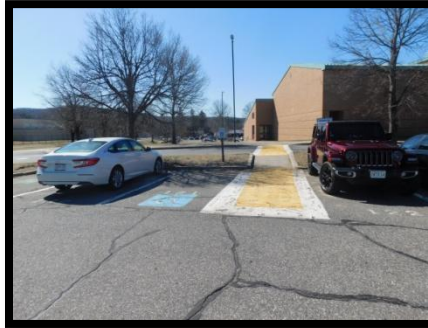


Photo High School 2



Photo High School 3



Photo High School 4



Photo High School 5



Photo High School 6



Photo High School 7

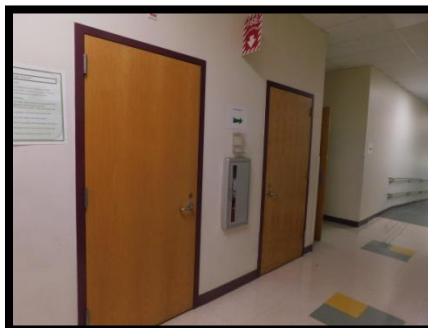


Photo High School 8



Photo High School 9

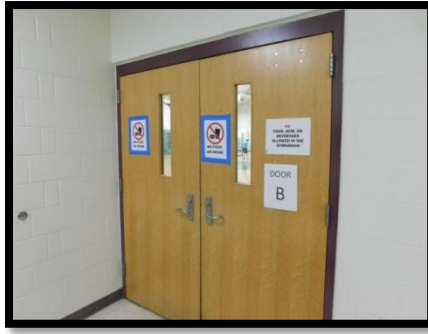


Photo High School 10



Photo High School 11



Photo High School 12



Photo High School 13

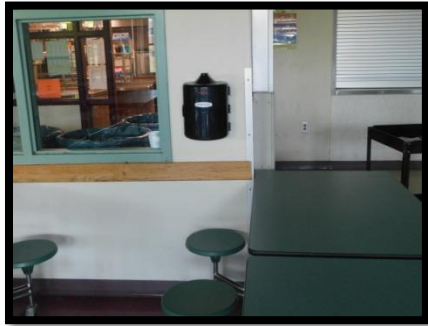


Photo High School 14

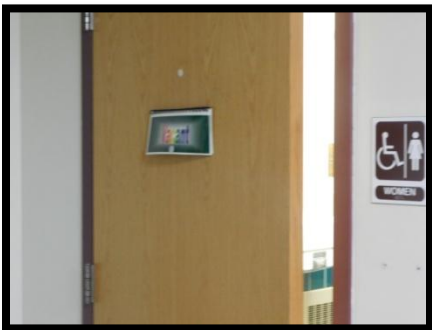


Photo High School 15



Photo High School 16



Photo High School 17



Photo High School 18



Photo High School 19



Photo High School 20

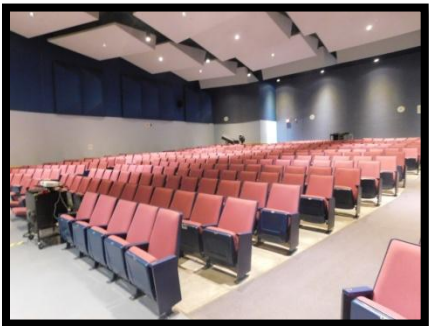


Photo High School 21



Photo High School 22

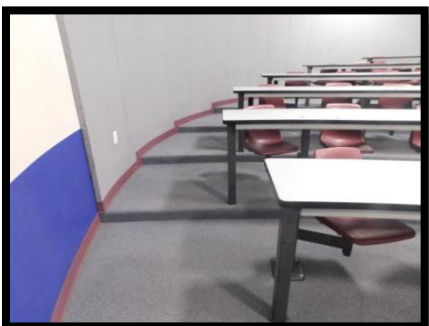


Photo High School 23



Photo High School 24



Photo High School 25



Photo High School 26

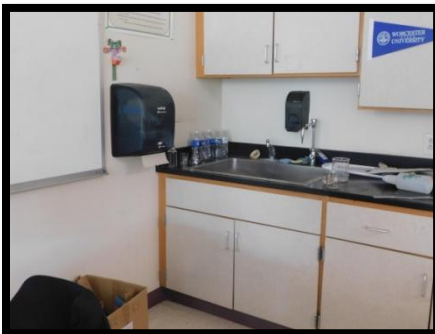


Photo High School 27



Photo High School 28

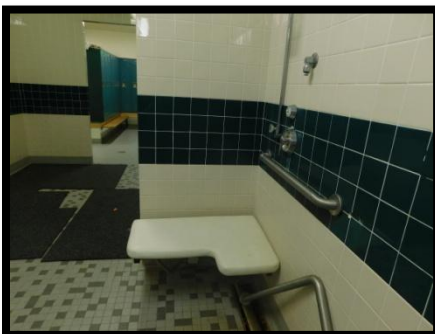


Photo High School 29



Photo High School 30



Photo High School 31



Photo High School 32

XV. ACTIVE AND PASSIVE RECREATIONAL FACILITIES ASSESSMENTS

PREFACE

CEMETERIES

PARKING

NENAMESECK SQUARE

VETERANS' PARK

RAIL TRAIL

SMK PLAYGROUND

PLAYGROUND AT MIDDLE SCHOOL AND VETERANS' FIELD

HIGH SCHOOL SOFTBALL FIELD

VETERANS' FIELD

SCHOOL FIELDS 1 AND 2

GRENVILLE PARK

KUBINSKI FIELD

REED POOL

MEMORIAL FIELD

DOG PARK

ROBERT BEAUREGARD MEMORIAL PARK

PREFACE

Active Recreational Facilities and Public Spaces

Public spaces, recreational facilities and playgrounds are within the jurisdiction of ADA and 521 CMR and therefore must conform to those standards pertaining to accessible routes, reach ranges, height, knee and toe clearance, operating force, running and cross slopes, clear width, maneuverability and similar standards for ancillary features (bathroom, benches, picnic tables, water fountains, parking, etc.). At a minimum, an accessible route must be provided up to the play or recreation area and then to any play equipment, facilities, bleachers, field, or other amenity or feature.

Passive Recreation and Conservation Areas

Passive recreation and conservation areas are not fully addressed under 521 CMR and the 2010 ADA Standards unless there are developed facilities or services provided at a site. This would include such things as picnic tables, grilling stations, benches, and constructed walkways. If parking is provided and access is available, then parking must also be compliant. An unimproved trail through a wooded area or field would not need to be made “accessible” unless formal construction modifications or improvements were undertaken at that site. In most cases, compliance with 521 CMR and the 2010 ADA Standards in conservation and passive recreation areas, would be technologically infeasible or would result in excessive and unreasonable costs without any substantial benefit to persons with disabilities.

Walkways

Walkways in recreation areas include, but are not limited to walks, sidewalks, overpasses, bridges, tunnels, underpasses, plazas, courts, and other pedestrian pathways. Sidewalks on streets and ways are also considered walkways, with the exception that if the slope of the natural topography exceeds 5% (1:20) a ramp is not required.

Playgrounds

Playgrounds standards are new under the 2010 ADA Standards. Although there are changes being discussed under 521 CMR, currently Massachusetts simply requires an accessible route to and around the play area and to the play equipment. The 2010 ADA Standards are much more expansive and incorporates ground-level components, elevated components, component standards and surface types. Note: There is a difference between “ADA Compliant” and “Fully Accessible”. Compliant play structures are generally accessible and are made with the physically disabled in mind. However, fully accessible structures are made specifically for those with disabilities and are typically far more expensive. The language of the ADA makes a distinction between “elevated” and “ground” components. Roughly 25% of a play structure’s components must be on the ground level for it to be ADA compliant. A fully accessible structure has roughly 50% of its components as “ground”. In a fully accessible play system, every component is wheelchair accessible, including elevated areas achieved through the use of ramps.

Although the 2010 ADA Standards do not mandate elevated play equipment, if there is elevated play equipment, then accessible ground level equipment must also be provided.

In addition, the entire play area does not need to be on an accessible surface, but rather the routes of travel to both the play area and the accessible play components must comply with Section 402. Accessible Route and Section 302 Floor or Ground Surfaces (stable, firm, slip resistant) of the 2010 ADA Standards and Section 20 (Accessible Route) and Section 29 (Floor Surfaces) of 521 CMR.

The accessible route connecting ground level components within a play area should be 60" wide with some variation allowed depending on length of travel route and size of play area. The accessible route is preferred, but does not have to be, of the same material or structure as the general route of travel.

Under the 2010 ADA Standards, apart from the actual accessible pathway, there are two types of ground surfaces within the play area. Ground surfaces on accessible routes must comply with the American Society for Testing and Materials (ASTM) F 1951 and the ground surfaces located within the "use zone" must comply with ASTM F 1292. Ground surfaces must be inspected and maintained regularly to ensure continued compliance with the ASTM Standards. The type of surface selected and play area use level will determine the frequency of inspection and maintenance activities.

Representative Examples of ADA Compliant and Accessible Playgrounds and Play Components



ASTM F 1951 establishes a uniform means to measure the characteristics of surface systems in order to provide performance specifications to be used when selecting materials for use as an accessible surface under and around playground equipment (not the accessible route). Surface methods that comply with this standard and are located in the use zone must also comply with ASTM F 1292 for “impact attenuating” to provide a safe fall area around play equipment.

Within a play area that is not part of an accessible route, turning area or use zone, acceptable materials can include loose fill such as pea gravel, sand, and wood chips. Depending on the fall height of a play structure, materials such as pea gravel, sand, wood chips, shredded rubber and engineered wood fiber all provide different levels of impact attenuation.

For fully accessible surfaces, pour in place products, rubber mats and tiles, and artificial grass with rubber in-fill all meet ADA standards but are significantly more expensive.

In Massachusetts, public hearings have recently been held to hear comment on sweeping changes to 521 CMR. Significant changes are proposed that would align 521 CMR more with the 2010 ADA Standards including playgrounds and play areas. The proposed surface related changes are noted below:

Proposed Changes in 521 CMR

59.4 Accessible Routes

An accessible route shall be provided to reach playground equipment and around the perimeter of the playground to play components.

59.4.1 The ground surface of use zones, accessible routes and turning spaces within play areas shall be firm, stable and slip resistant, permanent, and constructed of materials such as rubber resilient surfacing, urethane rubber composites or similar; and comply with commonly accepted impact attenuation criteria for safety surfacing materials within the use zones of play area equipment. Loose fill surfaces and aggregate surfaces including wood fiber, bark mulch, wood chips, shredded rubber, shredded foam, etc. are not acceptable for accessible routes within the playground. Molded rubber mats, if utilized, require adhesion to a permanent surface beneath.

Recreational Facilities Accessibility Improvements Cost Estimates

The cost estimates provided for each recreational facility are rough parameters of cost based on pricing for similar work as well as estimated costs for certain types of modifications. Actual costs on some items may vary considerably due to unforeseen conditions and/or design alternatives. If the required modifications require design solutions, additional architectural and/or engineering fees may be required. In addition, if the work must be formally bid to private contractors, additional costs (bonds, insurance, prevailing wage) will also increase the overall cost. Depending on complexity, suggested base costs could increase up to an additional 30.5% as a total project cost.

CEMETERIES (Town-wide)

Function and Description of Facility and Programs: Burial grounds for the deceased. There are four town cemeteries in Ware. These are as follows: Indian Cemetery, Meeting House Cemetery, Greenwich Plains Road Cemetery, and Aspen Grove Cemetery.

Indian Cemetery



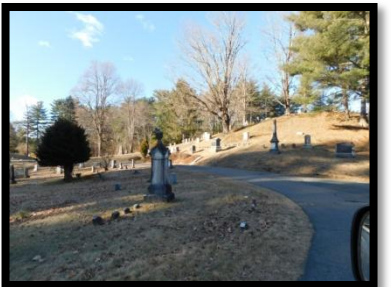
Meeting House Cemetery



Greenwich Plains Road Cemetery



Aspen Grove Cemetery



Responsible Party: Department of Public Works, Cemetery Commission

General Description or Obstacle Which Limits Mobility or Access: With the exception of the Aspen Grove Cemetery, there is no dedicated public access or accessible routes to or within these areas. Aspen Grove Cemetery has paved road surfaces throughout the cemetery. None of these cemeteries offer direct services to the public.

Indian Cemetery has no formal road ways to or in the cemetery and has grassed surfaces only with no accessible routes of travel.

Meeting House Cemetery has no formal road ways to or in the cemetery and has grassed surfaces only with no accessible routes of travel.

Greenwich Plains Road Cemetery has no formal road ways to or in the cemetery with access via a wooded trail from the Meeting House Cemetery to the Greenwich Plains Road Cemetery.

Aspen Grove Cemetery has open access into the cemetery with paved roadways throughout. There are some areas that have granite steps to grave stones and burial areas.

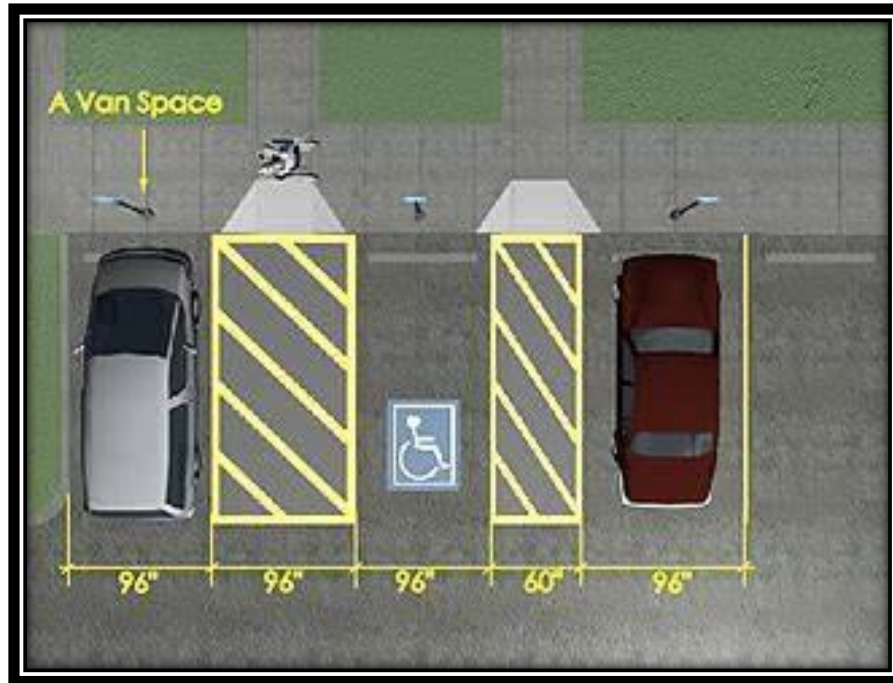
Recommended Actions:

If there are certain areas of the cemeteries or gravestones that are unique or of special interest, then a brochure could be developed identifying these, inclusive of a photograph and narrative and made available at town hall, placed in an outdoor brochure holder at or near the respective cemetery, and/or placed on the Town's website. An additional option would be to place an interpretive marker at or near the cemeteries with historical information including gravestones and burial locations of interest.

MUNICIPAL PARKING (Parker Street Lot and Pleasant Street Lot)

Description of Facilities: Municipal parking lot for patrons and visitors of the downtown Main Street Area. Local residents also use the parking lots as off-street parking for their vehicles.

Representative Photo



Responsible Party: Select Board, Department of Public Works.

General Description or Obstacle Which Limits Mobility or Access:

Parker Street Municipal Parking Lot

The parking lot has 2 passenger vehicle designated accessible parking spaces. The spaces lack signage and there is no van designated accessible parking space.

Pleasant Street Municipal Parking Lot

The parking lot has a total of roughly 70 parking spaces. Parking lots with 51 to 75 parking spaces require a minimum of 3 designated accessible spaces, of which at least one should also be van accessible.

Parking Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parker Street</u> There are no van designated accessible spaces. The existing 2 spaces lack signage.	703.7.2 208.2.4 502	23	Stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' parking space with an 8' access aisle (2010 ADA Standards). Signage must be set such that the	1	2	N	\$300

<p><u>Pleasant Street</u> There are no designated accessible parking spaces for the municipal parking lot.</p>	<p>208.2 703.7.2 502</p>	<p>23</p>	<p>signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Provide signage for the 2 existing spaces and "van accessible" signage at the van space.</p> <p>Stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' parking space with an 8' access aisle (2010 ADA Standards).</p> <p>Stripe and designate 2 passenger vehicle accessible parking spaces with a shared access aisle. The spaces s/b 8' wide with a 5' shared access aisle.</p> <p>Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. "Van accessible" signage s/b provided at the van space.</p>	<p>1</p>	<p>2</p>	<p>N</p>	<p>\$600</p>
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NENAMESECK SQUARE

Function and Description of Facility and Programs: Nenameseck Square is located at the east end of Main Street at the intersection of Main and South Streets. Nenameseck Square is the only portion left of the original town common in Ware which once ran the full length of Main Street along Pulaski Street. Today Nenameseck Square contains an ornate 3-tiered cast iron fountain which is surrounded by a wrought iron fence. Two benches are located on the southerly end of the Square.



Responsible Party: Select Board, Department of Public Works.

General Description or Obstacle Which Limits Mobility or Access: The interior of the Square can be accessed via a gate. Although the interior is grass only with no accessible route of travel, a concrete walkway surrounds the square for visibility of the fountain and two granite markers. The 2 benches at the southerly end of the Square lack level areas for a wheelchair.

Nenameseck Square Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Benches</u> There is no level area for a wheelchair next to either of the 2 benches.	221.1 221.2 802.1	19	Create a wheelchair area next to at least one of the benches. The wheelchair space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Construction options include compacted stone dust, asphalt, concrete or similar surfaces that meet the requirement of stable, firm, and slip resistant.	2	2,3	N	Up to \$500+ for both benches

Total up to \$500+

Town of Ware Accessibility Plan

VETERAN'S PARK

Description of Facilities: Veteran's Park consists of a park with monuments dedicating Ware's soldiers from the Revolutionary War to the present. There is also adjacent parking for the park as well as for area businesses. Originally constructed in 1985, the park was substantially renovated from 2005 to 2008.



Responsible Party: Select Board, Department of Public Works

General Description or Obstacle Which Limits Mobility or Access: The "van" designated accessible parking lacks compliant access aisles as they are 4' too narrow. There are abrupt changes in level surface in various locations of the park at the transition from paver to concrete. The paver sloped access into the grassed area has running slopes that vary from 9.4% to 10.8%. There is no accessible route of travel within the grassed area.

Veteran's Park Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
Parking The "van" designated accessible parking lacks compliant access aisles as they are 4' too narrow.	502 703.7.2	23	Restripe the existing parking to designate at least one van accessible parking space and one passenger vehicle accessible parking space. The van accessible space s/b at a width of either 11' with a 5' access aisle or 8' wide parking space with an 8' access aisle (2010 ADA Standards). The passenger vehicle accessible space s/b 8' wide with a 5' access aisle. Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of	1	2	I	Up to \$350+

			96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Van accessible signage s/b provided at the van accessible space.				
Accessible Routes of Travel There are abrupt changes in level surface in various locations of the park at the transition from paver to concrete. The paver sloped access into the grassed area has running slopes that vary from 9.4% to 10.8%. The maximum slope for a walkway is 5.0%. The maximum slope for a ramp (with railings) is 8.3%. There is no accessible route of travel within the grassed area. See Photos Veteran 1, and 2.	403.4	22.4.1	Grind the concrete such that there are no greater than ¼" unbeveled abrupt changes in level surface or between ¼" and ½" beveled abrupt changes in level surface with a slope of no greater than 1:2.	2	2	I	\$0
	403.3	22.3	Option #1: Reconstruct the sloped access such that the running slope does not exceed 5.0%. Option #2: When ceremonies and/or events take place at the Park, erect (rent or purchase) a temporary ramp with railings to access the grassed area.	2	3	N	Up to \$10,000 TBD
	403.206.2	22.20	As this area is used for various local events and activities, it is recommended that roll out matting be purchased to be used when needed.	2	2	I	\$1,500

Total up to \$11,850+

Veteran's Park Accessibility Assessment Photos



Photo Veteran 1



Photo Veteran 2

MASS CENTRAL RAIL TRAIL (North Segment and South Segment)

Description of Facility: The South Segment of the Rail Trail runs from Robbins Road at the Wastewater Treatment Facility to the Gibbs Crossing Shopping Plaza. Parking is available at Gibbs Crossing. The North Segment parking is located on Upper Church Street near the Frohloff Farm Preserve and runs southerly to Grenville Park and northerly to the Gilbertville section of Hardwick. This section includes an accessible picnic table.

Responsible Party: Select Board, Department of Public Works.

General Description or Obstacle Which Limits Mobility or Access:

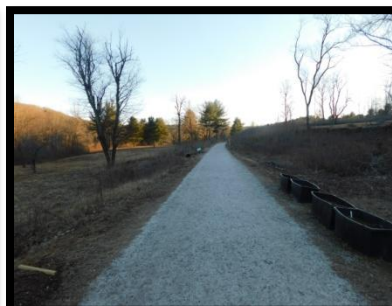
Southerly Segment

The southerly segment of the trail has varying terrain with a surface that includes a mix of gravel, loose stone, and reprocessed asphalt. This segment is a moderately improved trail with no formal amenities which does not meet accessibility standards for wheelchair users or for those with other ambulatory problems. Accessibility improvements will be necessitated once the trail surface is paved or reconstructed with hard-packed stone dust. At the present time, no further action is required.



Northerly Segment

There is one designated accessible parking space which does not fully meet the required width for an access aisle, has excessive running and cross slopes, and lacks signage. There is no defined accessible route of travel to the trail. The surface of the trail consists of stone dust. Although the stone dust has been compacted, there are areas of loose stone which creates an unstable surface as well as a friction issue for non-motorized wheelchair users and for individuals using walkers or arm crutches.





Mass Central Rail Trail Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
Parking The designated accessible parking space access aisle varies from 5 feet to 8 feet in width. The parking space has a running slope of 2.4% and a cross slope of 3.4%. The access aisle has a running slope of up to 2.6%. The accessible space lacks signage.	502 703.7	23	Create a compliant van accessible parking space, with van accessible signage, as follows: Pave, stripe, and designate a van accessible parking space at a width of 8' with an 8' access aisle (an 11' space with a 5' access aisle is also allowed). Van accessible signage must be provided. Accessible signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. Slopes cannot exceed 2.0% in any direction.	1	3	N	Up to \$3,500+
There is no defined accessible route of travel to the trail as the routes to the trail are over multiple surface types.	403	22	Clearly define via striping an accessible route of travel to the trail. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2).	1	3	N	Up to \$1,500
The surface of the trail consists of stone dust which includes both compacted and loose stone.	403	22	The trail should be lightly swept to remove loose stone, replenished with stone dust as necessary, and re-compacted.	1	3	N	TBD

Estimated Total Cost: Up to \$5,000+

STANLEY M. KOZIOL (SMK) ELEMENTARY SCHOOL PLAYGROUNDS

Function and Description of Facility and Programs:

Pre-K Playground

A small play area consisting of non-permanent “portable” plastic play structures located on a loose pea-stone surface. It is presumed that this area is used by Pre-K students under direct supervision of teachers and paraprofessionals. As necessary, play structures can be moved to accommodate student use and access. Therefore, no further action is required at this location.

SMK Large Playground

The large playground contains 2 picnic tables, swings, a playscape, and a funnel ball structure.



Responsible Party: School Department.

General Description or Obstacle Which Limits Mobility or Access: The crosswalk from the school side has up to a 5” granite curbing. The asphalt walkway to the playground from the crosswalk has up to an 8.3% running slope with deteriorated asphalt and abrupt changes in level surface. There is no accessible route of travel fully around the playground and to play components. Woodchips are the primary surface throughout the play areas. There are no accessible play components. The picnic tables provide only 14” of clear width.

At the time of assessment, initial preparation work was initiated on the construction of a new playground for the SMK Elementary School. Based on provided specification sheets and equipment layout, the new equipment and playground design appears to meet accessibility requirements with a rubberized surface fully around the playground and to play equipment. In addition, the large playscape

Town of Ware Accessibility Plan

includes a transfer station for access. Product specifications for the equipment and playground states that:

“The lay-out was also designed to meet the 2010 Standards published 15-Sep-2010, by the Department of Justice when installed over a properly maintained surfacing material that is in compliance with ASTM F1951 "Accessibility of Surface Systems Under and Around Playground Equipment" as well as ASTM F1292, "Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment", appropriate for the fall height of the structure.”

The current playground has a number of swings so if they are remaining, the purchase of an accessible swing is recommended.

SMK Playgrounds Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Picnic Table</u> The 2 picnic tables provide only 14” of clear width.	226.1 902	19	Provide an additional picnic table which provides the required 27” knee height, 30” clear width, and 19” knee depth and locate on an accessible route of travel.	2	2	I	\$750
<u>Accessible Route of Travel</u> The crosswalk from the school side has up to a 5” granite curbing. The asphalt walkway to the playground from the crosswalk has up to an 8.3% running slope with deteriorated asphalt and abrupt changes in level surface. See Photos Playground 1 and 2.	303.2 303.3 403.3 403.4	21.4 22.3 22.4	Modify/reconstruct the curb ramp to eliminate the 5” change in level surface. The curb ramp should adhere to S.403, 405, and 406 of the 2010 ADA Standards and S.21 of 521 CMR. Reconstruct the walkway and approach such that the running slope does not exceed 5.0% and there are no unbeveled changes in level surface greater than 1/4”.	2 2	3 3	I I	Up to \$1,500 TBD – Up to \$2,500+

Estimated Total Cost: Up to \$4,750+

SMK Playgrounds Accessibility Assessment Photos



Photo Playground 1



Photo Playground 2

PLAYGROUND AT MIDDLE SCHOOL AND VETERANS' FIELD

Function and Description of Facility and Programs: The playground next to the Middle School and near Veteran's Field is a small playground which consists of a play structure, swings, and "monkey" bars.



Responsible Party: School Department.

General Description or Obstacle Which Limits Mobility or Access: The concrete walkway to the playground has abrupt changes in level surface of ½" between pads. The roughly 15½' of concrete walkway into the playground has running slopes that vary from 8% to 13%. There is no accessible route of travel around the playground and to the play equipment. Wood chips are the primary surface throughout the playground. There are no accessible play components.

Playground at Middle School and Veterans' Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>I F</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel</u> The concrete walkway to the playground accessible route from the sidewalk to the playground has abrupt changes in level surface of ½" between pads.	403.4	22.4	Grind the concrete to eliminate the change in level surface.	2	2	1	\$0

The roughly 15½' of concrete walkway into the playground has running slopes that vary from 8% to 13%.	403.3	22.3	A walkway running slope cannot exceed 5.0%. Slopes up to 8.3% are allowed as a "ramp" with paired railings. The concrete walkway to and into the playground area should be reconstructed so that the running slopes do not exceed 5.0%.	2	3	N	Up to \$1,200
There is no accessible route of travel around the playground and to the play equipment. Wood chips are the primary surface throughout the playground. Woodchips may be acceptable in the fall zone area, but not as part of an accessible route of travel.	402 1008	19 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel fully to and around the playground area and to and between playground equipment. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	2	3	N	TBD – up to \$15,000+ depending on degree of compliance
There is no accessible playground equipment in the playground area.			Play area ground surfaces immediately around play components and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Depending on the type, age, and quality of woodchips, they may be considered acceptable as a fall zone ground surface.				
			Accessible compliant playground equipment and swings should be incorporated into the playground area.				

Estimated Total Cost: Up to \$16,200+

HIGH SCHOOL SOFTBALL FIELD

Function and Description of Facility and Programs: A softball field between the High and Middle Schools which includes bleacher seating and a portable toilet. There are also stairs to the softball field from Veteran's Field.



Responsible Party: School Department.

General Description or Obstacle Which Limits Mobility or Access: The stairs to the softball field from Veteran's Field have treads with nosings that have abrupt undersides. The stair railings are 3½" wide, rectangular in shape, lack bottom extensions, and have one railing that is 1½" too low. There is no accessible route of travel from the school parking to the field area with a loose stone and compacted dirt and gravel driveway surface as the only route of travel. There is no accessible route of travel to the bleachers, player's seating, softball field, and portable "accessible" toilet. There are no level areas for a wheelchair at the bleachers. The accessible toilet is not ADA compliant as there is a 2" abrupt change at the entrance, the door closes too fast, the soap dispenser is 5" too high, the toilet paper dispenser is 3" too close to the front of the toilet, the toilet is 1½" too far from the near wall and 10" too close to the door in front of the toilet, and the grab bars are ½" to 1" too high.

HS Softball Field Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Stairs The stairs to the softball field from Veteran's Field have treads with nosings that have abrupt undersides. The stair railings are 3½" wide, rectangular in shape, lack bottom extensions, and have one railing that is 1½" too low. See Photo Softball 1.	504.5 505.7 505.10 505.4	27.3 27.4.4 27.4.5 27.4.3 27.4.2	Install cove moulding under the tread nosings Install metal railings on the inside of the existing railings that are round or oval in x-section, no more than 2" in outside diameter, have top extensions that are 12" parallel to the floor, bottom extensions that are the slope distance of one tread then 12" parallel to the ground, and are at a height of 34" to 38" a.f.f. to the top of the gripping surface.	2 2	2 2	N N	\$250 Up to \$2,500
Accessible Routes of Travel There is no accessible route of travel from the school parking to the field area with a loose stone and compacted dirt and gravel driveway surface as the only route of travel. There is no accessible route of travel to the bleachers, player's seating, softball field, and portable "accessible" toilet. There are no level areas for a wheelchair at the bleachers. See Photos Softball 2, 3, and 4.	402 303 403 802.1 221.2	19 20 22 14	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to the softball field, player's seating, bleachers, and portable accessible toilet. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. The existing driveway can be replenished with stone dust and compacted to create a firm and stable surface. New accessible routes will need to be constructed to all other areas. Costs will vary depending on material used. Create approach and wheelchair level areas at the benches and bleachers. The spaces should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	2 2	3 3	N N	Up to \$7,500 Included in above
Portable Accessible Toilet The accessible toilet is not ADA compliant as there is a 2" abrupt change at the entrance, the door closes too fast, the soap dispenser is 5" too high, the toilet paper dispenser is 3" too close to the front of the toilet, the toilet is 1½" too far from the near wall and 10" too close to the door in front of the toilet, and the grab bars are ½" to 1" too high.	404.2.5 404.2.8 308 604.7 604.2 604.3 609.4	26.10 26.9 30.12 30.7.6 30.7.2 30.8.2	Replace the existing portable "accessible" toilet with an ADA Compliant toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds. The grab bars should be 33" to 36" a.f.f. to the top of the gripping surface with nothing mounted over the grab bars.	3	2	I	TBD

Estimated Total Cost: Up to \$10,250+

HS Softball Field Accessibility Assessment Photos



Photo Softball 1



Photo Softball 2



Photo Softball 3



Photo Softball 4

VETERANS' FIELD

Function and Description of Facility and Programs: The Veterans' Field facility consists of a multi-purpose (football, soccer) field, a track, bleacher seating, a concession stand, and a broadcast booth.



Responsible Party: School Department.

General Description or Obstacle Which Limits Mobility or Access:

Main Entrance

There is a 1" abrupt change in level surface at the entrance gate at the transition from asphalt to concrete. There is only 29" of clear width at the gate due to the exposed concrete at the base of the metal gate pole. The chain link gate is not smooth at the base on the push side.

Accessible Route of Travel

The paved way to the track and interior field has a running slope of up to 20.4%. The only other means of access is over grassed surfaces. The only means of access from the bleachers to the concession stand is via the track.

Bleachers

The ramp to the bleachers has running slopes of 8.4% to 8.6% for the first ramp segment and running slopes of 9.0% to 9.4% for the second ramp segment. The lower ramp railings are 4 to 4½" too high. The bottom railing extensions do not extend beyond the base of the ramp and the top extensions are not parallel to the ground.

Concession Stand

There is no accessible route of travel into the concession stand which is 21½" a.f.f. The 2 steps into the building lack railings, have open risers, and tread heights that are not uniform. The counter is 22" too high.

Broadcast Booth

The stairs to the base of the broadcast booth from Veterans' Field has risers that vary in height and railings on only one side of the stairs. The railings are 3½" too wide, rectangular in shape, up to 1" too high, and without top and bottom extensions.

The stairs to the broadcast booth from the SMK Elementary School side have open risers, rectangular railings that are 5½" wide, and lack top and bottom extensions. There is a ½" abrupt change at the doorway into the broadcast booth. There is no vertical access or accessible route of travel into the broadcast booth.

Veterans' Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Main Entrance</u> There is a 1" abrupt change in level surface at the entrance gate at the transition from asphalt to concrete. There is only 29" of clear width at the gate due to the exposed concrete at the base of the metal gate pole. The chain link gate to Veterans' Field does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. <i>See Photo Veterans' 1.</i>	403.4 404.2 404.2.10	22.4 26.5 NA	Grind the concrete to eliminate the abrupt change in level surface. Modify the base of the pole and reset such that there is no exposed concrete and a minimum of 32" clear width. Remove the gate or install smooth plating at the base of the gate.	2 2 2	2 2 2	I I I	\$0 \$0 \$100 to \$250
<u>Accessible Route of Travel</u> The paved way to the track and interior field has a running slope of up to 20.4%. The only other means of access is over grassed surfaces. The only means of access from the bleachers to the concession stand is via the track. <i>See Photos Veterans' 2 and 3.</i>	403	22	Create an asphalt, concrete, or compacted stone dust surface from the concrete walkway to the bleachers to the track at the break in the chain link fence (<i>See Photo Veterans' 3</i>). Allow use of the track to access the concession stand.	2	2,3	I	\$350 to \$750+
<u>Bleachers</u> The ramp to the bleachers has running slopes of 8.4% to 8.6% for the first ramp segment and running slopes of 9.0% to 9.4% for the second ramp segment, both which exceed the maximum of 8.3% allowed for a ramp. The lower ramp railings are 24" to 24½" a.f.f., which is 4 to 4½" too high. The bottom railing extensions do not	405.2 505 405.8 505	24.2 24.5 24.5	Modify and/or adjust the ramp such that the running slopes do not exceed 8.3%. Modify and or replace the lower railings so they are 18" to 20" a.f.f. to the top of the gripping surface. Modify the railings such that the top and bottom	2 2 2	3 3 3	I I I	TBD TBD Up to

extend beyond the base of the ramp and the top extensions are not parallel to the ground. See Photo Veterans' 4.	405.8		extensions extend 12" beyond the top and bottom of the ramp and are 12" parallel to the ground.				\$500
<u>Concession Stand</u> There is no accessible route of travel into the concession stand which is 21½" a.f.f.	402 403	20 22	Construct an accessible route to the concession entrance. Accessible routes include lifts, walkway, and ramps. A ramped approach must adhere to Sections 405 and 505 of the 2010 ADA Standards and Section 24 of 521 CMR.	2	3	N	Up to \$25,000
The 2 steps into the building lack railings, have open risers, and tread heights that are not uniform.	504.2 504.3 505	27	Replace the existing stairs with ones that are uniform in riser height and tread width, have enclosed risers, and railings on both sides of the stairs that adhere to S.505 of the 2010 ADA Standards and S.27.4 of 521 CMR.	2	3	N	Up to \$1,500+
The counter is 22" too high.	904.5	17.6.2	Create a 36" wide counter no higher than 34" a.f.f. below the existing counter.	2	2	I	Up to \$250
<u>Broadcast Booth</u> <u>Veterans Field Side</u> The stairs to the base of the broadcast booth from Veterans' Field has risers that vary in height and railings on only one side of the stairs.	504.2 505.2	27.2 27.4	Replace the existing stairs with ones that are uniform in riser height and tread width and railings on both sides of the stairs that adhere to S.505 of the 2010 ADA Standards and S.27.4 of 521 CMR.	2	3	N	Up to \$10,000
The railings are 3½" too wide, rectangular in shape, up to 1" too high, and without top and bottom extensions.	505.7 505.4 505.10	27.4.4 27.4.5 27.4.2 27.4.3	Install and/or modify the stair railings such that the railings comply as follows: Continuous stair railings on both sides of the stairs. Railings s/b between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1¼" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom as feasible (slope distance one tread then 12" parallel to the ground).	2	3	N	Included in above
<u>SMK Elementary School Side</u> The stairs to the broadcast booth from the SMK Elementary School side have open risers, rectangular railings that are 5½" wide, and lack top and bottom extensions.	504.3 505.7 505.10	27.2 27.4.4 27.4.5 27.4.3	Install and/or modify the stair railings such that the railings comply as follows: Continuous stair railings on both sides of the stairs. Railings s/b between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1¼" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom as feasible (slope distance one tread then 12" parallel to the ground). Enclose the stair risers.	2	3	N	Up to \$5,000
There is a ½" abrupt change at the doorway into the broadcast booth.	404.2.5	26.10	Modify the threshold such that the abrupt change does not exceed ¼" or is between ¼" to ½" and beveled with a no greater than 1:2 slope.	2	2	N	\$100
There is no vertical access or accessible route of travel into the broadcast booth. See Photo Veterans' 6.	206	14.1	Install a wheelchair lift or limited use elevator to the broad cast booth. <u>Additional Comment</u> Although the 2010 ADA Standards do allow for an "exception" requiring an accessible route to press boxes/broadcast booths that are free-standing, above grade at least 12 feet, and less than 500 sq. ft. in size; 521 CMR does not. The town may consider the following options: <i>Option 1: Discontinue use of the broadcast booth.</i> <i>Option 2: Seek a variance from the MAAB to not require the provision of an accessible route to the broadcast booth.</i>	2	3,4	L	TBD – up to \$100K+

Estimated Total Cost: Up to \$143,350+

Town of Ware Accessibility Plan

Veterans' Field Accessibility Assessment Photos



Photo Veterans' 1



Photo Veterans' 2



Photo Veterans' 3



Photo Veterans' 4



Photo Veterans' 5



Photo Veterans' 6

WARE SCHOOLS FIELDS 1 AND 2

Function and Description of Facility and Programs: Field 1 is baseball field and Field 2 is a soccer field. Both fields are located adjacent to and behind the elementary school and are accessed via a paved walkway/driveway.



Responsible Party: School Department.

General Description or Obstacle Which Limits Mobility or Access:

Parking

The 2 designated accessible parking spaces have signage that is 19" too low. Although the spaces and shared access aisle meet the requirements for a van accessible space, "van accessible" signage is not provided. The asphalt of the spaces and access aisle is deteriorated and heaving.

Accessible Routes of Travel

There is a 1" abrupt change in level surface at the transition of asphalt to granite. The running slope of the curb ramp is 9.8%, which exceeds the maximum allowed of 8.3%.

There is no accessible route from the asphalt to the entrance gate or from the entrance gate to the asphalt walkway/roadway as the surface is grass only.

The entrance gate is not smooth at the base on the flush side.

The initial 50 feet of the paved walkway/roadway has a running slope that varies up to 7.8%, which exceeds that allowed for a walkway. The paved accessible route of travel to Field 1 including the playing field, bleacher seating, and player's seating has a running slope for approximately 50 feet that varies from 6.4% to 13.0%.

The last 100 feet of the paved accessible route to Field 2 has running slopes that vary up to 7.8%. There is no accessible route of travel to and around the field.

Portable Accessible Toilet

The accessible toilet is not ADA compliant as there is a 1" abrupt change at the entrance, the door closes too fast, the toilet paper dispenser is 7" too far from the front of the toilet, the toilet is 1" too far from the near wall and 6" too close to the door in front of the toilet, and the grab bars are 1½" to 1¾" too high. In addition, the portable toilet is not on an accessible route of travel as the surface is grass from the toilet to the asphalt walkway.

Ware Schools 1 and 2 Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<p>Parking</p> <p>The 2 designated accessible parking spaces have signage that is 19" too low.</p> <p>Although the spaces and shared access aisle meet the requirements for a van accessible space, "van accessible" signage is not provided.</p> <p>The asphalt of the spaces and access aisle is deteriorated and heaving.</p> <p>See Photo Fields 1.</p>	502.6	23.6	Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR). As the spaces meet the requirements for van accessible parking, "van accessible" signage s/be provided.	1	2	I	\$20
	502.4	23.4	Repave/resurface and restripe the parking spaces and access aisle so that the surface is level (no more than 2.0% in any direction) with a uniform and smooth surface.	1	3	N	Up to \$2,500+
<p>Curb Ramp</p> <p>The curb ramp from the parking to the walkway has a running slope of 9.8%, which exceeds the maximum allowed of 8.3%.</p> <p>The transition from asphalt to granite has a 1" abrupt change in level surface</p> <p>See Photo Fields 1.</p>	405.2	21.3	Reconstruct the curb ramp so the running slope does not exceed 8.3%. The transition from asphalt to the curb ramp should not exceed ¼" if not beveled or between ¼" to ½" if beveled with a slope that is no greater than 1:2.	1	3	N	Up to \$1,500
	303.2	21.4					
<p>Accessible Routes of Travel</p> <p>There is no accessible route from the asphalt to the entrance gate or from the entrance gate to the asphalt walkway/roadway as the surface is grass only.</p> <p>The initial 50 feet of the paved walkway/roadway has a running slope that varies up to 7.8%, which exceeds that allowed for a walkway. The paved accessible route of travel to Field 1 including the playing field, bleacher seating, and player's seating has a running slope for approximately 50 feet that varies from 6.4% to 13.0%.</p> <p>The last 100 feet of the paved accessible route to Field 2 has running slopes that vary up to 7.8%. There is no accessible route of travel to and around the field.</p> <p>See Photo Fields 2, 3, and 4.</p>	402 303 403	19 20 22	<p>An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to and from the entrance gate (existing surface is grass only) and to the baseball field and player's seating (Field 1) and to the soccer field and player's seating (Field 2). The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.</p> <p>The existing walkway/driveway should be reconstructed to adhere to the maximum running slope requirement of 5.0% for a walkway. This may also require creating new ramped accessible routes of travel adjacent to the existing walkway/driveway with a maximum running slope of 8.3% with paired railings in accordance with Section 505 and 405 of the 2010 ADA Standards and S. 24 of 521 CMR.</p>	2	3	N	TBD

Gate The entrance gate to Fields 1 and 2 do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Field 4.	404.2.10	NA	Install smooth plating at the base of the gate.	2	2	N	Up to \$200
Portable Accessible Toilet The accessible toilet is not ADA compliant as there is a 1" abrupt change at the entrance, the door closes too fast, the toilet paper dispenser is 7" too far from the front of the toilet, the toilet is 1" too far from the near wall and 6" too close to the door in front of the toilet, and the grab bars are 1½" to 1¾" too high..	404.2.5 404.2.8 604.7 604.2 604.3 609.4	26.10 26.9 30.7.6 30.7.2 30.8.2	Replace the existing portable "accessible" toilet with an ADA Compliant toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds. The grab bars should be 33" to 36" a.f.f. to the top of the gripping surface with nothing mounted over the grab bars. The accessible portable toilet s/b located to the edge of the paved walkway/roadway.	3	2	I	TBD

Estimated Total Cost: Up to \$4,220+

Ware Schools 1 and 2 Accessibility Assessment Photos



Photo Fields 1



Photo Fields 2



Photo Fields 3



Photo Fields 4

GRENVILLE PARK

Description of Facility: Grenville Park was accepted by the Town from the Gilbert Family in 1907. The totals over 300 acres and includes 2 Little League baseball fields, a multi-purpose field, a band stand, a basketball court, pickle ball courts, a picnic pavilion, a playground area, a boat ramp and dock, 2 accessible fishing areas, a bathroom building, a portable accessible bathroom, a paved parking lot, scattered picnic tables, and unimproved trails.



Responsible Party: Parks and Recreation.

General Description or Obstacle Which Limits Mobility or Access:

Parking

The paved parking lot near the main entrance which serves a baseball field, the multi-purpose field, pickle ball courts, band stand, pavilion, bathroom facility, and portable accessible bathroom lacks designated accessible parking.

There is no designated accessible parking for the basketball court and playground area.

The accessible parking for the accessible fishing areas lack signage and formal parking and access aisle designation.

There is no designated accessible parking for the baseball field near the boat ramp and dock.

There is no compliant accessible parking for the boat ramp and dock as the surface is overgrown and consists of loose stone. There is no formal striped space or access aisle. The accessible signage is 8" too low and lacks "van accessible" designation.

Accessible Routes of Travel

There is no accessible route of travel to the 2 Little League baseball fields and dugouts, multi-purpose field, band stand ramp, basketball court, pickle ball courts, picnic pavilion, playground area, boat ramp and dock, accessible picnic tables, kiosk and little library, and dog waste station.

The stone dust accessible route of travel to the accessible fishing areas need replenishing and leveling.

Band Stand Ramp and Stairs

The ramp has a 2" abrupt change in level surface at the base of the ramp. The second segment of the ramp has running slopes that vary from 8.5% to 10% for approximately 9 feet. The lower ramp railings are 4" to 5" too high. The stairs to the band stand lack railings.

Portable Accessible Toilet

The portable accessible toilet is not "ADA compliant". The door closes too fast. The water closet is 1" too far from the near wall, 1" too close to the far wall, and 6" too close to the front door. The side grab bar is ¼" too high and the rear grab bar is 1½" too high.

Bathroom Building

Men's Bathroom. The tactile designation signage is broken and needs to be replaced. The stall door is not self-closing, lacks an exterior pull, and has a coat hook that is 16" too high. The water closet flush control is on the wrong side. The toilet paper dispenser is 6" too far from the front of the water closet.

Women's Bathroom. The tactile designation signage is missing. The front door closes in only 4 seconds. The sink piping is not wrapped or insulated. The stall door is not self-closing, lacks an exterior pull, and has a coat hook that is 16" too high. The toilet paper dispenser is 7" too far from the front of the water closet. The water closet is 1" too far from the near wall and 1" too close to the far wall. The rear grab bar is ½" too high.

Playground

There is no accessible route of travel to and around the playground, to play equipment, and to a picnic table. The ground surface is solely grass and dirt. The only accessible play equipment is one swing. *Note: According to Park Department personnel, a compliant accessible playground with appropriate surface treatments and accessible routes is scheduled to be installed at one end of the existing playground in mid 2023. As a result, no further action is required at the current playground.*

Boat Dock

The dock/pier lacks handrails and/or edge protection.

Miscellaneous

The chain link gate to one of the dugouts at the baseball field near the bathroom building is not smooth at the base.

The dog waste dispenser is 14" too high.

Picnic tables at the playground (3) and the baseball field near the boat launch (1) are not accessible.

Grenville Park Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<p>Parking</p> <p>The paved parking lot near the main entrance which serves a baseball field, the multi-purpose field, pickle ball courts, band stand, pavilion, bathroom facility, and portable accessible bathroom lacks designated accessible parking.</p> <p>There is no designated accessible parking for the basketball court and playground area.</p> <p>The accessible parking for the accessible fishing areas lack signage and formal parking and access aisle designation.</p> <p>There is no designated accessible parking for the baseball field near the boat ramp and dock.</p> <p>There is no compliant accessible parking for the boat ramp and dock as the surface is overgrown and consists of loose stone. There is no formal striped space or access aisle. The accessible signage is 8" too low and lacks "van accessible" designation.</p> <p>See Photos Grenville 1, 2, and 3.</p>	502 703.7	23	<p>There s/b at least 2 accessible parking spaces, one being van accessible, at the paved parking lot near the main entrance.</p> <p>There s/b at least 2 accessible parking spaces, one being van accessible for the playground area and basketball court.</p> <p>There needs to be compliant signage and van accessible parking at the accessible fishing areas.</p> <p>There s/b at least 1 van accessible parking space for the baseball field near the boat ramp and dock.</p> <p>There needs to be compliant signage and van accessible parking at the boat ramp and dock.</p> <p><u>Parking and signage at these locations s/b as follows:</u> Create van accessible parking spaces at a width of 8' with an 8' access aisle (an 11' space with a 5' access aisle is also allowed). Van accessible signage must be provided.</p> <p>Create passenger vehicle accessible parking spaces at a width of 8' with a 5' access aisle.</p> <p>Parking and access aisle surfaces can be asphalt or compacted stone dust provided they are level (no more than 2.0% in any direction), firm or compacted, and do not have abrupt changes in level surface.</p> <p>Accessible signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space.</p>	1	2,3	N	Up to \$15,000+
<p>Access and Accessible Route of Travel</p> <p>There is no accessible route of travel to the 2 Little League baseball fields and dugouts, multi-purpose field, band stand ramp, basketball court, pickle ball courts, picnic pavilion, playground area, boat ramp and dock, accessible picnic tables, kiosk and little library, and dog waste station.</p> <p>There is only 24" of clear width at the 3rd base side dugout between the fence and dugout. In addition, there is up to a 3½" abrupt change in level surface into the dugout. There are to 3" abrupt changes in level surface into the dugouts of the baseball field near the boat ramp.</p>	403	22	<p>An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to the 2 Little League baseball fields and dugouts, multi-purpose field, band stand ramp, basketball court, pickle ball courts, picnic pavilion, playground area, boat ramp and dock, accessible picnic tables, kiosk and little library, and dog waste station. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.</p> <p>Replenish and compact the stone dust walkways to the</p>	1	2	N	TBD – up to \$50,000+

The stone dust accessible route of travel to the accessible fishing areas need replenishing and leveling. See Photos Grenville 4, 5, 6, 7, and 8.			accessible fishing areas.				
Band Stand The ramp has a 2" abrupt change in level surface at the base of the ramp. The second segment of the ramp has running slopes that vary from 8.5% to 10% for approximately 9 feet. The lower ramp railings are 4" to 5" too high. The stairs to the band stand lack railings. See Photos Grenville 9 and 10.	403.4 405 505 505	22.4.1 24 27.4	Modify the base of the ramp to eliminate the abrupt change in level surface. Modify/adjust the ramp such that the running slopes do not exceed 8.3%. Modify the railings so they are 18" to 20" a.f.f. Install continuous stair railings on both sides of the stairs. Railings s/b between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1¼" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom as feasible (slope distance one tread then 12" parallel to the ground).	1 1	3 3	N N	Up to \$2,500 Up to \$1,800
Boat Dock The dock/pier lacks handrails and/or edge protection. See Photo Grenville 11.	237 1003 1005	19.11	The edge of all floating and fixed docks shall provide at least one of the following: a) handrails that provide with 521 CMR S. 24.5; b) curbs that are at least 4" high and preceded by detectable warnings; c) detectable warnings.	2	3	N	TBD
Miscellaneous The chain link gate to one of the dugouts at the baseball field near the bathroom building is not smooth at the base within 10 inches of the ground on the push side for the full width of the gate. The dog waste dispenser is 14" too high. Picnic tables at the playground (3) and the baseball field near the boat launch (1) are not accessible.	404.2.10 308 226.1 902	NA 6.5 6.6 19	Remove the gate or install smooth plating at the base of the gate. Lower the dispenser so it is 48" a.f.f. Provide an additional picnic table at the playground and the baseball field which provide the required 27" knee height, 30" clear width, and 19" knee depth and are located on an accessible route of travel.	2 2 2	2 2 2	N I I	\$100 \$0 \$1,500
Portable Accessible Toilet The accessible toilet is not ADA compliant as the door closes too fast; the water closet is 1" too far from the near wall, 1" too close to the far wall, and 6" too close to the front door; the side grab bar is ¼" too high; and the rear grab bar is 1½" too high.	404.2.8 604.2 604.3 609.4	26.9 30.7.2 30.8.2	Replace the existing portable "accessible" toilet with an ADA Compliant toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds. The grab bars should be 33" to 36" a.f.f. to the top of the gripping surface with nothing mounted over the grab bars.	3	2	I	TBD
Bathroom Building Men's and Women's Bathrooms The tactile designation signage is	703	41.1	Install and/or relocate accessible compliant signage on	3	2	I	\$100

missing or broken.			the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). The signs must include the Universal Symbol of Accessibility.				
The stall doors are not self-closing, lack exterior door pulls, and have coat hooks that are 16" too high.	604.8.1 308	30.6.1	Modify the doors so they self-close. Install exterior door pulls. Lower the coat hooks to a height of no more than 48" a.f.f.	3	2	I	\$20
The toilet paper dispensers are 6" to 7" too far from the front of the water closets.	604.7	30.7.6	Relocate the toilet paper dispensers so they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser.	3	2	I	\$0
<u>Men's Bathroom Only</u> The water closet flush control is on the wrong side.	604.6	30.7.5	Replace or reverse the flush control so that it is on the wide or open side.	3	3	N	Up to \$500
<u>Women's Bathroom Only</u> The entrance door closes in only 4 seconds.	404.2.8	26.9	Modify the door so it takes at least 6 seconds to close.	3	2	I	\$0
The sink piping is not wrapped or insulated	606.5	30.9.5	Wrap or insulate the piping.	3	2	I	\$75
The water closet is 1" too far from the near wall and 1" too close to the far wall.	604.2	30.7.2	Modify the water closet so that it is 18" o.c. to the near wall and at least 42" o.c. on the wide or approach side of the water closet.side	3	3	N	Up to \$3,000
The rear grab bar is ½" too high.	609.4	30.8.2	Lower the grab bar so that it is 33" to 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0
See Photos Grenville 12, 13, and 14.							

Estimated Total Cost: Up to \$74,595+

Grenville Park Accessibility Assessment Photos



Photo Grenville 1



Photo Grenville 2



Photo Grenville 3



Photo Grenville 4



Photo Grenville 5



Photo Grenville 6



Photo Grenville 7



Photo Grenville 8



Photo Grenville 9



Photo Grenville 10



Photo Grenville 11



Photo Grenville 12

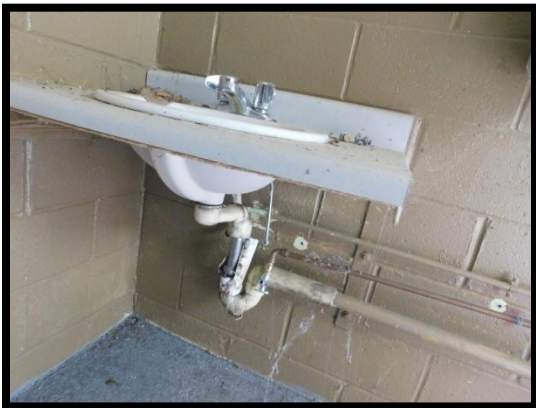


Photo Grenville 13

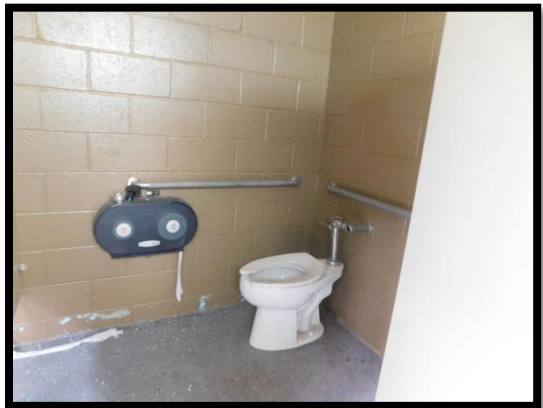


Photo Grenville 14

KUBINSKI FIELD

Function and Description of Facility and Programs: A softball field located on the grounds of the pumping station.



Responsible Party: Select Board, Parks and Recreation.

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking. There is no accessible route of travel to the softball field and to the dugouts.

If a portable toilet is provided, it must be "ADA compliant" and located on an accessible route of travel. See Chapter IX of this Plan for guidance.

Kubinski Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There is no designated accessible parking.	502 703.7	23	Create a compliant van accessible parking space as follows: Pave, stripe, and designate a van accessible parking space at a width of 8' with an 8' access aisle (an 11' space with a 5' access aisle is also allowed). Van accessible signage must be provided. Accessible signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. Slopes cannot exceed 2.0% in any direction.	1	3	N	Up to \$5,000+

Accessible Route of Travel There is no accessible route of travel to the softball field and to the dugouts. There is an abrupt change in surface level of up to 5½" into the dugout closest to the parking area. See Photos Kubinski 1, 2, and 3.	402 303 403	19 20 22	Construct an accessible route of travel to the softball field and to and into the dugouts. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	1	3	N	\$5,000 to \$20,000+
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Estimated Total Cost: Up to \$25,000+

Kubinski Field Accessibility Assessment Photos



Photo Kubinski 1



Photo Kubinski 2



Photo Kubinski 3

REED MUNICIPAL POOL

Description of Facilities: The Reed Municipal Pool is an outdoor seasonal pool that includes an accessible parking space; 110 foot long x 62 foot wide pool; a concession stand; 4 picnic tables with one being accessible; and a bath house with bathrooms and showers.

Reed Municipal Pool is currently closed and is not slated to be re-opened in its present state due to the condition of the pool and related facilities. Plans are in place to construct a new pool on the same site subject to Town Meeting appropriation of construction and operational funds.



Responsible Party: Select Board, Parks and Recreation.

General Description or Obstacle Which Limits Mobility or Access:

General

The designated accessible parking lacks striping and the signage is 20" too low. The entry gate into the pool area is not smooth at the base. The concession stand has a 4" abrupt change into and has a counter that is 7½" too high. The concrete pads around the pool are severely heaving and deteriorated with some pads missing. A lifeguard chair restricts the clear width around the pool.

Pool

There are 2 means of access into the pool – a hydraulic lift and a ramped entrance with railings. The lift was in storage at the time of assessment. The ramp is non-compliant with only 25" to 26" of clear width between railings and with railings that are not paired (top only) and which have bottom extensions that do not extend beyond the base of the ramp. The pool has a total of 344 linear feet of pool wall. At least 2 compliant accessible means of entry are required for swimming pools with 300 linear feet or more of pool wall.

Bath House

The ramp to the bath house has a roughly 2 foot to 4 foot segment at the base of the ramp that has a running slope of up to 11.2%. Tactile signage at the base of the ramp is too high. The lower paired railings are 1" to 3¾" too high.

The Women's Bathroom door has an excessive operating force and closes too fast. The sink bubbler is too far from the edge. The water closet stall door lacks an exterior pull device, lacks a coat hook, and is not fully self-closing. The toilet paper dispenser is 2" too far from the water closet and the water closet grab bars are up to ½" too high. The shower has accessible features, however the coat hook is too high, has one grab bar that is too short, and one grab bar that is angled.

The Men's Bathroom door has an excessive operating force and closes too fast. The urinal is 7" too high. The sink bubbler is too far from the edge. The water closet stall door lacks an exterior pull device, lacks a coat hook, and is not fully self-closing. The toilet paper dispenser is 1" too far from the water closet and the water closet grab bars are up to ½" too high. The water closet flush control is in the wrong side. The shower has accessible features, however the coat hook is too high, has one grab bar that is too short, and one grab bar that is angled.

Reed Pool Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> The designated accessible parking lacks striping and the signage is 20" too low. See Photo Reed Pool 1.	502	23	Stripe and designate a van accessible parking space. The van accessible space s/b at a width of either 11' with a 5' access aisle or 8' wide parking space with an 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Van accessible signage s/b provided at the van accessible space.	1	2	N	\$250
<u>Chain Link Entry Gate</u> The entry gate into the pool area does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate.	404.2.10	NA	Install smooth plating at the base of the gate.	2	2	N	Up to \$100
<u>Concession Stand</u> The concession stand has a counter that is 7½" too high. There is a 4" abrupt change in level surface at the concession stand entrance to access the interior of the building. See Photo Reed Pool 2.	904.5 404.2.5	17.6.2 26.10	Install an additional counter below the existing counter at a height of no more than 34" a.f.f. and at least 36" long. Modify the doorway or create an accessible route of travel (ramp, walkway) such that there is no more than a ¼" unbeveled or ½" beveled change in level surface at the entrance. This could be accomplished through a permanent or removable ramped approach.	2 2	2 3	N N	Up to \$150 Up to \$3,500+
<u>Pool Interior Accessible Route</u> The concrete pads around the pool are severely heaving and deteriorated with some pads missing. A lifeguard chair restricts the clear width around the pool. See Photos Reed Pool 3, 4, and 5.	403	20 22	An accessible route of travel needs to be provided to all areas available to the public. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Concrete pads need to be repaired and the life guard chair relocated.	2	3	N	TBD – up to \$75,000
<u>Bath House Ramp</u> The ramp to the bath house has a roughly 2 foot to 4 foot segment at the	405.2	24.2	Modify/reconstruct the ramp such that the running slopes do not exceed 8.3%.	2	3	N	Up to \$3,000

base of the ramp that has a running slope of up to 11.2%.							
Tactile signage at the base of the ramp is too high.	703	41	Lower the signage such that it is 60" a.f.f. o.c.	2	2	N	\$0
The lower paired railings are 1" to 3¾" too high.	505	24.5	Modify/replace the railings such that the lower railings are 18" to 20" a.f.f. to the top of the railing.	2	3	N	Up to \$7,500
See Photo Reed Pool 6.							
Bath House Bathrooms							
<u>Men's and Women's Bathrooms</u>							
The entrance doors have excessive operating forces and close too fast.	404.2.9 404.2.8	26.8 26.9	Modify the doors so they require no more than 15 lbs. of operating force and take at least 6 seconds to close.	3	2	N	\$0
The sink bubblers are 7" from the front edge, which is 2" too far.	602.5	36.3	Discontinue use of the bubblers.	3	2	N	\$0
The water closet stall doors lack an exterior pull device, lack a coat hook and are not fully self-closing.	604.8.1 603.4 308	30.6.1 30.6.1	Modify the doors so they fully self-close. Install exterior pull devices. Install coat hooks at a height of no more than 48" a.f.f.	3	2	N	\$40
The toilet paper dispensers are 1" to 2" too far from the water closet.	604.7	30.7.6	Toilet paper dispensers should be 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser and at least 24" o.c. a.f.f.	3	2	N	\$0
The water closet grab bars are up to ½" too high.	609.4	30.8.2	Lower the grab bars so they are 33" to 36" a.f.f. to the top of the gripping surface.	3	2	N	\$0
The showers have accessible features, however the coat hooks are too high, have one grab bar that is 18" too short, and one grab bar that is angled.	308 609 604	6.6 6.6 31	Lower the coat hooks to a height of no more than 48" a.f.f. Replace the shorter grab bars with 42" long grab bars. Relocate the angled grab bars so they are horizontal and 33" to 36" a.f.f. to the top of the gripping surfaces.	3	2	N	\$350
<u>Men's Bathroom Only</u> The urinal is 7" too high.	605.2	30.10.1	Lower the urinal such that the rim is no more than 17" a.f.f.	3	3	N	Up to \$1,000
The water closet flush control is in the wrong side.	604.6	30.7.5	Replace the water tank or the toilet in entirety such that the water closet flush control is on the approach or wide side.	3	2	N	\$125 to \$350
See Photos Reed Pool 7, 8, and 9.							
Pool							
There are 2 means of access into the pool – a hydraulic lift and a ramped entrance with railings. The lift was in storage at the time of assessment.							
The ramp is non-compliant with only 25" to 26" of clear width between railings and with railings that are not paired (top only) and which have bottom extensions that do not extend beyond the base of the ramp.	242 1009	19.2	Replace/modify the ramp such that there is a least 34" clear width between railings. The railings must be paired and adhere to Section 505 Of the 2010 ADA Standards and Section 24 of 521 CMR. This includes lower railings at a height of 18" to 20" a.f.f. to the top of the gripping surface and upper railings at a height of 34" to 38" a.f.f. to the top of the gripping surface. The bottom extensions must extend 12" beyond the base of the ramp and parallel to the ground.	2	3	N	TBD – Up to \$35,000
<i>Note: The pool has a total of 344 linear feet of pool wall. At least 2 compliant accessible means of entry are required for swimming pools with 300 linear feet or more of pool wall.</i>							
See Photo Reed Pool 10.							

TBD - Up to \$126,240+

Reed Pool Accessibility Assessment Photos



Photo Reed Pool 1



Photo Reed Pool 2



Photo Reed Pool 3



Photo Reed Pool 4



Photo Reed Pool 5



Photo Reed Pool 6

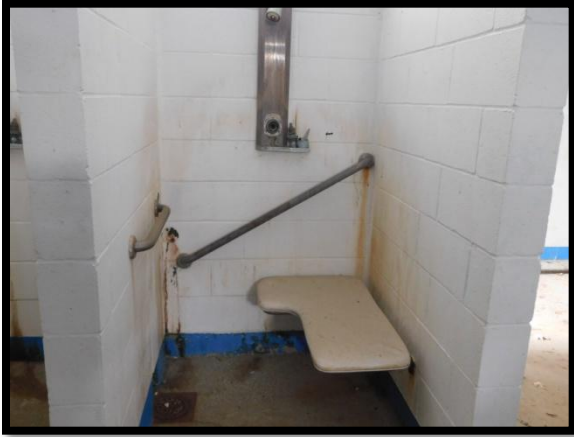


Photo Reed Pool 7



Photo Reed Pool 8

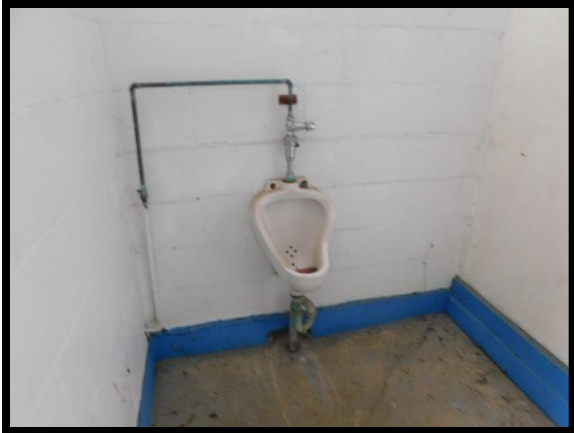


Photo Reed Pool 9

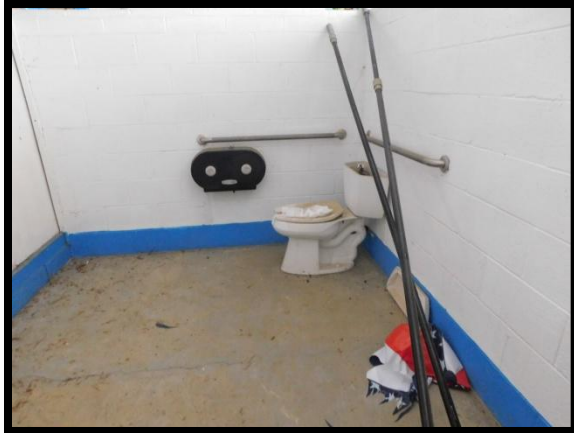


Photo Reed Pool 10

MEMORIAL FIELD

Function and Description of Facility and Programs: Memorial Field is an older downtown recreational field consisting of a baseball field; a walking track; a basketball court; bleachers; picnic tables; and the William H. Dearden Memorial Field House which consists of storage and bathrooms.



Responsible Party: Select Board, Parks and Recreation.

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route to Memorial Field from the Gilbert Court entrance due to the terrain. There is no directional signage at this entrance noting the accessible entrance on Monroe Street. There is no parking for any vehicles at Memorial Field except for adjacent private property which can be accessed via a set of stairs. It is recommended that accessible parking be provided on Monroe Street near the entrance and/or near the basketball court. The accessible entrance at Monroe Street has only 28" of paved asphalt width.

There is no accessible route of travel to the baseball field, dugouts, basketball court, bleachers, and picnic tables. There are no level areas for a wheelchair at the bleachers. *Note: The basketball court is not presently in service as the hoops have been removed.* There are abrupt changes in level surface of up to 3" to access the dugouts. The William H. Dearden Memorial Field House consists of storage and bathrooms.

Bathrooms

The Men's Bathroom tactile designation signage is faded and the Braille worn. The accessible stall coat hook is 15" too high and the door lacks an interior pull device. The toilet paper dispenser is too far from the front of the water closet. The water closet flush control is on the wrong side.

The Women's Bathroom tactile designation signage is 2" too low and is faded. The door closes too fast. The mirror is 3" too high. The accessible stall door has a coat hook that is 15" too high, lacks an interior pull device, and is not fully self-closing. The toilet paper dispenser is behind the water closet and not in

front of the water closet and on the adjacent wall. The water closet is 1¼” too far from the near wall. The water closet flush control is on the wrong side. The rear grab bar is 6¾” too far from the interior corner. The side grab bar is only 24” long, which is 18” too short.

William H. Dearden Memorial Field House Non-public Areas

The Field House has stairs with no railings at the front entrance and on-grade access at the rear of the building. The interior of the field house has 5 doors with knob hardware and which lack tactile designation signage. A concession stand with a counter that is 45” above ground level is no longer in service and houses electrical panels. As these areas are closed to the public and used solely for storage and utilities, no further action is required unless as necessitated by a reasonable accommodation request or if there is a change in use and the areas are opened back up to the public.

Memorial Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There is no designated accessible parking.	502 703.7	23	Create a compliant van accessible parking space near the Monroe Street accessible entrance as follows: Pave, stripe, and designate a van accessible parking space at a width of 8’ with an 8’ access aisle (an 11’ space with a 5’ access aisle is also allowed). Van accessible signage must be provided. Accessible signage must be set such that the signage height should be a minimum of 60” high at the bottom (2010 ADAAG Standards) and a maximum of 96” at the top (MAAB 521 CMR) and located in front of each space. Slopes cannot exceed 2.0% in any direction.	1	3	N	Up to \$3,000
<u>Access and Accessible Route of Travel</u> There is no directional signage at the Gilbert Court entrance noting the accessible entrance from Monroe Street.	216	41.1.3	Install directional signage at the Gilbert Court entrance noting the accessible entrance on Monroe Street.	1	2	I	\$250
The accessible entrance at Monroe Street has only 28” of paved asphalt width.	403.5 404.2.3	22.2 26.5	Pave the entirety of the Monroe Street entrance such that the finished surface at the opening is at least 32” in width.	1	2	I	\$200
There is no accessible route of travel to the baseball field, dugouts, basketball court, bleachers, and picnic tables. There are abrupt changes in level surface of up to 3” to access the dugouts. There are no level areas for a wheelchair at the bleachers. See Photos Memorial 1, 2, and 3.	402 303 403	19 20 22	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to the baseball field, dugouts, basketball court, bleachers, and picnic tables. The accessible route of travel must be compliant with width (48” per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼” unbeveled or between ¼” and ½” beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used. Create wheelchair areas next to the bleachers. The wheelchair space should be 36” wide x 60” deep per wheelchair. If a front/rear approach, the depth can be reduced to 48” as opposed to 60” for a side approach.	1	2	N	Up to \$1,200

Bathrooms							
Men's and Women's Bathrooms							
The tactile designation signage is faded and the Braille worn. The Women's signage is 2" too low.	703	41	Replace the tactile signage. The signage should include the Universal Symbol of Accessibility and be mounted 60" o.c. a.f.f.	3	2	I	\$50
The accessible stall coat hooks are 15" too high and the doors lack an interior pull device.	308 604.8.1	30.6.1	Lower the coat hooks to a height of no more than 48" a.f.f. and install interior pull devices.	3	2	I	\$0
The Men's toilet paper dispenser is too far from the front of the water closet and the Women's toilet paper dispenser is behind the water closet and not in front of the water closet and on the adjacent wall.	604.7	30.7.6	Relocate the toilet paper dispensers so they are a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. <i>Note: There also must be at least 1½" clearance below the grab bar to the nearest object or fixture.</i>	3	2	I	\$0
The water closet flush controls are on the wrong side.	604.6	30.7.5	Replace the flush valve so that it is on the wide or approach side.	3	3	N	Up to 1,500
Women's Bathroom Only							
The entrance door closes too fast.	404.2.8	26.9	Modify the door closer such that it takes at least 6 seconds to close.	3	2	I	\$0
The sink mirror is 3" too high	603.3	30.11	Lower the mirror to a height of 40" a.f.f. to the bottom of the reflecting surface.	3	3	I	\$0
The stall door is not fully self-closing.	604.8.1	30.6.1	Modify the stall door hinge so that it fully self-closes.	3	2	I	\$0
The rear grab bar is 6¾" too far from the interior corner. The side grab bar is only 24" long, which is 18" too short.	604.5	30.8	Relocate the rear grab bar such that it is no more than 6" from the interior corner. The side grab bar s/b 42" in length. The current stall configuration does not allow a longer grab bar to be installed and therefore would need to be significantly altered.	3	2	N	TBD
The water closet is 1¼" too far from the near wall.	604.2	30.7.2	Relocate the water closet so it is 18" o.c from the near wall.	3	3	N	Up to \$1,500+
See Photos Memorial 4 and 5.							

Estimated Total Cost: Up to \$25,000+

Comment on Bathrooms

Option #1: Modify the Men's and Women's Bathrooms as noted above so that both are accessible compliant.

Option #2: Designate both bathrooms as "Unisex". Modify the current Men's Bathroom into a "Unisex Accessible" Bathroom with the Women's Bathroom serving as a "Unisex Regular" Bathroom.

Memorial Field Accessibility Assessment Photos



Photo Memorial 1



Photo Memorial 2



Photo Memorial 3



Photo Memorial 4



Photo Memorial 5

WARE DOG PARK

Description of Facility: Dog park for small and large dogs. The facility includes accessible parking for 1 vehicle, 2 gated dog parks, a paved accessible route to and around the dog park, and benches.



Responsible Party: Select Board, Department of Public Works.

General Description or Obstacle Which Limits Mobility or Access: The designated accessible parking has signage that is 21½” too low and lacks “van accessible” signage. The chain link gates (3) to the dog park do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. The sole bench in the apparent “small dog” park lacks a level landing for a wheelchair adjacent to the bench.

Ware Dog Park Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> The designated accessible parking has signage that is 21½” too low and lacks “van accessible” signage. See Photos Dog Park 1 and 2.	502	23	Raise the signage so that it is at a height of at least 60” a.f.f. to the sign bottom and no more than 96” to the sign top. Provide “van accessible” signage.	1	2	I	\$25
<u>Chain Link Gates</u> The chain link gates (3) to the dog park do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photos Dog Park 3 and 4 for examples of smooth surfaces.	404.2	NA	Install smooth plating or a covering at the base of the gates.	1	2	I	Up to \$450+

Benches							
There is no level area for a wheelchair at the bench in the apparent "small dog" park.	221.1 221.2 802.1	19	Create a wheelchair area next to the bench. The wheelchair space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Construction options include compacted stone dust, asphalt, concrete or similar surfaces that meet the requirement of stable, firm, and slip resistant.	2	2,3	1	Up to \$250+
See Photo Dog Park 5.							

Estimated Total Cost: Up to \$725+

Ware Dog Park Accessibility Assessment Photos

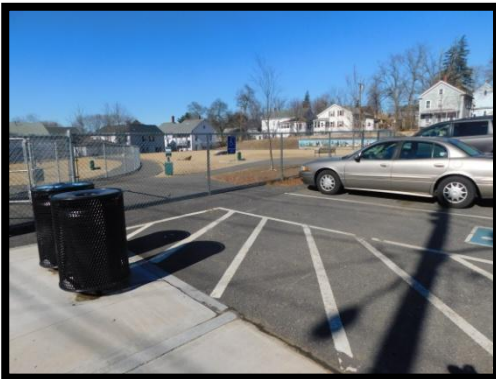


Photo Dog Park 1



Photo Dog Park 2



Photo Dog Park 3



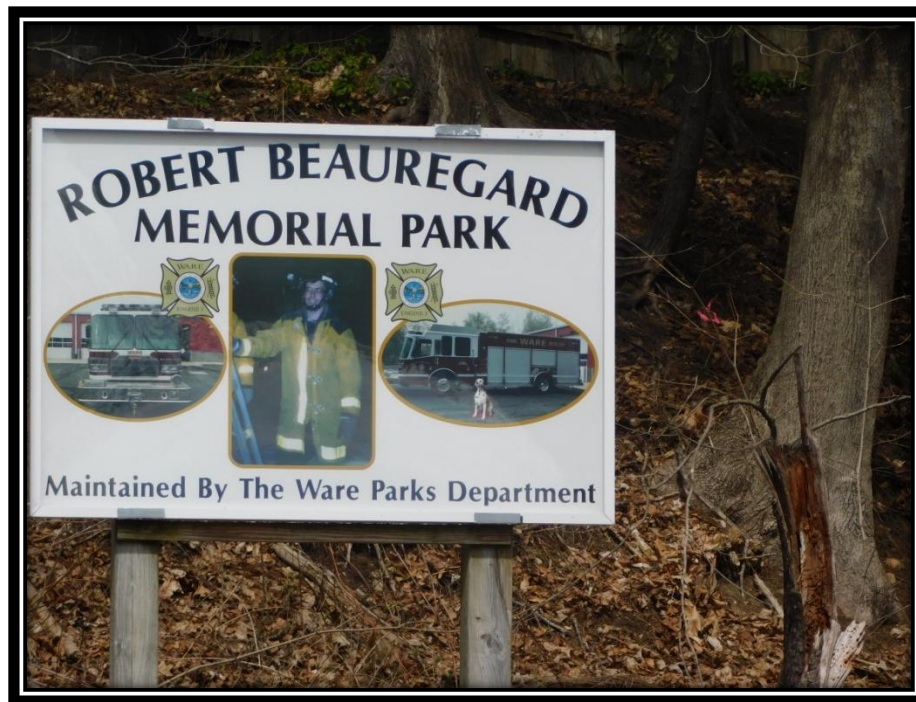
Photo Dog Park 4



Photo Dog Park 5

ROBERT BEAUREGARD MEMORIAL PARK

Description of Facilities: The Robert Beauregard Memorial Park is a playground located near the town pool and consists of 3 picnic tables, multiple playscapes, a sand box, 2 see-saws, swings, and various ground components. There is one accessible swing and one accessible picnic table.



Responsible Party: Parks and Recreation.

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking solely for the Park. There is no accessible route of travel to the playground and its multiple components or to the picnic tables. Pea stone is the surface throughout the entirety of the playground. Wood timbers 2" to 4" in height restrict access to the picnic tables, sand box, porch-style swing. Concrete pads leading to the picnic table and swing have severe heaving resulting in abrupt changes and unstable surfaces.

If a portable toilet is provided, it must be "ADA compliant" and located on an accessible route of travel. See Chapter IX of this Plan for guidance.

Robert Beauregard Memorial Park Accessibility Assessment

General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There is no designated accessible parking space inclusive of access aisle and signage solely for the park/playground area.	502 703.7.2	23	Stripe and designate at least one van accessible parking space and one passenger vehicle accessible parking space. The van accessible space s/b at a width of either 11' with a 5' access aisle or 8' wide parking space with an 8' access aisle (2010 ADA Standards). The passenger vehicle accessible space s/b 8' wide with a 5' access aisle. Signage must be set such that the signage height should	1	2	N	Up to \$1,500

			be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. Van accessible signage s/b provided at the van accessible space. Slopes for the parking and access aisles should not exceed 2.0% in any direction.				
<u>Accessible Route of Travel</u> There is no accessible route of travel to the playground and its multiple components or to the picnic tables. Pea stone is the surface throughout the entirety of the playground. Wood timbers 2" to 4" in height restrict access to the picnic tables, sand box, porch-style swing. Concrete pads leading to the picnic table and swing have severe heaving resulting in abrupt changes and unstable surfaces. See Photos Park 1, 2, 3, 4, 5, and 6.	402 303 403	19 20 22	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to and around the playground, to its multiple components, and to the accessible picnic table. Wood timbers restricting access and the concrete pads will need to be brought into compliance. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Play area ground surfaces immediately around play components and swings and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Additional accessible play equipment s/b considered.	2	3	N	Up to \$25,000+

Total up to \$26,500+

Robert Beauregard Memorial Park Accessibility Assessment Photos



Park 1



Park 2



Park 3



Park 4



Park 5



Park 6

XVI. WARE SIDEWALKS AND CURB RAMPS

WARE SIDEWALKS AND CURB RAMPS

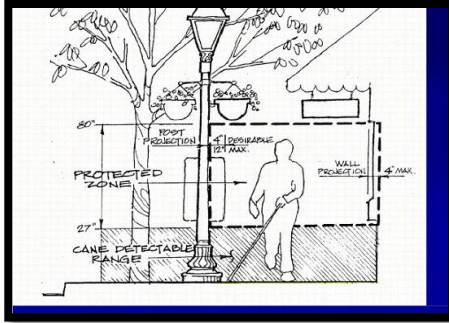
Description of Assessment Area: The assessment of public sidewalks, curb ramps, and crosswalks within the Town focused on portions of Main Street, East Main Street, West Street, South Street, and West Street.

Regulatory Compliance: Sidewalks and curb ramps must adhere to the rules and regulations of the Massachusetts Architectural Access Board as provided in 521 CMR, and the requirements of the Americans with Disabilities Act as provided for in the regulations of the United States Access Board and as required by the United States Department of Transportation, Federal Highway Administration. These federal requirements are principally listed in the 2010 Americans with Disabilities Act Accessibility Guidelines (“ADAAG”) and the Public Right of Way Accessibility Guidelines (“PROWAG”). In addition, in March 2012, the Massachusetts Department of Transportation issued *“Notes on Walks and Wheelchair Ramps for Designers and Construction Engineers”* to be used as further guidance on this matter. These notes are a supplement to and not a replacement for the 521 CMR, PROWAG, and ADAAG Regulations.

General Standards for Compliance: In summary, the guidance and regulations under the 2010 ADAAG, PROWAG, 521 CMR, and MA DOT Notes on Sidewalks and Ramps is as follows:

Sidewalks

- A minimum of a 4 feet wide sidewalk (excluding the curb) with a 3 feet minimum unobstructed width. If the sidewalk is not 5 feet wide, then a 5 feet by 5 feet level passing space should be provided every 200’. Citation: ADAAG S. 403.5; 521 CMR S. 22.2; PROWAG.
- If the slope of the natural topography exceeds 1:20 (5%), a ramp is not required for a sidewalk. Citation: ADAAG S. 403.3; 521 CMR S. 22.3; PROWAG.
- The finished cross slope of any walkway or sidewalk should not exceed 1:50 (2.0%). Citation: ADAAG S. 403.3; 521 CMR S. 22; PROWAG.
- Walkway and sidewalk surfaces shall be firm, stable, and slip resistant. Openings in the route of travel (grates, etc.) can be no more than ½” wide. The “long” opening should be perpendicular to the route of travel. There shall be no abrupt changes in level surface of more than ¼”, unless beveled up to ½”. Citation: ADAAG S. 403, 303, 302; 521 CMR S. 22.4, 22.5, 22.7; PROWAG.
- Objects between 27” and 80” above the finish surface may not protrude more than 4” into the entire pedestrian circulation route. Citation: ADAAG S. 204, 307; 521 CMR S. 20.6; PROWAG.
- All sidewalks/accessible routes of travel must be maintained and kept in a good quality condition including being kept free of snow and ice or other debris which would restrict access.

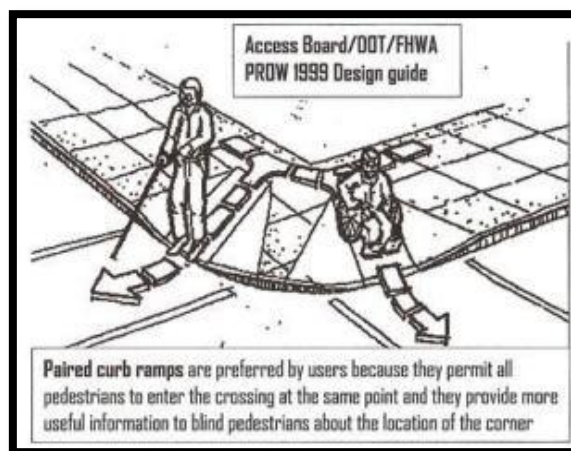
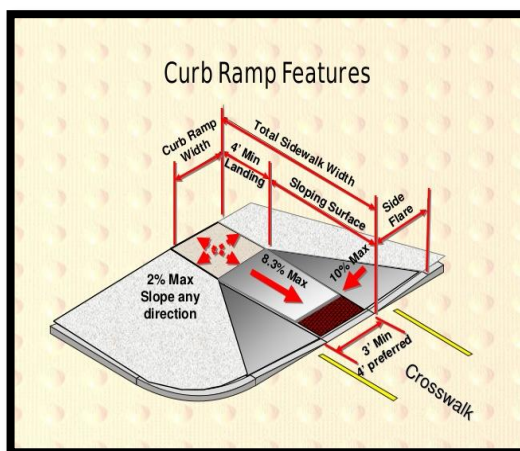


Curb Ramps

- Whenever sidewalks, walkways, or curbs on streets and ways are constructed, reconstructed, or repaired, curb cuts are required. Citation: ADAAG S. 406; 521 CMR S. 21.1; PROWAG.
- Curb cuts shall occur whenever an accessible route crosses a curb. Citation: ADAAG S. 405, 406; 521 CMR S. 21; PROWAG.
- Curb cuts are required at each corner of an intersection and typically are perpendicular to the street. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Curb cut wheelchair ramps should be placed within the general pedestrian flow to the greatest degree possible, to provide pedestrians the safety to see and be seen before crossing the street. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Paired reciprocal curb cut wheelchair ramps are preferred, however, apex ramps serving two directions may be used when intersection geometry precludes the use of paired ramps. The crosswalk should lead directly to the adjoining curb cut wheel chair ramp and sidewalk and not terminate in the roadway, a parking lot, or other area that is not part of the defined pedestrian flow. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The maximum running slope of a curb ramp shall be 1:12 (8.3%). Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The maximum cross slope of a curb ramp shall be 1:50 (2%). Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The maximum slope of a flared side shall be 1:10 (10%). Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The minimum width of a curb ramp shall be 36 inches under ADAAG and 521 CMR but 48 inches under PROWAG, exclusive of flared sides. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Transitions from curb cuts to walks, gutters, or streets shall be flush or free of changes in level greater than ¼" or between ¼" and ½" if beveled. Citation: ADAAG S. 303, 403; 521 CMR S. 21; PROWAG.
- Grading and drainage shall be designed to minimize pooling of water, accumulation of debris, accumulation of ice or flow of water across the base of the curb cut. Citation: 521 CMR S. 21; PROWAG.
- A level landing (no more than 2.0% in all directions) at the top of the curb ramp is required. The level landing or turning area should be 4 feet deep by the width of the ramp at the curb line

(minimum 3 feet, 5 feet preferred). The preferred level landing dimension, as feasible, is 5 feet x 5 feet. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.

- Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches long minimum located on each side of the curb ramp and within the marked crossing. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Detectable warnings with truncated domes are required at all street crossings under PROWAG. Citation: PROWAG.
- Fixed objects shall not be placed in any part of a wheelchair ramp. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Catch basins should be located immediately upgrade at the wheelchair ramp entrance. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG
- Accessible pedestrian signals should provide both visual and audible information. The push button face should be parallel to the sidewalk and mounted within reach range (ADAAG and PROWAG - 15 inches to 48 inches above finished ground; 521 CMR S. 21 – 42 inches above the finished sidewalk). The side reach should be within 10 inches and there should be no forward reach obstruction. The button must be operable with a closed fist with no more than 5 lbs. of pressure to operate. The push button location should be between 1½ feet and 6 feet from the edge of the curb, shoulder, or pavement and no more than 5 feet from the crosswalk. Citation: PROWAG; ADAAG 308; 521 CMR S. 21.



Responsible Party: Highway Department and Select Board.

General Description or Obstacle Which Limits Mobility or Access: The following is a general summary of major findings of non-compliance. All sidewalks and curb ramps, unless technically infeasible, must adhere to the state and federal standards as detailed above.

Main Street (West Street to Church Street – odd numbered side) Sidewalks and Curb Ramps

Curb Ramps

- The curb ramp for the crosswalk across Main Street in front of Hannah Devine's has a running slope of up to 12.0%, which is too steep.
- The "Mutt Mitt" dispenser near Livingston and Haynes is 54" a.f.f., which is 6" too high.

Main Street (Church Street to West Street – even numbered side) Sidewalks and Curb Ramps

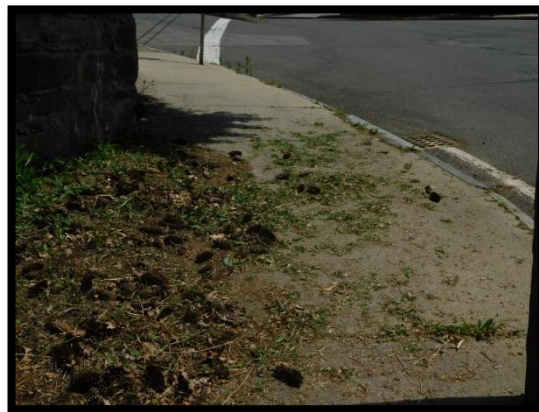
Curb Ramps

- The curb ramp at Nenameseck Square and North Brookfield Savings Bank has a running slope of up to 8.6% on the bank side.
- The "Mutt Mitt" dispenser near Nat Falk is 54" a.f.f., which is 6" too high.
- The curb ramp at North and Main Streets has a running slope that is 10.4%.

East Main Street (Church Street to Park Street – even numbered side) Sidewalks and Curb Ramps

Sidewalks

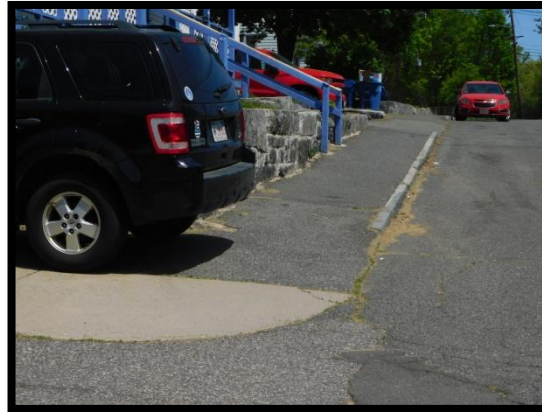
- The sidewalk past the former Wilson's Pharmacy to Cluett's has a cross slope of up to 5.2% for approximately 50 feet.
- The sidewalk in front of Dulak's Garage has a cross slope of 3.6% to 4.0% for approximately 28 feet.
- The sidewalk at the driveway/entrance to Dulak's and the rear of Gabe's has a cross slope on 4.0% for approximately 26 feet.
- The sidewalk at Park Street has considerable debris in the sidewalk.
- The Park Street sidewalk is initially concrete then asphalt with deterioration, heaving, and gaps in asphalt. Cross slopes vary up to 5.0%. The affected sidewalk segment is approximately 105 feet to Otis Avenue. The driveway and sidewalk past Otis Avenue has a cross slope of up to 8.5% for approximately 86 feet.





Curb Ramps and Crosswalks

- The curb ramps for the cross walk across East Main Street from Dulak's to Berkshire Blanket lack detectable warning strips.
- The curb ramps at Otis Avenue lack detectable warning strips and a level landing.



East Main Street (Park Street to Church Street – even numbered side) Sidewalks and Curb Ramps

Sidewalks

- The sidewalk at the Millyard driveway across from Canal Street has a cross slope of up to 5.0% for approximately 34 feet. There are also abrupt changes in level surface of up to 3" and surface deterioration.
- The sidewalk at the Galaxy Industries Driveway has a cross slope of up to 5.0% for 30 feet to 40 feet.
- The sidewalk in front of the bollards at the Mill Complex has a cross slope of up to 6.0% for approximately 30 feet. There is also a ½" abrupt change in level surface, deteriorated concrete, and heaving.
- There is severe concrete pad heaving in front of Stone Mill Antiques with up to a 2" abrupt change in level surface on one side and up to a 5" abrupt change in level surface on the opposite side. There are also cross slopes of up to 8.0%. There are also general areas of deterioration and abrupt changes of up to ½" for the remainder of the sidewalk to South Street.



Curb Ramps and Crosswalks

- The curb ramp near the canal at East Main and Park Streets lacks a detectable warning strip, has an 8.8% running slope, and lacks a level landing.
- The curb ramps with the crosswalk across East Main Street has faded striping. The curb ramps lack detectable warning strips and level landings. The curb ramp on the Canal Street side has a running slope of up to 12.0%, severe deterioration at the ramp base with 1"+ abrupt changes in level surface, and a 3" abrupt change in level surface at the top of the curb ramp.





West Main Street (Main Street to Vernon Street – odd numbered side) Sidewalks and Curb Ramps

Sidewalks

- The sidewalk in front of the laundromat has 3 areas of missing concrete with up to 2" of abrupt changes in level surface. The sidewalk also has cross slopes of up to 8.0% for approximately 30 feet.



- The sidewalk at telephone pole #4/5 has deteriorated asphalt, a 2" abrupt change in level surface, up to a 4" gap, and clear width that is reduced to only 32".



- The sidewalk from #23 West Main Street to Vernon Street is overall in fair to poor condition with asphalt deterioration, heaving, abrupt changes in level surface and reduced clear width due to vegetative overgrowth.
 - There is severe sidewalk deterioration of the sidewalk at the driveway of #97.
 - A water cover near #55 is a 1" abrupt change in level surface.
 - The sidewalk clear width is reduced to only 32" at telephone poles #15/16 and #17/18.
 - Sidewalk clear width is reduced to only 26" past the driveway of #45.
 - Sidewalk cross slopes vary from 5.4% to up to 18.4% at driveways #85/87, #95, Rick's Style Shoppe, #47, #53 (shared), #59 (shared), and # 63. In addition the cross slopes of the sidewalk in front of #95 are up to 5.4%.



Curb Ramps and Crosswalks

- The curb ramps at Storrs and West Main Street lack detectable warning strips. The curb ramp on the laundromat side has a running slope of up to 15.8% and no level landing. The curb ramp on the QVCDC side has up to a ½" abrupt change in level surface at the transition from asphalt to granite.
- The crosswalk across Barnes Street lacks formal curb ramps on either side including detectable warning strips. The crosswalk is not striped or painted.
- The crosswalk at Barnes Street across West Main Street lacks curb ramps on either side, lacks detectable warning strips, and lacks level landings. There is up to 5" of granite curbing at the odd numbered side of the street at the transition to the sidewalk as well as a catch basin with excessive grate openings in the crosswalk. A water main cover with a 1" abrupt change in level surface is located on the sidewalk near the crosswalk on the even numbered side of the street



Protruding Objects

- Telephone pole #4/5 has a guy wire which restricts head clearance and is a protruding object.



West Main Street (Vernon Street to Main Street – even numbered side) Sidewalks and Curb Ramps

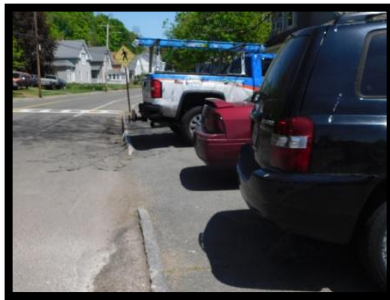
Curb Ramps and Crosswalks

- The curb ramps at Vernon Street lack detectable warning strips, lack level landings, have abrupt changes in level surface of up to 1" at the transition from asphalt to granite, and deteriorated asphalt.



Sidewalks

- The sidewalks overall are in fair to poor condition with asphalt deterioration, heaving, abrupt changes in level surface, reduced clear width due to vegetative overgrowth and/or items in the sidewalk, excessive cross slopes, and gaps in asphalt or concrete.
 - There is sidewalk deterioration of the sidewalk in front of #48 and #50 with gaps and heaving.
 - A water cover near #100 has a 1" abrupt change in level surface. A water cover in front of Debbie Wong's is sunken with deteriorated asphalt creating an abrupt change in level surface. A utility manhole near Bruso's Liquors is sunken with deteriorated asphalt an up to a 2" abrupt change in level surface.
 - The sidewalk clear width is restricted in entirety at #82 due to trash receptacles as well as vehicles parked in the sidewalk.
 - Vegetative overgrowth at #38 reduces pedestrian clear width.
 - Sidewalk clear width is reduced to only 30" in front of #104 near the sign.
 - Sidewalk cross slopes vary from 6.4% or more at driveways #110, #100, #92/94, #74 (2), #70/72, #68, #62, #60, and Debbie Wong's (entire length). In addition the sidewalk in front of #84 and Bruso's has cross slopes that vary from 4.0% to 6.4%.



South Street (Main Street to Mary Lane Hospital – odd numbered side) Sidewalks and Curb Ramps

Curb Ramps and Crosswalks

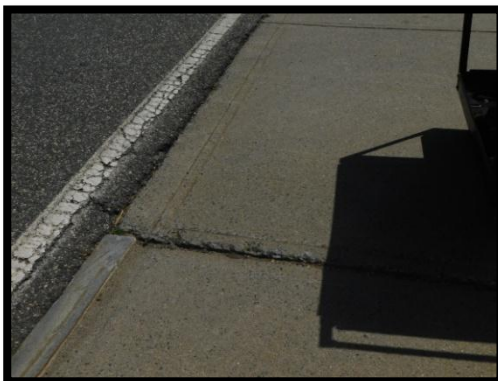
- The curb ramps at Nenameseck Square across Pulaski Street lack detectable warning strips and level landings on both sides of the crosswalk.
- The curb ramp at the crosswalk across South Street at Maple Street has only a 2 foot long level landing at the top of the curb ramp. *Note: The detectable warning strip has a 4.1% running slope. If the warning strip is reset so that the slopes do not exceed 2.0%, then compliance with a level landing will be achieved.*
- The curb ramps at Monroe Street across South Street lack a detectable warning strip on the odd numbered side of the street and lack a level landing at the top of the ramp on the even numbered side of the street.
- The curb ramps at Monroe Street lack detectable warning strips on both sides of the crosswalk across Monroe Street and lack a level landing on the St. Mary's Church side.
- The curb ramps in front of the steps to the former St. Mary's School and the former convent lack detectable warning strips and level landings. *Note: As these buildings are no longer in use as part of the church operations, the crosswalk should be formally discontinued.*
- The curb ramps at Clifford Avenue lack a detectable warning strip on the #63 house side and lack level landings on both sides.





Sidewalks

- The sidewalks overall are in good condition with some areas of deterioration, abrupt changes in level surface, excessive cross slopes, and reduced clear width.
 - There is concrete deterioration near the bridge.
 - There are up to ½" abrupt change in level surface near the former convent, near Clifford Avenue, and in front of Cedar Brook Housing. There is also some concrete deterioration in front of Cedar Brook.
 - The sidewalk clear width is restricted to only 29" near Gilbert Court due to a fire hydrant and vegetative overgrowth.
 - Sidewalk cross slopes vary from 2.4% to 4.4% at the driveways (2) to Country Bank and American Athletic; segments of sidewalk in front of St. Mary's Church; and segments of sidewalk in front of Cedar Brook (approximately 100 feet).



South Street (Mary Lane Hospital to Main Street – even numbered side) Sidewalks and Curb Ramps

Curb Ramps and Crosswalks

- The curb ramps at Union Street across Union Street lack a level landing on #74 side and lack a level landing, have up to a 1" abrupt change in level surface, and a partially covered detectable warning strip on the Cebula Funeral Home side.
- The curb ramp at the crosswalk across Maple Street lacks a level landing on the upper side (Mary Lane Hospital side).
- The crosswalk across South Street to Pulaski Street has curb ramps that lack detectable warning strips on both sides and a 1" abrupt change in level surface (granite curbing) and no level landing on the Pulaski Street side.



Sidewalks

- The sidewalks overall are in good condition with limited areas of deterioration, abrupt changes in level surface, excessive cross slopes, and reduced clear width.
 - There are up to ½" abrupt changes in level surface at the Cebula Funeral Home driveway, near St. Mary's Rectory driveway, near the bridge past the South Street/Maple Street crosswalk, and at the transition to the bridge from the sidewalk (there are 3, up to 2" abrupt changes in level surface).
 - There is surface deterioration and/or gaps at the St. Mary's rectory driveway, #38 driveway, and near the bridge.
 - There is restricted clear width due to vegetative overgrowth on the sidewalk at Maple Street.
 - Sidewalk cross slopes vary from 2.2% to 5.8% at segments of sidewalk in front of #76, segments of sidewalk in front of Cebula Funeral Home, St. Mary's Rectory driveway, segments of sidewalk in front of #54, at driveway #50/52, driveway on South Street to Maple Street multi-family apartment building, and segments of sidewalk at #8 South Street.



West Street (Robbins Road to Main Street – even numbered side) Sidewalks and Curb Ramps

Curb Ramps and Crosswalks

- The crosswalk across Robbins Road lacks a formal curb ramp, has no detectable warning strip, and has a 18.4% running slope.
- The curb ramps (2) and crosswalk across West Street to Colonial Village lack formal curb ramps, have no detectable warning strips, and a 1" abrupt change in level surface at the #180 side.
- The curb ramps (2) and crosswalk across Homecrest Avenue lack a detectable warning strip on the #170 side, have a 12.8% running slope on the #170 side, and severe deterioration of the curb ramp on the Homecrest Apartments side.
- The curb ramps and crosswalk across West Street at Walgreens and Crystal Springs have detectable warning strips that are deteriorated on both sides and lack level landings. The pedestrian signalization lacks audibles and the visual is difficult to detect.
- The curb ramps (2) and crosswalk across West Street at Moulton's Insurance and Monson Savings Bank lack detectable warning strips.
- The curb ramp and crosswalk across West Street at McDonald's and Taco Bell lack a detectable warning strip and a level landing on the McDonald's side with up to a 1" abrupt change in level surface at the transition to the curb ramp.
- The curb ramp and crosswalk near #110 and across the CVS driveway lacks a level landing at the #110 side.
- The curb ramp and crosswalk across West Street at the CVS main entrance lacks a detectable warning strip. The level landing at the #103 side land has a ½" abrupt change in level surface at the transition to the curb ramp.

- The curb ramps (2) and crosswalk across West Street at Rohan's Plumbing lack formal curb ramps. The curb ramp on Rohan's side has up to a 3" abrupt change in level surface (granite curbing) and no level landing.
- The curb ramps (2) and crosswalk across Pulaski Street lack detectable warning strips and level landings.
- The curb ramps (2) and crosswalk across West Street at Pulaski Street lack detectable warning strips and level landings.





Sidewalks

- The sidewalks overall are in fair to poor condition with areas of deterioration, abrupt changes in level surface, excessive cross slopes, and reduced clear width.
 - There are up to 1" abrupt changes in level surface at Crystal Springs due to a raised concrete pad and near Taco Bell at the transition from asphalt to concrete.
 - There is surface deterioration and/or gaps near Taco Bell, in front of #96, from #96 to Pulaski Street with more severe deterioration near Speedway and Rohan's.
 - Sidewalk cross slopes vary from 2.4% to 9.6% at segments of sidewalk in front of #86 and #64, and driveways for #110, #96, Jane Alden (2), Speedway, and the vacant lot next to Speedway.





West Street (Main Street to Robbins Road – odd numbered side) Sidewalks and Curb Ramps

Curb Ramps and Crosswalks

- The curb ramp at Vernon Street has up to a ½" abrupt change in level surface at the transition to asphalt and concrete on the cemetery side.
- The curb ramps (2) and crosswalk at the Walgreens and USPS driveway have up to 1" abrupt changes in level surface at the curb ramp transitions and no level landings. The detectable warning strip on the USPS side is paved over and is deteriorated on the Walgreen side. The crosswalk striping is faded.

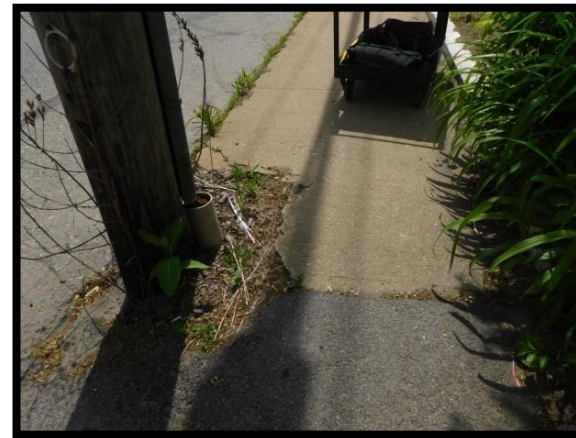


Sidewalks

- The sidewalks vary in overall condition with some segments in good condition and other segments being fair to very poor condition with areas of deterioration, abrupt changes in level surface, excessive cross slopes, and reduced clear width.
 - There are abrupt changes in level surface varying from ½" to 4" at the following locations: #161 driveway, sidewalk/driveway at Robert's Garage, locations along the entirety of the sidewalk in front of the cemetery, #49 driveway, at both the McDonalds and Brookside Mart side of the bridge, driveway and sidewalk transition at McDonalds, Dollar General (water cover), at and near the housing complex driveway, at the Dhillon Dentistry sidewalk/driveway, in front of NAPA, in front of the USPS (2 to 3 locations), and at the Colonial Village Apartments sidewalk/driveway..
 - There are reduced clear widths at the following locations: #161 driveway (24"), telephone pole #32 (29"), pole #49 (28"), pole #11 (24"), pole #19/22 (29"), pole #31 (27"), pole #34 (33"), Dhillon Dentistry (30" to 32" at granite driveway returns), pole #12 (28"), pole #13 (33"), pole #14 (26"), pole #15 (20" to 22"), pole #16 (12" to 14"), and at the bridge at McDonald's due to vegetative overgrowth.
 - There are sidewalk cross slopes of up to 14.2% at the following locations: Bruso's Liquors and # 9 sidewalk/driveway; sidewalk/driveways at #23.5, #32, #33, #35, #37, #49, #111, #113, #167; Robert's Garage sidewalk/driveway; cemetery driveway/sidewalk closest to Main Street; McDonald's driveway/sidewalk; Brookside Mart sidewalk/driveway; the Dollar General

sidewalk/driveway; housing complex sidewalk/driveway; and at the Dhillon Dentistry sidewalk/driveway.

- Sidewalks at the following location are deteriorated, have gaps in asphalt or concrete and in general poor to very poor condition: near Bruso's Liquors and #9, #23.5 to #35, sidewalk/driveway at Robert's Garage, #61 to #65, and McDonald's driveway/sidewalk.
- The transitions from driveway to sidewalk have excessive running slopes at the following locations: McDonalds (9.0% and 18.5%), Dollar General/Moulton's Insurance (8 locations up to 9.6%), Colonial Village Apartments (up to 11.5%).







XVII. APPENDICES

Appendix A: Survey Form

Appendix B: Public Notice

Appendix C: Grievance Procedure

Appendix D: Reasonable Accommodations Policy

Appendix E: Reasonable Accommodations Request Form

Appendix F: Funding Sources for Barrier Removal Planning, Design and Construction Projects

Appendix A: Survey Form

Ware Self-evaluation Survey

Department: _____

1. Describe the function of the department and any programs it offers or services that it provides.

2. Is staff aware it may be necessary to modify program policies or practices to enable people with disabilities to participate in and benefit from the programs?

Is the public aware that programs/services can be modified for them due to a disability?

3. Does the department/program have a formal or informal process for responding to requests for modifications?

4. Briefly describe general office/service communications. Specifically, how is information disseminated and communicated? Are there assistive devices or auxiliary aids (i.e. TTY, TDD, sign language interpreter) which are used or available?

5. Are there any circumstances in which a person with a disability would be prohibited from participating in regular activities because of the provision of separate activities?

6. Employment Practices.
 - a. Please list the number of full- and part-time employees.

 - b. Has any of these staff declared a disability? If yes, describe.

 - c. Have you been asked to provide a reasonable accommodation? If so, please describe the request and what accommodation was provided.

 - d. Are there any required formal tests as a condition of employment? If yes, describe.

 - e. Do any of the positions have formal job descriptions? If so, state which position and attach a copy of the job description as well as a sample job ad.

Appendix B: Public Notice

Town of Ware
Public Notice Under
The Americans With Disabilities Act

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

Employment. The Town of Ware does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the United States Equal Employment Opportunity Commission under Title I of the ADA.

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

Modifications to Policies and Procedures. The Town of Ware will make all reasonable modifications to policies and programs to ensure that persons with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Procedure and Contact. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Ware should contact the ADA Coordinator as soon as possible but no later than 72 hours before a scheduled event.

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

Complaints and requests concerning the accessibility of programs, services and activities of the Town should be directed to:

Stuart Beckley, Town Manager
Town Hall – Suite J
126 Main Street
Ware, MA 01082

Phone: 413.967.9648 Ext. 100
Fax: 413.967.9638
Email: sbeckley@townofware.com

The Town of Ware 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 and services or reasonable modifications of policy.

Appendix C: Grievance Procedure

Town of Ware
Grievance Procedure Under
The Americans With Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Ware.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the Town's ADA Coordinator:

Stuart Beckley, Town Manager
Town Hall – Suite J
126 Main Street
Ware, MA 01082

Phone: 413.967.9648 Ext. 100
Fax: 413.967.9638
Email: sbeckley@townofware.com

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Ware and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and his/her designee may appeal the decision of the within 15 calendar days after receipt of the response to the Select Board.

Within 15 calendar days after receipt of the complaint, the Select Board will meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 calendar days of the meeting, the Select Board will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee and appeals to the Select Board and responses from both will be retained by the Town Clerk for a period of at least 3 years.

Appendix D: Reasonable Accommodation Policy

Town of Ware

Reasonable Accommodation Policy

In accordance with the Americans with Disabilities Act, the Town of Ware has adopted the following policy to address requests for reasonable accommodations made by people with disabilities in its employment, services, activities, policies, procedures, rules, and regulations.

Citizens, employees or applicants for employment of the Town of Ware with qualified disabilities should address any requests for accommodation to the Town's ADA Coordinator using the "*Reasonable Accommodation Request Form*" available on the town's website or from the Office of the Town Manager.

Written requests should be sent to: (Note: : Alternative means of filing a request such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing).

ADA Coordinator

Stuart Beckley, Town Manager
Town Hall – Suite J
126 Main Street
Ware, MA 01082

Phone: 413.967.9648 Ext. 100
Fax: 413.967.9638
Email: sbeckley@townofware.com

If the Town of Ware can grant the accommodation, the requestor will be notified within two weeks of receipt of the request and no further action will be required by the requestor. The request will then be implemented by the appropriate Town Department.

If the Town of Ware cannot grant the accommodation request, the requestor will be notified in writing of the decision, along with notification of the right to file a grievance under the Town's Grievance Procedure.

Appendix E: Reasonable Accommodation Request Form

TOWN OF WARE
REQUEST FOR REASONABLE ACCOMMODATION FORM

The Town requests the completion of this form to assist it in assessing your request for a reasonable accommodation. This initial information will be part of an interactive process with you as we explore your request. This form will be kept separate from your personnel file. The responses may generate the need for additional medical information.

TO BE COMPLETED BY REQUESTOR

Print Name _____ Date _____

Phone (work) _____ (personal) _____

☐ City employee ☐ Application for Employment ☐ Other (please explain) _____

Dept/Div _____ Job Title _____

APPLICANT

A. What limitation(s) is interfering with your job application process?

B. How does your limitation(s) interfere with your ability to participate in your job application process?

C. Describe any suggested accommodation(s) that you believe will assist you in addressing the above-referenced limitation(s): _____

D. Explain how the requested accommodations(s) will assist you: _____

E. If applicable, identify the source and/or cost (if known) for providing the accommodation(s):

EMPLOYEE

A. What limitation(s) is interfering with your job performance or accessing a benefit of employment?

B. What job function(s) or benefits of employment are you having difficulty performing or accessing because of that limitation(s)? _____

C. How does your limitation(s) interfere with your ability to perform your job function(s) or access a benefit of employment? _____

D. Describe any suggested accommodation(s) that you believe will assist you in addressing the above-referenced limitation(s): _____

F. If applicable, identify the source and/or cost (if known) for providing the accommodation(s):

Requestor's Signature _____

Date _____

**RETURN THIS FORM TO THE
WARE ADA COORDINATOR**

Appendix F: Funding Sources for Barrier Removal Planning,
Design and Construction Projects

FUNDING SOURCES FOR BARRIER REMOVAL PLANNING, DESIGN, AND CONSTRUCTION PROJECTS

Note: This list of funding is not all inclusive and other local, private, state, and federal funding may be available to address accessibility related projects.

MA Office on Disability Municipal Americans with Disabilities Act Improvement Grant Program

There are two grant types available:

Planning Grant. These grants are for updating or creating a Self-Evaluation and/or Transition Plan as required under the Administrative Requirements of Title II of the ADA.

Project Grant. These grants are for removal of architectural or communication barriers that are present in a municipality. Design plans or applicant salaries are not eligible project grants. Project Grants are solely to remove barriers or to make physical/communication improvements at municipal properties or municipally owned facilities. Funds awarded cannot be used to make improvements to private businesses, private property, non-profit organizations, private homes, or other non-municipal properties.

Community Development Block Grant Funds (CDBG)

CDBG Funds can be accessed directly from the federal Office of Housing and Urban Development (HUD) if a municipality is an entitlement community or a designated central city. Non-entitlement communities (such as Ware) can apply for CDBG funds on an annual state-wide competitive basis from the Massachusetts Department of Housing and Community Development. Eligible accessibility related projects include feasibility and planning projects; design and engineering for barrier removal; and physical construction improvements to remove architectural barriers, including but not limited to, sidewalks, curb ramps, building and facility access and building and facility modifications. Funding may also be awarded for accessible related communication and transportation improvements and purchases such as integrated and fixed ALS devices and COA/Municipal accessible vans.

MassWorks Infrastructure Program

The MassWorks Infrastructure Program is a competitive grant program that provides a flexible source of capital funds to municipalities and other eligible public entities primarily for public infrastructure projects that support and accelerate housing production, spur private development, and create jobs throughout the Commonwealth. Although not specifically designed to address accessibility planning or barrier removal - housing projects would be required to include a percentage of units as accessible units and surface infrastructure projects would be required to construct compliant sidewalks and curb ramps as part of the overall construction project.

MA Chapter 90 Funding

Municipalities may, upon MA DOT approval, use their allocated Chapter 90 funds for street and sidewalk improvements which would require compliance with the 2010 ADA Standards, 521 CMR, and PROWAG pertaining to sidewalk cross slopes, level changes, sidewalk widths, curb ramps, and pedestrian crossing signals.

MA Complete Streets Program

The MassDOT Complete Streets Funding Program provides technical assistance and construction funding to eligible municipalities. Eligible municipalities must pass a Complete Streets Policy and develop a Prioritization Plan. Similar to the MassWorks Program, although not specifically designed to address accessibility projects, surface infrastructure projects would be required to construct compliant sidewalks and curb ramps as part of the overall construction project. Inherent in the development of a Complete Street is meeting the most current accessibility guidelines outlined by the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (AAB), which are upheld by Code of Massachusetts Regulations 521 (521 CMR).

MA Community Preservation Act (CPA)

If a municipality has adopted through town meeting the CPA program, approved projects would have to adhere to applicable standards under ADA and 521 CMR. CPA funding is often used for historic building restoration and rehabilitation projects. Depending on the nature of the work and as part of the overall building project, funding may be attributed towards access into a building as well as interior improvements such as vertical access (lift, elevator), bathroom modifications, and related accessibility improvements.